

OFFICE ORDER: 17/2020 Formation of Students Higher Education Preparation Club

- 1. Students Higher Education Preparation Club** is hereby constituted with an objective to support students in their preparation towards various national level exam e.g GATE, CAT etc. To start with the club will prepare students for **GATE (Graduate Aptitude Test in Engineering)** - a gateway for admission to the various postgraduate engineering programs offered by the IITs, NITs, IIITs as well as Public Sector Undertaking (PSUs) jobs. **In a phased manner the club will commence preparation for other examinations as well depending on the need of students.**
- A well-structured policy doc. covering the objectives, Structure of Club involving Chief Coordinator, Departmental Coordinators, Faculty mentors & Student Coordinators core committee, their roles & responsibilities and separate guidelines for student members of the club, Questions & marking scheme of GATE, Preparation strategy, Study support - resources, Targets etc. is attached for a detailed understanding and clarity (**Appendix-A**). Similar guidelines for preparation of other examinations like CAT etc. shall be issued separately on need basis & **Appendices duly marked shall be added.**
- Dr. Arunesh Chandra, Professor (ME)** is hereby designated as **Chief Coordinator - Students Higher Education Preparation Club** supported by **Departmental Coordinators, Faculty mentors & Student Coordinators core committee** under the overall direction and support of **Dean (A)**. He shall be performing the above duties in addition to his regular academic engagement.
- The overall responsibility of running the **club's activities smoothly @ department level** shall be with **departmental Coordinators & respective HoDs**. The entire team associated with **Students Higher Education Preparation Club** at **para 3** shall be responsible to **Chief Coordinator** for their duties in their designated capacities.
- Dr. Arunesh Chandra** shall submit monthly progress *w.r.t.* Club's periodic progress/ time table / planning etc. for GATE & other examination's preparation to **Dean (A)** on regular basis without fail.

Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS/CS/CSIT)/ GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians, Students

Copy to: Dr. Arunesh Chandra & all concerned members of Club & Dean A

Students Higher Education Preparation Club

1. Introduction:

- GATE (Graduate Aptitude Test in Engineering) exam is a gateway for admission to the various postgraduate engineering programs offered by the IITs, NITs, IIITs as well as Public Sector Undertakings (PSUs) jobs.
- Many other premier institutes apart from the IITs, NITs, IIITs and GFTIs also consider GATE score for offering admissions to the candidates.
- GATE examination is conducted jointly by the Indian Institute of Science (IISc), Bangalore and the seven Indian Institutes of Technology on behalf of the National Coordination Board (NCB)-GATE, Department of Higher Education, MHRD, Government of India.
- The GATE score reflects the relative performance level of the candidate in a particular discipline, which is quantified based on the several years of examination data.
- GATE qualified candidates are also eligible for the award of Junior Research Fellowship (JRF) in CSIR Laboratories and CSIR sponsored project.

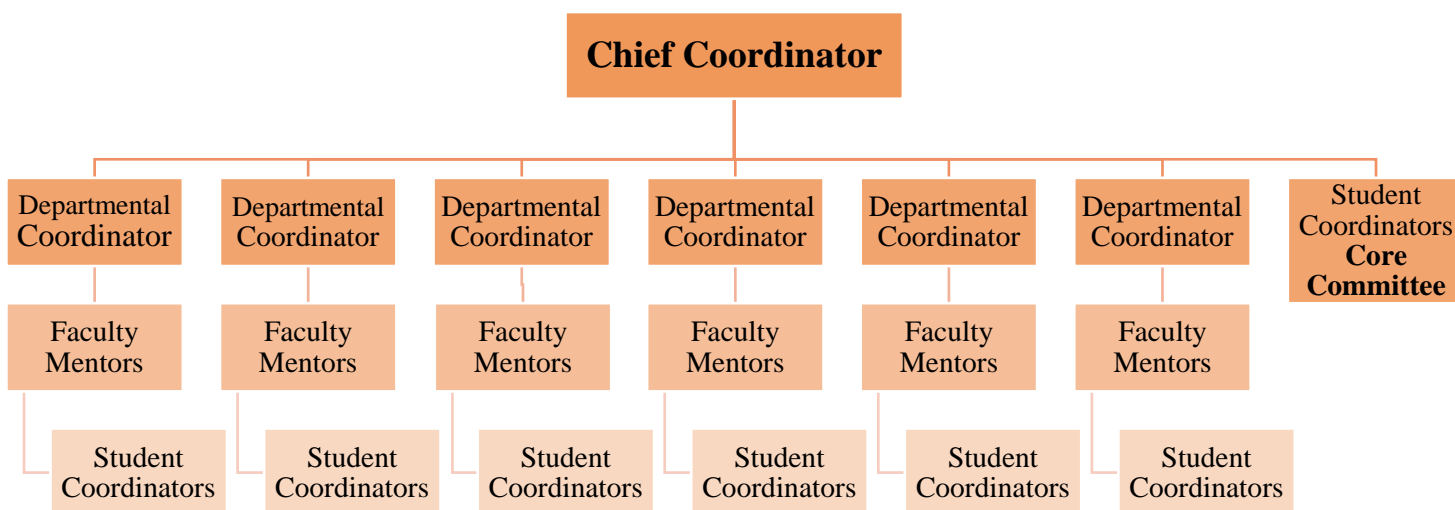
2. Objective:

- It is very much evident from the experience that GATE is a conceptual exam and having a great command over concepts is necessary for clearing GATE examination. For cracking an examination like GATE, a lot of preparation with firm determination is required. Students Higher Education Preparation Club constituted at KIET Group of Institutions will provide a platform for GATE aspirants for strengthening of concepts, proper coverage of complete syllabus, discussion, doubt resolution, and maximum practice.
- Since long-time elapses before one actually faces the GATE exam, it is important to keep the preparation going in full flow, the similar way as it started initially. The club will allow students to excel in their domain and to provide rigorous training to registered students under guidance of faculty mentors/subject experts for GATE exam daily after the college hours (4:00 to 6:00 pm) from 2nd year onwards of B. Tech. program.

3. Scope:

- **Strengthening of Concepts-** The club will help in formation of groups, consisting of aspirants with similar goals, successful senior/aspiring senior under guidance of faculty mentors, who can help in strengthening of concepts. It is well known that no one can succeed alone; one cannot go long if one plans to go alone. Taking help and guidance from fellow aspirants/senior aspirants and faculty mentor is, thus, always a good idea.
- **Rigorous Practice-** How to interpret a question, how to approach it, how to verify the answer without re-solving it, maintaining accuracy even in a pressure situation, all such skills are needed for GATE. The club will act as a platform where like-minded students with similar goals can share and discuss their problems and doubts. A number of aspirants may connect here to find useful resources, discuss and seek answers even to their technical doubts.
- **Proper Guidance-** The club will be providing guidance and support to help students to resolve their doubts, both technical and preparation related. It will help them in formulating strategy for preparation and personal follow up. The mentors will help the GATE aspirants to stay motivated and committed throughout the preparation.

4. Structure of the Club



S. N.	Name	Appointment	Department
1	Dr. Arunesh Chandra	Chief Coordinator	Mechanical Engineering
2	Dr. Sanjeev Singh	Departmental Coordinators	Civil Engineering
3	Mr. Ajay Kumar		Mechanical Engineering
4	Dr. Varun Gupta		Electronics & Instrumentation Engineering
5	Mr. Hriday Gupta		Computer Science Engineering / Computer Science
6	Mr. Satya PSingh		Electronics & Communication Engineering
7	Mr. Shiv K Sikarwar		Electrical & Electronics Engineering
8	Mr. Vijay Singh		Information Technology / Computer Science & Information Technology
9	Faculty Mentors		Assigned by concerned departments
1	Aakash Kumar (III yr.-A) aakash.1822co1001@kiet.edu	Student Coordinators Core Team	Computer Science
2	Subhav Gaur (III yr.-B) subhav.1822ce1082@kiet.edu		Civil Engineering
3	Darshika Agarwal (III yr.-A) darshika.1822csi1010@kiet.edu		Computer Science & Information Technology
4	Arunesh K Pandey (III yr.-A) arunesh.1822me1033@kiet.edu		Mechanical Engineering
5	Yashraj Srivastva (III yr.-C) yashraj.1822en1168@kiet.edu		Electrical & Electronics Engineering
6	Gargi Agarwal (III yr.-A) gargi.1822ec1058@kiet.edu		Electronics & Communication Engineering
		Student Coordinators (Year/Section wise)	List attached (Annexure-1), P-14

5. Roles and Responsibilities:

Chief Coordinator

- Responsible to take the decisions for the club.
- Preparation of detailed working and implementation plan for the club.
- Responsible for **reporting of monthly activities to Dean Academics** for perusal by JD/ Director.

- To take feedback from Students and Faculty mentors fortnightly, analyze them and to take necessary initiatives for smooth functioning.
- To monitor and maintain discipline.
- Smooth coordination with departmental Coordinators, Faculty Mentors, Student Coordinators
- Conduction of Mock Test, Declaration of Result and Analysis of Result periodically.
- Preparation of various forms like registration form, feedback form, Class report form etc.

Departmental Coordinator

- Coordination with Chief Coordinator, Faculty Mentors, Student Coordinators for smooth functioning.
- Preparation of Class Schedule.
- Responsible for design and smooth conduction of the club activity at department level.
- Conduction of Mock Test, Declaration of Result and Analysis of Result periodically at department level.
- Responsible for taking feedback of students on regular basis.
- Responsible to discuss the feedback of students with Chief Coordinator.

Faculty Mentors

- Responsible for smooth conduction of classes.
- To resolve s doubts, both technical and preparation related
- Month-wise and subject-wise strategy for preparation
- Daily study plan and personal follow-up
- To keep students motivated and committed throughout the preparation
- Conduction of open discussion among group of students on the covered topics
- Practice tests after completion of topics to improve the understanding of topics and pattern of exam.
- Preparation of MCQs of the respective subject/topic.

Student Coordinators

- Coordination with Departmental Coordinator, Faculty Mentors and Students for smooth functioning of club.
- To coordinate and support in organization of various club related activities.

- Responsible for ensuring that all the affairs of a club are carried out in a smooth and transparent manner.
- The Student Coordinator has to make necessary arrangements for the club meetings. These include deciding the date, time of the meeting and sending invitations to club members. The Student Coordinator will be taking down the minutes of a meeting.
- They will directly communicate with the club members/ students of respective class. Welcomes new members and invite them to club/group activities.

6. Guidelines for Student Members of the Club:

- The interested students of second and third year, who have decided their career prospects, are eligible for the membership of club. Interested students should be motivated to register themselves at department.
- Most of the basic technical subjects asked in the examination derive their concepts from the technical subjects that are taught in the third or fourth semester of one's bachelor's degree. This is why the second year of graduation would be the right time to start GATE preparation.
- Starting at such an early stage also leaves ample scope for strengthening of concepts, proper coverage of complete syllabus, discussion, doubt resolution, and maximum practice.
- The GATE Classes will run daily after the college hours (4:00 to 6:00 pm) from 2nd year onwards of B. Tech. program.
- Based on the past performance of the students of individual departments of the Institute the target of the GATE club of the institute should be fixed. Every department should run this club separately and students enrolled per batch should be limited initially, and if more students are interested then more batches can be started.
- Students giving their consent to attend GATE classes must ensure more than 90% attendance in GATE classes. Student fails to achieve the attendance criteria will be debarred from the GATE classes. For some genuine reasons, the attendance criteria can be lowered to 80%.
- Any student wants to join GATE classes in their 7th semester; he/she must be required to score minimum 60% in three consecutive MOCK tests to be arranged by concerned department.

- If student is not able to score more than 40% in three-consecutive tests, he/she will not be eligible to continue classes.
- All classes shall be free of cost for all the interested students.
- GATE guidelines as applicable shall be given time to time by faculty members teaching that subject and GATE coordinator of Department.
- Students can discuss the problems with the Student Coordinators / faculty Coordinators / faculty mentors.
- Weekly mock test series will be arranged to assess the performance of students, it will be continuously monitored, and target should be to have most students achieve AIR less than 1000.
- Concerned subject faculty will open discussion among students on the covered topics and test questions. This will improve the understanding of topics and pattern of exam. Separate revision classes will be arranged for already taught courses from time to time.
- Students will take part in feedback of the teaching-learning process and help to improve the quality of teaching. Feedback will be taken from the students fortnightly.
- For more conceptual learning, The GATE students must utilize the books and study materials available with the department library/Central library.
- An open discussion forum should be there between student representatives including core team, Chief Coordinator & Departmental Coordinators so that the need of the students can be addressed easily, effectively and speedily.

7. Questions and marking scheme of GATE:

The examination will consist of totally 65 questions, segregated as One-mark and Two-mark questions. Out of 65 questions, 10 questions will be from General Aptitude (Verbal and Numerical ability) and 55 questions will be Technical, based on the paper (branch) chosen. The General Aptitude section will have 5 One-mark questions and 5 Two-mark questions, accounting for about 15% of total marks. The Technical section and Engineering Mathematics section will total have 25 One-mark questions and 30 Two-mark questions, accounting for about 85% of total marks. Further, all the sections will have both Multiple-Choice Questions (MCQs) and Numerical Answer Type questions (NATs). The examination awards negative marks for wrong MCQ answers. Usually, 1/3rd of original marks will be deducted for wrong MCQ answers (i.e. -0.33 for wrong One-mark answers and -0.66 for wrong Two-mark answers) while there are no negative marks for NATs.

Multiple Choice Questions (MCQs)

These questions are objective in nature and each question will have choice of four answers, out of which the candidate has to mark the correct answer. Each question carries 1 or 2 marks questions in all the sections.

Numerical Answer Questions

There will be no choices available for these types of questions. A Numeric Answer question carries 1 or 2 marks questions in all sections. The answer for these questions is a real number to be entered by using mouse and virtual keypad displayed on the monitor. No negative marking for these questions.

Negative Marking Scheme

Negative Marking		
Question Type	Marks	Negative Marking
Multiple Choice Questions (MCQs)	1 mark	0.33
	2 marks	0.66
Numerical Answer Questions	1 mark	NIL
	2 marks	NIL

8. Strategy for GATE Preparation:

In order to achieve a better score in GATE there should be a perfect timetable for exam preparation. The timetable for GATE exam can be prepared by considering the following factors:

- After checking the GATE syllabus, there should be clarity on the subjects or topics (strong and weak).
- Probably two subjects should be taught in a month for 2 hours per day.
- Aim to cover whole subject in a given time frame
- Faculty assigned to teach particular subject should review list of topics to be discussed.
- Estimation of time required to prepare each topic/subject.
- Depending on that, prepare a monthly plan for GATE preparation.

Normal duration of teaching may be from 4:00 pm to 6:00 pm from Monday to Friday for 2-hour duration and Saturday can be used for mock test. Target for two subjects to be completed is approximately 1 month. Department can frame or tune the timetable as per their feasibility, but it is to be ensured that the last two months of GATE exam preparation should be completely allocated to the revision of syllabus. The following timetable is just for reference purpose, and it is not mandatory to follow the same timetable for exam preparation.

Sample Monthly Time-table

Day	Subjects	Preparation Strategy
Day 1 to 5	Subject 1	Learn all the concepts and solve relevant problems from Chapters 1 to 5.
Day 6	Subject 1	Revise the learnt topics from Chapter – 1 to 5. Practice mock test and analyse performance of students.
Day 7	REST	
Day 8 to 12	Subject 1	Learn all the concepts and solve relevant problems from Chapters 6 to 10.
Day 13	Subject 1	Revise the learnt topics from Chapter – 6 to 10. Practice mock test and analyse performance of students. Providing database of previous 5 years question papers along with solutions. Feedback of the subject 1
Day 14	REST	
Day 15 to 19	Subject 2	Learn all the concepts and solve relevant problems from Chapters 1 to 5.
Day 20	Subject 2	Revise the learnt topics from Chapters – 1 to 5. Practice mock tests and analyse performance of students.
Day 21	REST	
Day 22 to 26	Subject 2	Learn all the concepts and solve relevant problems from Chapters 6 to 10
Day 27	Subject 2	Revise the learnt topics from Chapter – 6 to 10. Practice mock tests and analyse performance of students. Providing database of previous 5 years question papers along with solutions. Feedback of the subject 2
Day 28	REST	
Day 29	Doubt Clearing Session on previous 5 years question papers of subject 1	
Day 30	Doubt Clearing Session on previous 5 years question papers of subject 2	

Importance of GATE Mock Test

- Mock tests will help the applicants revise the entire syllabus and clear their basic concepts.
- By practicing mock tests, students will be able to finish their actual paper in time.
- Another advantage of practicing the GATE mock test is that students will be able to identify their weaknesses and strengths.
- Taking mock tests also reduces the fear of examination.
- Taking mock tests can help improve candidates' understanding of the nature of questions, and they also get an idea of how much time does it take to solve each section.

Importance of Revision

- Having good concepts is a necessary condition but regular practice is a must for cracking GATE.
- Most questions asked in GATE are numerical problems and not theoretical ones. So, if one wants to crack it, merely knowing theoretical concepts is not sufficient. One must know how to apply it.
- Students must give enough time to revise various topics and chapters so that everything stays fresh in the mind.
- This will also allow student to know how much of the topics and chapters that they have studied have retained.
- Revision should be done regularly.

9. Resources

Faculty Mentors

It is assumed that in GATE examination, there may be 15-16 subjects required to be covered in technical section apart from Engineering Mathematics and General Aptitude. Since faculty mentors will be actively involve themselves in guiding students for GATE and other technical competitive examinations, the involvement should be considered and counted as normal teaching load. Depending upon the expertise and experience, faculty mentors should be nominated to teach particular subject(s). The nominated faculty mentors should be eligible for flexible timings.

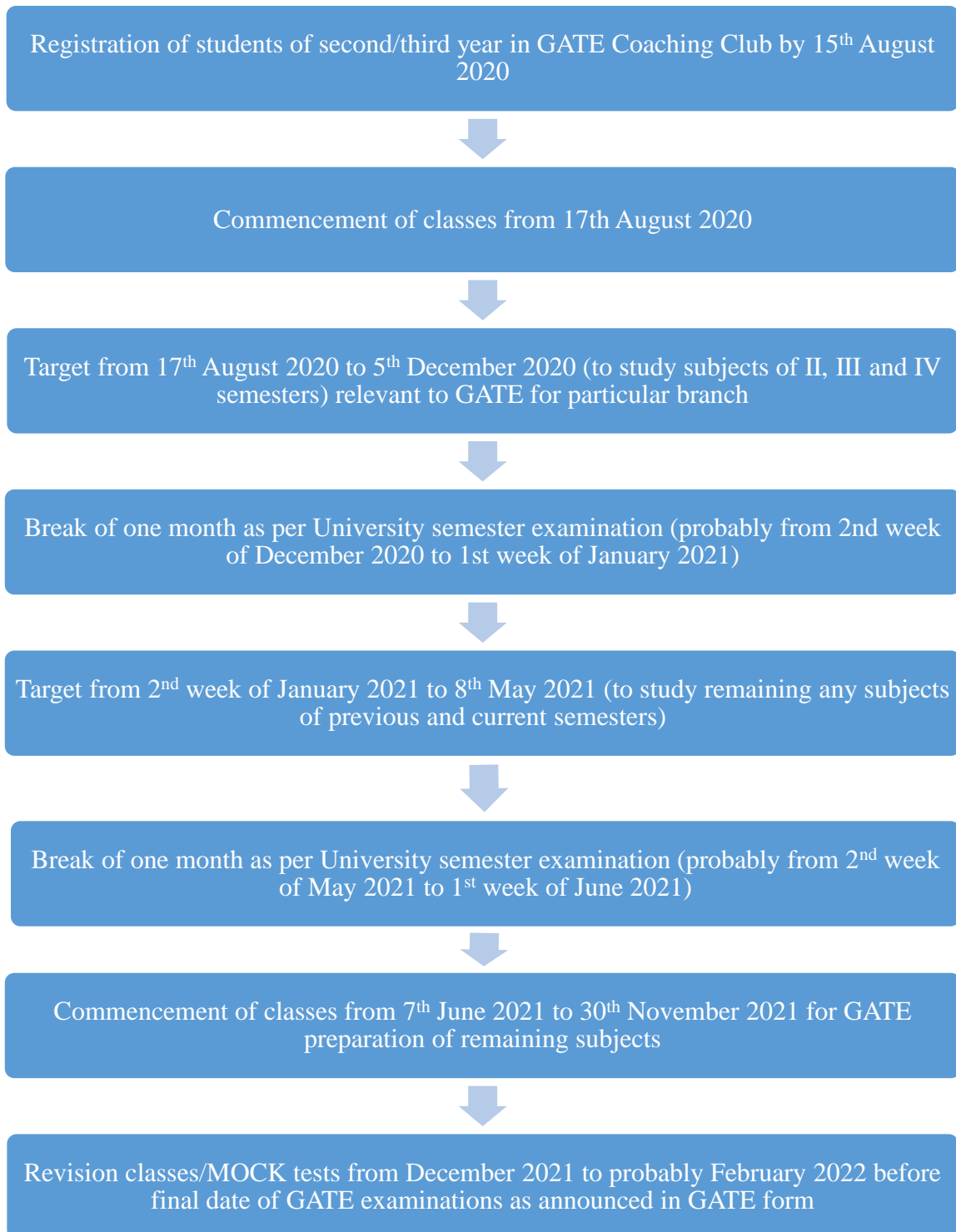
Student Mentors

Student Mentors will be the moderator for the student discussion forum, so that the openness of students may be increased, and can take some classes depending upon their interest and availability. These mentors can moderate open question answers session, it will increase the interactions and concept understanding among the students during and after the classes. Student Mentors can help with doubt resolution of fellow club members.

Study Materials

Institute should purchase sufficient number of quality contents for delivering lectures (past few year papers or some coaching contents) for better practice of students. Since standard reference books of GATE contains numerous concepts and topics, and some of them are very relevant as per prescribed GATE syllabus. Study material by MADE EASY is very thorough, precise and written in a language easy for the students to understand. Any Good test series Made Easy, ACE academy, IES masters are preferred and can be purchased by the Institute as reference material for students.

Sample Flow Chart of Time Plan of Gate Club for AY 2020-21



Registration Form

Name of the Student	
University Roll No.	
Father's Name	
Batch	
Section	
KIET Mail ID	
Mobile Number	
Commitment towards GATE Classes	
Declaration	I am interested in GATE Preparation Classes. I will maintain my attendance in the GATE Classes as per norms. I have read the terms and conditions for GATE Classes and I am giving my consent to abide by these conditions
Signature of the participant	

Class Schedule

Class		2 nd Year/ 3 rd Year/ 4 th Year	
S. No.	Details	Planned	Conducted
1.	Total Number of Classes		
2.	Total Number of Tests		
3.	Total Number of Open Discussions		
4.	Student's Feedback		
5.	Faculty remarks		
6.	Coordinator Remarks		
7.	HoD Remarks		
8.	Signature of HoD		

Class Report

S. No.	Details	Remarks
1.	Topic	
2.	Detailed Subtopics	
3.	Date of the Class	
4.	Class Duration	
5.	Number of Students Present	
6.	Name of the Absent Students	
7.	Major Outcome	
8.	Any Other Details	

Signature of the Faculty:

Signature of the Coordinator:

Nomination of Student representative for GATE club

S.NO	BRANCH	YEAR	Section	NAME OF STUDENT	Email	Contact
1	CSE	2	B	NISHANT PRATAP SINGH	nishant.1923cs1141@kiet.edu	8126973714
2	CSE	2	A	ADARSH GUPTA	Adarsh.1923cs1036@kiet.edu	6393112637
3	CS	2	A	KESHAV BHARDWAJ	keshav.1923co1114@kiet.edu	9823992888
4	CS	2	A	GARVIT PUNDIR	garvit.1923co1054@kiet.edu	9667779783
5	CSE	3	B	HITESH AGARAWAL	hitesh.1822cs1187@kiet.edu	7800417686
6	CSE	3	A	AARUSH GANDHI	aarush.1822cs1177@kiet.edu	8077807979
7	CS	3	A	KANIKA KANSAL	kanika.1822co1036@kiet.edu	9667987551
8	CE	2	A	Kratika Mishra	kratika.1923ce1017@kiet.edu	7007046822
9	CE	2	B	Shashwat Singh	shashwat.1923ce1070@kiet.edu	7037097001
10	CE	3	A	AMAN SENGAR	aman.1822ce1009@kiet.edu	9568911286
11	IT	2	A	Durgesh Agrhari	durgesh.1923it1156@kiet.edu	9554510307
12	IT	2	B	Komal Sharma	komal.1923it1199@kiet.edu	7827723405
13	IT	3	A	Ayush Parashar	ayush.1822it1041@kiet.edu	9264971540
14	IT	3	C	Raghav Goel	raghav.1822it1180@kiet.edu	8923845703
15	CSIT	2	B	Ritik Bhardwaj	ritik.1923csi1009@kiet.edu	9084962436
16	CSIT	2	A	Harsh Dayal	harsh.1923csi1065@kiet.edu	9643285239
17	CSIT	3	A	Prafull Varshey	Prafull.1822csi1030@kiet.edu	8533983256
18	ME	3	D	Somit Shivhare	somit.1822me1137@kiet.edu	9621105479
19	ME	2	B	Manjul Mishra	manjul.1923me1044@kiet.edu	9695160909
20	ME	2	C	Vishal Singh	vishal.1923me1106@kiet.edu	9026414201
21	EN	2	A	Alok kumar	alok.1923en1131@kiet.edu	7309483201
22	EN	2	C	Sonal Mishra	sonal.1923en1082@kiet.edu	6390195836
23	EN	3	A	Bhavishya Tomar	bhavishya.1822en1043@kiet.edu	6398183316
24	EC	2	A	Bhavya Aggarwal	bhavya.1923ec1066@kiet.edu	7078305307
25	EC	2	C	Tanya Agarwal	tanya.1923ec1120@kiet.edu	6396742796
26	EC	3	A	Apoorva Chand	apoorva.1822ec1038@kiet.edu	6394557884
27	EI	3		Nikita Ray	nikita.1822ei1017@kiet.edu	8265805563
28	EI	3		Vishwas Garg	vishwas.1822ei1030@kiet.edu	8743989928