JAYAWANT SHIKSHAN PRASARAK MANDAL's

Bhivarabai Sawant Institute of Technology & Research

Gate No. 720(1/2), Nagar Road, Wagholi, Pune, Maharashtra 412207

Accredited with B++ by NAAC
National Board of Accreditation (NBA). Accredited Programs:
Information Technology (IT)
Electronics & Telecommunication and Electrical Engineering

Bhivarabai Sawant Institute of Technology, Pune

Internal Quality Assurance Cell (IQAC)
HAND BOOK

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IQAC Coordinator   **Principal**

INTERNAL QUALITY ASSURANCE CELL

CONTENTS

Institute Vision and Mission:

Vision:

To Satisfy the aspirations of youth force, who want to lead the Nation towards prosperity through techno-economic development.

Mission:

To provide, nurture and maintain an environment of high academics excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.

IQAC Vision and Mission:

Vision:

To make quality the defining element of higher education in Bhivarabai Sawant Institute of Technology through a combination of self and external quality evaluation, promotion and sustenance initiatives.

Mission:

- To arrange for periodic assessment and accreditation of the institute thereof, or specific academic programs or projects
- To Stimulate the academic environment for promotion of quality teaching-learning and research in the institution
- To encourage self-evaluation, accountabity, autonomy and innovations in the institute
- To undertake quality related research studies, consultancy and training programs
- To collaborate with other stakeholders for quality education for quality evaluation, promotion and sustenance.

INTERNAL QUALITY ASSURANCE CELL

1. INTRODUCTION

JSPM's Bhivarabai Sawant Institute of Technology and Research (BSIOTR) is one of the reputed Institutions in Maharashtra known for imparting high quality Technical education. It is appreciable to note that the Institution with a firm commitment of its various academic departments have reached greater heights. This was possible because the Institution is backed with good governance by the founder of the trust Prof. Dr. Tanaji Sawant who is an Electrical Engineering with PhD. The institute is enriched with qualified faculty having distinctions in their respective academic and research jurisdictions, good facilities for academic, co-curricular and extra-curricular activities. The institute was accredited by NAAC with B++grade and three branches namely Information Technology, E & TC and Electrical Engineering are accredited by NBA.

1.1 The primary aim of IQAC is

➢ To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

➢ To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

1.2 Strategies
IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

b) The relevance and quality of academic and research activities.

c) Equitable access to and affordability of academic programmes for various sections of society.

d) Optimization and integration of modern methods of teaching and learning with ICT tools.

e) The credibility of evaluation procedures.

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services.

g) Sharing of research findings and networking with other institutions in India and abroad

1.3 Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.

b) Facilitating the creation of a learner-centric environment conducive to quality education andfaculty maturation to adopt the required knowledge and technology for participatory teachingand learning process

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

d) Dissemination of information on various quality parameters of higher education

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

f) Documentation of the various programmes/activities leading to quality improvement

g) Acting as a nodal agency of the Institution for coordinating quality-related activities,including adoption and dissemination of best practices

h) Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality

i) Development of Quality Culture in the institution

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines andparameters of NAAC, to be submitted to NAAC.

1.4 Benefits

IQAC will facilitate / contribute to

a) Ensure heightened level of clarity and focus in institutional functioning towards qualityenhancement

b) Ensure internalization of the quality culture

b) Ensure enhancement and coordination among various activities of the institution andinstitutionalize all good practices

c) Provide a sound basis for decision-making to improve institutional functioning

d) Act as a dynamic system for quality changes in HEIs

e) Build an organized methodology of documentation and internal communication

Composition of the IQAC

IQAC has been constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC is as follows:

1. Chairperson: The Principal - BSIOTR

2. Senior administrative officers: all HoDs

3. Three to Five senior teachers

4. One member from the Board of Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It

helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities.

The guidelines given here are only indicative and will help the institution for quality sustenanceactivities.

- The IQAC shall meet at least once in every quarter.
- The agenda, minutes and Action Taken Reports shall be documented with officialsignatures and maintained electronically in a retrievable format.
- The members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details.
- While selecting these members several precautions need to be taken. A few of them are listed below:

  ➢ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

  ➢ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

  ➢ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement.

  ➢ The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

1.5. The role of Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administratorentrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer,its various functions and usage for effective communication.

2. ACADEMIC AUDITING MANUAL

2.1 INTRODUCTION

The process of Academic Auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified Engineers passing out from our Institution, affiliated to the Savitribai Phule Pune University, Pune. For proper functioning of academics in our institution and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed. These include the assessment of course delivery, as per the curriculum and syllabus of SPPU, the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members and monitoring of the class, progress of courses, internal assessment, student welfare and grievances.

This document is envisioned to elaborate the process of academic auditing, which can aid our institution/faculty/student for success in the Engineering/Management Education arena. It presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of courses, overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, research and consultancy and class/course committees.

2.2 OBJECTIVES OF ACADEMIC AUDITING

(i) To ensure academic accountability.
(ii) To define quality of each component of the functionalities and to ensure quality oftechnical and management education throughout the system.
(iii) To safeguard functionalities of technical and management education.
(iv) To define and inculcate effectiveness in teaching – learning process and to devisemethodology to confirm maximum output from faculty members as well as students.

2.3 COURSE DELIVERY

The B.E./M.Tech Programs are administered as a combination of theory and practical courses, seminars, internships, mini projects and projects related to the area of specialization. There are some courses for B.E. programme which are aimed as a link between society and themselves through NSS activities.

2.3.1 Lecture Based Courses

The faculty shall introduce the course (pre-requisite, learning objectives and outcome of the course) briefly, on the first day of instruction so as to give an idea of what the course can impart to the students and its importance and relation to the area of specialization. The course/lesson plan shall be entered in the course diary which

would come as part of the course file. The faculty shall try their best to stick to the course plan. The process will be monitored by the Academic Research and Quality Assurance Cell(ARQAC) constituted by the management and Academic Dean at Institute level and Department Academic Coordinator and HOD at department level. Based on the performance of the students in the internal tests, remedial measures in the form of extra classes/remedial classes shall be conducted.

2.3.2 Internal Evaluation

TUTORIALS / ASSIGNMENTS / MINI PROJECTS / TESTS

- Ensure quantum and quality of assignments/tutorials/mini-project/class Tests.
- Ensure quality of question papers - quality of evaluation/correction - Uniform distribution of questions from the portions covered as per the course plan. Three tests of one and a half hour duration are mandatory.

AWARDING OF SESSIONAL MARKS

- Based on the performance of students in class test and assignments, sessional marks shall be awarded as per SPPU Regulations.

2.3.3 Practical Courses

Practical Instruction manual shall be prepared with theory, procedure, flow charts, equations, tables, model graphs, expected results to be obtained and shall be revised based on changes in the course content.

The first class shall be the introduction to the lab, brief explanation of pre-requisite, learning objectives and outcome, rules and regulations of the lab, cycle of experiments, the expected student attitude and responsibility towards completion of experiments, the experiences they gain towards the end of the lab and division of student batches.

The students shall be instructed to come prepared for the practical classes, after going through the theoretical and practical aspects of the experiment; along with lab record, graph paper, drawing instruments etc. The student has to complete the experiment, perform necessary calculations/ programmes/ graphs plotting, inferring the results etc. and submit the lab records for getting endorsed by the faculty in charge in the lab.. A viva (1 to 5 questions) on the day's experiment shall be conducted along with the endorsement of the faculty to assess the performance of the student. Marks are to be awarded for lab records/output and viva in each practical class, which shall be added up to internal assessment marks. Conduct of minimum number of experiments as specified in the syllabus is mandatory. And conduct of experiment beyond the curriculum related to concerned domain is encouraged. After all the practical classes are over, mock practical/OR/ test shall be conducted by the faculty.

2.3.4 Projects

B.E - Identification of students' batches (with maximum of 4 students in a batch),

broad areas of projects, guides etc. shall be completed within one week after the commencement of the classes during 7th and 8th semesters. The attendance of the student in the institution / the external work place shall be maintained by the internal / external supervisor. The day to day activities of the student shall be endorsed weekly. Project evaluations shall be done in two phases – Mid-term and end term. The presentation using ICT in limited slides giving salient points on problem definition, literature survey/review, methodology, design & fabrication, computational analysis, statistical analysis, results, discussion, conclusions and bibliography is mandatory for evaluation. Evaluation shall be based on the above factors. Conference paper / journal paper based on project shall be given added credits. Interdisciplinary projects shall be encouraged. Evaluation scheme for final semester project is as per SPPU.

M.Tech – Project work is spread over the third and fourth semesters. Project work is to be evaluated both in the third and the fourth semesters. SPPU ordinances for M.Tech project evaluation procedure have to be followed.

2.3.5 Seminar

Presentation - seminar on a topic of current relevance/emerging trends related to the discipline with prior approval of faculty shall be presented. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. The seminar report shall be prepared in the specific format as specified by the Institution. Evaluations shall be based on the style of presentation, technical context, adequacy of reference, depth of knowledge and overall quality.

2.3.6 Design Project/practicing projects (for B.E programme)

Each student or a group of students has to take up a design project. The project topic could be arrived at in consultation with a faculty member in the department. The Evaluation of the project is to be done in two stages. The project supervisor and two other faculty members from the same or any other department, nominated by the Head of the Department form the evaluation board.

2.4 CO-CURRICULAR ACTIVITIES AND EXTRA CURRICULAR ACTIVITIES

Encourage the extra-curricular and co-curricular activities of the students, participation in the activities of Department Associations, Professional bodies, Functions coordinated by the institution etc. Conduct programmes / lectures that are beneficial to the students for the development of Professionalism.

2.5 DISCIPLINE & ACADEMIC AMBIENCE

Discipline & academic ambience shall be maintained in the campus. Any complaints or grievances of the students shall be addressed and solved at the earliest.

Functioning of the following bodies in the institution are necessary for overall discipline and good academic ambience.

1. College Discipline

2. Academic Audit
3. Career Guidance and Training & Placement Unit
4. Industry – Institute – Interaction Cell
5. Research & Consultancy Cell
6. Central Computing Facility
7. Library committee
8. NSS
9. Professional bodies
10. Department Clubs
11. Student's Grievances redressal Committee
12. Student's Welfare Committee
13. Antiragging squad and Antiragging committee
14. Sports committee
15. Women's grievance redressal Cell
16. Alumni Association
17. Anti-Sexual Harassment Committee
18. SC/ST committee

2.6 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

1. Academic Activities
2. Research & Consultancy
3. Administration
4. Extension Activities

2.6.1 Academic Activities

- Class room instruction
- Laboratory Instruction
- Curriculum development
- Developing learning resource material and laboratory development
- Students' assessment & evaluation including examination work of university
- Organization of co-curricular & extra-curricular activities
- Student guidance & counseling
- Continuing Education activities
- Knowledge updating - Generating new knowledge, dissemination through books, seminars,publications
- Self-development through upgrading qualification, experience and professional activities.

2.6.2 Research & Consultancy

- Research & Development activities and research guidance
- Sponsored Projects
- Consultancy & Testing Services
- Promotion of Industry Institution interaction and R & D.

2.6.3 Administration

- Academic and Administrative Management of the Institution Policy planning, monitoring & evaluation and promotional activities.
- Starting of new programs/branch in institute
- Preparation of Project proposals for funding areas of R&D work, lab

development,modernization etc.

➢ Development, administration and management of institutional facilities

➢ Monitoring and evaluation of academic and research activities

➢ Participation in policy planning activities (Regional/State/National/ International levels),

➢ Helping mobilization of resources of the Institution

➢ Staff development activities

➢ Maintain accountability, conduct performance appraisal.

➢ Accreditation of the program by NAA/NBA

2.6.4 Extension Activities

➢ Interaction with industry & society

➢ Participation in community services

➢ Providing R & D support and consultancy services to industry and other user agencies

➢ Promotion of entrepreneurship and job creation

➢ Dissemination of knowledge

➢ Providing technical support in areas of social relevance

2.7 CLASS/COURSE COMMITTEES

Course Committee: The subjects of all classes should be grouped in to different modules domain wise and a senior teacher should be appointed as module coordinator for each module. The module coordinator of a particular module and the subject teachers of the subject under that module will constitute the course committee.

Functions

The course committee shall meet identify the curriculum gap in the syllabus of the subjects under a particular modules. Activities like expert lectures, hands on training, seminar, mini projects, industrial visits etc. shall be conducted to bridge the gap in the curriculum. In the process of identification of the gaps the course committee should have interaction with senior academician, subject teachers and industry experts so that the latest technological advancements can be included in the activities to be conducted.

2.8 . FUNCTIONING OF THE ACADEMIC AUDITING SYSTEM

2.8.1 DOCUMENTS TO BE PRODUCED FOR AUDIT

Each department of the institution has to maintain the details of various academic activities in the form of documents given below. These documents shall be made available to and when required.

1. Class Time Table & Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects & elective courses)
4. Course File
6. Tutorial Book

7. Equipment Log register used in Laboratories
8. Consolidated Attendance statement of students
9. Consolidated statement of marks of internal tests
10. Seminar presentation details
11. Project (Mini project/Design project/Final semester project) progress review reports
12. Register of internal evaluation marks
13. Student Activities Details
14. Details of covering the contents beyond syllabus
15. Register of Remedial/Bridge/Language Lab classes
16. Minutes of meeting of HOD with faculty/students and other committees
17. Consolidated semester grades of students
18. Result Analysis

2.9. ACADEMIC DIARY AND COURSE FILE

2.9.1 Academic Diary

An academic diary is to be maintained by each staff of the department. Academic Diary becomesa part of the course file

2.9.2 Academic Diary for Lecture Based Courses

It shall contain

- Time Schedule of classes
- Syllabus
- Course plan
- Calendar of events
- Details of assignments, tutorials
- Attendance of students
- Marks awarded for assignments, internal exams etc
- Internal evaluation marks
- Topics covered and mode of instruction in each class
- Extra classes engaged
- Learning materials provided

2.9.3 Academic Diary for Practical Courses

It shall contain details such as

- Time Schedule of class
- Syllabus
- Course Plan
- Attendance of Students
- Practical Evaluation Sheet
- Marks for class viva
- Marks for Final test
- Internal Evaluation marks

2.9.4 Academic Diary for Seminar/Projects

It shall contain

- Time Schedule of class
- Attendance of students
- Seminar/Project presentation details
- Seminar/Project Topic, Name of student presented, Time slot, Seminar/Project evaluationdetails

2.10 Course File

2.10.1 Course file for Lecture based courses: One course file each for each theory course is to be maintained in the Department/faculty for each semester. The Course file shall contain the following documents:

1) Course diaries of all faculty who have engaged the course
2) Question paper and scheme of evaluation for 1st, 2nd and 3rd internal exams, all assignmentsgiven, Make-up / Re-Test given (if any) etc.
3) Previous Year University question papers
4) Sample answer sheets (at least one excellent, one good and one marginal pass) for allinternal exams and assignments given,
5) Sample tutorial sheets, quiz or any other assessment done
6) All answer sheets of Make-up / Re-Test given (if any)
7) Mapping of Course outcome and Programme Outcomes (POs) & PSOs
8) Attainment Sheet of CO-PO and CO-PSO
9) Industrial relevance of the course, if any

2.10.2 Course File for Practical courses:

One course file each for each Practical course has to be maintained in the Department for each semester. Course file shall contain the following documents:

1) Course Diary of all batches
2) Question paper & scheme of evaluation for Lab internal exam, Make-up/Re-Test given (if any)etc.
3) Sample answer sheets (at least one excellent, one good and one marginal pass for Lab internalexam)
4) Mapping of Course outcome and Programme outcomes (POs) and PSOs
5) Industrial relevance of the course, if any

2.10.3 Course File for Seminar/Projects

It shall contain (i) Course Diary (ii) Consolidated List of Seminar/Project topics with PO mappingand industrial relevance, if any

3 Academic Quality Improvement and Discipline - Roles and Responsibilities of FACULTY Members @ BSIOTR

3.1 General: Faculty Shall

1. Report to work on time and stay within the campus during working hours of the Collegebeing aware of Tea and Lunch break schedule and adhere to it.
2. Discharge the responsibilities assigned in Teaching/Research/ Consultancy and Administration diligently in honest and un-biased manner with total commitment
3. Adhere to the dress code
4. Be aware of Vision and Mission statements of the Institution and Department
5. Conduct themselves in a professional and co-operative manner
6. Comply with rules, regulations, policies of Management from time to time
7. Take up duties and responsibilities other than Academic activities assigned by the HOD/ Principal/ Management
8. Not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD, Principal (limited to a total of 6 days in a year). (Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department).
9. Attend and participate in the meetings, activities called/assigned by the HOD and Principal
10. Take precautions to protect equipment, materials and facilities of the college
11. Not indulge in rude or abusive behavior, comment against superiors, make negativecomments about other staff members, verbal attacks which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct
12. Get the leave (CL/EL/SCL/OOD) sanctioned before availing the same. Not to apply for EL during the middle of the semester unless it is in emergent requirement
13. Not absent from duty without authorization and will be viewed seriously
14. Maintain the record of lesson plans, Question bank, Notes/course materials, PPTs, Academic work Diary, Attendance Register, Blue Books, Question papers, scheme of evaluation and other relevant documents of the courses handled by them
15. Share information, work on projects, enable students to reflect on learning that takes place in internships or outdoor activities thereby help in improving Teaching and Learning Process.
16. Not carry cell phones to the practical/lab classes
17. Watch videos of extraordinary teachers/subject experts from institutes of national/ international repute on the topics in their allotted subjects for improving teaching abilities
18. Spend at least two hours of active reading per day
19. Involve in a continuous process of learning
20. Ensure more than 85% results in the subjects they taught

21. Take up the Valuation/Revaluation work assigned by VTU and submit the proof ofevidence along with the recording of number of scripts valued
22. Publish at least one paper per year in reputed Journal/Conference proceedings
23. Prepare at least one project/research proposal per year and submit for financialassistance/sponsorship from funding agencies
24. Ensure work-life balance

3.2 Class Room Management: Faculty Shall

1. Be Student centric.
2. Come well prepared for the class and stay focused on the topic/content
3. Be present in classroom right in time [near the classroom five minutes prior to the scheduledcommencement], to be prepared to hold the students till the next faculty relieve him/her.
4. Mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance
5. Commence the class by summarizing the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas
6. Share knowledge in a manner that encourages effective two-way communication
7. Be organized and make efficient use of time
8. Be self-confident and facilitate quality delivery of the subject
9. Provide real time case studies as and whenever possible. Employ appropriate strategies toachieve desired objective of learning
10. Pose questions to the students which inculcate out of the box thinking
11. Summarize the concepts at the end of every class
12. Correct the test answer books within the stipulated time of academic calendar and makethe scheme of evaluation transparent
13. Discuss about the common mistakes made by students and explain how to overcome itafter every test
14. Meet all the academic and evaluation deadlines prescribed from time to time
15. Not to pre-pone, post-pone, let-off or suspend a scheduled class without authorization fromthe concerned HOD and Principal
16. Maintain utmost discipline of a class
17. Handle the assigned practical classes and be available in the designated place for the full duration. In the Lab, Record correction, viva-voce and help the students to learn from theirmistakes. Be friendly and at the same time enforce discipline in the lab

3.3 Student Related: Faculty Shall

1. Maintain good rapport with students and take care of the students in every aspect of therequirements
2. Motivate students to show interest and learn the most
3. Be available for the students even after class hours to clarify their doubts, if any
4. Provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the

examinations confidently

5. Exhibit fairness and treat students with respect and teach them to treat others with respect

6. Motivate and help students to do mini-educational projects in related area/topics (suggested

   by you & chosen by the Student himself/herself), so that their analytical and self-learningskills improve

7. Continuously involve in the projects they are assigned to guide

8. Feel comfortable working with exceptional learners/slow learners and learners withdiverse needs

9. Handle gently but firmly, any misbehavior of students and weed out the cause

10. Rise to the occasion because of the values our Institution has taught you. On such occasions,think of the principles our Institution instilled in you and make all of you proud.

3.4 Role as Proctor/Counselor/Mentor: Faculty Shall

1. Advise/counsel the student on all the academic matters

2. Meet the assigned students at least once in every fortnight. Shall report to theHOD/Principal about those students who avoid meeting the Proctor

3. Understand student difficulties and counsel as per individual situations.

4. Keep the parents appraised about the academic progress and general behavior of their wards

5. Demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff and Administrators

6. Ensure maintenance of proctor diary in accurate, complete and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification

7. Serve as a friend, philosopher and guide

8. Accept, Appreciate and Adjust with the sole objective of shaping the students

3.5 Subjects Knowledge Related:

"The heart of BSIOTR's mission is to excel in Teaching"

1. **Knowledge of the subject is very important for teaching profession** that requires special skills and commitment. Hence the teachers shall consistently increase/improve their overall subject knowledge and be accountable in fundamentals and basics of the subject knowledge. Every teacher should update the Subjects' Knowledge regularly

2. Faculty shall renew their abilities to think clearly, listen attentively, write precisely and speakeloquently

3. Teachers shall constantly improve in the following:
   a. Fundamental subject Knowledge
   b. Practical experience and Skills
   c. Sufficient understanding in certain core areas of the discipline
   d. Fluency and clarity in presenting the concepts
   e. Necessary involvement in continuous learning

4. Faculty shall have
   a. Passion for Teaching

b. Good Attitude

c. Strong Willingness to learn

3.6. Learn from Your Elders/Colleagues

1. Talk to your senior professors or department head before you embark anything new.

2. Ask about their goals for the course and their expectations from you in relation to teaching.

3. Get a copy of the course materials, assignments, tests and any other supporting materials fromthose elders who have taught the course before.

4. Talk to the Professors

   a. What did they like or dislike about teaching the Class / Course?

   b. How did they approach the first day?

   c. What materials did they use?

   d. What skills and abilities will they bring to the class?

   e. What prerequisite courses can you expect them to have taken?

5. Once you are feeling good about your teaching, make sure that a Professor from yourdepartment visits your class and observes you.

6. Have some role models and try to become one such and excel if possible

- Teachers are capable of bringing in *Transformation* among the students :

- Behind Every Successful Man, there is a Woman. Behind Every Successful Person, There isa Teacher

- **Follow the ABCs**

   A–always. B–be. C– Creative (Resourceful, Innovative)

   A–always. B–be. C– Constructive (Positive, Productive)

   A–always. B–be. C– Cooperative (Helpful, Supportive)

   A–always. B–be. C– Collaborative (Shared, Mutual)

   A–always. B–be. C– Consistent (Reliable, dependable)

   A–always. B–be. C– Commanding (Strong, Authoritative)

   A–always. B–be. C– Cognizant (Mindful, Aware)

   A–always. B–be. C– Committed (Devoted, faithful, loyal)

   A–always. B–be. C– Closing (Finishing, Concluding)

- **Follow the 6 C's**

   Communication, **C**ollaboration, **C**ritical Thinking, **C**reativity, **C**ommitment and **C**aring

- "Good teaching with **strong subject knowledge** can make a significant difference in yourstudents' achievements leading to your career growth"

- Teach the students *the art of living* by your required preaching, more so in your practice. *"Artof living is leaving negativity"*

- **Improvement**, as you all know, starts with the letter "**I**". So you can, you alone can do it.Explore your potentials to the extremes and come out in flying colors.

- Please remember our institute vision and mission.

4. Decentralization in Working and Grievance Redressal Mechanism

- Various committees have been framed in our college in order to redress the problems and grievances of the students.
- For every committee, a senior faculty member was designated as Chairman/Convener.
- Every committee has been defined the roles and responsibilities
- It is the responsibility of the convener to convene the meeting as frequently as possible among the members to discuss the issues related to the responsibilities assigned to the concerned committee.
- Based on the nature of the problems arise, the convener will take necessary remedial actions. If the remedial action requires attention of the Principal and Management, then it will be immediately brought to the notice of them for necessary action.
- This kind of work culture will resolve the problems as when arose and make the remedial system effective

Committee	Roles/Responsibilities
Discipline Committee	- To oversee and monitor the overall discipline of students in the college and review it periodically. - To take decisions and actions related to indiscipline activities of the students in the college as and when required
Placement and Training Cell	- To organize campus placement drives. - To organize students for off – campus interviews. - To organize and monitor placement oriented training programmes. - To collaborate with HODs for organizing placement oriented programmes during Saturday afternoon
NBA/NAAC Committee	- To apply for NAAC/NBA certification. - To conduct periodical review meetings to monitor the progress of NAAC/NBA certification work. - To attend the seminars/conferences related to NAAC/NBA certification. - To organize training programmes for staff members by external resource persons to create awareness about NAAC/NBA certification. - Periodically reviewing the updation of NBA/NAAC related activities in the college
College Website and Internet Maintenance Committee	- To maintain and update the contents in the college website periodically. - To promote news, events related to college in the website regularly.
Library Committee	- To plan and procure the books and magazines/journals periodically to fulfill the requirements of University and AICTE. - To meet regularly, to discuss about further developments in the library. - To solve the issues and problems raised by the students and staff members
Central Computing Facility and Computer Maintenance Committee	- To provide central computing facility for the first year students - To maintain all the computers, LCD projectors, printers in the college

University Examination Committee	•	To conduct and monitor the University Examinations as per the time table systematically with proper arrangements
Internal Examination Committee	•	To conduct and monitor the three periodical tests as per the schedule systematically with proper arrangements
Girls Hostel Committee	• •	To make frequent visits to hostels in order to monitor the regular activities of the boys hostel. To conduct periodical meetings with student representatives to redress their grievances
Transport Committee	• • • •	To schedule and regulate the transit of buses in different routes. To schedule and regulate the drivers in different bus routes. To monitor discipline among the students inside the bus. Also, to monitor the crowd in each bus. To monitor maintenance of the buses as well as to do works related to RTO office.
Purchase Committee	• • •	To make arrangements for purchase of the equipments/items/devices required by any department in the college as per the guidelines. After receiving the item /device/equipment in good quality, make arrangements for payment. To make arrangements for servicing/repairing of faulty items/ devices/equipments.
Campus Discipline Committee	•	To maintain strict discipline among the students in the campus during tea break and lunch break by making regular rounds.
Academic Calendar Committee	•	To prepare and publish the academic calendar at the beginning of every semester.
College Magazine Committee	•	To prepare and publish College Annual Magazine at the end of every academic year.
Women Harassment Redressal Committee	•	To redress the problems of aggrieved female students/staff as and when necessary
Professional Societies Activities: ISTE, CSI, IEEE / IETE Committee	•	To promote ISTE/CSI/IEEE/IETE memberships among students in the college.
	•	To conduct mini project competition for all second/third year students during even semester in every year
NSS Committee	•	To conduct NSS related activities in the college.
Entrepreneur Development Cell Committee	•	To promote and conduct EDC related activities in the college
Cultural Activities Team (CAT) committee	• •	To conduct cultural activities in the college during College Day and during other events. To accompany with students for cultural events to be organized in other colleges/Universities
Sports Committee	• • •	To promote and develop sports activities in the college among students and staff members. To organize intra-college and inter-college sports events in the college. To accompany with students for sports events to be organized in other colleges
Anti-Ragging Committee	•	To look into various aspects of ragging, means and methods to prevent it, possible action that can be taken against those who involve in it and action against offenders in the event of ragging
Academic Audit Committee	•	The committee has the responsibility to undertake and execute various activities related to academic and administration processes
IQAC (Internal Quality Audit Cell)	•	To maintain, modify and assure the quality management system for the institution
AICTE – Approval and SPPU – Affiliation Process Committee	•	To do works related to AICTE Approval and VTU Affiliation process
Research Council	•	To promote R&D related activities in the college

Planning Committee	• To make a planning of academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year. As well, to review the activities of the previous semester/year and make recommendations to the Principal/Management for further improvement. • To overview the financial viability of the college in each financial year and based on the report of the auditor it will make suggestions /recommendations to the Principal/Management about further facilities/amenities/laboratories to be included in the forthcoming semester/year. • To overview the Research and Development activities of the college in each year and make suggestions for further improvements

5. Roles and Responsibilities/Authorities of all the Positions

Director / Secretary

- As a management representative, the Correspondent assumes key role in the overall governance of the institution
- Articulation of long-term policies by the Management.
- Overseer of policy implementation.
- Releasing funds according to the budgetary approvals and contingent cases on specific request.
- A constituent member of the Staff Selection Committee and approve all appointment and relieving orders.
- He is authorized to take decision on all college related activities.
- Acquiring Endorsement of annual budget.

Principal

Principal is an ex-official member of the governing council.

- He is authorized to take decision on all college related activities in consultation with director/Secretary.
- Principal is responsible for the conduct of all academic activities, which include
  - To define the responsibility and authority of all teaching and non-teaching staff.
  - To conduct HODs meeting periodically regarding the academic matters/monitoring
  - To define the Quality Objectives in line with the Quality Policy and monitoring it periodically.
  - Initiate corrective measures to be carried out within the time limit.
  - To respond readily to all quality improvement programmes.
  - Responsible for procurement activities for the various requirements of the Institution.
  - Responsible for student admission as per the norms..
  - Working towards fulfilling the requirements to obtain NBA for all courses offered.
  - To collaborate with the management in policy making and decision making on goal achievement and to prepare a master plan to transform the college as a center of excellence in a green campus.
  - Adhering the norms of University, Director of Technical Education (DTE) and All India Council for Technical Education (AICTE).
  - Setting priorities for short term and long-term goals.
  - Training and appraising faculty members and managing curricular, co-curricular and extra-curricular activities.
  - Standardize and Streamline all the procedures to implement Quality Management System.
  - Establish global contacts with industries, institutions, research and development Organizations, leading to MOU.
  - To bring out the natural talents of students and sharpen them.
  - Conducting both internal and external examinations as center in charge.
  - Identify and conduct of in house programmes for the value addition of faculties, staff and students.

HOD

- Affiliating the activities of faculty and the supporting staff in the department towards achieving the institutional goals and department objectives.
- Systematic, Planning and Supervision of overall activities with special reference to:

  - Setting of time frame for syllabus coverage, internal examinations and dates for Closing and reopening of semester.
  - To make effort to fulfill departmental requirements like staff, equipment's, books, class-rooms and other learning materials.
  - Preparation and submission of annual departmental budget to the Principal.
  - Installing laboratories, Up-keeping and improving the existing laboratories.
  - Conducting departmental staff meetings periodically.
  - Act as a facilitator, motivate high achievers and encourage slow learners.
  - Explore the opportunities for staff development programmes including projects and research for both teaching and non-teaching category.
  - Coordinate with the Principal in the administration of the College.
  - Reporting to the Principal regularly regarding academic activities.
  - Co-ordinate with the University in curriculum up gradation.
  - Enroll faculty members in professional organizations.
  - Allocate and share workload evenly among the faculty.
  - Delegation and Decentralization of Staff and Power and fix deadline for the assigned work.
  - Identify and organize counseling programmes for the students through the Student Counselor / Class in-charges.

Professor/ Associate Professor/ Assistant Professor

  - To co-ordinate with the head of the department in all academic and
  - Maintains the course file with lesson plan; ensures that syllabus of each unit is covered in time; get the summary of class work and assessment and "Attendance record" non-academic activities.
  - Undertaking specific and special tasks assigned by the head of the department.
  - Completion of Syllabus including practical.
  - Close follow up of absenteeism.
  - Answer script correction/evaluation.
  - To act as invigilators and examiners during the conduct of examinations.
  - To shoulder the responsibilities of the head of the department in his / her absence.
  - Guiding students on specific task like industrial visit, etc.
  - Maintaining ethical standards both in and outside the campus on their part and students.
  - Taking additional responsibilities like warden ship, timetable in-charge, Purchase In-charge, maintaining student record, sending progress report, getting student feedback, Student Counselor / Class in-charges and project guide etc.
  - Attending FDP / Refresher Courses, Summer Schools, Winter Schools and Seminar etc. to ensure that their knowledge level is enhanced continuously.
  - To keep up-to-date of the state-of-art technologies in their field by utilizing journals in library.
  - To grant leave for the students within his (or) her domain.
  - To grade individual performance and award internal marks.
  - certified by the HOD.
  - Ensures that all Laboratory programs, projects are planned and completed well in time.
  - Ensures that any arrears in the laboratory programs by any student by any reason are taken

care of and the student is helped to complete the programme immediately.

- Faculty ensures that all the periodical tests and model examinations for theory and practical
- are held as shown in the calendar.
- Ensures that the students maintain their notebooks records etc. for the subjects systematically by making periodical random checks.
- Ensures that the course delivery is carried out efficiently and effectively preferably with the support of teaching aids and course files.
- Ensures that maximum possible references to various university questions are made possible by widening the scope of question banks in advance to university examination.
- Ensures that students are encouraged and guided properly to participate in seminars, competitions, projects and visits.
- Ensures wherever necessary special classes are arranged and makes himself / herself available for the students seeking clarifications and to clear doubts.
- Faculty assists HOD in getting the exam result analysis, progress report, maintaining student record and feedback from students etc to ensure improvement wherever needed.
- Faculty assists in association meetings and assigned committees.

Class In-charge

- Class in-charge takes the responsibility of the class.
- Class in-charge advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- Class in-charge works as a liaison officer or person between the student and parent on matters pertaining to them with particular emphasis on studies, attendance, performance and matters of discipline.
- Class in-charge keep constant touch with the members of faculty regarding discipline and academic program of the students.
- Class in-charge ensures that the results of the periodical tests and University examination are collected with analysis and acts on that by conveying to HODs, Principal and parents

Student Counselor/Proctor/Mentor

- Each Student Counselor (GFM) takes the responsibility of maximum no. of 20-30 students.
- Student Counselor advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- In carrying out the counseling process the Student Counselor establishes a system of consultation with the HOD and other connected faculty members and updates the relevant information and requirements of his / her students.
- Student Counselor keeps constant touch with the members of faculty regarding discipline and academic program of the students.
- Student Counselor counsels the students in respect of university examination and guides them for successful performance.
- Student Counselor helps in spotting of talents among students, direct them to various activities and monitor their performance and progress.
- Student Counselor is expected to keep his / her own counseling file (student record) with all the information's and correspondence to efficiently implement and monitor the effectiveness of counseling in achieving overall improvement of student performance and development.

Laboratory In-charges
- Responsible for monitoring the operations and maintenance of Lab equipment's.
- Responsible for assisting and purchase of lab equipment's.
- Responsible to take necessary steps to replace the worn-out equipment's.
- Responsible to maintain the stock and other relevant files and register for the laboratory assigned to them.

Laboratory Technician
- Installation, Operation, Identification, Maintenance and service of repaired items of laboratory equipment's / instruments / tools / accessories / spares etc.,
- Assistance in conducting laboratory sessions.
- Reporting the damages, worn-out parts to the HOD through lab-in charges and setting it right.
- Help faculty in consultancies and project test.
- Attending all other assignment assigned by the HOD.
- Assisting HOD for clerical works.
- Assigning unique identification number for all the equipment / instrument purchased.
- Assigning unique location for the items stored in the laboratory / workshop
- Carry out preventive maintenance as per plan and maintaining records for the same.
- Identifying the faulty equipment / instrument and taking necessary step to rectify the fault.
- Keeping the equipment/instruments/accessories etc., neat and tidy.

Registrar / Administrative Officer
- Responsible for the entire administration of the college activities in consultation with the Principal in matters related to:
- Approval process of existing courses, application of additional Courses and Increase in intake in existing branches (AICTE,DTE,SPPU) and keep all related documents of AICTE,DTE & SPPU
- Assist the Principal to conduct staff Interviews, , preparation ofappointment orders, receiving the joining reports from recruited staff.
- To assist the Principal in student admission process.(Fresh Admissions, Lateral Admissions, Transfer Admissions, Re-admissions)
- Maintain Staff Service Registers, File (SR) and Staff disciplinary action files.
- Keep the records of relieved staff members.
- Keep all documents of Govt of Maharahstra, AICTE, SPPU, DTE and others (Related to staff, students,admissions, fees collections, ragging and others).
- Keep all the legal records of Staff, Students, Suppliers and Others.
- Keep all original deeds and documents under safe custody. (MOUs, Land Documents, Receipts of Taxes paid, Building plans, Staff Bonds and others)
- The maintenance of records and files related to all admissions.
- Issue of Mark Statements, Provisional Certificates, Degree Certificates, Transfer Certificates, Conduct Certificates and other certificates.
- Maintenance of Exam related Files, Records, Exam Remuneration Bills, Issuing of Exam Hall tickets, No Dues Certificates, University Exam Hall Arrangements.
- Supervision of all types of Scholarships, Railway Concessions forms, Transport details, dispatch registers. (Inward, Outward and Local tapals, distribution of the tapals to concern departments or in charges)

- Maintenance of all leave files and registers (Casual Leave, permission, late, On Duty, Vacation, Medical Leave, Maternity Leave), all attendance registers (Faculties, Non-Teaching Staff, Administrative Staff, Hostel and Canteen Staff)
- Maintenance of Key movements (All departments and class rooms), furniture conditions, Supervision of Bell timings.
- Identification of training needs of the office staff.
- Execution all other works assigned by the Principal from time to time.

Accountant

- Responsible for the following activities in consultation with the Office Superintendent:
  - Writing & maintaining accounts, cash books / ledgers
  - Preparation of monthly accounts including writing of cash books, journals
  - Verifying of bills prepared
  - Preparation & consolidation of budgets
  - Cash collection
  - Supervision of challan writing and remittance to bank
  - Supervision of postal accounts
  - Preparation of daily receipts &challans and submission of associated details along with remittance details to Principal for scrutiny
  - Verification of cheques & bills
  - Writing daily collection register for college accounts, hostel etc,.
  - Writing demand draft register, money value register
  - Preparation of audit reports & replies
- Responsible of keeping the following in safe custody
  - Bill books / receipt books
  - Files
  - Registers
  - Cash books
  - Ledgers
  - Vouchers
  - Cheque books / pass books
  - Bank challans
  - Fixed deposit certificates
  - Other important office documents
- Preparation of salary reports
- Preparation of acquaintance and getting of signatures
- Attending to the subject of income tax
- Writing Caution deposit register

Cashier

- Collection of all types of fees.
- Writing challan and remittance to bank

Admission and Exam clerk

- Keeping custody of all original certificates
- Closing of daily attendance
- Writing Application form register

Scholarship clerk
- Responsible of keeping the following in safe custody
  - Scholarship forms
  - Distribution and collection of Scholarship forms
  - Preparing the forms ready.

Transport clerk
- Preparation of students list of boarding the vehicle.
- Preparation of "fees paid students" list.
- Maintaining the details of Drivers up-to-date.
- Keeping the relevant documents related to the vehicles, in safe custody.

Dispatch clerk
- Making entry to all letters received.
- Sending the letters to the concerned persons for verification and information.
- Keeping the relevant records in safe custody.

Office Assistant
- Communicating all the office correspondence to respective department staff.

Driver
- Responsible to maintain all transport vehicles in good condition
- Attending to work related to issue of bus pass

Electrician / Plumber
- Responsible for the maintenance of building and general equipment's

Gardener
- Responsible for filling water in all tanks of the college campus.
- Responsible for watering the garden/construction works in the college campus.

Sweepers
- Responsible for the house keeping of campus and buildings.
- Responsible for the respective wings cleanliness of toilets, class rooms, verandahs daily.
- Responsible for the respective wings windows, doors, roof, benches etc., cleaning every week.
- Responsible for doing the works assigned during functions and programmes in the Seminar hall

Attender
- Responsible for opening and closing of class rooms daily.
- Responsible for depositing the keys in the office every day.
- Responsible for depositing the lost and found articles in the office every day.
- Responsible for distributing the parcels and bundles to the departments as a team.

Librarian

- To achieve optimum efficiency of Library resources.
- Collection and Processing of indent from various departments.
- Procurement and Maintenance of books, journals.
- Overall supervision of Library activities
- Protecting important volumes, records and discard of the obsolete.
- Ensure the modern trend in updating the library.
- Ensure the user satisfaction by collecting the feedback and by personal enquiry.

Assistant Librarian

- Assisting the Librarian in all types of work.
- Maintaining silence during library working hours
- Keeping of all files and registers.
- Preparation of consolidated monthly reports of the usage like issues returns and entry registers.
- Responsible for issue, returns and renewal of books and journals

Library Assistant

- Automation entry
- Maintenance of digital library systems, CD, DVD Floppies.
- Issue and returns of CD, DVD
- Keeping digital library files and registers.
- Preparation of consolidated monthly reports of the usage

Library office Assistant

- Responsible for the arrangement of book in racks.
- Responsible for taking Xerox and maintaining the bill books
- Responsible for the Cleanliness of the library.

Deputy Warden (Girls)

- Assist the Warden in his duties.
- Supervise the discipline of students during study hour, silence hour and in dining hall
- Admission of students and allocation of living rooms through lot system.
- Creation of homely atmosphere inside the hostel.
- Coordinating the activities of the sub-wardens.
- Ensuring prompt housekeeping.
- Health Care and Welfare activities for the inmates.
- Adhering the rules and regulations of hostel indiscriminately.
- Conduct Hostel Representative meeting to discuss relevant issues every month second Wednesday.
- Grant permission, leave to stay inside (or) to go outside the hostel campus.
- Ensure approved remedial measures for defaulting students.

Asst. warden (Girls Hostel)

- In-charge of one wing and also for a year students
- In-charge of sanctioning leave to the concern students.
- Helping Deputy Warden in verifying Mess Bills.
- Supervise the discipline of students during study hour, silence hour and in dining hall
- Creation of homely atmosphere inside the hostel.
- Health Care and Welfare activities for the inmates.
- Adhering the rules and regulations of hostel indiscriminately.
- Ask clarification for defaults

Physical Education Director (PED)

- Budgeting for the Year-regarding sports activities.
- Undertaking State Level/University level tournaments and conducting them successfully.
- Attending Physical Education Directors' Meeting.
- Participating in advanced training programmes.
- Inculcating a strong code of discipline in sports among the students.
- Developing inter-personal relationship with various departments.
- Select Participants for the competing team at the College level tournaments.
- Arranging coaching camps and friendly matches for the Players.

To insist mandatory practice for the team players.

NSS Programme Officer

Conducting NSS programme as per plan and submitting report

Training and Placement Officer (TPO)

- Identifying the training needs of students in II,III and IV year by obtaining one-page response sheet from them
- Identify and arrange for internal/external resource persons according to the need
- Arrange for industrial canvass by appropriate students with the help of placement coordinators/HOD
- Organize periodical tests for aptitude/mock GDs/mock interviews for students with the help of Placement coordinators/HODs/alumni
- Arrange for Industrial visits and In-plant training in consultation with HODs and obtain brief report with proof for the industrial visit/in-plant training
- Organizing interaction with alumni and current students

Organizing and conducting On/Off campus interviews and maintaining records for the placement of students.

6. Teaching – Learning and Evaluation process @BSIOTR

6.1 Preparation - Students

- Orientation/induction program at the start of each semester shall be conducted in which eminent persons from research organizations / industries / educational institutions are invited to address and motivate the students
- Expert lectures arranged periodically for various courses
- Workshop and training programmes for advanced courses and exposure to new technologies.
- Periodic assignments to expose the students to a variety of problems and concepts
- Tutorial classes to make the student well versed with the subject
- Students are divided into groups based on their understanding levels and group activity will be assigned to them
- A faculty member(GFM) shall be assigned for a group of 15-20 members to help them to clarify their doubts and improve their technical aspects of the courses
- The mentors meet the students periodically and monitor their performance and their activities. Guidance regarding the lagging issues is provided. Occasionally proctor meeting with the parentsis conducted based on the requirement
- Members of faculty handling different courses interact with students in clearing all their Concept-oriented and test based mechanics of the respective courses
- The teachers after first of formative evaluation, guide the students as far as student-specific gray areas are concerned
- Each of the lab sessions are handled by two Teachers in order to have special care for the students while experiments are being handled. A demonstrative presentation is given by the teacher concerned before every experiment. The Laboratory records are evaluated after the experiment is held. In other words, there is active involvement of the members of faculty Pre-experiment stage,at the time of experiment and after the experiment.

6.2 Preparation - Faculty

- Subject allotment is done after review of teachers skills, interests and capabilities well in advance
- Lesson plan with objectives and expected outcomes is prepared before the starting of the course
- Maintain Work diaries
- Handouts, notes prepared in advance
- Lab training for faculty handling for the first time
- Lab manuals prepared in advance

6.3 Evaluation

- In-Semester examination conducted by SPPU for 30 marks
- End semester exam conducted by SPPU. Theory Course – 70 marks,
- Lab work evaluation as per the SPPU structure and marking scheme.
- Internal tests are conducted for 50 Marks and reduced to 30 Marks. Avg. of the three tests are taken
- In Labs assessment is continuous and done for each individual experiment

6.4 Tutorials and Remedial classes

- 1 Extra hour added in timetable for tutorials.
- Revision classes held before tests
- Weaker students advised to meet faculty personally by mentors. Get extra coaching.
- 20 students assigned to a mentor who keeps tracks of their attendance and performance andinforms HOD (if special counseling is required)
- Special classes conducted for lateral entry students.
- Students whose performance below average in IA are given remedial tests.
- Extra lab classes scheduled for weaker students/ for revision
- Faculty available on the day before exam in library/department for students
- Special assignments given to help weaker students
- Students who have special problems are counseled by HOD along with the parents

6.5 Feedback System

A standard feedback questionnaire is collected from the students every semester-end course wise.
- Feedback mechanism is a well-organized system in the college.
- The system of feedback collection is online/offline
- The feedback is quantified and has 10 parameters which are responded with
- Excellent
- Good
- Satisfactory
- Poor
- The feedback is analyzed.

- Each parameter discussed with faculty members to help them improve
- Ability of teaching with respect to each item and comprehensive ability of the teachers will be analyzed
- All the comments written by the students in the feedback forms will be communicated to the respective faculty members along with their feedback levels to know their strengths and weaknesses and to enhance their teaching skills.
- Percentage of students participating: 75% to 95%
- Faculty members who get average feedback below 75% are identified. Those faculty members aregiven orientation lectures and special inputs by the head of the department.
- Also the faculty members who get average feedback of more than 75% or above are appreciated at the department level staff meetings and also an appreciation letter is also issued.

6.6 Motivation for Self-learning and Beyond Syllabus

- Training programs given
  - ✓ Aptitude
  - ✓ Programming
  - ✓ Soft skills
  - ✓ Technical – OpenGL, VHDL & MultiSim, VC++,
  - ✓ Mobile applications
  - ✓ e-learning

✓ Mini-projects

6.7 Additional contents to bridge Curriculum gaps

- Detained candidates, who join the main stream after a gap of an year are given bridge courses tohelp them clear new / additional subjects if any .
- Training programs on Open JAVA, C++, SQL, VC++, Web2.0 et
- Extensive training for placement activities from the 4th semester itself.
- Professionals train the students in communication skills, group discussions, interview facing and overall personality development.
- The students trained in Aptitude tests and in programming abilities.

6.8 Examination and Evaluation system - Summary

Sl.	Constituents of Sessional work	Evaluation Process
1.	Periodical tests (3 tests)/semester/subject	Average of three tests
2.	Practical – Laboratory	CIE of Lab Records, & Examination by SPPU
3.	Practical – Workshops	CIE and Lab Records, Examination by SPPU
4.	Project work – Main	7th & 8th semester-Viva voce by SPPU + Internal continuous evaluation
5.	Seminar	Oral presentation & Report
6	End Semester Examination	Evaluation at CAP centers designated by SPPU

6.9 Academic Performance Evaluation:

- **Tests:** Three Internal tests should be conducted and average marks of three tests shall be awarded.
- **Practical / Lab work internal evaluation:** Each experiment shall be evaluated continuously. The viva-voce shall be conducted in every practical. Further internal lab test is conducted in the end of the semester and marks integrated.
- **Question Papers:** For max marks of 70, are centrally set by senior examiners and scrutinizedby the BOE.
- **Paper Valuation:** SPPU organizes central valuation by the panel of experienced evaluators of the uniy Further, selected senior faculties act as moderators to ensure fairness and efficiency.
- **Practical / Lab work external evaluation:** University appoints one internal and one external examiner for the same.
- **Seminar:** At 8th Semester, the student has to present a seminar paper on any related technicalsubject, evaluated by the internal faculty of the department.
- **Project Work:** The project work is evaluated by one internal and one external examinerappointed by the University.

Professional Guidance:
The departments are well equipped with knowledgeable Human resources in the form of members of faculty who by keeping themselves of developments offer guidance to the prospective professionals in addition to the classroom teaching.

Career advancement:
The Training and Placement cell has been active not only in arranging campus recruitment drives,but also offering awareness and training for the students

Total Development:
As stated above, the college puts forward efforts to realize total development of the student. In addition to academics, literary, cultural and sports activities are conducted which offer leadership qualities, decision making abilities, team spirit, precision, analytical capabilities, socio-psychological awarenessetc. which make an individual an intellectually mature being.

6.10 Enforcing Discipline - Monitoring Absentees in Classes/Tests

6.10.1 Monitoring Absentees in Classes (Theory/Practical)

- Attendance is Mandatory. Although it is acknowledged that Students can miss classes for certain reasons, every effort has to be made (both by Students/Teachers) to keep these absences to a minimum.
- Each Teacher shall inform University attendance policy at the first class and is responsible to monitor the same from day one till the end of the semester on regular basis in their respective classes.
- Possible reasons for Absence
    - Certain medical and personal emergencies
    - Representing the College in extracurricular and co-curricular activities
- For a Student to miss a class for any reason, He/She has to make every attempt to notify his/her Teacher/Class Teacher at least 24 hours in advance. However f it is not possible to notify in advance, the student must bring to the notice of concerned Teacher/Class Teacher immediately the reason for absence.
- If a student is late for any class more than10 minutes, the Teacher may mark that student as absent. However, he/she may be allowed to sit and listen in the class
- Absentees and late comers in a class shall be reported to **Class Teacher** by concerned Teacher
- Class Teachers shall maintain a File containing **weekly monitoring reports**, **students' grievances/leave letters** and any other documents pertaining to that class
- Class Teachers shall monitor the conduction of classes and record the **#classes conducted**,
  %portion covered, #tutorials/assignments given, #continued absentees of that class on a weekly/monthly basis. They shall bring to the notice of Coordinators/HODs in case of continued irregularities such as absent for prolonged periods. Same shall be informed to their Parents via E-mail/SMS/Call and brought to the notice of Principal.
- Class Teachers meeting will be conducted after every CIE result.
- Consideration may be taken into account if students are absent from classes with an approved letter for representing the College in extracurricular and co-curricular activities OR for medical, personal, family or other unavoidable reasons. This consideration may brought to the notice of Principal while condoning the attendance (**75% - 85%**)
- During any month of the semester, a student should not miss more than **3** days without approval in a course.

- Students must attend all the three tests (Test-1, Test-2 and Test-3) and assignments compulsorily.
- During any semester, any student who has been **continuously absent from all classes** OR **with attendance < 75%**, without approval, is liable for punishment and brought to the notice of their Parents, called for explanation, shall be allowed to sit in classes with the permission of Principal.
- During any semester, Students who have less than the minimum attendance of **75 %** by the end of semester is liable for detained for that academic year as per University norms.

6.10.2 Monitoring Absentees in Tests

- During any semester, any student who has been absent for the classes OR with attendance < 75% without approval, shall not be allowed to take up the Tests. However, with the permission of Principal/HOD, they may be allowed to take the test. Attendance on all the test days shall be counted for class attendance

6.10.3 General Guidelines/Rules

- Teachers shall prepare a plan of execution for complete coverage of syllabus in their respective subjects.
- Teachers shall cover a minimum of 2 units before the 1st Test and set the question paper mapping the questions with CO, BL. The same procedure may be continued for 2nd test and third test.
- Question Bank (unit wise) shall be prepared and made available to students well in advance.
- Teachers shall interact more frequently with the weaker section of students to know their difficulties in understanding and help them in preparing for exams.
- During laboratory sessions, teachers shall help students in understanding the experiments and give more attention to weaker students with more and more viva questions. Little stricter follow up on irregular students.
- Students must be made to think on devices/experiments/equipment's and also an attempt should be made to improve the skill set of students.
- Teachers shall counsel the students with respect to academic matters, in case they are in need of the same.

6.11 Preparation of Question Bank for the allotted Subjects - By the Faculty

6.11.1 Objectives

1. To create the awareness about the possible type of questions on each unit of Syllabus
2. To give complete insight into the subject matter knowledge
3. To enable the Faculty/Students to read Textbooks and References
4. To motivate the Faculty/Students towards Preparedness well in advance
5. To explore all possible questions on prescribed syllabus of a subject

6.11.2 How to Prepare?

1. Know the prescribed Textbooks and Reference Books for each of the Subject you teach
2. Know at least **4** Books from **International leading publishers** such as TMH, Pearson, Wiley, PHI, EEE, Oxford, etc., on each of the Subject you teach

3. Collect the Question papers of previous exams (at least THREE) from SPPU and solve all questions paper wise or compile the questions unit wise and prepare the answer.
4. Go through the exercise problems/questions and worked examples of all the Textbooks, References and additional books.
5. Consolidate the type of Questions on each concept/topic for each unit of syllabus
6. Prepare questions on each unit of syllabus covering all the concepts using Bloom's Taxonomy (i.e., from Remember/Recall level to Create level)
7. Prepare a softcopy in DOC/PDF form containing all the questions on all the units of syllabus of a subject

6.11.3 Implications/Benefits/Advantages

1. Faculty/Students will get better insight into the subject
2. Enabling the Faculty/Students to know the Textbooks/References
3. Enabling the Faculty/Students to use the Library effectively
4. Making the Students well prepared for the Tests/Exams
5. Assignments/Tutorials may be enforced on this Question bank
6. Results in better Teaching-Learning process with increased knowledge on subject

6.12 Innovative Approaches/Methodologies for handling Practical Classes

6.12.1 Objective:

✓ To explore the varying understandings of the practical classes

✓ To improve the effectiveness in handling the practical classes

✓ To motivate the students to get interest and knowledge in the theory and practical aspects required for each lab

✓ To have some sort of seriousness and commonalities in handling the lab classes

✓ To create awareness on different approaches for conducting practical classes that better enable all of us to consider which is the best suited for our own purposes when handling the practicalclasses

Preamble:

➢ *Lab practical classes*

- means classes in an Electrical/Electronics/Computing lab in which students work at Electrical/Electronic devices / Computers to learn the use of an electrical/electronic device, software tool, programming language or similar, with tutors at hand to assist them in learning to use all of them.

Preparedness | Faculty

➢ Awareness, basic knowledge, potential knowledge on all the experiments in a particular lab.

- Do I have? Think before you opt for any lab

➢ Collect all the required resource materials/inputs for conducting each experiment in the lab

- Work out all the experiments before the commencement of the lab
- Work out additional experiments related to each class experiment.
- Prepare lab manual with basic theory, important characteristics/properties/ terminologies, procedure, circuit diagram/logic, expected results, viva questions for each experiment

Preparedness | Students

- Students shall come to the lab with

    - Little knowledge on theory and practical aspects of the experiments they are supposedto conduct in that lab
    - Awareness of the equipment's/logic required for conducting the experiment
    - Work book / data sheets that contain theory, procedure, expected results before thecommencement of the experiment
    - Record book that contain the theory, procedure, obtained results of the experimentsconducted in the previous lab
    - Mindset to take up the viva-voce

Instruction classes

- Faculty In-charge of the labs

    - Shall give instructions for all the experiments well in advance in a class room for allthe students of the section/class
    - Shall explain thoroughly the theory and practical aspects, end results, importantcharacteristics.
    - Shall demonstrate the use of equipment's, execution environment, requirements for eachexperiment
    - Shall explain the related applications/experiments/assignments
    - Shall instruct the students to come with well preparedness, how to write and maintainthe work books/record books, how the evaluation is done etc.

General Guidelines/Tips

- Allow the students to conduct experiments by themselves only.
- Monitor the students while they are conducting the experiments
- Regularly take viva-voce on theory/important results/properties/characteristics of eachexperiment they conduct
- Correct the work books and record books on the same lab, evaluate and allot the marks on therecord
- Every lab session shall be conducted like a Exam session (Here you help the students in makingthem understandings of the experiment.)

What distinct ways/approaches you follow and present learning material to students

➢ Is there a typical structure? Why do you do it that way?

➢ Is there something distinctive about your's compared with other's in the department/Institution?

➢ Do you expect students to do any preparation prior to? How do you encourage this? Why do you think it is important that students do this preparation?

➢ Can you give an example of the way you followed which was **more effective** than most? Why was it more effective?

➢ Can you give an example of the way you followed which was **less effective** than most? Why was it less effective?

➢ Can you imagine an alternative approach to make your least effective the approach better? For example, you might restructure it or present it in a different format

➢ Do you think it is appropriate for students to talk among themselves as they follow an approach? Why? What opportunity do you provide to support this?

➢ What sorts of thing do you expect your students to be able to do when they finish

➢ What are the main problems students have with your approach?

➢ How do your approaches link with your other presentations of learning material?

Focus shift

➢ Transmission of information to students or the development of conceptual understanding in students

➢ The teachers and their teaching strategies or the students and their learning and

  development

  • focus on knowledge transmission by the teacher;
  • focus on teacher-student relations;
  • focus on student engagement; and
  • Focus on student learning.

➢ Teachers should aspire to using approaches focused on student learning since these experiences encourage students to take deeper approaches to their learning, approaches that are often associated with higher-quality learning outcomes

6.13 Scholarships and Social Activities

  • NSS activities - Blood Donation, Tree plantation, Eye camp.
  • Annual intra-college cultural and literary festival
  • Annual inter-college Technical festival
  • Inter-Institutional Symposia

- Open House for Projects
- National Technology Day
- Rajyotsava Day
- Independence Day
- Republic Day
- Teachers day
- International Women's Day
- Blood Donation Day
- Science Day
- Ganesha Pooja
- International Year of Mathematics
- Vivekananda Birthday
- Engineers day
- Rama Navami
- Farewell for outgoing students

7. Industry – Institute Relationship

Enhancing the better interaction in between institute and industry is very essential for Today's world, and it makes a good platform for showcasing best practices, latest technological advancements, implementations and the corresponding impact on the industry. The objective of interaction between industry and institute is to improve the quality of technical education adequately to meet the needs of the industry and economy. Industry Institute Interaction provides betterment of teaching-learning processes, creates awareness among the students about the environment of industry, provide practical knowledge to students and develops self-confidence of students to become an entrepreneur.

The Institute has Industry Institute Interaction Cell (III) associated with Training and Placement Cell which, organizes many activities regularly throughout the year. The main objective of III cell is to prepare Industry ready Engineers. Students are groomed from First year to final year with various skills through hands on workshops, certificate courses, outreach programs, extension activities, Internships etc. It is today's need to train engineering students with latest technologies required as per industry need. The gap between industry needs and curriculum is bridged by arranging industry guest lectures, hands on workshops, partial delivery of curriculum by industry person, internship trainings, sponsored projects, activities in association with professional societies etc. More efforts are taken for long term liaising with various core and IT industries to enhance placement opportunities and involving students in activities to get exposure to industry atmosphere.

To enhance Industry - Institute Interaction following activities:

➢ Appointing Industry persons on the governing body of Departmental Advisory Board (DAB).

➢ Appointing Adjunct Professors from Industries to share part of the regular curriculum.

➢ Encouraging engineers from industry to visit our institution to deliver guest lectures

➢ Arranging industrial visits.

➢ Collaborative hands on workshops in association with industries.

➢ Project Exhibitions assessed by industry experts in association with professional societies.

➢ Organizing Workshops, seminars with joint participation of the faculty and the industries.

- Visits of industry executives and practicing engineers to the Institute for discussions and delivering lectures on industrial practices, trends and experiences.
- Memoranda of Understanding between the institute and industries to bring the two sides strategically closer.
- B.E. and M.E. projects / dissertation work in industries under joint guidance of the faculty and experts from industry.
- Practical internships of students in industries and Training to faculty members and non-teaching staff by industries.
- Trainings to students for aptitude cracking and interview skills
- Skill development courses by professional bodies.
- Company contributions in developing institute infrastructure.

7.1. Institution has MOU with the Following:

- Focus academy of carrier enhancement (soft skills and aptitude trainers)
- Itpreneur data systems pvt ltd
- Friends union for energising lives (fuel)
- Vani institute
- SSP technology
- Smartelix Academy
- Profound Edutech Pvt Ltd
- RPG Foundation, Amol Nitare, Lead ESD Program
- Global Talent Track Private limited,
- Knowledge Solutions India A Microsoft- AEP
- Radiant IT Services Pvt Ltd
- Bharat Sanchar Nigam Limited (BSNL) Principal,RTTC,BSNL, Pune
- Seventh Sense People Devlopment Solutions Pvt Ltd
- RPG Foundation
- GTT Foundation
- Imperial institute of Excellence Pune
- Neeshionics
- Dolphin Labs Embedded Systems (opc) Pvt Ltd
- ExcelR Solutions
- Smart Logic technologies
- Electronic Study Center
- Electronic Study Center

- Character Competence and Culture (C- Cube) Club
- CADD Center , Pune

7.2. Institutional Membership and Student Chapters of professional bodies:

It is important that you join professional bodies relating to your field and be active in the engineering professional bodies' up to date information and communication in the area of competence. Students and faculty can draw a lot of benefits in being active in the professional bodies. Below are five of the many benefits you get by joining a professional body:-

1. Recognition: When you become a member of professional body, you become truly recognized as a qualified professional in your field and that you are a member with professional qualifications.

2. Continuous professional development: Most professional bodies conduct training sessions from time to time and they offer discounted fees to their members. By joining professional body, you will directly enjoy this benefit. This will greatly enrich your CV, make you current and relevant in competences and skills and you will be ahead of your peers in your profession.

3. Leadership development: When you become a member of professional body, you have the opportunity to volunteer towards helping organize their events and conferences, towards membership development and so on. You can join some of their sub-committees and eventually compete for roles on their main committee or the council. This gives you a unique chance to develop team work and leadership skills which are vital for your professional development and greatly enrich your CV, especially early into your career. Being active at the professional body may give you good exposure to management and leadership which in turn can help you accelerate your promotion into management at work.

4. Network: Being a member of professional body you get great opportunity to network with numerous people in your profession. This is one of the easiest ways to quickly and greatly expand the reach of your networking.

5. Opportunities: Professional bodies broadcast many relevant opportunities to their members including opportunities for recruitment, consultancies,

professional development and so on.

- **7.3. Institution has Membership with following Professional Bodies**
  - ISTE – Institutional member and Students Chapter
  - CSI – Institutional member and Student Chapter
  - IETE – Institutional member and students chapter.

8. Research and Innovation

Students from first year to final year shall be encouraged to take up research on innovative projects and come out with a product which can address the public utility.

The PBL activity should be closely monitored by the teachers. The final year project groups should be finalized in the II semester of third year students so that the project groups and the project statements are given a final touch in the third year itself so that the students can work on the project in final year for innovation. A total of 548 research papers are published by faculty members and students in UGC –CARE listed journals. Students have participated in project competitions and won certificates and awards.

9. Best Practices @ BSIOTR

- ## 9.1. Management Related

  - Non-Interfering and Pro-active Management
  - No intervention in
    - ✓ Academic matters (Attendance, Internal marks, Policies)
    - ✓ Recruitment Process
    - ✓ Day-to-Day Activities
  - High degree of Transparency in respect of Admissions
  - Standardized procedure for Management Quota Seats
  - Magnanimous in supporting academic activities
  - Conduction of Conferences / FDPs / Technical Events
  - Deputing Staff for Higher Studies under QIP

- ## 9.2. Administration Related

  - Humane Approach
  - Strong and Disciplined work culture
  - Democratic setup
  - Easy Approachability
  - Well-structured Recruitment methodology
  - Prioritized Preference – Students, Parents and Staff
  - No cash transaction
  - Care and demand
  - Structured meetings
  - Team-work re-defined

- ## 9.3. Staff Related (Teaching and Non-Teaching)

  - Well-structured Recruitment procedures
  - Induction program for Teachers
  - Standardized Promotional / Leave(ML/EL/CL) / Vacation policies
  - Increments and additional benefits with suitable interviews
  - Encouragement towards higher education (under QIP)
  - Support for Organizing/ Attending
    FDPs/STTPs/Conferences/ Invited Talks etc., onregular
    basis

- A good feedback system on faculty appraisal
- Salary on time with remittance of Taxes – Professional and Income tax
- Staff rooms with basic facilities
- Implementation of AICTE/State Govt. policies in full

• 9.4. Student Related

- Efforts for attracting better Quality Students (input) year after year
  - ✓ Continuous Improvements in Performance/Results, Teaching-Learning Process, Placements, Projects, Internships, Higher Studies
- Induction/Orientation program for students
- Standardized discipline enforcing policies
- Recognition of Achievers and Incentives for best performers
- Encouragement towards Internships/Higher Education
- Support for Organizing/ Attending Symposiums/ Workshops/ Technical Fests /Invited Talks etc., on regular basis
- Encouragement for Sports and Cultural activities
- Incentives for unique projects
- Practicing projects from first year
- Coverage of content beyond the syllabus
- In-house Technical Training on C,C++, DS, RDBMS and other languages.
- Professional training on Aptitude, soft skills, GD
- Strict adherence to Calendar of Events with minimum deviations.
- No hassle at entry and exit level

• 9.5. Others

- Newsletters @ Every Dept.
- Involvement of Senior Faculty in handling practical classes
- Academic Punishment to Non-Performers and Late comers
- A good proctor system for counseling students (20 Students/Teacher)

- Class Teacher for every class and Coordinators for 1st year Classes
- Industrial Visits
- Publishing Calendar of events well in advance
- Use of SMS facility for sending information on students to parents
- Preparation and distribution of Question bank on each subject to students
- Covering related problems in Practical's with viva-voce in each lab
- Progress report on performance in Tests on regular basis
- Taking 4 hours/week for tougher subjects
- Quality Laboratory Manuals and Course Materials
- Focus on Concepts, Fundamentals and Basics

Sample Formats:

Format 1

Course File Index

Name of Course : _____   ***Class   &   Div***   :
_____

Name of Course Coordinator : _____

Sr. No	*Particulars*
1	Vision and Mission of Institute and Department
2	PEOs, POs, PSOs, COs.
3	Mapping of COs with POs and PSOs
4	SPPU Structure and Syllabus
5	Institute and Department Academic Calendar
6	Class Time Table and Faculty Time Table
7	Students' Database with Previous Semester Attendance and Result
8	List of Bright and Weak Student
9	Last 3 Years SPPU Results with target setting of current semester result
10	Predictive & Target Result Sheet of Current Semester
11	Teaching Learning Assessment Plan of Theory
12	Lab Work Plan of Practicals
13	Continuous Assessment Sheet for Practicals
14	SPPU Exam Question Papers along with Solution and Marking Scheme
15	Question Bank (Unit wise) [Theory, numerical & derivations, if any]
16	MCQs (Unit wise) – Useful for Technical Tests of T&P [GATE / IES / MPSC / UPSC]
17	Internal exam : Question bank (for exam), Question paper with model solution, attendance, mark list (CO wise), common mistakes done by students in answer-sheet & 3 sample answer sheets.
18	Mini Projects / PBL (Project Based Learning) / Students' Activity Details, if any
19	Guest Lecture Record and Industry Visit record (if any)
20	MOOCs : Swayam-NPTEL / ATAL / Coursera Online Courses Details
21	Teaching Feedback Record
22	CO Attainment Sheet (At the End of Sem)
23	Lecture Notes (Unit wise) [preferably in a separate box file]
24	Overall Rating by Module Coordinator (out of 10) =

Course Coordinator   Module Coordinator   DAC / HOD

Format 2

JSPM & TSSM Engineering Institutes
AY 2023-24 (Sem - II)

Registration Details of Swayam-NPTEL MOOC (Massive Open Online Courses) by Faculties with Exam
AY From to

Name of Institute : _____   **Name of Dean (Academics) :** ____

Imp Note : 1) Dean (Academics) to mail the list of faculties of all departments in the following format to Anil Bhosale s
2) List of only those faculties to be sent who registered for exam.

Sr. No.	Name of Faculty who enrolled for the course	Department of faculty	Title of course enrolled	Course belongs to which Discipline	Duration of course	Start date	End date	Exam date	Fee paid (in Rs) towards exam registration	Remarks (optional)
1										
2										
3										
4										
5										

Format 3

JSPM Engineering Institutes

(AY 2023-24, Sem-II)

Predictive Result Analysis (Class wise) (SPPU Exam) of Sem - I /II of AY 20- 20 (Department)

Name of Institute : _____   Name of Department : _____

Class : SE / TE / BE   Div : _____   Name of Class Coordinator (Div Coordinator) : _____

Imp Note : 1) In column number 3, write P, if student's result will be predicted as pass and write F, if students result will be predicted as fail

2) In column number 4, write total number of subjects in which students result is predicted to pass or fail

3) In column number 5, (i) write pass, if student will be predicted to be passed in all subjects

(ii) Write chances of ATKT, if student will be pedicted to fail in 3 or less than 3 subjects

(iii) Write chances of YD, if student will be predicted to fail in 4 or 5 sujects

(1) Sr No	(2) Name of Student	(3) Name of Subject					(4) Overall Result of student		(5) Final Result (Pass / chances of ATKT in SE / Chances of YD in SE)	Remarks, if any
		EM-III	DSA	SE	MP	PPL	Number of Passed Subjects	Number of failed Subjects		
sample	Rohit Patil	P	F	F	F	P	2	3	Chances of YD in SE	
1										
2										
80										
	Total number of students predicted to be passed (subject wise)						Total number of students predicted to be passed in all 5 subjects =			
	Total number of students predicted to be failed (subject wise)						All Clear percentage result = (total number of students predicted to be passed in all 5 subjects / total appeared students) =			
	Subject result in % (passed students / total appeared students)									

Name & sign of Class Coordinator / Div Coordinator   **Name & sign of HoD**

| SE Comp | TE Comp | BE Comp | ⊕ |

Format 4

Institute & Campus : _____

Name of HoD : _____   Name of AMC / DAC: _____

Imp Note : 1) In case of completely newly introduced subject in 2019 pattern, subject teacher is requested to set the target result based on his perception. (In this case column numbers 7 to 11 will not be applicable)

2) Online results are not to be considered for setting up the target result. (ie AY 2019-20 & 2020-21)

(1) Sr No	(2) Class	(3) Name of subject	(4) Name of all division subject teachers	(5) Name of module	(6) Name of module coordinator	(7) Result of SPPU of AY 2022-23, Sem-II (%)	(8) Result of SPPU of AY 2021-22, Sem-II (%)	(9) Result of SPPU of AY 2020-21, Sem-II (%)	(10) Best Result out of Previous 3 years' Result (%) (X)	(11) Scope for Improvement (%) (Y = 100 - X)	(12) Target Result Set (%) (Z = X + Y/3)	(13) Result of SPPU of AY 2022-23, Sem-II (%) (after declaration)	(14) Remarks by Subject Teacher, if any	(15) Remarks by Module Coordinator, if any	(16) Remarks by AMC / HoD, if any
1	FE	EM-II													
		Physics													
		Chemistry													
		BEE													
		BExE													
		PPS													
		EM													

| Civil | Comp | Elect | E&TC | IT | Mech | **FE** | ⊕ |

Format 5

JSPM's BSIOTR, Pune

Department of Mechanical Engineering

AY 2022-23, Sem-I

Laboratory Work Plan [Mechatronics] (TE Mech)

Name of Subject : _____   Class & Div : **TE [A]**   Name of Faculty : ---------

SPPU Oral : **25 M**   Credit : **01**

Expt No	Unit No	CO	Planned Week	Brief Title of Expt	Required facility / eqpt / consumable are available	Batch	Actual Date of Performance	Assess Date	Student Activity (only 1)	Remarks
1	I	CO1	July 3rd Week	Measurement of temp using thermocouple	Thermocouple temp measurement set up	A1				
						A2				
						A3				
2	I, IV	CO3	July 4th Week	Interfacing of suitable sensor with DAQ	DAQ set up	A1			Search & investigate different applications of DAQ	
						A2				
						A3				
						A3				
8	I, VI	All COs	Sept 4th week	Case study : design of mechx system	-	A1				
						A2				
						A3				

Sign of Course Coordinator (Faculty)   **Sign of Module Coordinator**   **Sign of HOD**

Imp Instructions :

1. All the experiments should be assessed within 8-15 days from the date of performance of concerned expt.

2. At least 50 % experiments to be assessed by concerned teacher before mid-semester submission.

Format 6

JSPM's Bhivarabai Sawant Institute of Technology and Research, Waghol, Pune-411028

Department of Mechanical Engineering

AY : 2020-21, Sem - I

T-L-A (Teaching-Learning-Assessment) Plan

Name of Faculty :   **Subject :**

Class : BE [Mech] Div : B   **Planned Duration : from**

to (48 Lectures)

Exam Scheme : ISE(30 M), ESE(70 M), Oral (25 M)   **Credits : 100 Marks**

Course Outcomes :

   Students should be able to

   CO1.
   COn

Le ct No.	Descripti on	Plann ed Date	Actu al Date	CO	Teach ing Metho d	Studen t Learni ng Materi al	Stude nt Activit y	Releva nt short video link	Assessme nt Tool
					Prerequisites				
1a									
					Unit I -				
1				CO1					
2									
					Unit n				
44				COn					
48				COn					
	Total hrs								

Sr. No.	Name of Course	Name of Faculty	Course offered by	Duration of Course	Remarks

Books :
1.
2.

Subject Teacher   HOD

Copy To:

1. Module Coordinator
2. Academic Monitoring Coordinator (AMC)

For Information -
   Various Teaching Methods :

1. Interactive Learning (Interaction with students by asking questions in between. Students participation is must)
2. Active Learning : Flipped Classroom Learning
 (Lectures become homework and class time is used for collaborative student work)
3. Collaborative Learning
    a) TPS (Think Pair Share – 2 students in a team : Good for numerical based subjects)
    b) FBM (Four Board Method – can effectively implement in practical session)
    c) Game Pedagogy
4. Peer Learning (learning from other students in the class / outside the class. Good for numerical based subjects)
5. PBL (Problem Based Learning / Project Based Learning) (Real life problems / mini projects)
6. Experiential Learning (Learning from ind visit / Mnemonic / fishbowl / tutor-tutee / asking questions by students to students etc)

Format 7

AY , Sem - II

Name of Department : _____ Engineering

Weekly Schedule for AMC (DAC) for Review of Module Coordinaotrs *Week [1] :*

Name of DAC :   Total number of modules in the department :

Sr. No	Scheduled day of the week	Date of review	Name of module to be reviewed	Name of concerned module coordinator	Name of faculty assessed by module coordinator	Name of subject with class & Div assessed by module coordinator	Name of T-L item assessed by module coordinator (notes / PPTs / QBs etc)	Unit number assessed by module coordinator	Rating given by		Positive remarks by AMC (DAC)	Remarks for improvement by AMC (DAC)
									module coordinator (10)	AMC (DAC) (10)		
1	Monday		Design Engg	NUA	MAN	CAE BE [A]	Lect notes	1				
2	Tuesday											
3	Wednesday											
4	Thursday											
5	Friday											

HoD can join AMC (DAC) for taking review as per his plan .

DAC ⊕

Format 8

JSPM's Engineering Institutes

AY , Sem - II

Weekly Schedule for Dean (Academics) for Review of AMCs (DACs) *(Week [1] :*

Name of Dean :   Total number of departments in the institute :

Sr. No	Scheduled day of the week	Date of review	Name of deptt to be reviewed	Name of concerned AMC (DAC)	Name of module coordinator reviewed by AMC (DAC) in this week	Name of subject teachers assessed by mod coordinator in this week	Rating given by			Positive remarks by Dean	Remarks for improvement by Dean
							module coordinator (10)	AMC (DAC) (10)	Dean (10)		
1	Monday		Mech Engg	PGK	NUA	MAN					
2	Tuesday										
3	Wednesday										
4	Thursday										
5	Friday										

Principal can join Dean (Academics) for taking review as per his plan .

Dean Acad ⊕

Format 9

JSPM & TSSM Engineering Institutes

AY 2023-24, Sem - II

Name of Department : Mechanical Engineering

Weekly Schedule for Module Coordinator for Assessment of Faculty *(Week [1] :*

Name of Module : *Allied Engg*   **Name of Module Coordinator :** *NUA*

Sr. No	Scheduled day of the week	Date of assessment	Name of faculty to be assessed	Name of subject to be assessed	Class & Div	Unit number to be assessed	Name of T-L item to be assessed (notes / PPTs / QBs etc)	Rating to be given (10)	Positive remarks by module coordinator	Remarks for improvement by module coordinator
1	Monday		MAN	CIM	BE [A]	1	Notes			
2	Tuesday									
3	Wednesday									
4	Thursday									
5	Friday									

Mod 1 | Mod 2 | Mod 3 | Mod 4 | Mod 5

Format 10

	BSIOTR WAGHOLI (Mechanical Engineering Department)										
	Syllabus Coverage Report (18/07/2022 to 30/09/2022)										
S. NO	Name of Teacher	Subject	Year	No of Lectures Conducted / No of Lectures Scheduled	Extra Lectures Conducted If any	Units Completed/ Total Units	% of Syllabus Completed	No of Practical Conducted/Scheduled	% of Practical Completed	No of Assignments Given/completed	No of Tests Given/completed
1											
2											
3											
	DAC			HOD					Principal		

Format 11

Name of the Department
Employer Survey

Your assessment of the following statements will help the Mechanical Engineering Department to assess its PO & PSO's. The department appreciates your response. Please tick mark to rate your level of agreement with the following items on the scale of 1 to 5.

1 – Unsatisfactory, 2 – Marginal, 3 – Average, 4 – Very Good, 5 – Outstanding

Que. No.	Questions	1	2	3	4	5
1	Has the graduate ever been involved in realizing and applying the thermal, mechanical design and manufacturing fundamentals?					
2	Has the graduate ever been engaged in effectively applying engineering/ technology in their profession					
3	Compete professionally as an engineer.					
4	Successfully apply their learned skills throughout their professional pursuits.					
5	Can they Model/formulate/solve engineering problems.					
6	Can they develop cost effective solutions and potential new product for organization.					
7	An ability to think creatively and critically					
8	An ability to design and conduct experiments, as well as to analyze and interpret data					
9	An ability to synthesize information					
10	Awareness of the value of continuous improvement, with a focus on quality and a commitment to life - long learning.					
11	Ability to effectively articulate ideas in both written and oral communications.					
12	Ability to work effectively as a member of a multi-discipline project team					
13	Ability to assume positions of leadership within your organization.					
14	Ability to understand and exhibit professional, ethical, and social responsibility in your pursuit of a career in the Mechanical industry.					
15	Have/apply global awareness skills					
	What sector do you belongs? □ Aerospace □ Automotive/IC Engines □ Banking/Investment □ Bioengineering □ Computer Engineering □ Education □ Electronics/Electric Packaging □ Entertainment □ Environmental Engineering □ Nuclear Engineering □ Petroleum/Off-Shore Drilling □ Power □ Pressure Vessels/Piping □ Pharmaceutical □ Transportation/Shipping □ Textile					

Signature:

Name:
Organization:

Name of the Department

Alumni Survey

The information that you provide in this survey will help the Mechanical Engineering Department to improve the quality of its program. The department appreciates your response.

Please rate the following items with respect to the overall preparation that you received / experienced for each item.

Please rate by tick mark your ranking of the above on scale of 1 to 5.

1 – Unsatisfactory, 2 – Marginal, 3 – Average, 4 – Very Good, 5 – Outstanding

Que.No.	Questions		1	2	3	4	5
1	Do you think that your experience at BSIOTR laid the foundation to realize/apply the thermal, mechanical design and manufacturing stream?						
2	Effectively apply engineering/ technology in their profession						
3	Do you think that your experience at BSIOTR laid the foundation to compete professionally as an engineer?						
4	Do you think that your experience at BSIOTR laid the foundation to apply the problem solving skills you learned at BSIOTR to meet the challenging demands and increasing responsibilities of a successful engineering career.						
5	Do you think that your experience at BSIOTR laid the foundation to model/formulate/solve engineering problems?						
6	Can they develop cost effective solutions and potential new product for organization.						
7	Do you think that your experience at BSIOTR laid the foundation to think creatively and critically?						
8	Design/conduct/assess engineering experiments						
9	Synthesize information						
10	Do you think that your experience at BSIOTR laid the foundation to be a lifelong learner						
11	Do you think that your experience at BSIOTR laid the foundation to continue to learn in your profession, using modern technology and communication skills?						
12	Do you think that your experience at BSIOTR laid the foundation to function effectively in multidisciplinary teams						
13	Do you think that your experience at BSIOTR laid the foundation to be a leader in solving important problems for your employer and for society?						
14	Be a professional, ethical, socially responsible engineer						
15	Have/apply global awareness skills						
	Which sector do you work in? □ Aerospace □ Automotive/IC Engines □ Banking/Investment □ Bioengineering □ Computer Engineering □ Education □ Electronics/Electric Packaging □ Environmental Engineering □ Nuclear Engineering □ Petroleum/Off-Shore Drilling □ Power □ Pressurse Vessels/Piping □ Pharmaceutical □ Telecommunications □ Transportation/Shipping □ Textile □ Other						

Signature:

Name:

Format 13

Name of the Department

Program Exit Survey

The information that you provide in this survey will help the Mechanical Engineering Department to improve the quality of its program. The department appreciates your response.

Please rate by tick mark on the scale of 1 to 5.

1 – Unsatisfactory, 2 – Marginal, 3 – Average, 4 – Very Good, 5 – Outstanding

Que.No.	Questions	1	2	3	4	5
1	How well did the program prepare you to realize/apply the thermal, mechanical design and manufacturing stream?					
2	As a graduate by now, do think the program gave a self-belief to you to effectively apply engineering/ technology in your profession					
3	Have you attended level to compete professionally as an engineer?					
4	Are you able to apply engineering fundamentals in solving problems?					
5	Are you able to model/formulate/solve engineering problems?					
6	Can you develop cost effective solutions and potential new product for organization.					
7	How well did the program prepare you for think creatively and critically?					
8	How well did the program prepare you for design/conduct/assess engineering experiments					
9	synthesize information					
10	be a lifelong learner					
11	How well did the program prepare you to communicate effectively?					
12	How well did the program prepare you for function effectively in multidisciplinary teams					
13	How well did the program prepare you to be a team leader?					
14	How well did the program prepare you to be a professional, ethical, socially responsible engineer					
15	How well did the program prepare you to have/apply global awareness skills?					

Signature:

Name:

BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY AND RESEARCH, WAGHOLI, PUNE

COURSE FILE INDEX

Sr. No	Particulars	Name of Faculty(Initials can be used and compliance should be mentioned putting Yes or No) (The DAC & HOD should verify the course file and report to Dean/Principal)											
		YSB											
1	Vision and Mission of Institute and Department	Y											
2	PEOs, POs, PSOs, COs, TLOs and ELOs	N											
3	Mapping of COs and POs												
4	Mapping of COs and PSOs												
5	Syllabus Structure,												
6	Course Syllabus												
7	Gap Identification												
8	Curriculum design												
9	Institute academic calendar												
10	Departmental academic calendar												
11	Class Time Table												
12	Individual Time Table												
13	Student database												
14	Last three years Subject Result of SPPU												
15	Teaching Learning and assessment Plan of Theory												
16	Teaching Learning and assessment Plan of Practical												
17	Unit wise Assignment schedule (display, submission and assessment)												
18	Unit wise Assessments and analysis Records												
19	Midterm & End Term records												
20	Remedial Lectures record (if any)												
21	Guest Lecture Record (if any)												
22	Industry Visit record (if any)												
23 #	Unit wise Teaching – Learning Material :												
	i. Lecture notes												
	ii. PPTs												

	iii.	NPTEL video / PDF												
	iv.	Digital Notes *												
	v.	List of Video clips												
	vi.	List of Models												
	vii.	List of Simulation												
	viii.	Workbook												
	ix.	Survey sheet												
	x.	List of Online resources (weblink)												
	xi.	List of Virtual laboratories (weblink)												
	xii.	@List of IS Standards												
	xiii.	Product Brochure												
	xiv.	*Assignment batch wise/ Individual students along with solutions												
	xv.	*Objective type Questions (Including Questions of GATE/UPSC/MPSC/ IES, etc.)												
	xvi.	*Unit wise Question Bank												
	xvii.	@List of case studies made available for self study with respect to each topic												
	xviii.	@List of recommended research papers with respect to each topic (provide web link)												
Sr. No	**Particulars**													
24	Other Learning Material / provisions													
	i.	*In Semester Examination Question Papers along with Solution and Marking Scheme(TE/BE only)												
		a. *SPPU exam Question Papers along with Solution and Marking Scheme												
	ii.	Topic wise list of recommended books												
	iii.	Presentations of Experts Invited experts												
	iv.	Best assignments												

		submitted by students														
	v.	List of mini projects allocated to students and corresponding record (if any)														
	vi.	Details of Competition organized for the subject (if any)														
	vii.	List of quiz, debate, brainstorming etc planned and organized for the subject (if any)														
	viii.	List of provision made for self study for the subject (if any)														
	ix.	@List of case studies made available for self study with respect to each topic														
	x.	@List of recommended research papers with respect to each topic (provide web link)														
	xi.	List of Industries related with subject														
	xii.	List of recommended MOOC (weblinks)														
25		CO attainment record														

* Each question must be mapped with corresponding CO

Maintain separate File

@ maintain all the case studies, research papers, IS standards in separate files

Format 14

JSPMs BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY AND RESEARCH, WAGHOLI, PUNE

PROJECT WORK CONTINUOUS INTERNAL ASSESSMENT (CIA)

ACADEMIC YEAR   Semester: I / II   DEPT OF _____

CLASS _____DIV _____   MAX MARKS:_____MIN MARKS :_____

Sr. No	Gr.No.	Name of Student	Attendance	Creativity	Work progress	Demonstration and finding of results	TOTAL MARKS	Guide
			Rubric1,2,3,4 refer parameters from Rubrics					
		Maximum Marks	5	5	10	10		Sign
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Project Coordinator   **Dept. Academic Coordinator**   **H O D**

Format 15

JSPM's BSIOTR Wagholi, Pune

Name of the Department

AY 2021-22, Sem-I

Laboratory Work Plan

Name of Subject :   Class & Div : *TE*   Name of

Faculty :

    SPPU Practical :

Credit :

Exp t No	Unit No	C O	Plann ed Week	Brief Title of Expt	Required facility / eqpt / consumable are available	Bat ch	Actual Date of Performan ce	Asse ss Date	Student Activity (only 1)	Remar ks
1	1									
2	2									
3	3									
4	4									
5	5									
6	6									

       Course Coordinator (Faculty)   *Module Coordinator*
         HOD

   Imp Instructions :

1. All the experiments should be assessed within 15 days from the date of performance of concerned expt.

2. Concerned practical teacher should record all the experiments of the subject and upload on Moodle.

JAYAWANT SHIKSHAN PRASARAK MANDAL's
Bhivarabai Sawant Institute of Technology & Research
(Approved by AICTE, NEW Delhi, Govt. of Maha.& Affiliated to Pune university)
GAT.NO.720 (1), WAGHOLI, PUNE-NAGAR ROAD, PUNE-412207.
TEL.NO.(020)27051170 FAX.NO.(020)27052590
PROF.Dr.T.J.SAWANT   Dr.T.K Nagaraj
FOUNDER SECRETARY   PRINCIPAL

Ref: …   Date:

APPRECIATION LETTER

To,

Prof. _____

Department: --------------------------,

We are writing this letter to extend our heartiest appreciation towards   you for taking efforts to secure Savitribai Phule Pune University (SPPU)   Examination Result of your subject ……….. with ……% of Class: ………. , Sem: …………in Academic year 2017-18. Thanks for your excellent performance and dedication towards teaching this subject.

During the next academic year we hope that you will continue to extend your support and efforts for the betterment of ………………… Department   and Bhivarabai Sawant Institute of Technology and Research, Wagholi,   Pune-   412 207.

HOD   Principal
.

"SMART Efforts Always Bring Cheers"

Format 17
JSPM's
Bhivrabai Sawant Institute of Technology & Research, Wagholi , Pune

Students Feedback (AY.   ) SEM-I

Class: Date:

Grade the teacher's performance on the scale of 1 to 5:

Below Average: Average- 2,   Good- 3,   Better – 4,   Outstanding -5
1,

Sr. No	Performance & Measures ⇓	Staff: ⇒ Sub: ⇒	Shital Bakal PSOC	Dr.N.N.Ghuge ACS	N.D.Anwat PLC & SCADA	Rashmi Sharma EHV
1	**Planning and Organization**					
1.1	Subject organize in logical sequence					
1.2	Objective clearly stated					
1.3	Syllabus coverage					
1.4	Subject is thoroughly prepared					
2	**Presentation/ Communication**					
2.1	Use of simple language					
2.2	Interest generated					
2.3	Solves conceptual problems to illustrates theory					
2.4	Clarity of speech					
3	**Students Participations**					
3.1	Questions to promote the interaction					
3.2	Encouragement to ask question					
3.3	Discuss practical application					
3.4	Grade your own understanding					
4	**Use of Media/ Methods**					
4.1	Use variety of teaching technique					
4.2	Clarity of writing on black board					
5	**Class Management**					
5.1	Regularity in conduct of lecture					
5.2	Punctuality					
5.3	Class Control					
6	**Assignments**					
6.1	Provide useful assignments					
6.2	Timely return of assignment					
6.3	Availability to solve problems outside class room					
	Average = 100					

SUGGESSTION IF ANY: -

JSPMs BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY AND RESEARCH, WAGHOLI, PUNE

Continuous Assessment of Laboratory Work (Term Work)

Academic Year (   )   Semester I/II   Course (2019)

Department of _____

Class _____
_____   **Subject**

Max. Marks :_____   **Min Marks :_____**

Title of   Title of Exp/Drg/Assn: _____

Sr. No	Roll No.	Name of Student	Date of Conduct	Date of Completion	Timely Submission (Marks 05 or 10)	Quality of Journal & content of Submission (A) (Marks 10 or 20) (B)	Level of Understanding (Marks 10 or 20) (B)	Actual Marks Obtained for each expt. (Marks out of 25 or 50) (C)	Signature of Student with Date
1									
2									
3									
4									
5									
6						`			
7									
8									
9									
10									

Subject Teacher   **Dept. Academic Coordinator**   **H O D**

Format 19

JSPM's Bhivarabai Sawant Institute Of Technology & Research, Wagholi,Pune

Department

Academic Calendar - SEM-I/II (A.Y. 2022-23)

General Schedule
Sr. No.	Activity		Date	Status
1	Commencement of S.E/ Classes Commencement of T.E/& B.E. Classes		02/01/2023	Planned
			02/01/2023	Planned
2	Unit Test- T.E/& B.E Unit Test- S.E		On the Completion of Two Units	Planned
3	End of Class Room Teaching for SE, TE & BE		29/04/2023, 29/04//2023	
4	In-Sem/Practical /Oral /TW/Submissions/End Sem Exam for SE,TE & BE		As per SPPU circular	Planned
Activities Planned
Sr. No.	Curricular and Extra Curricular Activities	Event Category	Date	Status
1	State Level program on "Awareness on Intellectual property rights"(Online Mode)	Professional Development/Administrative Training/Collaborative Activities/Faculty/Student exchange/Capability enhancement/Value Added courses/Expert lecture/Workshop/Seminar/III Cell	25/1/2023	planned
2	Lecture on Industry work culture & Ethics under IETE		30/1/2023	planned
3	Technical QUIZ/Poster Competition		11/02/2023	planned
	Seminar on Project proposal & funding agencies		25/2/2023	planned
5	FDP_on Android application Development		27/2/2023 to 03/03/2022	planned
6	Health Awareness Program for Staff & students		11/03/2023	planned
7	Workshop On Python & Selenium under ISF		24/03/2023 to 25/03/2023	planned
8	Industrial Visit 1(SE)		30/03/2023	planned
9	Industrial Visit 1(TE)		31/03/2023	planned
10	Donation & Service at orphanage under ETSA		24/04/2023	Planned
Cumulative Attendance Schedule
Sr. No.	Cummulative Attendance	Date of Display		Status
1	I,II,III	At the End of Every Month		planned
Feedback Schedule
Sr. No.	Class	Feedback Date		Status
1	SE, TE, BE	13/02/2023 & 14/03/2023		planned
Meeting Schedule
1] Meeting with Dean and Principal/week-_Tuesday (Board Room)
2] Meeting with H.O.D/week-Thursday - 3:00pm to 4:00 PM

DAC   DEAN   HOD

PRINCIPAL

Format 20

JAYAWANT SHIKSHAN PRASARAK MANDAL

BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY & RESEARCH, WAGHOLI, PUNE

GFM RECORD FOR SEMESTER-I/II OF A.Y.   **GFM COORDINATOR :**   **MEETING DATE**

SR	CLASS	DIV	STU STR	GFM	STUDENTS PRESENT	ISSUES DISSCUSED	MEETING DAY / DATE & TIME	GFM COORDINATOR REMARK	HOD REMARK
1	SE								
2	SE								
3	TE								
4	BE								
5	BE								

PRINCIPAL REMARK:

Format 21

NAME OF THE DEPARTMENT
GFM Calling Record

Date:

Sr. No.	Roll No	Name of Student	Student Mobile No	Parents Mobile No	Details of Call	GFM Remarks/ Action

GFM   **HOD**

Format 22

JAYWANT SHIKSHAN PRASARAK MANDALS
BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY AND RESEARCH
NAME OF THE DEPARTMENT
MONTH -

Sr No.	CLASS	DIV	STU STR	NO OF STUDENTS PRESENT	MEETING DAY & DATE	GFM COORDINATOR SIGN	HOD SIGN
1							
2							
3							
4							

Principal

Format 23

JSPM'S
Bhivarabai Sawant Institute of Technology & Research, Wagholi PUNE-412207

Class : _____

Result Analysis /Proforma B

University Examination-Date: **: SEM-I & II**   **Result**

Sr. No	Subject	No. of Students			Highest Marks	% of Passing	Name of Teacher
		Appeared	Passed	Securing >=60 Marks			
1							
2							
3							
4							
5							

HOD   *PRINCIPAL*

Format 24

JSPM'S
Bhivarabai Sawant Institute of Technology & Research,
Wagholi PUNE-412207

Class: Sem-I&II

Result Analysis /Proforma A

University Examination-   **: SEM-I & II**
Result

Date:

Sr. No	Class	No. of Students								Percentage of Passing	
		Appeared	Clear Passed	Dist.	I st Class	Higher second Class	II nd Class	Pass Class	Fail	All Clear	With ATKT
1.											

Toppers

Rank	Name of the Student	CGPA
1		
2		
3		

HOD   *PRINCIPAL*

Format 25

PERFORMANCE APPRAISAL FOR FACULTY
Academic Year:_____

PART – I (to be filled by Faculty)

1. **Faculty Information**

   - Name of Faculty   :
   - Name of Institute   :
   - Designation   :
   - Date of Joining::
   - Department   :
   - Email   :
   - Highest Academic Qualification**:**

2. **Academic Performance For Two Semesters In Academic Year** (Theory Courses)

Sr. No.	Subject taught (Theory)	Semester (I/II)	Total lectures in a semester as per time table	Actual no. of lectures conucted in semester	% UoP result for the subject

3. **Academic Performance For Two Semesters In Academic Year** (Laboratory Courses)

Sr. No.	Subject Taught (Laboratory work)	Semester (I/II)	Total practicals in a semester as per time table	Actual no. of practicals conucted in semester	% UoP result for the course

4.   Reasons For Shortfall, If Any, In Conduct of Theory/Lab Courses/ Results:

_____
_____
_____

5.   Contribution To Learning Material Development:

_____
_____
_____

6.   Performance As Guardian Faculty Member (GFM):

- No. of Students Allocated   :
- No. of Meeting Conducted with Students   :
- No. of Students Clearing All Subjects   :
- No. of Students Failing in One Subject   :
- No. of Students Failing in Two Subjects   :

7.   Publications:

- No of National Conference/Journal   :
- No of Internattional conference/Journal   :

8.   Research Projects:

Sr. No.	Title of project	Funding agency, if any	Fund recrived in Rs.

9.   Additional Portfolios Handled:

a)   Department Level:

b)   Institute Level:

c)   University Level:

10.   Contribution In Cocurricular / Extracurricular / Extension Activities:

No.	Cocurricular Activities	Extracurricular Activities	Extension Activities

11.   Student Feedback:

No.	Name of Theory Subject Taught	Sem(I/II)	Feedback Index (%)

12. **Short Term Courses Attended / Organized:**
(Attach Certificates For The Courses Attended Outside JSPM/TSSM)

. No.	Short Term Courses Attended / Organized

13. **Any type of Innovation introduced in Institute:**

. No.	Innovation introduced in Institute

14. **Research Guidance:**

. No.	Innovation introduced in Institute

15. **Any Other Relevant Contribution Not Covered Above:**

. No.	Any Other Relevant Contribution

16. **Membership of Professional Societies:**

r. No.	Name of Professional Societies	Membership Number

17. **Your Strengths And Weaknesses**

    a) **Strengths:**

_____
_____
_____

b) Weaknesses:

_____

   _____

     _____

Signature of Faculty

(**Note to Faculty:** Submit the appraisal form duly filled to the Head of your Department)

PART – II
(to be filled by Head of Department)

Name of Faculty :

Name of Head of Department :

(kindly, assess performance of Faculty on five point scale shown here with the help of information provided in **Part-I. 5**-Outstanding, **4**-Very good, **3**-Good, **2**-Satisfactory,
1-Unsatisfactory.

In case of Unsatisfactory rating, it is necessary to mention reasons thereof on a separate sheet of paper.)

Sr. No.	Parameter	Assessment on 5 point scale	Multiplying factor	Total points
1.	Result in University exams for theory courses taught		10	
2.	Contribution in learning material development		8	
3.	Performance as GFM / Class teacher		10	
4.	Publications		10	
5.	Research Project Proposals		07	
6.	Research Guidance		06	
7.	Preparation of course files & Record keeping		05	
8.	Willingness to take responsibilities in new area of work		05	
9.	Contribution in Co-curricular / Extracurricular / extension activities		04	
10.	Student feedback		04	
11.	Participation / organization of workshop /lectures		03	
12.	Ability to inspire and motivate students		02	
13.	Performance in Examination related activities		02	
14.	Supervisory ability		02	
15.	Integrity and Trustworthiness		02	
	Total Points Obtained (out of 400)			

Signature & Seal of Head of Department

Date:

Note to HOD: 1. Minimum score of 225 out of 400 makes a faculty eligible for recommendadtion of his/her annual increament/promotion to higher position.
2. Submit appraisal forms of all faculty of your Department to Principal

PART – III
(to be filled by Reviewing officers)

☐ I agree with the assessment of the Head of Department

☐ I differ with the aseessment of the faculty member by Head of Department for the following reasons.

Reasons:
_____
_____
_____
_____

PRINCIPAL

Final Remarks
Recommended / Not recommended for annual increment / promotion for the next grade.

(Institute Seal)   **PRINCIPAL**

Submitted to: Founder Secretary, JSPM / President, TSSM for the favor of approval.

Guidelines To Heads Of Departments
For Assessment Of Faculty Performance

1. **Result in theory courses taught:**

% Result	Points to award
>75	5
65 to 75 %	4
55 to 65	3
45 to 55	2
< 45	1

2. **Result in Practical /Oral in courses taught:**

% Result	Points to award
>95	5
85 to 95 %	4
75 to 85	3
60 to 75	2
<60	1

3. **Contribution in learning material development:**

Learning material developed	ints to award
ok	5
y 3 out of :- Lab manual 2. Printed notes 3. Question banks-regular questions & MCQs 4. Solved numerical set 5. Power point presentations of Lectures	4
y 2 out of:- Lab manual 2. Printed notes 3. Question banks-regular questions & MCQs 4. Solved numerical set 5. Power point presentations of Lectures	3
y 1 out of:- Lab manual 2. Printed notes 3. Question banks-regular questions &MCQs 4. Solved numerical set 5. Power point presentations of Lectures	2
L	0

4. **Performance as GFM:**

Performance as GFM	ints to award
gular meetings+ well documentation + 60 % all clear students	5
gular meetings + > 50 % all clear students in the group	4
gular meetings + >40 % all clear students in the group	3
gular meetings + >30 % all clear students in the group	2

regularity in conduct of meeting	0

(All HODs should ensure uniform distribution of students to GFMs based on their merit)

5. Publications:

Publications	Points to award
aper in Refereed Journal/ 2 in International conferences	5
aper in International conference / 2 in National conferences	4
aper in National conference	3
per submitted but rejected	2
attempt made	1

6. Research Projects:

Particulars	Points to award
mpleted projects and patent received	5
mpleted projects and applied for patent	4
mpleted projects	3
ojects ongoing	2
ojects submitted to funding agencies	1

7. Research Guidance

Particulars	Points to award
idance for Ph. D Candidates (Completed)	5
idance for Ph. D Candidates (Ongoing)	4
idance for P.G Candidates (Completed)	3
idance for P.G Candidates (Ongoing)	2

8. Preparation of Course Files & Record Keeping:

Points are to be awarded by Head of Department after verification of course file and various departmental records maintained by the Faculty member.

9. WILLINGNESS TO TAKE RESPONSIBILITIES IN NEW AREA OF WORK:

There are roughly following portfolios which can be assigned to faculty members for effective functioning of department/institution.

Time Table / Attendance monitoring / Student activities / Class Teacher / Lab in charge / Industrial visits / Student feedback and analysis / Department library / Soft skill workshops / Industrial training / Exam coordination / Publicity etc.

Following criteria be applied for evaluation of Faculty member.

Criteria	Points to award
ndling more than 3 portfolios	5
ndling 3 portfolios	4
ndling 2 portfolios	3
ndling 1 portfolios	2

olvement in no portfolio	0

10. CONTRIBUTION IN CO CURRICULAR/ EXTRACURRICULAR / EXTENSION ACTIVITIES:

Criteria	Points to award
tive involvement in organizing > 3 activities	5
tive involvement in organizing 3 activities	4
tive involvement in organizing 2 activities	3
tive involvement in organizing 1 activities	2
olvement in no activity	0

11. STUDENT FEEDBACK

% Feedback Index	Points to award
> 80	5
60 to 80	4
50 to 60	3
40 to 50	2
< 40	1

12. PARTICIPATION/ORGANIZATION OF WORKSHOP /LECTURES

articipation/ organization of Workshops/Lectures (Inhouse/external)	Points to award
> 3	5
3	4
2	3
1	2
Nil	0

13. PERFORMANCE IN EXAMINATION RELATED ACTIVITIES:

Head of Department should award points based on Faculty performance parameters related to examination such as timely paper setting, assessment, promptness in invigilation and other examination duties.

14. ABILITY TO INSPIRE AND MOTIVATE STUDENTS/ SUPERVISORY ABILITY/ INTEGRITY AND TRUSTWORTHINESS:

Head of Department should utilize his / her own discretion for awarding points for supervisory ability, integrity & trustworthiness and ability of a faculty member to inspire and motivate students.

Format 26

JAYAWANT SHIKSHAN PPRASARAK MANDAL

INTERNAL SELECTION COMMITTEE REPORT

1) Name of College / Institute: **Bhivarabai Sawant Institute of Technology & Research, Wagholi**

2) Department: ....

3) Name of the Candidate: ....

4) Address of candidate: ....

5) Mobile No: .... & E-mail address: ....

6) Applied for the post of: ....

7) Qualification Details:

Qualification	Degree	University	Year of Passing	Class Obtained

8) Experience Details:

Name of The Org.	Post Held	From	To

*if required please attached a separate sheet.

9) Interview/Demo Lecture Conducted on date: .... & following staff were present for demo lecture

Sr. No.	Name	Designation	Sign

Remark of the committee:

....

....

Present Salary: ....   Expected Salary: ....

Campus Director   **HOD**   **Principal**

For office use only

Appointed / Not Appointed / Pending

Date of Joining: ....   **Salary:** ------------------

Order: Academic / Probation: ....

Founder Secretary
Jayawant Shikshan Prasarak Mandal
Pune

Learning gives creativity.
Creativity leads to thinking.
Thinking provides knowledge.
Knowledge makes you great….

By A.P.J Abdul Kalam