

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, PUNE

Permanently Affiliated to SPPU | Accredited with “A++” Grade by NAAC
Recipient of ‘Best college’ award by SPPU | Accredited by NBA (Electrical and Mechanical Engineering)



Vision

**To aspire for the Welfare of Society
through excellence in Science and Technology.**

Mission

Our Mission is to

- ❖ **Mould young talent for higher endeavours.**
- ❖ **Meet the challenges of globalization.**
- ❖ **Commit for social progress with values and ethics.**
- ❖ **Orient faculty and students for research and development.**
- ❖ **Emphasize excellence in all disciplines.**

Academic Policy

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING

Karvenagar, Pune-411 052

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Recipient of 'Best College' award in 2018-19 by SPPU



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Academic Policy Document-V6



Academic Monitoring System

Published in 2019-20



Academic Monitoring System

Academic Policy Document is updated on regular interval for process improvement. First version of this document was published in 2011.



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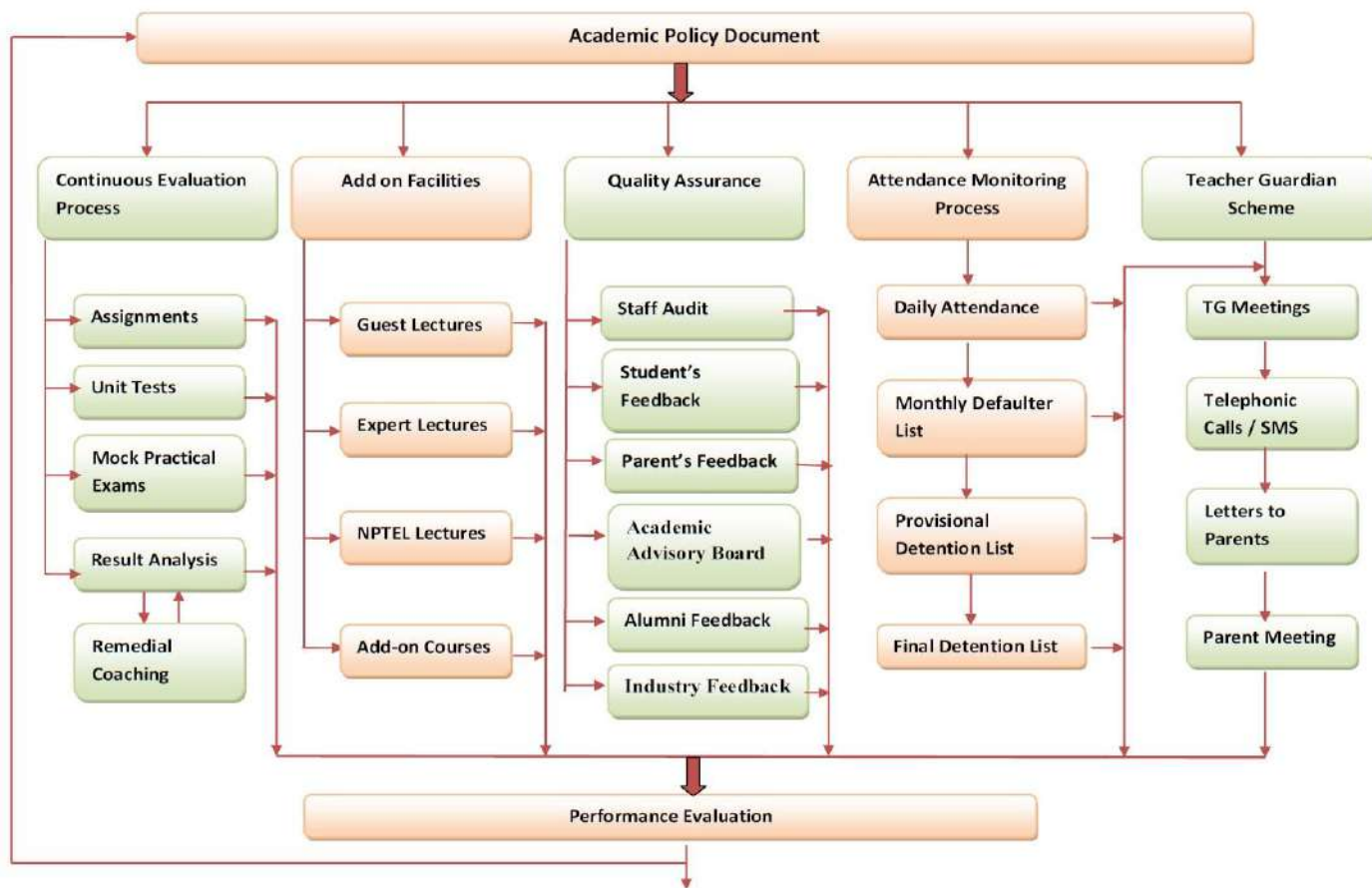
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Academic Policy document is prepared to provide guidelines to Academic Monitoring System for academic improvement. Academic Monitoring Committee (AMC) is centralized (Institution level) committee responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduction of academics throughout the institution. AMC is headed by Functional Head under Dean Academics. The representative from each department acting as Departmental Academic Coordinator is the member of AMC. All coordinators are involved in policy making process. All faculty members are responsible for implementing the academic policy.

Academic Monitoring System



1. Academic Monitoring System(AMS)

The Academic Monitoring System is an integral part of the institution. It is used to improve quality and performance of the students beyond the curriculum.

The system is categorized as mentioned below.

1. Continuous Evaluation Process
2. Add-on facilities
3. Quality Assurance in AMS(Academic Monitoring System)
4. Attendance Monitoring Process
5. Teacher Guardian Scheme(TG)

1.1 Continuous Evaluation Process:

The performance of a student can be continuously evaluated by following parameters.

1. Assignments
2. Unit tests
3. Mock Practical exams
4. Presentation/Group Discussion on a specific topic(optional)

Extra lectures are conducted as per the requirement and remedial coaching for students showing low performance.

1.2 Add-on facilities:

Add-on /enrichment courses are designed and arranged to bridge the gap between the Industry and existing curriculum which will help the students to become Industry compatible. It is accomplished by arranging,

1. Guest /Expert lecturers
2. NPTEL lectures
3. Add-on courses
4. Flipped / Google classroom
5. Virtual lab sessions

1.3 Quality Assurance in Academic Monitoring System:

Quality in academics is ensured by conducting staff audit and feedback of different stakeholders such as students, parents, alumni, Industry, advisory board etc. Feedback from different stakeholders is considered for quality improvement in AMS.

- **Academic Audit:**

Department and Inter department academic audit of faculty members is conducted per semester by AMC for quality assurance. Academic summary report which shows status of completion of course conduction is prepared at the end of semester by respective Department Academic Coordinator.

- **Feedback System:**

Feedback points out the shortcomings in the existing system. Every stakeholder plays important role by giving feedback as summarized below:

Sr. No.	Stakeholder	Feedback about
1	Students	Teaching and Non-teaching staff
2	Parents	About the overall facilities of department/Institute
3	Alumni	The curriculum and requirement in the Industry
4	Industry	How students can be industry compatible?
5	Department Advisory Board	About the overall functioning of department/Institute

1.4 Attendance Monitoring Process:

Institution follows strict norms to regulate student attendance. Student attendance is beneficial for knowledge acquisition and in-depth understanding of subject. Attendance is rigorously monitored to ensure high academic results. Daily attendance report, monthly defaulter list, provisional defaulter list and final detention list are part of attendance monitoring process. Parents are informed about their ward attendance by regular telephonic calls/bulk SMS/Email and conducting parents meet.

1.5 Teacher Guardian Scheme(TG):

The Teacher Guardian scheme is followed to ensure that the performance of students will improve and to maintain the student's record. Some of the functions of TG system are as follows:-

1. A teacher guardian is assigned to a group of students. The teacher guardian is associated with the group maintains individual information on personal/ academic/co-curricular /extra- curricular fronts.
2. The students discuss with their respective teacher guardian regarding any issues and accordingly students are counseled. Teacher guardian conducts meetings thrice in a semester with the students.
3. Teacher guardians maintain complete record of the students and update their parents about the developments by regular telephonic call/SMS/Email.
4. Parent meeting is arranged in every semester.



2. Policy for Theory Subjects

2.1 Subject Distribution

Teaching work distribution is an important phase in Teaching Learning Process. Right allocation of subject and practical to teachers not only improves imparting of knowledge to students but also helps to improve the results.

1. Teaching work distribution involves distributing subject, practical, seminar, project etc. It must be done immediately after the term end. This ensures that, staff gets sufficient time to thoroughly prepare the allocated subject and practical and can keep ready the course file before commencement of the next semester.
2. Teaching work distribution should be done as per the syllabus structure given by the University. The entire workload of the semester of a department should not be less than the University prescribed workload of that semester.
3. Senior faculty members of the department are encouraged to teach difficult subjects.

Head of the Department ensures that subject distribution among the departmental staff is fair and according to expertise or thrust area of the staff.

2.2 Course Outcomes(CO), Program Outcomes(PO) and Program Specific Outcomes(PSO)(Refer annexure A.4 CO,PO,PSO)

A: Course Outcomes

Course outcomes describes what a student is expected to know and to be able to do by the end of the of course. It explains to students what they will learn on successful completion of a subject or course. While writing course outcomes Course Coordinator should keep in mind:

1. The kind of knowledge and skills that are involved
2. The level of understanding desirable for students to achieve

A common way of approaching for course outcomes is as per the level of Bloom's taxonomy. It is recommended that one Course Outcome be assigned to one unit per course, as such there would be six CO's per course.

B: CO-PO/PSO Mapping

CO-PO/PSO mapping is an indicator of different levels: High, Medium, and Low. If a course outcome statement strongly complies with a particular PO/PSO statement then mapping level is high. If the course outcome attains respective PO/PSO partially then the attainment level should be medium. If the course outcome attains respective PO/PSO to some extent then the attainment level should be low. If the course outcomes do not correlate with respective PO/PSO, we can keep the attainment level null and try to find gap identification to achieve that CO.

C: CO-PO/PSO Mapping Justification

As per CO-PO/PSO mapping levels identified in point B above, justification should be written. Justification should include CO related keywords from PO/PSO.

D: CO Assessment Tools- Targets- Levels

Assessment Tools for Outcome Based Education (OBE)

Assessment tools for FE

Course Outcome	Assessment Tool
CO1	Unit Test of 30 marks for Unit 1& 2 (15 marks for each unit)
CO2	
CO3	Assignment of 35 marks for Unit 3 & 4 (18 & 17 marks resp.)
CO4	
CO5	Prelim exam of 35 marks for Unit 5 & 6 (18 & 17 marks resp.)
CO6	

Assessment tools for SE

Course Outcome	Assessment Tool
CO1	Online Test of 10 marks on each Unit
CO2	
CO3	
CO4	
CO5	Unit test of 10 each for Unit 5 & 6 (Half hr. duration)
CO6	

Assessment tools for TE/BE

Course Outcome	Assessment Tool
CO1	Unit Test of 10 marks on Unit 1, 2 & 3 (Half hr. duration)
CO2	
CO3	
CO4	Theory Assignment of 10marks each for Unit 4, 5 & 6 (Min. 5 questions per batch)
CO5	
CO6	

2.3 Course Preparation (Refer annexure A.3)

1. Keep the study material, course plan & lecture notes ready before start of the semester. And upload it on Google Apps as per the Google Apps uploading format
2. Handwritten Lecture Notes & PPTs should be prepared. It should be reviewed by peer/HOD.
3. Standard text books, reference books as per SPPU syllabus are to be used for preparing Course material.
4. Use additional books on JEE, CAT, GATE, GRE for preparing course material to develop beyond the curriculum contents.
5. The course plan indicates the references including standard books in detail to motivate the students to use these for preparation.
6. Supplement your L/P/T with brain teasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions.
7. Form a resource pool, deliver lecture and share course material across the departments.
8. View/Listen/Use NPTEL; MIT OCW (MIT Open Course Ware); Khan Academy; Recent research papers, White papers from Industry website for providing additional Material/Notes to students.
9. Arrange expert lectures by Industry persons on upcoming technology or career opportunities for the respective subject.
10. Arrange the lectures/ add- on courses by the adjunct faculty members of the department.
11. Various online courses can be completed well in advance before start of start of the semester.

2.4 Conduction of Lectures

1. Course plan and handwritten notes/ text books/PPTs can be carried in the classroom
2. Engage class for entire duration of 60 min.
3. Reach the classroom 5 min before the schedule.
4. Allow latecomers to enter class in lieu of academic penalties.
5. Keep the door closed while conducting L/T so that you can conduct class without interruptions.
6. Ensure readable, large & neat writing on blackboard.
7. Make limited use of the PPTs.
8. Make session interactive by discussing case studies and problem solving.
9. NPTEL videos/ IEEE/ACM/Elsevier/White Paper should be discussed as a content beyond syllabus in the lecture

2.5 Conduction of Tutorials, Home work, Assignments

1. All the Assignments/Tutorials (i.e. numeric problems, software programs) to be solved by respective subject teachers in advance.
2. Make exhaustive list of problems for every assignment.
3. Use Bloom's Taxonomy to design Tutorial/Assignments/Unit tests paper and mention the Bloom's level (1-Low,2-Moderate,3-High)that can be achieved as per "Guidelines for justifying Levels for CO-PO mapping".
4. Make extensive use of standard books for this activity.

2.6 Student Performance Improvement

1. Extra Lectures

1. Arrange extra lectures after college hours as per the requirement.

2. Remedial Coaching (Refer annexure A.11)

1. Decision of conducting remedial classes for subjects should be taken at departmental level in consultation with HOD and subject teacher to achieve 100% result of the subject.
2. Motivate students to attend remedial class.
3. Discuss questions and answers with students.
4. Remedial time table should also be communicated to parents

2.7 Guest/Expert Lecture (Refer annexure A.12 & D.4)

Academics, Industrial visits, co-curricular activities are important aspect in knowledge building of the students. Along with this, MMCOE has recognized that there is one more realm where students can learn a lot from expert lectures delivered by experts in their area. Hence, expert lectures plays very important role to understand opportunities, industry perspective of the subject

Following guidelines should be used to arrange the expert lecture in the department

1. At least 2 hour expert lecture should be organized for every subject delivered by the Industry experts
2. Expert lecture should be conducted by Industry experts who have worked on that area. Preferably our experienced alumni will be called as expert.
3. Expert lecture based on gap identification may be conducted on following topics:
 - Content beyond syllabus of the subject
 - State of the art and research opportunities in the subject
 - Career opportunities in the subject
 - Any other topic based on case study or real life experiences of the experts on the subject
4. Guest lecture coordinator of the department should prepare semester wise plan of the expert lecture and should make budgetary provisions before commencement of the semester.

It is the strength of the department to conduct excellent quality expert lectures to improve alumni connection and Industry-Institute Interaction. Head of the Department should encourage faculty members of the department to conduct excellent quality expert lecture. They can help and guide the staff to identify experienced and renowned experts in the subject.

2.7.1 Procedure to conduct Guest / Expert Lecture

1. The topics for guest lectures are to be selected based on Gap Identification done for the subject.
2. Mark the Guest Lecture slot in the course plan.
3. Identify the eminent and experienced resource person, especially experienced Industry person of the domain or Senior Academician.
4. Seek prior permission from HOD for arranging guest lecture.
5. Send invitation letter to resource person and confirm date and time for scheduling guest lecture at least one week before actual conduction of lecture.
6. Seek prior permission from the Principal for getting it sanctioned (Mention NAAC file number on

the note).

7. Collect the amount in advance from account section.
8. Conduct the guest lecture on the scheduled date and time.
9. Record/ video shoot the guest lecture/session on mobile and take few photographs of the same.
10. Collect feedback from the resource person for CO attainment.
11. Issue a Thanking letter to guest/ resource person keeping acknowledgement of same.
12. Collect feedback from the students on Google form (Soft copy)/ Hard copy for CO attainment.
13. Settle the advance taken by submitting voucher in account section.
14. Prepare guest lecture report having photographs and mention outcomes of the session conducted (Mention NAAC file number on the report).
15. Upload report and Video lecture of the session conducted on Hadoop Digital Library within two days of conduction.
16. Submit the report to the guest lecture co-ordinator in the department.

2.8 Companion teacher(Refer annexure A.13)

2.8.1 Procedure for conduction lecture with Companion teacher:

1. Companion Teacher policy is progressively implemented over the institution.
2. HOD/senior faculty will accompany a subject teacher as a companion in theory Classroom.
3. The Companion Teacher will be present for entire duration during the lecture of that teacher.
4. The Companion Teacher will observe the following during his/her presence:
 - Discipline in the classroom.
 - Teaching methodology used by the teacher.
 - Is the teacher's voice is audible?
 - Is the teacher interactive with the students?
 - Correct content delivery by avoiding repetition in lecture contents
 - Communication in English language.
5. Proper feedback needs to be communicated to concerned teacher in presence of HOD.

2.9 Resource pooling (Refer annexure A.14)

Resource pool is a team of interdepartmental staff members working in same area or subject.

1. Resource pool of interdepartmental subject experts should be formed for uniform conduction of courses which are common amongst the departments.
2. These subject experts should conduct meeting of respective staff, discuss syllabus and common topics and decide the strategy for conduction of lectures. It is expected to share notes and arrange interdepartmental lectures on topics based on area of expertise by the identified faculty member.

2.10 Flipped Classroom

The flipped classroom is a pedagogical model in which the typical lecture and homework elements of a course are flipped. Short video lectures/ lecture notes are studied by students at home before the class session and assessment is done on the basis of exercises, projects, or discussions.

The faculty members will share the study material with the students. Students will use these shared contents and learn the theory at home by themselves. Students prepared with the queries and clear it in the classroom by the faculty members

It is decided that at least one such flipped classroom lecture to be conducted per subject by every faculty member..

Following will be the strategy for the implementation:

1. Identify topic (Lecture) for conduction of flipped class and mention it in course plan .
2. Share lecture notes and/or online video lectures with the students and announce, when the shared topic will be discussed in the classroom.
3. Students will download the shared contents and will use it to gain the knowledge of the topic and note down the queries , if any.
4. In the classroom, the students will ask queries on the given topic and faculty member will resolve it during the course of discussion.
5. Faculty member will give some assignments based on the topic and student will solve it.

Outcomes:

1. It increases self-learning ability of students.
2. It Improves student involvement in learning and understanding of the subject.
3. It will help students to improve their grades.
4. Teacher can judge intellectual level of students based on their understanding.

2.11 Google Classroom

Google Classroom helps the students and teachers to organize assignments and develop better communication. It is progressively used by the faculties as follows:

1. Upload assignments of Unit 4, 5 and 6 on Google Classroom.
2. Students will write the assignments, scan it, submit it on Google Classroom and mark it as done.
3. Maintain record of the Google assignment.

2.12 Virtual Lab Session

Virtual Labs is An Initiative of Ministry of Human Resource Development (MHRD) under the National Mission on Education through ICT.

Its objectives are:

1. To provide a complete Learning Management System around the Virtual Labs where the students can avail the various tools for learning, including additional web-resources, video-lectures, animated demonstrations and self evaluation.
2. To share costly equipment and resources, which are otherwise available to limited number of users due to constraints on time and geographical distance.

It is decided that at least one Virtual Lab session is to be conducted per subject by every faculty member.

Following will be the strategy for the implementation:

1. Identify topic/experiment (Lecture) for conduction of Virtual Lab session and mention it in session/Lesson/Lab Plan
2. Inform the V Lab Coordinator (Departmental) about the topic, date and time of the planned session.
3. Show the demonstration of the experiment to students and instruct them to perform the experiment.
4. Inform students to give feedback of the experiment they have performed on link <http://vlabs.iitb.ac.in/feedback/form.php>

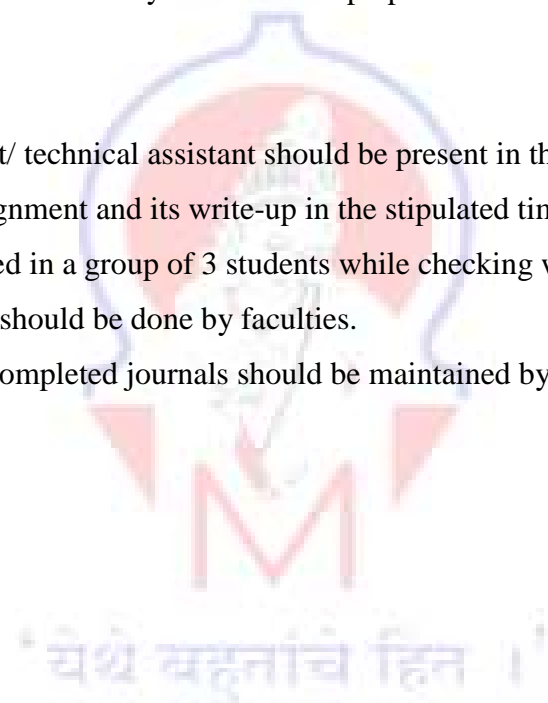
3. Policy for Conduction of Lab Practical

3.1 Experiment Preparation/Setup

1. Every staff should ensure setup is ready & functioning well by performing experiments / programs in lab before start of semester.
2. Lab assignment list should contain University prescribed list of assignments along with some innovative assignments like Virtual Lab and content beyond syllabus.
3. All equipments should be tested, calibrated as per the standard.
4. Laboratory manuals should be updated before the start of every semester.
5. FAQs should be added at the end of each experiment so that students become ready to face orals exams. Make students write the answers of these FAQs.
6. Follow the template for laboratory manual preparation. Keep the uniformity across the department.

3.2 Lab Conduction

1. Faculty and lab assistant/ technical assistant should be present in the lab for entire 2 hour session.
2. Complete practical assignment and its write-up in the stipulated time.
3. Oral should be conducted in a group of 3 students while checking write-up of assignment.
4. Continuous assessment should be done by faculties.
5. Record keeping of the completed journals should be maintained by faculties/lab assistants.



4. Policy for Continuous Evaluation

4.1. Unit Test (Refer annexure A.9 & A.10)

1. Conduct unit-wise class tests.
2. Prepare the question bank for each unit by referring University Question papers, other study materials & share it with students.
3. Refer previous years University question papers for making question bank.
4. Provide the model answers of the question banks to the students.
5. The questions for the Unit Test should be from the question bank itself.
6. Keep records of Unit Tests with respective subject teacher and department coordinator of Institution Examination Committee(IEC)
7. Maintain a record of remedial action taken on the results of the Unit Test for improvement (reappear/assignments).
8. Conduction of Unit Test is responsibility of respective course coordinator during their lectures after completion of respective unit of syllabus.
9. Prepare question paper as per Blooms Taxonomy.
10. Model Answer Sheet should be shared with students immediately after Unit Test.
11. Structure of Unit Test should be as follows:
 - For F. E. -01 Unit test (30 marks) based on Unit 1 & 2(15 marks for each unit) & Prelim exam (35 marks) based on Unit 5 & 6 (18 & 17 marks for unit 5 & 6 respectively).
 - For S. E. 02 Unit tests (10 marks each) based on Unit 5 & 6
 - For T. E. & B. E. 03 Unit tests (10 marks each) based on Unit 1, 2 &3
 - Duration : FE : Unit test- 60 minutes & for Prelim 90 minutes
SE/TE/BE: 30 minutes.

12. Format of Question Paper :(Refer annexure A.9)

For S.E., T. E. & B. E.:

- Total number of questions: 02
- Max Marks for question : 05
- Each question contains at least two sub-questions
- All questions are descriptive type
- All questions are compulsory

13. Following Documents should be maintained:

For Course Coordinator:

- Question Paper with model answers

- Student Attendance Sheet (Refer Annexure A.9-Attendance Sheet)
- Result & Analysis Sheet (Refer Annexure A.9 Result Analysis)
- Remedial Actions if required & related documents (Refer Annexure A.10)
- Sample Answer Sheets
- For IEC department coordinator:
- Question Paper with model answers
- Students Attendance & Result Summary Sheet (refer Annexure- A.9)

4.2. Assignments

1. Upload assignments on Google-apps.
2. The assignments should be checked in time and maintain its record of evaluation.

4.3.Mock PR/OR Examination

1. Conduct mock Practical/Oral exam as per the academic calendar.
2. Detailed time table should be displayed on the departmental notice board .
3. There should be a panel of 2-examiners from the same department to evaluate students in mock PR/OR exam (office order should be prepared for the same)
4. Evaluation sheet for mock PR/OR exam should contain parameters as suggested by the BOS of their respective department.
5. The oral on each practical should be conducted during lab session to judge the understanding of a student for contents delivered. .
6. Upload updated PR/OR questions with answers on Google Apps.

4.4. Group Discussion/Presentation

1. Arrange Quizzes, Group Discussions, and Questionnaire Sessions etc for students.
2. Schedule student presentations on content beyond syllabus topics.

4.5. Final Year Project Assessment

1. Final year project should be selected as per the guidelines given in the course curriculum & Assessment should be based on the continuous project evaluation sheet (Project Log Booklet) and guidelines given by the University.
2. Faculty guide of the sponsored project must visit to the industry once in month to monitor progress of the project.
 - a. Final year project repository can be created in the department which will be useful for next batches. Repository can include video/**PPT presentation** of the project features.
 - b. Identify and encourage students to donate these projects which could be used in labs as demo experiments.

5. Policy for Monitoring Academics

5.1 Responsibilities of Principal/HOD/Dean

1. Principal/HOD/Dean should daily take round to monitor the academics.
2. Monitor work of class teacher & teacher guardian for smooth conduction of academics.
3. Audit of Teacher Guardian File.
4. Audit of Class Teacher Files
5. Companion Teacher report.
6. They are encouraged to randomly sit in the ongoing classes/labs and monitor quality of the lecture/lab and suggest for improvements
7. Take action on students who are using mobile phones during lecture session

5.2 Responsibilities of Department Academic Coordinator

1. Maintain department Academic file as per given format (Refer Annexure A .1)
2. Prepare Department Academic Calendar
3. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher.
4. Conduct the scheduled audits per semester.
5. Maintain discipline among students.

5.3 Responsibilities of Google-apps Coordinator

1. At the beginning of the new batch email id is assigned to every student of every batch.
2. Email id is also assigned to every staff member.
3. Every faculty should share Course material as per described format.
4. Audit of shared folders is conducted thrice a semester to assure the smooth conduction of Google Apps sharing.
5. Google Apps Coordinator should delete the email ids of the staff members who left the Institution.

5.4 Responsibilities of Online Examination coordinator

A. Department Coordinator

1. Displaying Time-Table (one week before) and conduction of Practice tests on respective units as per our policy.
2. Counseling and conduction of retest exam of below performance and fail students should be done by respective subject teachers.
3. Displaying Time-Table of final examination along with seating arrangement should be done one week prior of the examination date.
4. Allocation of labs and arrangements of respective resources (like UPS, stationary, etc) should be done in prior.

B. Supervisor and Lab Assistant

1. Maintaining discipline and silence in laboratories.
2. Carefully checking names, seat numbers and then giving tokens and rough paper if needed.
3. Solve the run-time problems (like: login issues, etc).
4. Reach lab 10 min before the examination.

C. System Administrator

1. Coordinate throughout the exam.
2. After completion of examination mail the results to respective department coordinator only.

5.5 Responsibilities of Institution Examination Coordinator

1. Provide guidelines for conduction of examination.
2. Prepare various formats required for unit tests.
3. Conduct scheduled audits per semester
4. Maintain unit test records

5.6 Responsibilities of Class Teacher

1. Maintain class teacher file in given format (Refer Annexure A.6).
2. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline
3. Adjustment of lectures and practical sessions in case of absenteeism of faculty members
4. Preparation of monthly defaulter list with the help of assigned lab assistant
5. Submission of daily attendance report
6. Display monthly defaulter list at the end of each month & final detention list at the end of semester.
7. Monitor the attendance of each student and keep track of students who remain absent continuously and call their parent (involve Teacher Guardian of respective batch).
8. Check student I-card daily and uniform on every Tuesday and Friday.
9. Maintain overall discipline among students.

5.7 Responsibilities of Teacher Guardian

1. Maintain Teacher Guardian Booklet with batch wise student roll call list
2. Keep contact details of students & parents
3. Record of previous semester result
4. Record of TG-Student meeting (Once in a month).
5. Provide information about students to the class teacher whenever required.
6. Student counseling whenever required.
7. Maintain record of monthly defaulter list
8. Inform parent for parents meet.
9. Telephonic call record of defaulter students should be maintained.(Refer Annexure B.5)

10. Leave application form of students along with necessary documents should be maintained (Refer Annexure B.2)
11. Maintain record of monthly undertakings of defaulter students(Refer Annexure B.3,B.4)
12. Maintain data of students as per the TG booklet.
13. Maintain discipline among students.

5.8 Guidelines for Audit conduction (Refer Annexure C)

Staff audit is conducted three times per semester

1. Phase-1

It is conducted at the department level by respective academic coordinator along with HODs before the commencement of new semester. Course files including course plan, notes, assignments, lab manual etc. are checked as per the academic monitoring checklist prepared.

2. Phase-2

It is an inter department audit. Department audit should be conducted in the presence of HOD, departmental academic coordinator and audit supervisor (Academic coordinator of other department). It is conducted in the mid of semester for verification for academic activities.

Following files/data should be kept ready at department level:

1. Course files of all staff
2. Hard copy of Lab Manuals
3. Weekly monitoring report
4. Daily attendance monitoring
5. Google-Apps verification report
6. Academic Monitoring checklist(Course File Audit)

Audit report should be submitted to Functional Head of Academic Monitoring Committee with following enclosures:

1. Google-apps verification report
2. Academic Monitoring checklist report(Course File audit)

3. Phase-3

It is conducted at the end of semester which will ensure conduction of academics as per plan.

Academic summary report is prepared by Departmental Academic Coordinator.

Audit Outcomes

1. Quality assurance in Academic Monitoring System.
2. Uniformity in policy implementation throughout the Institution.
3. Area for improvements may be identified.

Corrective Action

The staff is given stipulated time for overcoming the deficiency if any, reflected in their work.

6. Policy for Students

1. Make use of **ONLY** Standard text books (called as Bibles of the respective subject). E.g. Mathematics- Grewal, Waritkar, Basic Electrical- Theraja, Books from Schaum Series, The Art of Computer Programming (Vol. I, II, III, IV) and so on.
2. Make use of the standard books on JEE, CAT, GATE, GRE etc. which do have such high quality questions & most of these are valid for all 4 years.
3. View/Listen/Use NPTEL; MIT OCW (MIT Open Course Ware); Khan Academy; Recent papers published, white papers from industries website for extra material/notes.
4. Referring local books are strictly prohibited.
5. Always be present on time for every lecture and practical.
6. Students should perform experiments & complete the write ups in 120 min of practical session.
7. Regular checking of Files/Journals within the time slots of practical is required.
8. Journals will be kept in the custody of lab assistants and students should sit in the Labs for completing the journal, if not completed.
9. Students should **not** sit in the corridors and/or on stair case for File/ Journal completion.
10. Submit the Class assignments given by the respective subject teachers within prescribed time.
11. 100% Attendance is desirable and 75% compulsory as per the university norms.
12. Reduce the rate of Absenteeism. Take prior permission from Teacher Guardian before leave.
13. Do not spend spare time in - reading newspapers, chatting, talking/texting on mobile or net-surfing. Use this spare time for anything which adds value to your candidature like- reading research journals, reading technical articles from magazines kept in library etc.
14. Maintain discipline in the Institution premises.
15. Wearing Uniform and I-card is mandatory.
16. No use of mobiles in Corridors/College.

7. Policy for Time table preparation

After subject distribution, department time table coordinator should prepare following time tables

- Class time table
- Lab time table
- Individual time table
- Master time table

Following guidelines should be used to prepare all the above time tables,

1. Class time table should include Subject, Practical, Seminar, Project, TG slot, TPO lecture and whichever is relevant
2. Individual time table must include Subject, Practical, Seminar, Project work load along with slots for TG, Departmental meeting, Library and Research, whichever is relevant
3. There should not be any teaching load during Departmental meeting time slot. Hence, every staff of the department will be free during the departmental meeting.
4. Class and Lab time table should reflect its utilization. Utilization can be calculated as the ratio of total weekly teaching time slot in the class to the weekly academic time
5. Time table monitoring committee should ensure that,
 - All the time table must be prepared and class time tables must be displayed on the department notice board and institution website one week before commencement of the semester
 - Classrooms and labs must be fully utilized for teaching, learning and imparting knowledge to the students.

Annexure A: Academic Formats

A.1 Academic Coordinator File Index

INDEX

1. Academic coordination committee
2. Academic Planner
3. Academic Calendar
4. Class wise time tables & teaching load distribution
5. Class wise Roll call list
6. Daily Attendance Monitoring Report
7. Class Teacher & Teacher Guardian list
8. Departmental Portfolio
9. Monthly Defaulter List
10. Provisional detention list (before term end) and action taken
11. Final detention notice on the last day of term end
12. Staff Audit Report (Pre Sem Audit, In Sem Audit, End Sem Audit)
13. Record of Guest/Expert lectures/Resource Pooling
14. Record of Visiting lectures
15. Industrial visits
16. Result of University Exam (Summary)
17. Remedial Coaching Time Table
18. Google classroom & Flipped classroom record
19. Notices

‘यशे बहुतांचि हिते ।’

A.2 Course File Index

Course File Index

Sr. No.	Title	Evidence
1	Institute Academic Planner	
2	Department Academic Calendar	
3	Time Table	Class & Individual Time Table
4	Institute and Department Vision, Mission, PEOs, POs & PSOs	
5	Teaching Structure & Syllabus	
6	CO, PO & PSO	
	A. Course Outcomes	
	B. CO-PO/PSO mapping	
	C. CO-PO/PSO mapping Justification	
	D. CO Assessment Tools-Targets-Levels	
7	Course Plan	Hand Written Notes
8	Theory Attendance Sheet	One sheet per week
9	List of Practical	
10	Practical/Tutorial Plan	
11	Practical Continuous Assessment	One sheet per batch per week
		Lab Manual, Sample Journal
12	CO assessment data sheet	Question Papers, Assignments, etc. & Three Samples of Answer Sheets & Assignment Sheets
13	CO attainment data sheet	
14	Contribution towards Indirect Attainment	Feedback & Analysis (Course End Survey, Guest/Expert lecture , Industrial visit etc.)
15	University question papers	

A.3 Course plan

Marathwada Mitra Mandal's							
COLLEGE OF ENGINEERING, PUNE							
<i>Accredited with 'A' Grade by NAAC</i>							
Course Plan							
Department :					Academic Year: Sem :		
Course Code & Name					Class :		
Unit No.	Lect. No.	Topic	References	Methodology/ Innovative Tools	Planned Date (YYYY-MM-DD)	Conduction Date (YYYY-MM-DD)	Remark

Text Books:

Reference Books:

Resourses:

Good Practice to be followed:

- 1) Write Course Objectives and Outcome of the current lecture at the beginning on the black board.
- 2) Make maximum use of Interactive teaching aids such as Quizzes, Crossword, Puzzles, Presentations, Role Play, and Group Discussion etc.

A.4 CO, PO and PSO mapping

A. CO-PO and PSO

Course Outcome	Statement
	<i>At the end of the course, a student will be able to (write/install/solve/apply)</i>
404188.1	
404188.2	
404188.3	
404188.4	
404188.5	
404188.6	

B. CO-PO mapping

Course Outcome	Program outcomes												Program Specific Outcomes	
	1	2	3	4	5	6	7	8	9	10	11	12	1	2
404188.1		-	-	-	-	-	-	-	-	-	-	3	1	2
404188.2	3	2	-	3	2	-	-	-	-	-	-	2	-	2
404188.3	2	2	1	-	-	-	-	-	-	-	-	2	2	3
404188.4	1	1	-	-	-	1	-	-	1	1	-	2	3	-
404188.5	2	2	-	-	-	-	-	-	-	-	-	2	-	1
404188.6	-	-	-	-	-	-	-	-	2	2	-	2	-	2

C. CO-PO mapping justification

CO	Description	PO	Correlation	Justification
202051.1	Understand the fundamental knowledge about various types of loading, stresses & strains induced in axially loaded members.	1, 2, 3, 4, 5,6, 7 12	1 - 3 2 - 3	Students will apply the fundamental knowledge of mathematics and SOM to provide preliminary results Students will identify, analyze the engineering problems

CO-PSO mapping justification

CO	Description	PSO	Correlation	Justification
404188.1				
404188.2				
404188.3				
404188.4				
404188.5				
404188.6				

D. CO Assessment Tools-Targets-Levels

Course Outcome	Assessment Tools						
	Internal			External			
	Test	Assignment	TW	In-Sem	End-Sem	OR	PR
403147.1	Unit Test	-	TW	Y	Y	Y	-
403147.2	Unit Test	-	TW	Y	Y	Y	-
403147.3	Unit Test	-	TW	Y	Y	Y	-
403147.4	-	Assign-1	TW	-	Y	Y	-
403147.5	-	Assign-2	TW	-	Y	Y	-
403147.6	-	Assign-3	TW	-	Y	Y	-

CO Target	Average percentage marks of the assessment tool	
Attainment Level	1	40% students scoring more than target
	2	50% students scoring more than target
	3	60% students scoring more than target

A.5 Academic Planner Format

Marathwada Mitra Mandal's,
College of Engineering, Karvenagar, Pune-52
Accredited with 'A' Grade by NAAC
Academic Planner[SE/TE/BE]
Commencement of Teaching: 17-12-2018 & Conclusion of Term: 9-04-2019 (ref. University Circular No. 67 & 69 of 2018)

Day	Week 1							Week 2																									
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri																			
Dec. 2018	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Activity																																	
Jan. 2019																																	
Activity																																	
Feb. 2019																																	
Activity																																	
Mar. 2019																																	
Activity																																	
Apr. 2019																																	
Activity																																	
May 2019																																	
Activity																																	

MDL - Monthly Defaulter's List
AM-Academic Monitoring

PTM - Parent-Teacher Meet
For E&TC, Mech, Comp, IT, Elog.

PDL - Provisional Detention List
FDL - Final Detention List

No. of working days: 93
No. of holidays: 05

Date: 08/12/2018

Academic Coordinator:
Dean Academics:
Principal:

MCDE/AMC/F.No. 05/2018-19

A.6 Class Teacher File Index

INDEX

1. Student Roll Call List
2. Monthly Defaulter List
3. Unit Test Marks sheet
4. Provisional Detention List
5. Final Detention List
6. Telephonic Record (calling detained students parent)
7. Final Undertaking
8. Student Applications (Medical Reports)



A.7 Google Apps

Create eight Folders per subject on Google Apps with following names:

1. Academic Information:

Content: Time table, Academic planner, Roll call list, Academic calendar

2. Subject Material

Content: University syllabus, structure, Course plan (with CO PO mapped)

3. Teaching Material

Content: Create six subfolders and upload unit wise handwritten notes/copyrighted ppts (if applicable) per folder.

4. Lab Material

Content: Lab manual, Practical Plan

5. Question Bank

Content: Minimum 15 questions on each unit (with model answers), University question papers

6. Unit Test

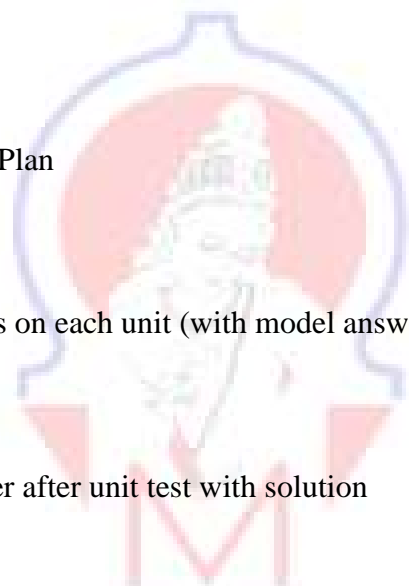
Content: Unit test question paper after unit test with solution

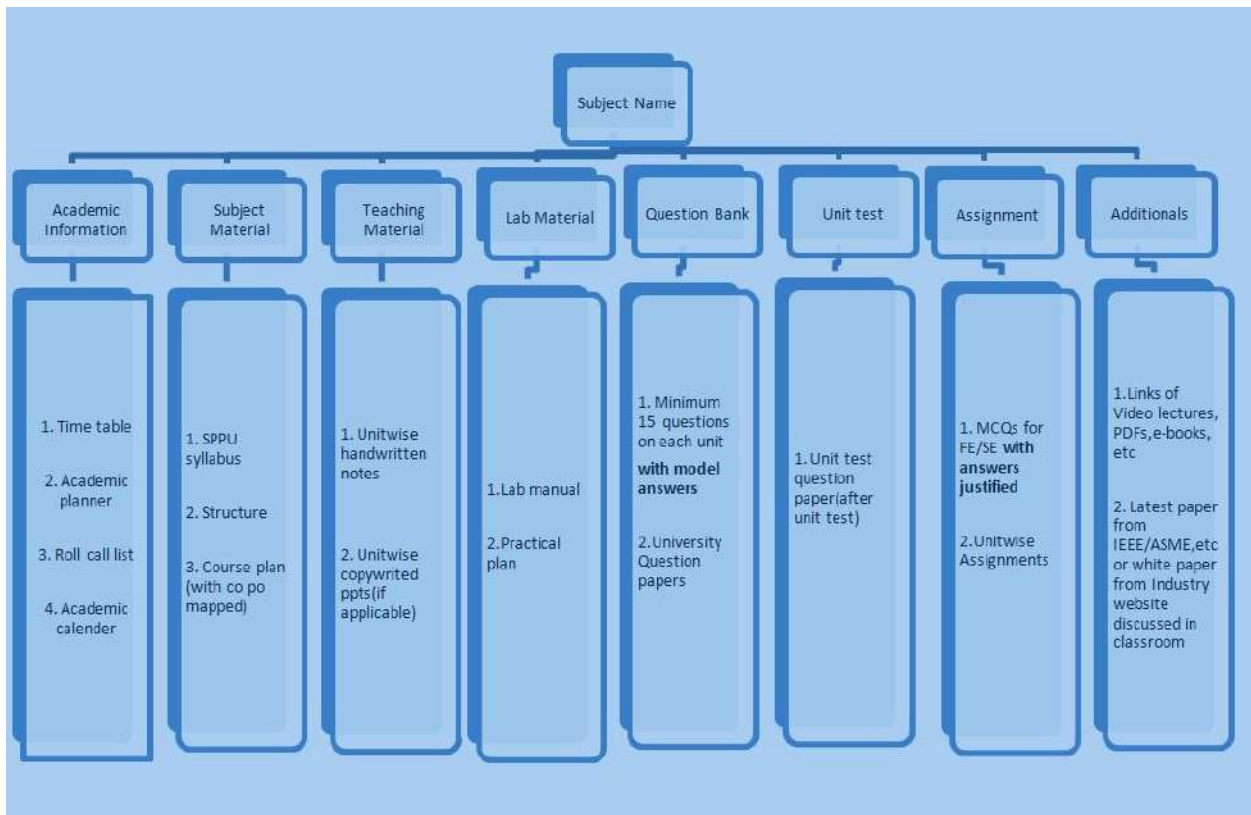
7. Assignment:

Content: MCQ's for FE/SE with answers justified

8. Additional

Content: Content beyond syllabus, white papers, journal papers, NPTL lecture links etc.





A.8 PTM file Index

INDEX

1. Parent registration report
2. Parents feedback form (Refer Annexure D.1)
3. Meeting Report

A.9 Unit Test Index

A. For Course Coordinator:

1. Question Paper with model answers
2. Student Attendance Sheet (Please refer Annexure-A.10)
3. Result & Analysis Sheet (Please refer Annexure-A.10)
4. Remedial Actions if required & related documents
5. Sample Answer Sheets

B. For IEC Department coordinator:

1. Question Paper with model answers
2. Students Attendance & Result Summary Sheet (Please refer Annexure-A.9 & A.10)

A.10 Unit Test Formats

1. Question Paper

Marathwada Mitra Mandal's
College of Engineering, Pune
Accredited with 'A' Grade by NAAC
Name of Department

A.Y. 2018-19

Unit Test

SEM-I

Class:S.E./T.E./B.E.

Course: Subject Name

Date:

Unit No. :

Time: 30 Minutes

Maximum Marks: 10

N.B.:- All questions are compulsory

Q.No.	Question Details	Marks	CO	BL
Q.1 (a)		[2]		L1
Q.1(b)		[3]		L2
Q.2 (a)		[2]		L2
Q.2 (b)		[3]		L3

OR

Q. No.	Question Details	Marks	CO	BL
Q.1 (a)		[2]		L1
Q.1(b)		[3]		L2
Q.2		[5]		L3

Sample Question Paper

Marathwada Mitra Mandal's
College of Engineering, Pune
Accredited with 'A' Grade by NAAC
Department of Mechanical Engineering

A.Y. -----

Unit Test

SEM-I

Class: T.E.

Course: Refrigeration & Air Conditioning

Date:

Unit No. : I

Time: 30 Minutes

Maximum Marks: 10

N.B.:- All questions are compulsory

Q.No.	Question Details	Marks	CO	BL
Q.1 (a)	State the desirable properties of ideal refrigerants.	[2]	CO1	L1
Q.1(b)	Discuss with schematic working Ice making plant with a suitable diagram.	[3]	CO1	L2
Q.2 (a)	Discuss various applications of Refrigeration and Air conditioning systems.	[2]	CO1	L2
Q.2 (b)	Describe briefly ODP& GWP and selection of environment friendly refrigerant.	[3]	CO1	L2

2. Attendance Sheet

Marathwada Mitra Mandal's					
COLLEGE OF ENGINEERING, PUNE					
<i>Accredited with 'A' Grade by NAAC</i>					
A. Y. ----- Sem: I					
Unit Test Attendance Sheet					
Department :				Class :	
Course Name:				Unit No. :	
Course Co-ordinator:				Date :	
				Time :	
Sr. No.	Roll No.	Name of Student	Sign of Student	Marks obtained (Out of 10)	Remarks
1					
2					
3					
4					
5					
6					
7					

3. Attendance & Result Summary

Marathwada Mitra Mandal's
College of Engineering, Pune
Accredited with 'A' Grade by NAAC
Department
A. Y. ----- Sem: I

Attendance & Result Summary Sheet of Unit Test

Class: SE / TE / BE

Unit No. :

Sr. No.	Course	Date of Examination	Total Number of Students in Class	Total Number of Students Present	Total Number of Students Absent	Total Number of Students Passed	Total Number of Students Failed	Percentage of Passing	Sign of Course Coordinator	Remarks (if any)
1										
2										
3										
4										

Sign of IEC Coordinator

A.11 Analysis of Subject Result and Action Plan for Remedial

Name of Staff:

Department:

Subject:

Class &Div:

Semester:

Class Strength:

No. of Students Appeared in Exam:

No. of Students absent in Exam:

No. of Students passed:

% of Passing:

No. of Students failed:

% of Failure:

Last three years result of the subject

2015-16	2016-17	2017-18	Current Result (2018-19)

Reasons for improvement/decline in the result (Comments by Subject Teacher):

- 1.
- 2.

Action plan for Remedial:

Date	Agenda

Date:

Name & Sign of SubjectTeacher

Reasons for Absence/Failure in the Subject _____

Sr. No.	Seat No	Name of Student	Marks Obtained			Reasons for Absence/ Failure	Sign
			In-Sem/ Online	Theory	Total		
1							
2							
3							
4							

Reasons for scoring less than 60 marks in the subject _____

Sr. No.	Seat No	Name of Student	Marks Obtained			Reasons for Absence/ Failure	Sign
			In-Sem/ Online	Theory	Total		
1							
2							
3							
4							

Date:

येश्वर महाराज हित

Name & Sign of Subject Teacher

A.12 Guest Lecture Record

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING,
Karvenagar, Pune-411052
Accredited with 'A' Grade by NAAC

DEPARTMENT OF -----

ACADEMIC YEAR ---- SEM - --

Guest/Expert Lecture Record

Sr. No.	Name of faculty	Subject/ Topic	Class/ Audience	No. of students Present	Date	Duration /Time	Staff Co-ordinator

HOD

A.13 Companion Teacher Record

Marathwada Mitra Mandal's

COLLEGE OF ENGINEERING, PUNE

Accredited with 'A' Grade by NAAC

DEPARTMENT OF _____

Details of Companion Teacher for Sem-I, A.Y.-----

Sr. No.	Class	Subject	Division	Course Coordinator	Companion Teacher	Topic Covered
1	SE					
2	TE					
3	BE					

Note: Kindly follow companion schedule. Companion teachers are requested to attend assigned course`s lecture at least once in a week.



HOD,
Department

A.14 Resource Pooling Record

Marathwada Mitra Mandal's						
COLLEGE OF ENGINEERING, PUNE						
Accredited with 'A' Grade by NAAC						
Record of Resource Pooling Sem-II A.Y. -----						
Department-_____						
Sr. No.	Faculty Name	Subject Name	Class	Topic	Date of Conduction	Total no. of present students
1						
2						
3						
4						
5						
6						
7						
8						
9						



A.15 Attendance Monitoring Format

Marathwada Mitra Mandal's COLLEGE OF ENGINEERING, Karvenagar, Pune-52 DAILY ATTENDANCE REPORT (THEORY / PRACTICAL)																					
Classes started from - 15/06/2019											Date:- ____ / ____ / 20____										
Department:-											Term:- I / II										
STRENGTH:-											DAY:-										
CLASS & DIV:-			SE - I / SE - II / DSE / TE - I / TE - II / BE - I / BE - II																		
Period No.	Time	Lecture / Pract. Subject	PR Batch	Roll no. of absent students															Total present	Total absent	Name & sign of staff
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
1	09.00 to 10.00		A															A	A	A	
			B																B	B	B
2	10.00 to 11.00		C															C	C	C	
			D																D	D	D
3	11:15 to 12:15		A															A	A	A	
			B																B	B	B
4	12:15 to 01:15		C															C	C	C	
			D																D	D	D
5	02:00 to 03:00		A															A	A	A	
			B																B	B	B
6	03:00 to 04:00		C															C	C	C	
			D																D	D	D
Roll No of student absent with prior permission				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Roll No of YD students				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Important Note: - All teachers should enter the above information immediately after the lecture / practical without fail.																					
Remarks:-																					
Class Teacher											Head of Department										

Annexure B: Student Formats

B.1 Parents SMS format

Greetings from MMCOE.

Your ward studying in (class & branch) was ABSENT today on (date) His/her attendance below 75% may result in DETENTION of your ward.

B.2 Students Leave Application

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, Karvenagar, Pune-52
Accredited with 'A' Grade by NAAC

STUDENT'S APPLICATION FORM FOR LEAVE

To, Date:
The Teacher Guardian,
Div..... Batch.....
Respected Sir/Madam
I require the day(s) Leave for the following reason. Please sanction the leave.
Name of the Student:.....
Division:..... Roll No.:.....
Date(s) on which leave(s) required:..... Total day(s):.....
Reason for leave:.....
Contact no. when at leave:.....
Thanking You. Yours Obediently

.....
(Sign of the student)

Leave sanctioned/not sanctioned

.....
(Name & Signature of Teacher Guardian)

..... cut on this line.....
(Student's Copy)

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, Karvenagar, Pune-52
Accredited with 'A' Grade by NAAC

PERMISSION LETTER FOR LEAVE FROM TEACHER GUARDIAN

To,
The Concerned Teachers,
The following student has taken my permission for days leave(s).
Name of the Student:.....
Division:..... Roll No.:.....Date(s) on which leave(s)
sanctioned:.....
Reason for leave:.....
Date: (Name & Signature of Teacher Guardian)
Note: student should keep this part with them and produce whenever asked by the teachers.

B.3 Monthly Undertaking

A. Monthly Undertaking

Marathwada Mitra Mandal's

COLLEGE OF ENGINEERING, Karvenagar, Pune-52

Accredited with 'A' Grade by NAAC

MONTHLY UNDERTAKING

I, the undersigned student Mr. /Miss.....

Class.....: Div:..... Roll No:.....am not regular for the theory/practical in the month:

The detailed attendance record for the month.....is.....% and cumulative attendance up to end of monthis below 75% shown to me and I agree for the same record.

Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in.....as per rules of SPPU. Because of this, I will have to seek admission in the same class next year.

Hence I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per University norms.

In future if my cumulative attendance falls below the norms of SPPU, college authority can detain me as per university rules and I will not hold the college authority responsible for the academic and other losses arising out of it. I will be fully responsible for the same.

Date: / /20

Sign of Student

(Name of Student.....)

I,Mr/Mrs.....father/mother/.....of Mr. /Missstudent, am agree with above undertaking and we will be fully responsible for the same.

Further I give the assurance that I will take care so that such situation will not occur in future.

Sign of Father/Mother/.....

(Name :.....)

Date: / /20

Place:

B. 4 Final Undertaking

Marathwada Mitra Mandal's

COLLEGE OF ENGINEERING, Karvenagar, Pune-52

Accredited with 'A' Grade by NAAC

SE/TE/BE/BE/MBA/MCA Term-I/II

UNDERTAKING

(FOR CUMMULATIVE ATTENDANCE)

(From / TO /)

I, the undersigned student Mr. /Miss.....Class.....: Div:.....Roll No:.....am not regular for the theory/practical.

The Cumulative attendance record till is shown to me and I agree for the same record.

Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in.....as per rules of SPPU. Because of this, I will have to seek admission in the same class next year.....by paying full fees.

Hence I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per university norms.

In future if my attendance falls below the norms of SPPU, college authority can detain me as per University rules and I will not hold the college authority responsible. I will be fully responsible for the same.

Date: / /20

Sign of Student

(Name of Student.....)

I,Mr/Mrs.....father/mother/.....of

Mr./Miss.student, am agree with above undertaking and we will be fully responsible for the same.

Further I give the assurance that I will take care so that such situation will not occur in future. In case, if my ward is detained by college, I will not hold college authority responsible for the same.

Sign of father/mother/.....

(Name :.....)

Date: / /20

Place:

B.5 Telephonic Records

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, Karvenagar, Pune-52

Accredited with 'A' Grade by NAAC

SE/TE/BE (A.Y. 20 -) SEM- TELEPHONE RECORD OF TEACHER GUARDIAN

Name of Teacher Guardian: _____ Class: _____ Div: _____ Batch: _____

Roll No. _____ To _____ Total: _____

Sr. No.	Date	Roll No.	Name of the Student	Tel. No.	Report of telephonic talk with parents	Remark

Date:- / /

Name & Sign of Teacher
Guardian:

C.2 Google Apps Academic Co-ordinator Format

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, PUNE

Accredited with 'A' Grade by NAAC

Academic Audit (AY ----- SEM - I)

Teaching Material & Laboratory Material on Google Apps

Department
 Name: _____

Date :- _____

Sr. No.	Name of Staff	Class	Head	Subject	Teaching Material Uploaded	
					No. of units uploaded (Handwritten notes)	Question Bank with solution (All 6 units)
1			TH 1			
			TH 2			
			PR 1		Yes / No	
			PR 2		Yes / No	
2			TH 1			
			TH 2			
			PR 1		Yes / No	
			PR 2		Yes / No	
3						
					Yes / No	
					Yes / No	
4			TH 1			
			TH 2			
			PR 1		Yes / No	
			PR 2		Yes / No	
			TH 2			
			PR 1		Yes / No	

Dept. Academic Coordinator

HOD

Dean Academics

C.3 Academic Summary Report

Department :														
Sr. No.	Name of the Teacher	Class	Subjects	Total Lecture Planned	Total Lecture Conducted	NPTEL Lectures Conducted	No. of Guest lecture organised	V Lab Conducted	Flipped Classroom	Google Classroom	Resource Pooling	Any other contribution	Sign	Remark
1														
2														
3														
4														
5														
6														



C.4 Staff Audit Format

Marathwada Mitra Mandal's																			
COLLEGE OF ENGINEERING, PUNE																			
Accredited with 'A' Grade by NAAC																			
"Recipient of Best College Award 2019" by SPPU																			
Academic Monitoring Phase - _____										A.Y. _____					Sem-I/ II				
Department Name: _____															Class: _____				
Subject Name		date			date			date			date			date			date		
Faculty Name (Abbreviation)		date			date			date			date			date			date		
sr. No	Document Name	date	date	date	date	date	date	date	date	date	date	date	date	date	date	date	date	date	date
1	Institute Academic Planner																		
2	Department Academic Calendar																		
3	Class Time Table																		
	Individual Time Table																		
4	Institute Vision & Mission																		
	Department Vision & Mission																		
	PEOs, POs & PSOs																		
5	Teaching Structure & Syllabus																		
6	Course Outcomes																		
	CO-PO/PSO mapping																		
	CO-PO/PSO mapping Justification																		
	CO Assessment Tools-Targets-Levels																		
7	Course Plan																		
	Hand Written Notes (Unit 1 to Unit 6)																		
8	Theory Attendance Sheet (One sheet per week)																		
9	List of Practical																		
10	Practical / Tutorial Plan																		
11	Practical CAS (One sheet per batch per week)																		
	Lab Manual and Sample Journals																		
12	CO assessment data sheet																		
	Question Papers of Unit/Online Tests																		
	Solution of Unit/Online Tests																		
	Marksheet of Unit/Online Tests																		
	Sample Answer Sheets (03) of Unit/Online Tests																		
	Question Paper of Assignments																		
	Marksheet of Assignments																		
	Sample Answer Sheets (03) with Rubrics																		
13	CO attainment sheet																		
14	Contribution towards Indirect Attainment (Feedback & Analysis)																		
	Course End Survey																		
	Guest/Expert Lecture																		
	Industrial Visit																		
	Workshop etc																		
15	University question papers																		
Academic Coordinator															HOD				
MMCOE/E&TC/AMC/F.No.14/2019-20																			

Marathwada Mitra Mandal's

COLLEGE OF ENGINEERING, PUNE

Accredited with 'A' Grade by NAAC

Academic Audit-Phase-2 (AY - 2019-20 SEM - I)

CO attainment status 2018-19 Sem-2


Department Name:					Date :- _____	
Sr. No.	Name of Staff	Class	Head	Subject	status (Completed)	Evidences (Yes/No)
1			TH 1			
			TH 2			
2			TH 1			
			TH 2			
3			TH 1			
			TH 2			
4			TH 1			
			TH 2			
5			TH 1			
			TH 2			
Dept.Academic Coordinator					HOD	
				MMCOE/E&TC/AMC/F.No.14/2019-20		

COLLEGE OF ENGINEERING, PUNE*Accredited with 'A' Grade by NAAC***Academic Audit-Phase-3 (AY - _____ SEM - I / II)**

Sr.No	Name of Faculty	CO Assessment				Continous Assessment		No. of Guest Lecture	Content Beyond Syllabus
		CO	Internal		External				
			Assess. Tools	Evidences	Assess. Tools	Attainment Level	No. of lectures planned		
		CO1					No. of lectures conducted		
	Class & Division	CO2					Theory CAS		
		CO3					Practical CAS		
	Course Name	CO4					Project CAS		
		CO5					Seminar CAS		
		CO6					CO attainment Data Sheet		
	Name of Faculty						No. of lectures planned		
		CO1					No. of lectures conducted		
		CO2					Theory CAS		
	Class & Division	CO3					Practical CAS		
		CO4					Project CAS		
	Course Name	CO5					Seminar CAS		
		CO6					CO attainment Data Sheet		
	Name of Faculty						No. of lectures planned		
		CO1					No. of lectures conducted		
		CO2					Theory CAS		
	Class & Division	CO3					Practical CAS		
		CO4					Project CAS		
	Course Name	CO5					Seminar CAS		
		CO6					CO attainment Data Sheet		
Dept.Academic Coordinator								HOD	
							MMCOE/E&TC/AMC/F.No.14/2019-20		

Annexure D: Feedback Forms

D.1 Parent's Feedback Form

	<p style="text-align: center;">Marathwada Mitra Mandal's COLLEGE OF ENGINEERING, Karvenagar, Pune-52 <i>Accredited with 'A' Grade by NAAC</i></p>
Parents Feedback Form	

Academic Year: _____ **Class:** _____ **Branch:** _____ **Date:** _____

Name of Parent: Mr./Ms/Mrs. _____

Name of student: _____

Student's Contact No: _____

Parent's Contact No: 1) -----

Email-Id: 1. -----

2) -----

2. -----

Note: Grades*: A – Excellent B – Good C – Average D – Poor

Sr. No.	Item	Grades	Any other comments/suggestions
1	Infrastructure Facilities namely library, laboratory, canteen and other campus facilities		
2	Quality of academic resources, teaching aids such as Google-Apps, Handwritten notes, Lab manuals etc.		
3	Encouragement to students for participation in various co-curricular activities		
4	Quality of teaching		
5	Efforts taken by department for overall grooming and personality development		
6	Programmes arranged by the department for achieving industry exposure such as industrial visits, guest lecturers etc.		

Parents/Guardian Sign

D.2 Alumni Feedback Form

Your responses will be summarized and presented in confidence - so please be frank

PERSONAL PROFILE

Name																				
	Last Name					First Name					Middle Name									
Date of Birth						Nick Name in College														
Branch of Study (UG/ PG)						Year of Admission					Year of Passing									
Further Studies	Area of Specialization					Institution					Degree Awarded									
Visits abroad	Year / Country					Organization					Purpose									
Name of Spouse						Your Marriage anniversary														
Names of Kids																				

WORK PROFILE Start with the present work

Work Profile	Organization	Nature of Work	Year from	Year to
Present Work	Describe in greater detail your present work profile			

WE NEED YOUR FRANK RESPONSE TO ISSUES ↓

Issues needing your response	Yes	No
1. Do you think your Alma mater has the potential to improve?		
2. Do you think your Alma mater has the Academic ambience for producing high-quality graduates?		
3. Do you think years, you spent at the College, have given you the necessary confidence in work?		
4. Do you think the overall development of your personality was possible at the College?		
5. Do you think the Interaction with Industry during your study was adequate?		
6. Do you think the Faculty encouraged your hands-on competence to justify your competence?		
7. Do you think the Management supported your other-than-studies aspirations?		
8. Do you think the Parental satisfaction during your study at the College was adequate?		
9. Do you think your Alma mater stands in good comparison with other colleges in the region?		
10. Do you think the augmentation of Syllabus would help the students? [if so, which ones?]		
11. Do you think your Alma mater's present Under-graduate courses need diversification?		
12. Do you think your Alma mater needs to go in for post-graduate courses?		
13. Do you think your Alma mater needs to have a more Hostels?		

Please express your views on strengths, weaknesses, areas that need improvement, Opinions on Faculty / Management etc. briefly

Academic Environ	
Faculty / Learning Environ	
Facilities / Utilities	

Governance and Management	
---------------------------	--

YOUR SUGGESTIONS FOR

Your Specific suggestions on how the College could develop into a global institution	1.
	2.
	3.
	4.
	5.
	6.
	7.

YOUR CONTRIBUTION TO

How do you think YOU AS ALUMNI could contribute to the College Resources and strengthen it to become a Global Institution	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.


YOUR MAILING ADDRESS

Name							
Address							
Mobile phone no.						PIN	
Tel STD		Off		Fax		e-mail	

Please send the format to other Alumni whose addresses or e-mail you have.

Alumni Sign

D.3 Employer Feedback form

	<p style="text-align: center;">Marathwada Mitra Mandal's COLLEGE OF ENGINEERING, Karvenagar, Pune-52 <i>Accredited with 'A' Grade by NAAC</i></p>
Employer Survey Feedback Form	

About the Company:

Name of the Company	
Name of the person filling the form	
Designation	
Email ID	
Mobile No.	
Office Telephone No.	

Information about Alumni:

Name of Alumni	
Year of Passing & Engineering Discipline	
E-mail (Organization)/Website	
Present Designation	
Experience in the present Organization	

➤ **Feedback about the Employee to be filled by Employer:**

Sr. No	Description	Excellent	Very Good	Good	Average	Poor
1	Curriculum (based on knowledge of the employee)					
2	Communication Skills					
3	Independent Thinking & Problem Solving Ability					
4	Leadership skills/Ability to work in team					
5	Inclination to adopt new Technology/Location					
6	Ethics					


Any Suggestions:

Place :

Seal & Signature



D.4 Guest/Expert Feedback

	<p style="text-align: center;">Marathwada Mitra Mandal's COLLEGE OF ENGINEERING, Karvenagar, Pune-52 Feedback of Guest/Expert</p>
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Name: _____

Organization/Institute: _____

Date: _____

1. Interaction with students?
a. Excellent b. Good c. Average d. Poor
2. Understanding of students related to topic?
a. Excellent b. Good c. Average d. Poor
3. Are the students interactive?
a. Yes b. No
4. Are you able to use LCD facility in the Classroom?
a. Yes b. No
5. What is your opinion about the standard of syllabus?
6. Suggestions(if any)-

Sign-----

Name-----



‘येश्वे बहूनाञ्च हितम् ।’