"Techno – Social Excellence"
Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY (MMIT)
Lohgaon, Pune-411047

"येथे बहुतांचे हित"

ACADEMIC POLICY

Prepared By
Academic Monitoring Committee (AMC)

2017-18

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Annexure D: Feedback Forms 31

1. Academic Monitoring System (AMS)

The Academic Monitoring System is an integral part of the Institute. It is used to improve performance and develop beyond the curriculum contents to facilitate students. The system is categories as mentioned below.

1.1 Continuous Evaluation Process:
There are many parameters by which the performance of a student can be evaluated.
1. Assignments
2. Unit tests
3. Surprise tests
4. Mock Practical exams
5. Presentation/Group Discussion on a specific topic

Extra lectures for weak students and remedial coaching for failed students are conducted.

1.2 Add-on facilities:
Add-on 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 lectures
2. Expert lectures
3. NPTEL lectures
4. Add-on courses

1.3 Quality Assurance in AMS:
Quality in academics is ensured by conducting staff audit and feedbacks of different stakeholders such as students, parents, alumni, Industry, advisory board etc. Feedbacks from different stakeholders are considered for quality improvement of AMS.

Staff Audit:
Interdepartmental Staff audit 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 Departmental Academic Coordinator.

Feedback System:
Feedback points out the shortcomings in the existing system. Every stakeholder plays important role by giving correct feedback. Table below focus more

Sr.	Stakeholder	Feedback
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.	Advisory Board	About the overall functioning of department/Institute.

1.4 Attendance Monitoring Process:

Institute has 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 very least students will be defaulter. Daily attendance report, monthly defaulter list, provisional defaulter list and final defaulter list are part of attendance monitoring process. Parents are informed about ward attendance by regular telephonic calls/SMS.

1.5 Teacher Guardian Scheme:

The teacher Guardian scheme is developed to ensure that the performance of students will improve and their parents should receive complete details of their ward. Some of the functions of

T.G. System is as follows:-

1. A teacher guardian is assigned to a group of students of a class. The same teacher guardian is associated with that group of students till they graduate. The teacher guardian will maintain individual personal information, awards, achievements etc.

2. The students update their teacher guardian if they are facing any issue. Necessary solution can be found out after discussion,

3. Teacher guardian takes a monthly meeting with the students and discuss with them about various topics.

4. Teacher guardians maintain complete record of the students and update their parents about the developments by regular telephonic call/SMS.

5. Parents meeting is arranged every semester to communicate with them progress of their ward.

2. Policy for Theory Subjects

2.1 Subject Distribution

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

1. Teaching work distribution involves distributing subjects, practical's, seminar, projects 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's and completes 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 staff of the department must be encouraged to teach difficult subjects

4. Extra lecture/tutorial should be assigned for difficult subjects

Head of the department can ensure that subject distribution among the departmental staff is fair and according to expertise or trust area of the staff.

2.2 Lecture Preparation

1. Keep lesson plan, session plan & lecture notes ready before start of term. Post the study material on Google Apps

2. Handwritten Lectures Notes should be prepared. It should be reviewed by peer/HOD.

3. While preparing lecture notes- 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. Inculcate this habit into minds of the students as well.

4. Use of the standard books on JEE, CAT, GATE, GRE for preparing subject material.

5. Prepare subject wise list of standard books, circulate to all colleagues & students. It should be verified by HOD/Academic Committee every semester**.**

6. While preparing session plan, highlight chapters from standard books, so that students will be forced to refer to these books.

7. Prepare and follow **Session Plan** for every Lecture.

8. Supplement your L/P/T with brain teasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions.

9. Form a resource pool from or across department. Share lecture notes, assignments, practical's etc. across departments.

10. View/Listen/Use NPTEL; MIT OCW (MIT Open Course Ware); Khan Academy; Recent papers published, White papers from industry website for providing Extra Material/Notes to students.

11. Arrange expert lectures by Industry persons on upcoming technology or career opportunities in the respective subject.

2.3 Conduction of Lectures

1. Carry Lesson/Session Plan and handwritten notes in the classroom

2. Engage class for entire duration of 60 min

3. Reach the classroom 2 min before the schedule. This sends a strong message to students regarding your commitment & makes them to come on time.

4. Allow latecomers to enter class but make them stand in the class

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 restricted use of the PPTs (no more than 15 min in one Hour) this ensures student participation.

8. Make session interactive by discussing case studies and problem solving.

2.4 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. Minimize/Avoid - Describe, Compare and Explain type of questions.

4. Tutorial/Assignments are to be designed such that there is no repetition.

5. Each Tutorial/Assignment must have at least 5 questions.

6. Give Batch wise assignments per Unit.

7. Make extensive use of Standard books for this activity.

2.5 Student Performance Improvement

Extra Lectures
1. Identify week students and arrange extra lectures after college hours.

2. Arrange extra lectures for difficult subjects.

Remedial Coaching
1. Decision of conducting remedial classes for subjects should be taken at departmental level in consultation with HOD based on,

   a. Difficulty of subject

   b. Subject result is decreased compared to previous year result analysis

   c. Subject result is below specified threshold (Ex. Result is below 80% etc)

2. For every unit prepare question bank using University question papers with model answers and marking scheme.

3. Discuss Questions and answers with students in one lecture

4. Conduct unit test per unit based on that question bank. Let's assume, if you have a question bank of 20 questions per unit then prepare a test paper with 8 questions and allow students to solve any five.

5. In this manner, conduct 2 lectures per unit. Likewise 12 lectures for one subject

Expert Lecture
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 one 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.
3. Preferably our experienced alumni should be called as expert

4. Expert lecture should be conducted on the following topic,

   a. Content beyond syllabus of the subject

   b. State of the art and Research opportunities in the subject

   c. Career opportunities in the subject

   d. Any other topic based on case study or real life experiences of the experts on the subject

5. Expert lecture co-ordinator 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. Hence, 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.

Resource pooling

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 lecture on topics based on area of expertise by the identified faculty member.

3. At least 3 such lectures per department should be conducted within a semester

Slow Learner and Advanced Learner

During the teaching the every subject teacher identify the slow learner and advance learner based on following criteria
- Qualifying marks
- Performance in lecture and practical
- Internal evaluation by Unit Test, Oral or Practical Mock examination

The special treatment is given to slow learning student by conducting extra session of lectures and giving some assignment. In practical session, group of advance learning student and slow learning student is made so that it will benefit to slow learner.

3. Policy for Conduction of Lab Practical's

3.1 Experimental Preparation/Setup

1. Perform the experiment/ Program on your own to ensure setup is ready & functioning well.

2. Lab assignment list should contain University prescribed list of assignments along with some innovative assignments

3. All equipments should be tested, calibrated and functioning as per the standard

4. Ensure lab manuals are updated before the start of every term.

5. The Experimental write up should be neatly typed. It should be error free, no typo mistake, grammatically correct and reviewed by HOD/Academic Committee/Peer review

6. Enrich your journals with FAQs on each experiment so that students become ready to face orals exams. Make students write the answers of these FAQs.

7. Add new experimental setup / innovation in practical assignments. Take help of seniors to ensure this.

8. Follow the **standard template** for Lab Manual Preparation. Keep the uniformity across the department.

3.2 Lab Conduction

1. Staff member should be present in the lab for entire 2 hour session.

2. Complete practical assignment and its write-up in the stipulated time, so that students (and you as well) need not carry the burden till the end of term.

3. Oral should be conducted in a group of 3 students while checking write-up of assignment

4. Avoid poor quality of submission by strict on time assessment.

5. Keep Journals in the custody of Lab assistants and ask the students to sit in the Labs for completing the journal, if not completed.

4. Policy for Continuous Evaluation

4.1 Unit Test

1. Conduct unit-wise class tests.

2. Prepare & make available a comprehensive question bank for each unit and/or experiment.

3. Refer previous years University question papers for making question bank.

4. Give the model answers for the questions.

5. The questions for the Unit Test should be from the question bank itself.

6. Keep records of performance of the students in class and in Unit Test.

7. Maintain a record of action taken on the results of the Unit Test for improvement (reappear/assignments).

4.2 Assignments

1. Upload Unit wise assignments on G-apps.
2. Timely check the assignments & keep record for evaluation.

4.3 Mock PR/OR Examination

1. Conduct Mid-term and End-term 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. Conduct oral in every lab session to ensure proper understanding by students.
6. Upload updated PR/OR questions with answers on Google Apps

4.4 Group Discussion/Presentation

1. Arrange Quizzes, Group discussions, Questionnaire Sessions etc for individual student.
2. Schedule student presentations on 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

2. Final year project assessment should be based on the continuous project evaluation sheet (Project Log Booklet) and guidelines given by the University

3. Faculty guide of the sponsored project must visit to the industry once in month to monitor progress of the project

4. Final year project repository can be created in the department which will be useful for next batches. Repository can include,

    a. 5 minute video 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 of Monitoring Academics

5.1 Responsibilities of Principal/HOD/Dean

1. Principal/HOD/Dean should daily take round to monitor the lecture.
2. They are encouraged to randomly seat in the ongoing classes and monitor quality of the lecture and suggest for improvements
3. Principal/HOD/Dean should conduct academic audit

5.2 Responsibilities of Departmental Academic Coordinator

1. Maintain departmental Academic file as per given format (Refer Annexure A.1).
2. Prepare departmental Academic Calendar
3. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher.
4. Make sure that daily attendance report of each class is filled properly before submitting.
5. Monitor work of class teacher & teacher guardian for smooth conduction of academics.
6. Conduct audit of course file, TG file & G-apps records twice in a semester (at the begging & at the end) and submit the report.
7. Conduct interdepartmental Audit per semester.
8. Observe lecture conduction of faculty member along with senior faculties.
9. Maintain discipline among staff & students.

5.3 Responsibilities of Class Teacher

1. Maintain class teacher file in given format (Refer Annexure A.2).
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. Take action on students who are using mobile phones in college campus.
10. Maintain overall discipline among students.

5.4 Responsibilities of Teacher Guardian:

1. Maintain Teacher guardian file in prescribed format (Refer Annexure A.3).
2. Maintain batch wise student roll call list
3. Keep contact details of students & parents
4. Record of student Previous Semester Result
5. Record of TG-Student meeting (Once in a month).
6. Provide information about students to the class teacher whenever required.
7. Student counseling whenever required.
8. Maintain record of monthly defaulter list
9. Send letters to parent for parents meet.
10. Telephonic call record of defaulter students should be maintained.
11. Leave application form of students along with necessary documents should be kept
12. Maintain record of monthly undertakings of defaulter students
13. Maintain data of students achievements
14. Maintain discipline among students.

5.5 Guidelines for Audit conduction

Staff audit is conducted three times per semester.

Pre Sem Audit

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

In Sem Audit

Departmental 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. Class teachers file

4. TG files

5. Weekly monitoring report file

6. Daily attendance monitoring file

7. Google-Apps verification report

8. Academic Monitoring checklist

Audit report should be submitted to Academic Coordinator with following enclosures:

1. Staff Audit Report
2. Google-apps verification report
3. Academic Monitoring checklist report
4. Weekly monitoring report (Sample copy).

End Sem Audit

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 Institute.
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 author books (like TechMax etc.) is 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 practicals 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. 75% Attendance is compulsory.

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 netsurfing. 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. etc.

14. Maintain discipline – Wear Uniform and I-card.

15. No use of mobiles in Corridors/College.

7. Policy for Time table preparation

After subject distribution to departmental staff, departmental time table co-ordinator 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 Guest lecturer 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

   Utilization = Classroom or Lab total hours engaged / Weekly academic time

5. Time table monitoring committee should ensure that,

   a. All the time table must be prepared and class time tables must be displayed on the departmental notice board and institution website before commencement of the semester

   b. Classrooms and labs must be fully utilized for teaching learning and imparting knowledge to the students.

Annexure A: Index list

A.1 Academic Coordinator File Index

1. Academic coordination committee.

2. Academic Planner

3. Academic Calendar (Copy enclosed)

4. Class wise time tables & teaching load distribution

5. Class wise Roll call list (Copy enclosed)

6. Class Teacher & Teacher Guardian scheme(Copy enclosed)

7. Departmental Portfolio

8. Subject Experts : per subject group (Only for FE)

9. Display of Monthly Defaulter List

10. Display of unit test marks of all subjects (Copy enclosed)

11. Display of provisional detention list (before term end) calling parents of these students & taking final undertaking of student & parent.

12. Final detention notice on the last day of term end.

13. Staff Audit Report (Pre Sem Audit, In Sem Audit, End Sem Audit)

14. Record of Guest/Expert lectures/Resource Pooling

15. Record of Visiting lectures

16. Industrial visits

17. Result of University Exam (Summary)

18. Remedial Coaching Time Table

19. Notices

A.2 Class Teacher File 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.3 Teacher Guardian File Index

1. Batch wise Roll Call list

2. Contact Details of students

3. Record of student Previous Semester Result

4. Record of TG-Student meeting (Once in a month).

5. Monthly Defaulter List

6. Telephonic Record

7. Leave Applications

8. Monthly undertakings of Defaulter Students

A.4 Course File Index

INDEX

1. "Academic Calendar

    A. College (Pink Book)

    B. Department (Pink Book)"

2. Class Time Table

3. Individual Time table

4. Structure of FE/SE/TE/BE

5. Syllabus of Respective Subject

6. CO PO Mapping

7. Theory & Practical Attendance (Pink Book)

8. Teaching Plan

9. Lesson Plan (Pink Book)

10. Practical Plan (for each batch)

11. List of Lab Assignments (Pink Book)

12. Lab Manual (Hard/Soft copy)

13. Oral Question Bank

14. Unit wise Theory Assignments

15. "University questions Papers & Marking Scheme"

16. Unit Test

    A. Question Paper

    B. Mark list

    C. Sample Answer Sheet
    (Best,Average,Weak)
    (Performance improvement of low profile students)"

17. MCQs Question Bank
    (FE & SE)"

18. Assessment sheet for lab
    (Term Work)"

19. "Teaching Material - Theory Notes
    (Uploaded on Goggle Apps)
    /PPTs/PDFs/Doc/Any Other"

20. Guest Lecture/Workshop Record

21. Record of related contents beyond syllabus

22. "Last 3 years comparison of subject result
    (Performance improvement of low profile students)"

A.5 Google apps Uploading Format

Create Five Folders per subject on Google apps with following names

1. Subject Material
Content: University syllabus, lesson plan, list of books, question bank with model answers,university question papers.

2. Teaching Material
Content: Create six subfolders. Per unit notes/ppts per folder.

3. Assignments
Content: Separate folder for each assignment

4. Laboratory
Content: Lab manual, Lab List, University Lab list, Oral Question

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

A.6 PTM file Index

INDEX
1. Parent Letter Format

2. Parent Registration report

3. Parents feedback form

4. Minutes of Meeting

A.7 Unit Test Index

INDEX

1. Unit test Time table

2. Seating arrangement Record

3. Supervision Duty Chart

4. Summary of Unit test

5. Class wise Unit test Marksheet

A.8 Micro-Lesson plan format

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INSTITUTE OF TECHNOLOGY (MMIT)
Lohgaon, Pune-411047

Academic Year:-	**LECTURE PLAN**	Class:-	Date:-
Faculty :-			
Subject :-	**Unit No. :-**	**Lecture No. :- -- / [Total No.of Lect.]**	

Objective of Lecture:-
Actually Covered :-
Remaining Portion (If any):-
Remark :-
Guideline (PDF/PPT/Ref. Book/Text Book/Hand Notes/Research Paper) :-
Google Apps (Uploaded Yes/No) :-

Subject Incharge   **HOD**

Annexure B: Proforma

B.1 Parents letter (Strictly on college letter head)
Ref No: MMIT/COMP**/BE**/2016-17/   Date:-

To,

_____

_____

Subject: Cumulative Attendance report of your ward till *31st Jan. 2017.*

Sir/Madam,

      Your ward _____Class: _____Roll No: _____ who is
Studying in *Final Year of Computer Engineering*** in the college has attendance report as follows:

1. His/her* cumulative attendance report till *31/01/2017* is
    BELOW NORMS / NOT SATISFACTORY / SATISFACTORY*.
    - Below norms means below 75%, Not Satisfactory means 75% to 90%, satisfactory means above 90%
    - If he/she does not fulfill the University criteria of attendance, his/her term is not likely to be granted.

2. His/her* University result of Nov/Dec 2016 Exam is **All Clear/___ Subject Fail***. The copy of
    Mark Statement of University Result is issued to your ward.

3. His/her Unit Test-I Performance is as follows,

Sr. No.	Subject	Marks out of (50)	Remark(s)
1.			
2.			
3.			
4.			
5.			

4. You are requested to instruct your ward to attend all the lectures & practical regularly, study hard
    & show progress.

5. **Please spare some time for the review of progress & feedback of your ward & attend the
    Parents meeting *on Saturday 04/03/2017 at 11.30** a*m in college in Department of
    Computer Engineering**.**

6. For any information, contact his/her Teacher Guardian: _____
    Class Teacher : _____(Mob. No-_____)

Expecting your cooperation
Thanking You,

      HOD   **Principal**
Computer** Engineering   **MMIT, Lohgaon, Pune**

*Strike out which is not applicable
**To be filled by department

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B.2 Students Leave Application

Marathwada Mitra Mandal's

INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

STUDENT'S APPLICATION FORM FOR LEAVE

Date

To,
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)…………….
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

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Lohgaon, Pune-411047

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...................

……………………………..
Name & Signature of Teacher Guardian

Note: student should keep this part with them and produce whenever asked by the teachers

B.3 Undertaking for Cumulative Attendance

"Techno – Social Excellence"
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INSTITUTE OF TECHNOLOGY (MMIT)
Lohgaon, Pune-411047

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

B.4 Letter of Detention
(Strictly on college letter head)
Ref No: MMIT/Brach**/Class**/2016-17/   Date:-

To,

_____

_____

_____

Subject: Detention of your ward in the 2nd term of academic year 2016-17.

Sir/Madam,

      Your ward _____Class: _____Roll No: _____ who is studying in -------------------------** during academic year 2016-17 have not completed & submitted the term work of all subjects on the last day of 2nd term i.e. 3rd April 2017. Hence, as per University norms, he/she* is detained for the 2nd term of academic year 2016-17. He/She will not be allowed to appear for Oral/Practical/Theory examination of Apr/May 2017. He/She* has to take the fresh admission in the same class in the next academic year 2017-18 by paying full fee of college.

This is for your kind information.

Thank you.

      HOD   **Principal**
---------------- Engineering**   **MMIT, Lohgaon, Pune**

*Strike out which is not applicable
**To be filled by department

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B.5 Telephonic Records

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INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

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

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

Name & Sign of Teacher

Date

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Annexure C: Quality Assessment

C.1 Google Apps Verification format

"Techno – Social Excellence"

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INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

Department:

Academic Year: Sem:

Summary of Teaching Material Available to Student on Google Apps

Sr. No.	Name of Faculty	Class	Subject	PPTs	Question Bank/ Th. Assgn.	Univ. QP	Lab Manual	Videos	Numericals	Scan Theory Notes	MCQs	Any Other	Share with Student	Sign

Verified By   HOD

C.2 Academic Summary Report

"Techno – Social Excellence"

Marathwada Mitra Mandal's

INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

MMIT, Lohgaon, Pune-47		Progressive Syllabus Status Report (Month-wise)																				
		Department															Page No. :					
		Academic Year												Class			Term I / II:					
Sr. No	Subject	Month 1				Month 2				Month 3				Month 4				Total			
	Faculty	Lect Alloc	Lect Eng	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Eng	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Eng	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Eng	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Eng	Pract. Covrd	% Syl Covrd
1	Subject1																				
	Faculty1																				
2	Subject2																				
	Faculty2																				
3	Subject3																				
	Faculty3																				
4	Subject4																				
	Faculty4																				
5	Subject5																				
	Faculty5																				
Sign of CT																					
Sign of HoD																					

C.3 Staff Audit Form

<u>Performance Appraisal Form for Faculty</u>
[In consultation with HOD & Principal]

Department   : _____
Name of the Faculty member   : _____
Designation   : _____
Mobile No.   : _____
E-mail   : _____
Date of Joining MMIT   : _____
Experience at MMIT   : _____
Whether Approved Faculty   : Yes / No
Total Experience (incl. MMIT)   : Teaching _____ yrs, Industry _____, Research _____

Education Qualification

Qualification	Yr. of Passing	Subject/ Specialization	University	% of marks/Grade
Ph.D.				
PG				
UG				
Other				

Appraisal Grades (Last 3 years)

Sr.	Academic Yr.	Appraisal Grade	Remark/Justification (if any)
1	2015-16		
2	2014-15		
3	2013-14		

Subject Taught, Result, Feedback:

Subject	Aca. Yr.	2014-15		2015-16		2016-17	
	Semester	Sem I	Sem II	Sem I	Sem II	Sem I	Sem II
Subject 1	Subject						
	Result %						
	Feedback						
Subject 2	Subject						
	Result %						
	Feedback						
Subject 3	Subject						
	Result %						
	Feedback						

Self / HOD / Principal Appraisal

1. Lessons planning and effective execution

Sr.	A.Y. and Sem	Lesson Plan (5 marks each)	Teaching Plan (5 marks each)	Effective Execution (5 marks each)	Self Analysis Marks (Averaged to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	2015-16 (Sem-II)					
2	2016-17 (Sem-I)					

2. Teaching Material shared with students / Use of library

Sr.	Particulars	Availability (5 marks each)	Quality (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	Notes (Hard/Google Apps)				
2	PPTs / Models				
3	Question Bank				
4	Videos / other				
5	Prev. Yr. Univ. QP shared with students		---		
6	Use of library books, journal, periodical		---		

3. Practical / Term Work / Theory Assignments

Sr.	Particulars	Effective Execution (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	Planning & Execution of Practical			
2	Continuous Assessment of TW			
3	Planning & Assessment of Assignments			
4	Extra efforts for academic improvement of students			

4. Efforts for low profile students / Teacher Guardian / Mentoring / Guidance

Sr.	Particulars	Marks (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	Efforts for low profile students (incl. Remedial classes)			
2	Effective Teacher Guardianship			
3	Mentoring/Guidance to students for academic/personal development			

5. Publications- Journals/Conference/Books

Sr.	Particulars	Number	Marks	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	Patent (10 marks)				
2	Publications in reputed Journals (5/3 marks for 2/1 papers)				
3	Conference (5/3 marks for 2/1 papers)				
4	Books (5 marks)				

6. Pursue of higher education / Involvement in University level activities

Sr.	Particulars	Marks (5 marks	Self Analysis Marks	HOD / Prin. Analysis Marks

Sr.	Particulars	Marks (5 marks each)	(Converted to 5)	(Out of 5)
1	Progress / completion higher education (Ph.D.)			
2	Clearing of NET/SET/GATE Examination			
3	Paper setting, moderation, paper checking (Univ. Level)			

7. Fulfillment of administrative responsibilities at College / Dept. Level

Sr.	Particulars / Details of responsibility	Marks (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1				
2				
3				

8. Initiative, Involvement in Extracurricular activities / College Activities

Sr.	Particulars / Details of activities	Marks (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1				
2				
3				

9. Other aspects

Sr.	Particulars / Details of activities	Marks (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	Cooperation/cordial relations amongst other faculty/staff members			
2	Problem solving abilities			
3	Positive attitude / devotion / sincerity / Attendance / Punctuality			
4	Multitasking and Leadership qualities			

10. Noteworthy achievements / student related activities not covered above (e.g. BAJA, SAE, Robocon, Hackathon, etc)

Sr.	Particulars / Details of activities	Marks (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1				
2				

Sr.	Name	Self Analysis Marks (Out of 50)	Marks (Converted to 40)	Signature	Date
Faculty					
HOD					
Principal					

Annexure D: Feedback Forms
D.1 Parent's Feedback Form

"Techno – Social Excellence"

Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

PARENTS FEEDBACK FORM

Parents Name:		
Address:		
Mobile No.:		
Email:		
Occupation:		
Ward Name:		Mob. No:
Department :		Class: FE/SE/TE/BE

Rate the Institute on Scale 1 to 4 on the basis of following aspects:

Excellent: 4   Good: 3   Satisfactory: 2   Poor: 1

Sr. No.	Questions	Rating
1	Are you happy with the progress of your ward in academics?	
2	How do you rate the infrastructure (Library/Laboratory/Internet/Wi-Fi Facility/ Hostel) facility provided by the institute?	
3	How do you rate the treatment given to your ward by the faculty?	
4	Are you happy with the curricular (Industrial Visit/Add-on Courses/Seminar/Guest lecture etc) & extra-curricular (Sports/Cultural/NSS) Activities organized by the institute?	
5	How do you rate the overall development of your ward?	
6	Are you satisfied with the Administration of MMIT?	
7	How do you rate the quality and relevance of the courses included into the semester?	
8	Do you feel that course contents are adequate to make your ward capable of Analyzing/solving the real life problem?	
9	Do you feel the course has inculcated social and ethical values in your ward?	
10	Rate the quality of education your ward has gained from course?	

Any other Suggestions: _____

Date   **Signature**

D.2 Alumni Feedback Form

"Techno – Social Excellence"

Marathwada Mitra Mandal's

INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

ALUMNI FEEDBACK

Alumni Details			
Name of the Alumni			
Degree	Engineering		
Branch (Engg. Only)	Mech / Comp / E&TC		
Year of Passing			
Mobile No.			
Email			
1	How do you find overall infrastructure at MMIT	Excellent	Satisfactory
2	Did the program prepare you for a Job/Higher Studies?	Yes	No
3	Do you get sufficient Industry/field visit during course?	Yes	No
4	Has your knowledge gained (mathematics, science and engineering) helped you to cope up with the current job challenge?	Yes	No
5	Whether sufficient efforts are taken to develop soft skill?	Yes	No
6	Does the institute has provided enough facility & expertise in all subjects?	Yes	No
7	Do you feel the existing curriculum fulfill the industry requirement? If no then suggest.	Yes	No
8	During your study, what were the positive aspects of MMIT/your department?		
9	What are your suggestions for further improvement at MMIT?		
10	After completion of your course, what positive/negative changes you observed now at MMIT?		

Date: **Signature**

D.3 Employer Feedback Form

"Techno – Social Excellence"

Marathwada Mitra Mandal's

INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

EMPLOYER FEEDBACK FORM

Employer Name	
Designation	
Industry Name	
Mobile No.	
Email-id	

Rate the Institute on Scale 1 to 4 on the basis of following aspects:

Excellent: 4   Good: 3   Satisfactory: 2   Poor: 1

Sr. No.	Questions	Rating
1	Syllabus is suitable for Employability	
2	Syllabus is need based and as per current trends in market	
3	Syllabus matches with the demands of the job market	
4	Syllabus takes care of knowledge and skills of the students	
5	The syllabus has good balance between theory and application	
6	Engineering Knowledge	
7	Ethical Professional Skills Development through Curricular	
8	Improvement of technical skills	
9	Fulfillment of Communication Skills required by industry	
10	Aptitude and Problem Analysis Skills	

Any other Suggestion:

_____

Date: **Signature**