

Shri Vile Parle Kelavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule-424 001, Maharashtra



ACADEMIC POLICY

Prepared By
Academic Coordinator Committee (ACC)

2018-19
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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. CA/Unit tests/MSE
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/MOOCs lectures
4. Add-on courses
5. Value added 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.

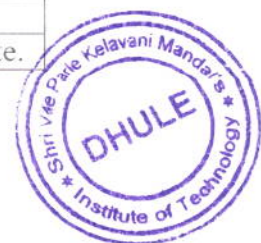
Staff Audit:

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 is following strict norms to regulate student attendance as per DBATU, Lonere guidelines. Student attendance is beneficial for knowledge acquisition and in-depth understanding of subject. Attendance is rigorously monitored to ensure no 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 wards attendance by regular telephonic calls/SMS.

- It is mandatory for all students to maintain minimum **75%** every semester (Avg. of Theory and Practical) (as applicable).
- If students attend any workshop/training programme/Placement activity, he/she will be given attendance of that day and extra lectures will be arranged for academic loss.
- Workshops/Training programs/value added courses (if any) of long duration should be organized after the end of semester to avoid overlapping of regular academics.

1.5 Local Guardian (LG) Scheme:

The Local Guardian scheme is in place to ensure that the performance of students will improve, and their parents should receive complete details of their wards. Some of the functions of:

L.G. System is as follows:

1. A Local Guardian is assigned to a group of students in a class. The same Local Guardian is associated with that group of students until they graduate. The Local Guardian will maintain individual personal information, leave, awards, achievements etc.
2. The students update their Local Guardian if they are facing any issue. Necessary solution can be found out after discussion,
3. Local Guardian takes a monthly meeting with the students and discuss with them about various issues.
4. Local Guardian maintains 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 wards.



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, practicals, seminars, projects etc. It must be done immediately after the term end or at the beginning of semester. This ensures that staff gets sufficient time to prepare the allocated subject and practical thoroughly and completes the course file before the commencement of the next semester.
2. Teaching work distribution should be done as per the syllabus structure given by the DBATU University. The entire workload of the semester of a department should not be less than the university-prescribed workload of that semester.
3. The department's Senior staff must be encouraged to teach difficult subjects.
4. Extra lectures/tutorials will be assigned for difficult subjects as per DBATU schemes.

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

2.2 Lecture Preparation:

1. Keep lesson plan, session plan & lecture notes ready before start of session. Share the study material to the students by using different tools.
2. Each faculty member should prepare handwritten/softcopy/PPT lectures notes. It should be reviewed by HOD/DAC.
3. While preparing lecture notes- make use of **ONLY** Standard textbooks. Inculcate this habit into minds of the students as well.
4. Use of the standard books of JEE, CAT, GATE, GRE for preparing subject material.
5. Prepare subject wise list of standard books, circulate to all colleagues & students. HOD/Academic Committee should verify it 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 brainteasers, 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/Coursera; MIT OCW (MIT Open Course Ware); Khan Academy; Recent papers published, White papers from industry website for providing Extra Material/Notes to the students.
11. Arrange expert lectures by Academician/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/softcopy/PPT in the classroom.
2. Conduct class for entire duration of 60 min.
3. Reach the classroom 5 min before the schedule. This sends a strong message to students regarding your commitment & makes them to come on time.
4. Keep the door closed while conducting L/T so that you can conduct class without interruptions.
5. Ensure readable, large & neat writing on blackboard.
6. Make restricted use of the PPTs (no more than 15 min in one Hour) this ensures student participation.
7. Make session interactive by discussing case studies and problem solving.

2.4 Conduction of Tutorials, Homework, 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. Make extensive use of Standard books for this activity.



2.5 Student Performance Improvement:

Extra Lectures:

1. Identify weak students and arrange extra lectures after college hours.
2. Arrange extra lectures for difficult subjects and students who missed lectures due to their engagement in other departmental activities like value added workshops/competitions etc.
3. HOD/Teacher of respective department will inform students well in advance about extra lectures and will maintain record of the same.

Remedial Class:

1. Decision of conducting remedial classes for subjects should be taken at departmental level in consultation with HOD based on:
 - a. Difficulty level of subject
 - b. Subject result is decreased compared to previous year result analysis
 - c. Subject result is below specified threshold
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 lectures on regular basis.
4. Conduct unit test per unit based on that question bank. Let us assume, if you have a question bank of 10 questions per unit then prepare a test paper with five questions and allow students to solve any four.
5. Conduct at least two 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, SVKM IOT 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 Academician /Industry experts.
2. Industry experts who have worked on that area should conduct expert lecture.
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 area
 - d. Any other topic based on case study or real life experiences of the experts on the subject or program.



5. Department academic 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 lectures. 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 Inter-departmental 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 inter-departmental lecture on topics based on area of expertise by the identified faculty member.
3. At least 2-3 such lectures per department should be conducted within a semester

Slow Learners and Advanced Learners:

During the teaching, every subject teacher should identify the slow learners and advance learners based on following criteria:

- Qualifying marks
- Performance in lecture and practical
- Internal evaluation by CA/Unit Test, Oral or Practical mock examination

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



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 equipment 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.
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 all the departments if possible.

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 until the end of term.
3. Oral should be conducted in a group of 3-4 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/Continuous Assessment:

1. Conduct unit-wise class tests or CA after two modules.
2. Prepare & make available a comprehensive question bank for each unit.
3. Refer previous years University question papers for making question bank.
4. Give the model answers for the questions.
5. The questions for the CA/Unit Test should be from the question bank itself.
6. Keep records of performance of the students in class and in Unit Test/CA.
7. Maintain a record of action taken on the results of the Unit Test/CA for improvement (reappear/assignments).

4.2 Assignments:

1. Provide/ upload unit wise assignments.
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 or as per DBATU guidelines.
4. Evaluation sheet for mock PR/OR exam should be as per DBATU guidelines
5. Conduct oral in every lab session to ensure proper understanding by students.
6. Upload/share PR/OR questions with answers with students.

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. Final year project repository can be created in the department/central library, which will be useful for next batches. Repository can include,
 - a. Presentation of the project features in CD/softcopy.
 - b. Identify and encourage students to submit these projects, which could be used in labs as demo experiments.
 - c. HOD/Project guide will maintain one copy in department and one copy can be submitted to the central library.



5. Policy of Monitoring Academics

5.1 Responsibilities of Principal/HOD/Academic Coordinator:

1. Principal/HOD/IAC should daily take a round to monitor the academic activities in the campus.
2. They are encouraged to randomly seat in the ongoing classes, monitor quality of the lecture, and suggest for improvements.
3. Principal/HOD/AC should conduct academic audit at the end of every semester.

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 all teachers.
4. Make sure that daily attendance report of each class is filled properly before submitting.
5. Monitor syllabus coverage of each class as per academic calendar.
 - If any subject syllabus coverage is not covered as per session plan, extra classes should be conducted.
 - If any subject syllabus is covered early as per session plan, revision classes should be conducted as per session plan.
6. Monitor work of class teacher & Local Guardian for smooth conduction of academics.
7. Conduct audit of course file, LG file records twice in a semester (at the beginning & at the end) and submit the report to HOD/Academic Coordinator (Institute).
8. Conduct inter-departmental audit per semester.
9. Observe lecture conduction of faculty member along with senior faculties.
10. 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 Local Guardian of respective batch).
8. Check Student I-card and uniform.
9. Take action on students who are using mobile phones in the classroom.
10. Maintain overall discipline among students.



5.4 Responsibilities of Local Guardian (LG):

1. Maintain Local 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 LG-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:

Audit is conducted as per DBATU guidelines.

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

Audit Outcomes

1. Quality assurance in Academic Monitoring system.
2. Uniformity in policy implementation throughout the Institute.
3. Areas for improvements may be identified.

Action Taken Report

The faculty member having deficiency if any reflected in their work should be given stipulated time for overcoming the deficiency. Record of communication with faculty members should be available with HoD for further action.



6. Policy for Students

1. Make use of ONLY Standard textbooks, 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 of 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/Coursera, 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 Tech-Max 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 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 staircase for File/ Journal completion.
10. Submit the Class assignments given by the respective subject teachers within prescribed time.
11. **75%** Attendance is compulsory in each semester.
12. Reduce the rate of Absenteeism. Take prior permission from Local Guardian before leave.
13. Do not spend spare time in - 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 class rooms/laboratories.



7. Policy for Time Table Preparation

After subject distribution to departmental faculty members, departmental timetable co-ordinator should prepare following timetables:

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

Following guidelines should be used to prepare all the above timetables:

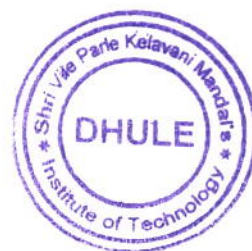
1. Class timetable should include subject/s, practical, seminar, project, LG slot, TPO lecture/slots and guest lecturer etc. whichever is relevant to the department academic calendar.
2. Individual time table must include subject, practical, seminar, project work load alongwith slots for LG, departmental 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 timetable 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. $Utilization = \frac{\text{Classroom or Lab total hours conducted}}{\text{Weekly academic time duration}}$
6. Timetable monitoring committee should ensure that, the entire timetable must be prepared and class timetables must be displayed on the departmental notice board/institution website before commencement of the semester.
7. 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/Activities 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 & Local 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 CA/unit test/MSE 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, 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. Institute V/M
2. Department V/M
3. Process Document
4. Student Roll Call List
5. Monthly Defaulter List
6. Unit Test Marks sheet
7. Slow and Fast Learner Policies
8. CC meeting with Subject Teachers and LGs
9. List of Slow and Fast Learner
10. Activities for Slow and Fast Learner
11. Notices
12. Attendance Record
13. Provisional Detention List
14. Final Detention List
15. Telephonic Record (Calling detained students parent)
16. Final Undertaking
17. Student Applications (Medical Reports)

A.3 Local Guardian File Index

1. Batch wise Roll Call list
2. Contact Details of students
3. Record of student Previous Semester Result
4. Record of LG-student meeting (Once in a month).
5. Monthly Defaulter List
6. Telephonic Record
7. Leave Applications if applicable.
8. Monthly undertakings of Defaulter Students



A.4 Course File Index

INDEX

- 1 Vision, Mission of Institute & Department, Program Education Objectives [PEOs]
- 2 Program Outcomes [POs], PSOs
- 3 Syllabus / List of Practical
- 4 Course Outcomes [COs]
- 5 Relevance of CO to PO mapping
- 6 Knowledge Wall
- 7 Curriculum Gap/s identified and Action Taken
- 8 Contains Covered Beyond Syllabi and Action Taken
- 9 University Academic Calendar
- 10 College Academic Calendar
- 11 Department Academic Calendar
- 12 Class Time Table
- 13 Session Plan (Theory and Practical)
- 14 Slow Learners Record (Process, Action Taken, Result)
- 15 Advanced Learners Record (Process, Action Taken, Result)
- 16 University Result of Last Three Years (With Column graph)
- 17 University Question Papers and Marking Scheme/ Solutions
- 18 CA1 and CA2 Test Records and Action Taken (Que. Paper, Attendance, Mark-sheet, Retest records (if applicable), Best-good-poor sample answer sheets)
- 18.1 Mid Term Test records (Que. Paper, Attendance, Mark-sheet, Retest records (if applicable), Best-good-poor sample answer sheets)
- 19 Overall Course Outcome Attainment and Analysis
- 20 Course/Lab Exit Survey (Form, Analysis, Attainment)
- 21 POs & PSOs Attainment Analysis
- 22 Sample Learning material
- 23 Notes, PPTs
- 24 Attendance Register



A.5 PTM file Index

1. Parent Letter Format
2. Parent/Students Registration Report
3. Parents Feedback Form
4. Minutes of Meeting

A.6 Lecture/Session Plan Format

Shri Vile Parle Kalavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
 Dhule – 424 002, M.S.

Academic Year:	LECTURE PLAN	Class:	Date:
Faculty :			
Subject :	Unit/Module 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) :-			

Course Coordinator

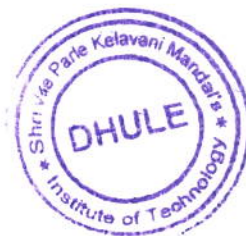
HOD

Session Plan Format

Lecture No./ Practical No.	Planning Date	Topic planned/ Practical planned	Actual Date	Topic Covered/ Practical covered	TLO/ ELO	CO	Resources used	References
UNIT – I Introduction								
1.		Concept of computer organization and architecture			TLO1	CO 1	video, NPTEL video, Discussion	T1 R1 R3

Course Coordinator

HOD



Annexure B: Proforma

B.1 Parents letter (Strictly on college letter head)

Ref No: SVKM IoT/CIVIL**/B.Tech.**/2023-24/

Date:-

To,

Subject: Cumulative Attendance report of your ward until 31st Oct. 2023.

Sir/Madam,

Your ward _____ Class: _____ Roll No: _____ who is Studying in *First/Second/Third/Final Year of Civil Engineering*** in the college has attendance report as follows:

1. His/her* cumulative attendance report till .../...../20..... 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 AICTE/University criteria of attendance, his/her term is not likely to be granted.
2. His/her* University result of Nov/Dec 20.... Exam is **All Clear/ __Subject Fail***. The copy of Mark Statement of University Result is issued to your ward.
3. His/her (CA/Unit Test/MSE) Performance is as follows:

Sr. No.	Subject	Marks out of (20) (CA-I/CA-II/UT/MSE)	Remark(s)
1.			
2.			

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 onday, date ... /... /20.... at ... am/pm in the college in Department of Civil Engineering**.**
6. For any information, contact his/her Local Guardian : _____
Class Teacher: _____ (Mob. No. - _____)

Expecting your cooperation

Thanking You,

HOD
Civil** Engineering

Principal
SVKMs IOT, Dhule

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



B.2 Students Leave Application

Shri Vile Parle Kalavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule – 424 002, M.S.

STUDENT'S APPLICATION FORM FOR LEAVE

Date: / / 20

To,

The Local 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 Local Guardian

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

Shri Vile Parle Kalavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule – 424 002, M.S.

PERMISSION LETTER FOR LEAVE FROM LOCAL 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 LG

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



B.3 Undertaking for Cumulative Attendance

Shri Vile Parle Kalavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule – 424 002, M.S.

UNDERTAKING
(FOR CUMMULATIVE ATTENDANCE)
(From / To /)

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

The cumulative attendance record tillis 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 be detained and I will not be permitted to appear for University theory exam in.....as per rules of DBATU. 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 DBATU, 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: SVKMIOT/Branch**/Class**/20.. - 20.../

Date: / / 20...

To,

Subject: Detention of your ward in the 1st/ 2nd term of academic year 20...-....

Sir/Madam,

Your ward _____ Class: _____ Roll No: _____ who is studying in -----** during academic year 20..-20... have not completed & submitted the term work of all subjects on the last day of 1st/2nd term i.e. Month/20.... Hence, as per University norms, he/she* is detained for the 1st/2nd term of academic year 20... - 20.... . He / She will not be allowed to appear for Oral/Practical/Theory examination of Dec./Jan.- Apr/May 20.... He/She* has to take the fresh admission in the same class in the next academic year 20...- 20... by paying full fees of the institute.

This is for your kind information.

Thank you.

HOD

-----** Engineering

Principal
SVKMs IOT, Dhule



*Strike out which is not applicable

**To be filled by department

C.1 Academic Summary Report

Shri Vile Parle Kelavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
 Dhule - 424 002, M.S.

		Progressive Syllabus Status Report (Month-wise)												Page No. :				
		Class:												Term I / II:				
Department: Academic Year: 20 - 20		Month 1			Month 2			Month 3			Month 4			Total				
Sr. No	Subject	Lect Alloc	Lect Cond.	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Cond.	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Cond.	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Cond.	Pract. Covrd	% Syl Covrd	
1	Faculty Subject1																	
2	Faculty Subject2																	
	Faculty2																	
	Sign of CT																	
	Sign of HoD																	

Department Activities Planner	
Name of Department: Department of Computer* Engineering (A.Y. - 20....- ...)	
Sr.No.	Planned Month
1	Sept. 2022
	Expert Talk on Recent Trends in ML/DL
	Coordinator
	Course Coordinator
	Class
	TY



Annexure D: Feedback Forms

D.1 Parent's Feedback Form

Shri Vile Parle Kalavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule – 424 002, M.S.

Parent's Feedback on Academic Performance and Ambience of Institute

Department:	Year:
Programme Name:	Email id & mobile no:
Name of the ward:	

Please rate the valuable feedback on the curriculum for the review of the syllabus / to improve quality of the syllabus.

1) Rate the knowledge acquired by your ward in terms of academic results.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

2) Rate the depth of training acquired by your ward in relation to the competencies expected by industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

3) Rate the availability of ICT tools enabled class-rooms and digital infrastructure like smart board etc.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

4) Rate the availability of well-equipped laboratories.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

5) Rate the class-rooms and laboratories with reference to cleanliness and ventilation.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

6) Rate the availability of reading room in library and common room in college premise.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

7) Rate the availability of infrastructure facilities like elevator for differently abled person.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

Any Other suggestions:

Date:



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.....
Signature of Parent

D.2 Alumni Feedback Form

Alumni feedback on Academic Performance and Ambience of Institute

Department:	Passing Year:
Programme Name:	Email id & mobile no:
Name of the alumni:	Presently working in:

Please rate the valuable feedback on the curriculum for the review of the syllabus / to improve quality of the syllabus.

1) Rate the sufficiency of the academic content to bridge the gap between academia and industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

2) Rate the appropriateness of the sequence of the courses provided in the academics.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

3) Rate the academics in relation to your current professional standards.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

4) Rate the depth of training acquired in relation to the competencies expected by industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

5) Rate the flexibility in choosing the electives in relation to technology advancements.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

6) Rate the availability of ICT tools enabled class-rooms and digital infrastructure like smart board etc.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

7) Rate the availability of well-equipped laboratories.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

8) Rate the class-rooms and laboratories with reference to cleanliness and ventilation.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

9) Rate the availability of reading room in library and common room in college premise.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

10) Rate the availability of infrastructure facilities like elevator for differently-abled person.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

Any Other suggestions:

Date:



.....
Signature of Alumni

D.3 Student's feedback on Academic Performance and Ambience of Institute

Department:	Academic Year:
Programme Name:	Semester:
Name of the student:	Roll Number:

Please rate the valuable feedback on the curriculum for the review of the syllabus / to improve quality of the syllabus.

1) Rate the appropriateness of the sequence of the courses provided in the academics.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

2) Rate the depth of training acquired in relation to the competencies expected by industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

3) Rate the composition of academics w.r.t human values, project learning and soft skills.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

4) Rate the flexibility in choosing the electives in relation to technology advancements.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

5) Rate the design of the academics in terms of extra-learning, experimental learning and self-learning.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

6) Rate the availability of ICT tools enabled classrooms and digital infrastructure like smart board etc.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

7) Rate the availability of well-equipped laboratories.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

8) Rate the classrooms and laboratories with reference to cleanliness and ventilation.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

9) Rate the availability of reading room in library and common room in college premise.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

10) Rate the availability of infrastructure facilities like elevator for differently abled person.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

Any Other suggestions:.....

Date:

.....
Signature of student



D.4 Teacher's feedback on Academic Performance and Ambience of Institute

Department:	Academic Year:
Programme Name:	Semester:
Name of the faculty:	Designation:

Please rate the valuable feedback on the curriculum for the review of the syllabus / to improve quality of the syllabus.

1) Rate the structure of the academics framed for the entire programme.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

2) Rate the appropriateness of the sequence of the courses provided in the academics.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

3) Rate the depth of academics in relation to the competencies expected by industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

4) Rate the composition of academics w.r.t human values, project learning and soft skills.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

5) Rate the flexibility in choosing the electives in relation to technology advancements.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

6) Rate the availability of ICT tools enabled class-rooms and digital infrastructure like smart board etc.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

7) Rate the availability of well-equipped laboratories.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

8) Rate the class-rooms and laboratories with reference to cleanliness and ventilation.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

9) Rate the availability of reading room in library and common room in college premise.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

10) Rate the availability of infrastructure facilities like elevator for differently-abled person.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

Any Other suggestions:

Date:



.....

Signature of teacher

D.5 Employer's feedback on Academic Performance and Ambience of Institute

Department:	Year:
Programme Name:	Email ID & Mobile no:
Name of the Employer:	Presently working in:

Please rate the valuable feedback on the curriculum for the review of the syllabus / to improve quality of the syllabus.

1) Rate the sufficiency of the academic content to bridge the gap between academia and industry.

- a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

2) Rate the appropriateness of the sequence of the courses provided in the academics.

- a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

3) Rate the academics in relation to your current professional standards.

- a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

4) How do you rate the applicability of the domains and the tools used for designing the experiments in terms of existing practices in the industry?

- a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

5) Rate the flexibility in choosing the electives in relation to technology advancements.

- a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

6) Rate the availability of ICT tools enabled class-rooms and digital infrastructure like smart board etc.

- a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

7) Rate the availability of well-equipped laboratories.

- a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

8) Rate the class-rooms and laboratories with reference to cleanliness and ventilation.

- a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

9) Rate the availability of reading room in library and common room in college premise.

- a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

10) Rate the availability of infrastructure facilities like elevator for differently-abled person.

- a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

Any Other suggestions:

Date:

.....
Signature of Employer

