P.D.E.A'S
Mamasaheb Mohol College,
Pune- 411038

Academic Policy
On
Monitoring and Evaluation

Academic Monitoring System and continuous internal evaluation

The academic monitoring system is designed to identify, track, and drive improvements in the quality of education. It provides a simple interface maintenance of student information. It can be used by educational institutes to maintain the records of students easily. It keeps all the details of a student from the first day of the student to the end of the course. This record can be used for all reporting purpose, tracking of attendance, progress in course. At the heart of the monitoring system, is an automated issue reporting and tracking mechanism that ensures complete ownership and accountability among all stakeholders towards measurable improvements in quality of school learning and infrastructure. Several quality parameters are continually measured and tracked.

Continuous Evaluation Process:
Various parameters are used by which the performance of a student can be evaluated. These parameters are as follows

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.

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. Ad-on facilities includes arranging guest lectures, expert lectures and add –on courses.

Quality Assurance in AMS:

Staff audit and feedbacks of different stakeholders are conducted for quality in academics. Feedbacks from students, parents, alumni, Industry, advisory board etc. different stakeholders are considered for quality improvement of AMS.

Staff Audit:

Interdepartmental Staff audit is conducted per semester by IQAC 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 shortcoming in the existing system. Every stakeholder plays an important role by giving correct feedback. Table below focus more

Sr. No	Stakeholders	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	Advisory Board	About the overall functioning of department/Institute

3. Attendance Monitoring Process:
Institute 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 minimum defaulter students. 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.

4. Mentor Scheme:

The **Mentor** 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 **Mentor** System are as follows:-

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

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

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

4. The mentor maintains complete record of the students and updates their parents about the developments by regular telephonic call/SMS.

5. Parent 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. Appropriate allocation of subjects and practical to teachers improves imparting of knowledge to students and also helps to improve the results.

1. Teaching work distribution involves distributing subjects, practical, seminar, projects etc. It is done at the end of each term. This ensures that, faculty gets sufficient time to thoroughly prepare the assigned subjects and practical and completes the course file before commencement of the next semester.

2. Teaching work distribution should be done as per the norms of UGC. The entire workload of the department for the semester is as prescribed by the University.

3. Senior staff of the department must be encouraged to teach difficult subjects and junior classes as well.

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

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

 Extra Tutorial / Lecture / Practical

It is well known that, Teaching Learning through Tutorial is more interactive and involve students participation. This gives freedom to the tutor to create interest and impart essential knowledge and insights about the particular topic of the subject.

Tutorial of 1 hour per subject per batch is to be included for most of the subjects in the teaching load distribution and should reflect in the classroom and lab time table. In case, tutorial is not introduced for a subject, then extra lecture hour or practical hour need to be introduced.

Following methodologies can be used for conducting tutorials:

1. Solving numerical examples

2. Case study based learning

3. Activity based learning (Role play etc.)

2.2 Lecture Preparation

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

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

3. While preparing lecture notes- make use of **ONLY** Standard text books and reference books. Students should be encouraged to refer good reference books.

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

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

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

7. Supplement your Lectures/Practical/Tutorials with brain teasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions.

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

9. View/Listen/ Recent research papers, White papers from Industry website for providing Extra Material/Notes to students.

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

2.3 Conduction of Lectures
1. Carry Session Plan and handwritten notes in the classroom

2. Engage class for entire duration of 48 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 Lecture/Tutorial 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, 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 of questions.

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

6. If possible, give batch wise assignments per unit.

7. Make extensive use of standard books for this activity

2.5 Student Performance Improvement

1. Extra Lectures

1. Identify weak students and arrange extra lectures after college hours.

2. Arrange extra lectures for difficult subjects.

2. 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 and university result

c. Subject result is below specified threshold (Ex. Result is below 60% etc)

d. For slow learners identified at the beginning of the academic year

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 one unit test per unit from the 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. Conduct 2 remedial lectures per unit.

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 Diagnostic tests, Qualifying marks , Performance in lecture and practical , Internal evaluation by Unit Test, Oral or Practical Mock examination

Extra session of lectures are arranged for these slow learners and some assignment are given to these students. 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

3.1 Experimental Preparation/Setup

1. Laboratory in-charge is assigned for each Lab Course

2. Laboratory in-charge should perform the experiment/ Program on his/her own to ensure setup is ready & functioning well.

3. All equipment should be tested, calibrated and functioning as per the standard and prepare standard operating procedure of each equipment (SOP).

4. Lab assignment list should contain some innovative assignments

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

6. The experimental manuals should be neatly typed. It should be error free and reviewed by HOD/Academic Committee.

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

8. Add new experimental setup / innovation in practical assignments with the consultation of senior faculty members.

9. Follow the **standard procedure** for writing Lab Manual Preparation. Keep the uniformity across the department.

3.2 Lab Conduction

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

2. Complete practical assignment and its write-up in the stipulated time, so that students (and teacher 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

1. Unit Test

1. Conduct a unit test in a term.

2. Prepare a comprehensive question bank for each unit and/or experiment and make available to students. For making question bank previous years question papers are referred.

4. Solve two university question papers and upload it on google classroom

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).

2. Assignments

1**.** Upload unit wise assignments on Google classroom

2. Timely check the assignments & keep record for evaluation.

3. Practical Assessment

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 Practical/Oral exam.

4. Evaluation sheet for mock Practical/Oral 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 practical oral questions with answers on Google Apps

7. Group Discussion/Seminar Presentation

1. Arrange Quizzes, Group Discussions, and Questionnaire Sessions etc for individual student.

2. Schedule student presentations on and beyond syllabus topics.

4. Final Year Project Assessment

1. M.com/ M.sc 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 and guidelines given by the University

3. Faculty guide of the sponsored project must visit to the place of work 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.

5. Policy for Monitoring Academics

5.1 Responsibilities of Principal/HOD

1. Principal/HOD should daily take round to monitor the lecture.

2. They are encouraged to randomly observe the ongoing classes and monitor quality of the lecture and suggest for improvements

5.2 Responsibilities of Departmental Academic Coordinator:
- Maintain departmental Academic file as per given format.
- Prepare Departmental Academic Calendar
- Report 5 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher.
- Make sure that daily attendance report of each class is filled properly before submitting.
- Monitor work of teacher guardian (Mentor) for smooth conduction of academics.
- Conduct audit of course file, Mentor file & G-apps records twice in a semester (at the beginning & at the end) and submit the report.
- Conduct interdepartmental audit per semester.
- Observe lecture conduction of faculty member along with senior faculties.
- Maintain discipline among staff & students.

5.3 Responsibilities of Class Teacher

- Maintain class teacher file in given format
- Report 10 minutes before commencement of classes and wait in corridor to maintain discipline
- Adjustment of lectures and practical sessions in case of absenteeism of faculty members
- Preparation of monthly defaulter list with the help of assigned lab assistant
- Submission of daily attendance report
- Display monthly defaulter list at the end of each month & final detention list at the end of semester.
- 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).
- Check Student I-card daily.
- Take action on students who are using mobile phones in college campus.
- Maintain overall discipline among students

5.4 Responsibilities of Mentor:

- Maintain Teacher Guardian Booklet.
- Maintain batch wise student roll call list
- Keep contact details of students & parents
- Record of previous semester result
- Record of Mentor-Student meeting (Once in a month).
- Provide information about students to the each teacher whenever required.
- Student counseling should be done whenever required.
- Maintain record of monthly defaulter list
- Send letters to parent for parents meet.
- Telephonic call record of defaulter students should be maintained.
- Leave application form of students along with necessary documents should be kept
- Maintain record of monthly undertakings of defaulter students
- Maintain data of students achievements
- Maintain discipline among students.

5.5 Guidelines for Audit conduction:

Staff audit is conducted two times per semester.

1. Pre-Semester 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.

2. In Semester Audit

Departmental audit should be conducted in the presence of HOD, departmental academic coordinator and IQAC coordinator. It is conducted in the mid of semester for verification of 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. Mentor-mentee files

4. Monthly monitoring report file

5. Daily attendance monitoring file

6. Google-Apps verification report

7. 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. Monthly monitoring report.

3. End Semester 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.

5.6 Responsibilities of Institution Examination Coordinator:

1. Prepare time table of unit Test

2. Provide attendance sheets & answer sheets

3. Circulate format of Question Paper

4. Prepare format for report of action, in case of absentee or failure

5. Maintain record of unit Test.

6. Policy for Students

1. Make use of **ONLY** Standard text books (called as Bibles of the respective subject). Make use of the standard books on SET,NET, GATE, GRE etc. which do have such high quality questions & most of these are valid for all 4 years.

2. View/Listen/Use NPTEL; MIT OCW (MIT Open Course Ware); Khan Academy; Recent papers published, white papers from industries website for extra material/notes.

3. Always be present on time for every lecture and practical.

4. Always come prepared for every lecture and practical using study material uploaded on google classroom

5. Students should perform experiments & complete the write ups in practical session.

6. Regular checking of Files/Journals within the time slots of practical is required.

7. Journals will be kept in the custody of lab assistants and students should sit in the Labs for completing the journal, if not completed.

8. Students should **not** sit in the corridors and/or on stair case for File/ Journal completion.

9. Submit the Class assignments given by the respective subject teachers within prescribed time.

10. 75% Attendance is compulsory.

11. Reduce the rate of Absenteeism. Take prior permission from Teacher Guardian before leave.

12. 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.

13. Maintain discipline in the Institution premises.

14. Wearing Uniform and I-card is mandatory.

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, lecture and Guest lecturer whichever is relevant

2. Individual time table must include Subject, Practical, Seminar, Project work load 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
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. Mentor-Mentee scheme

7. Departmental Portfolio

8. Display of Monthly Defaulter List

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

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

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

12. Staff Audit Report (Pre 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. Notices

Course File Index

Sr. No	Title	Evidence
1	Academic Planner	
2	Department Academic Calendar	
3	Time Table	
4	Institute and Department Vision, Mission, PEOs, POs & PSOs	
5	Teaching Structure & Syllabus	
6	CO, PO & PSO	
7	Course Plan	
8	Theory Attendance Sheet	
9	List of Practical	

Criterion-II:
Teaching, Learning and Evaluation

Transparencies and Grievances Redressal Mechanism in CIE

Evaluation Methods and Structure

Internal Evaluation	External Evaluation
Unit Test	University Examinations
Mid Term Exam.	Role of Faculty
Open Book Test	Paper Setters
Tutorial	Examiners and Moderators
Home Assignment	Senior Supervisors
Seminar	Surveillance Squad
Project	CAP Directors
Oral Test	

Central Assessment Programs of F Y B Sc is conducted at the college

Surveillance by the use of CCTV.   Displaying the result on the notice boards.
Revaluation and Rechecking
Re-term examination   Supplying Photocopy of answer sheets.

- **The college adheres to academic calendar .**
- **The queries and grievances are immediately attended to and are resolved.**

PDEA's Mamasaheb Mohol College

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