



Vision

Empowerment through quality technical education

Mission

M1: To achieve excellence in teaching, learning and research

M2: To impart skill based education to meet the needs of industry and Society

M3: To excel as a center of excellence in technical education

M4: To inculcate social & ethical values among the students

Quality Policy

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.

Standard Operating Processes (SoPs)

1. Selection of Audit Course from SPPU Syllabus

- a. Head of Department (HoD) meeting with Dean of Student Development (DSD) to select the Audit course at the beginning of each semester.
- b. Give preference to courses available on Swayam, NPTEL, and other virtual platforms such as Udemy, UpGrad, Jigsaw Academy, Udacity, Digital Vidya, Edureka, Eduonix, Skillshare, etc.
- c. Emphasize skill development and personality development by arranging external faculty and assigning dedicated teaching slots to them.
- d. Ensure the selected Audit course for the subsequent semester is linked with the previous one.

2. Registration of NPTEL or Virtual Courses or Skill Development

- a. Promote awareness among students about the SPPU syllabus and grading system. Make the selected course compulsory for all students.
- b. Create a list of students who have registered for the courses and submit it to the DSD
- c. Encourage maximum student participation in the Audit course by highlighting its benefits and relevance to their academic and professional development.

3. Review of Course Execution

a. Faculty members should submit a review of the course execution to the Department Coordinator of Student Development (DCSD).

4. Assessment of the Audit Course

- a. Request students to apply for exams through the Swayam/NPTEL portal and obtain a certificate upon successful completion.
- b. If an external faculty is invited, issue a certificate from the department.
- 5. Record of the Submission: Submit the original records of the Audit course to the Dean of Student Development (DSD).

Sr.	Particular	Timeline	Due Date
1	Assign dedicated faculty members to the Audit course and allocate specific slots in the timetable for their teaching	1st week	Due Date
2	Select the Audit course from the SPPU Syllabus in consultation with the DSD and the HoD	1 st week	
3	Identify the course available on Swayam, NPTEL, and other virtual platforms.	1 st week	or and
4	Identify skill development and personality development course	1 st week	
5	Registration of the NPTEL or Virtual course or skill development	2 nd week	
6	Submit the list of registered students to the DSD	2 nd week	
7.	Conduct the first review of the course execution and submit the status report to the DSD	5 th week	
	Conduct the second review of the course execution and submit the status report to the DSD	8 th week	
).	Conduct the assessment of the Audit Course	9 th week	
0	Submit the records of the Audit Course	10 th week	Sam Ser

Registration Details

Department	Class:	Division:
Title of the Audit Course selected from the Syllabus:	***********	

Sr.	Name of the Student	Roll No.	Source	Name of the Course				
				Theme of the Course	Sign			
		1 i						
					+			
_								
-								
	N 100				1			
-								
	e - Mention NPTFI /SWAVAMA				1 1			

*Source - Mention NPTEL/SWAYAM/VP/SD@C



Review

Department	s:	Division:
Title of the Audit Course Selected from the Syllabus		

Sr.	Name of the Student	Roll No.	1st Review	2 nd Review	Remark	Sign
						-
						-
	4				X45	-
				10		
-						
7						
					V*	
-						
Davie	To the second					

*Review- In the review mention that the progress is Excellent/Good/Poor



Audit Course Attendance

Danautus	Class:	Division:
Title of the Audit Course Selected from Syllabu	ıs:	

Sr.	Roll No.	*1	2	3	4	5	6	8	9	10	11	12	Total Attendance
						-		-					
	1 1177				- 22								
-								-					
-													
+													
+		-	4										
+			-										
-			-										
-													
-													
-													
			4										
+													
-													
-													
													70

*Weekly

C Lohedauu C Constant

Assessment

Department	Class:	Division:
Title of the Audit Course Selected from Syllabus	:	

Sr.	Roll No.	Registration (5 Marks)	1 st and 2 nd Review (5 Marks)	Attendance (5 Marks)	Certificate (10 marks)	Total Marks (Out of 25)	*Grade (PP)
			×				
-							
+							
-							
-							

*Grade – If total marks are above 15, give AP grade



Department												vision:	
Γitle c	itle of the Audit Course Selected from Syllabus:												
Sr.	Roll No.	*1	2	3	4	5	6	8	9	10	11	12	Total Attendance
		_											
													46

*Weekly

HoD Sign

Prepared By Dr. Dileep More

Dean – Student Development

Reviewed By Mr. Riyaz Kazi IQAC – Coordinator

Approved By Dr. F. B. Sayyad Principal – ADYP SOE