Ajeenkya DY Patil School of Engineering, Charholi (Bk.), Pune.

Teaching Learning Policy
Equity in Education, Excellence in Learning

POLICY No: APN/2018/2.1.1

INDEX

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.

1. Preparation of Academic Calendar

1.1 Preparation of Institute level Academic Calendar

At the beginning of each semester, Dean Academics shall finalize the Academic Calendar that includes academic & administrative activities in consultation with IQAC and all academic & administrative heads in line with Savitribai Phule Pune University academic calendar. It includes guidelines on the dates of commencement of the semester, end of the semester, academic and administrative activities, mid-semester and end-semester examinations, practical examinations, holidays, etc., and circulates it to the departments 15 days prior to the commencement of the new session.

1.2 Preparation of Departmental Academic Calendar

Head of the Departments will prepare their Departmental Academic Calendar in in-line with Institute Academic Calendar in consultation with faculty members in the department. Academic Calendar of departments must include tentative dates of activities of department academics, IQAC Plan of action, AQAR activities, and activities suggested in Department advisory board meetings.

1.3. Subject Allocation and load distribution

Subject allocation is to be done by heads of departments by the end of the previous semester in order to enable faculty members to start their preparation in advance for the courses allotted to them. The steps to be followed by departments are:

a. Collecting electives choices from the final year students

b. Collecting the course choices from faculty members

c. Finalization of electives considering the student choices, faculty choices, faculty expertise and previous experience of faculty members.

d. Calculation of theory and practical teaching hours as per the finalized electives and University structure

e. Proper distribution of teaching load among all the faculty members of the department.

1.4 Preparation of Teaching Plan, Lab Plan and Course File

The University prescribes the syllabus which specifies the number of lectures per week, list of recommended books and an assessment scheme of internal and external marks. Every faculty member will prepare the teaching plan, lab plan of entire semester in-line

with the syllabus, department's academic calendar and the class time table. Detailed unit-wise and date-wise plan for theory as well as lab will be prepared as per format. Teaching plan shall include activities of Best Practices and it is to be approved by Dean Academics/ Head of Department. Course File is to be prepared by subject teachers as per the course file index.

2. Preparation of Time table

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 Theory, Practical, Seminar, Project, Mentor slot, Library Reading etc whichever is relevant.
2. Individual time table must include Theory, Practical, Seminar, project workload along with slots for Mentor, Departmental meeting, Library and Research etc whichever is relevant.
3. Class and Lab time table should reflect its utilization. Utilization can be calculated as the ratio of total weekly teaching hours in the class to the weekly academic hours.
   Utilization = Classroom or Lab total hours engaged / Weekly academic hours.
4. Time table monitoring committee should ensure that,
   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 and updation in Time Table should be communicated time-time.

3. Academic Monitoring System (AMS)

The Academic Monitoring Committee comprising of Dean Academics & Heads of departments ensures adherence of Institute & Department Academic Calendar. Committee ensures daily monitoring of conduction of lectures & practicals. It is used to improve performance and develop beyond the curriculum contents to facilitate students. The system is categories as mentioned below.

3.1 Continuous Evaluation Process:

There are many parameters by which the performance of a student can be evaluated.

1. Assignments
2. Unit tests
3. MCQ / Quiz / Surprise tests/Open Book 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.

3.2 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

3.3 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.

Feedback System:

Faculty feedbacks are taken twice in as semester. Analysis of feedback is done and Suggestions received from students are used for improvement in Teaching-Learning Process.

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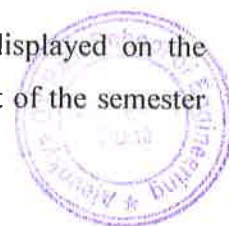
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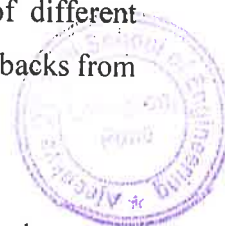
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| Sr.	Stakeholder	Feedback on
1.	Students	Teaching and Non-teaching staff performance.
2.	Parents	Overall academics & facilities of department/Institute.
3.	Alumni	The curriculum and requirements in the Industry.
4.	Employer	How students can be industry compatible?
5.	Advisory Board	Overall functioning of the department/Institute and quality initiatives for improvement

3.4 Attendance Monitoring Process:

As per the University guidelines, students' attendance for lectures & practicals should be at least 75% to qualify for appearing the examination. All academic departments communicate this guidelines of University to all the students through a circular at the beginning of the academic year. 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 very least students will be defaulter. Daily monitoring 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/Letter. All academic department should ensure teaching-learning process to be effective, interesting, and edutainment so that students will attend classes regularly.

3.5 Mentoring System:

The mentoring 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

Mentoring System is 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, attendance, overall performance, awards, achievements etc.

2. The students inform to their mentor if they are facing any issue. Problems are resolved after discussion and solution is given for improvement.
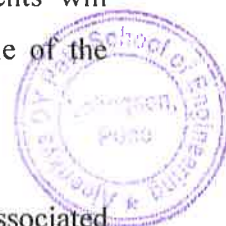
3. Mentor takes a monthly meeting with the students and discuss with them about various issues.
4. Mentor maintain complete record of the students and inform their parents about the developments by regular telephonic call/SMS/Notice.
5. Parents meeting is arranged every semester to communicate with them progress of their ward.

4. Preparation of Theory Subjects

4.1 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. Before allocating subject to teacher, preferences of subject are taken from teaching staff.
2. Teaching load distribution involves distributing subjects, practical's, seminar, projects etc. Teaching staff gets sufficient time to thoroughly prepare the allocated subject and practical's and completes the course file before commencement of the next semester.
3. Teaching load 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.
4. Senior staff of the department are encouraged to teach difficult subjects to first year and second year classes.
5. 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.

4.2 Lecture Preparation

1. Keep teaching plan & lecture notes ready before start of term. Post the study material on students group.

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

3. While preparing lecture notes- make use of only Standard text books. Inculcate this habit into minds of the students as well.

4. Prepare subject wise list of standard books, circulate to all colleagues & students. It should be verified by HOD/Academic Monitoring 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 Teaching Plan for every Lecture.
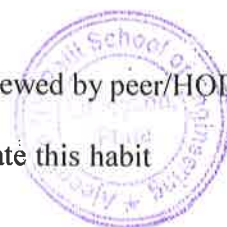
4.3 Conduction of Lectures

1. Carry Teaching Plan and handwritten notes/Presentation in the classroom

2. Engage class for entire duration of 60 min duration.

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. Allow latecomers to enter class but warn them to come on time in the next class.

5. Keep the door closed while conducting L/T so that you can conduct class without interruptions.

6. Ensure readability, large & neat writing on blackboard/ Presentation.

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.

9. Conduct relevant activities as mentioned in the best practices.

10. Show video and research paper on the advanced topic of the subject in lecture.

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

12. View/Listen/Use NPTEL; online Academy; Recent papers published, White papers from industry website for providing Extra Material/Notes to students.

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

4.4 Tutorials, Homework, Assignments

1. Subject teachers should have model answers of all the Assignments/Tutorials (i.e. numeric problems, software programs) in advance.

2. Make exhaustive list of problems for every assignment.

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

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

5. Batch wise assignments on each unit for variety of questions.

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

4.5   Student Performance Improvement

Extra Lectures

1. Identify week students based on test results and arrange extra lectures on Saturday and Sunday.

2. Arrange extra lectures for subjects that are difficult & whose University result is not satisfactory.

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 during lecture

4. Conduct unit test per unit based on the question bank.

Expert Lecture

Academics, industrial visits, co-curricular activities are important aspect in knowledge building of the students. 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 with relevant domain experty.

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 coordinator of the department should prepare semester wise plan of the expert

lecture and should make budgetary provisions before commencement of the semester.

It is the strength of the department to conduct excellent quality expert lectures to improve alumni connection and Industry-Institute Interaction. Hence, Head of the department should encourage faculty members of the department to conduct 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

After-one-month of teaching, the student's performance is analyzed through continuous internal assessment by conducting the class test.

Consistent monitoring, remedial classes, and extra practice sessions are conducted for slow-learners.

The subject teacher provides notes, question-banks. Based on need of student, revision of challenging topics is carried out by teacher.

The teachers give assignments and help learners to solve previous-question-papers.

The subject-teacher gives personal attention to such students.

Advance-learners are encouraged to prepare and appear for various competitive exams, to become members of various professional bodies through which they organize technical-events for students.

Students are advised to participate in group-discussions & technical quizzes to develop analytical & problem-solving abilities, thereby improving their presentation-skills.

Students are encouraged to conduct and participate in various activities to develop creativity. Active involvement of such students organizing Intercollegiate as well as national-level technical symposiums.

5. Preparation of Lab Practical's

5.1 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 withsome 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 oral exams. Make students write the answers of these FAQs.

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

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

5.2 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 (andyou 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.

6. Continuous Assessment and Evaluation

A.   Direct Internal Assessment
The direct assessment methodology is displayed in the following table

Direct Assessment Methods	
Assignment, Class and Open Book Test, Tutorial, Mid Term and End Term	• The assignment, class test and tutorial are qualitative indices designed to assess students' understanding of engineering knowledge and to develop problem solving skills.
Examinations	• Mid Term and End Term examinations evaluation is given in matrices for assessing the attainment of CO's. • Each examination is objective and descriptive in nature to attain course and program outcomes.
Laboratory Evaluation Oral Evaluation	• To assess student's practical knowledge with a basic theoretical understanding of subjects. • To assess students communication skills and confidence level.
Project Evaluation	• As per Project Workbook Guidelines.

1. **Assignment:** Course coordinator has to give 3 assignments for each course. Each assignment carries 10 marks for evaluation. Each assignment consists of 4 questions, each question containing 2 sub- questions. Assignment 1 should cover unit-1, 2; Assignment 2 should cover unit-3, 4 and Assignment 3 should cover remaining two units. The assignment evaluation is done with one viva voce question; each question carries one mark and one marks for assignment viva voce of each unit. The format for assignment evaluation attach herewith.

2. **Open Book Test:** Course coordinator has to conduct at least two open book test in each semester. The test has to be conducted for 20 Marks (each10) .

3. **Multiple Choice Questions (MCQ):** Course coordinator expected to conduct minimum 1 online/offline multiple choice question test in an each semester covering one unit of the course out of unit 1, 2 & 3 . Each test should carry minimum 10 marks.

4. **Unit Test:** Course coordinator will submit the paper to the exam coordinator of the department. Course coordinate consider the following points for Unit test.

a. Conduct unit-wise class tests.

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

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

d. Give the model answers for the questions.

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

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

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

5. **Mid Term Examination:** Course coordinator will submit the paper to the exam coordinator of the department. Mid-term examination conducted on two units (preferably Unit 1 & 2) for 30 marks. Student is expected to solve any two questions out of four as Q1 OR Q2 and Q3 OR Q4. It will attain two Course Outcomes.

6. **Laboratory Evaluation:** Most of the lab sessions are handled by 1 teacher in order to have special care for the students while experiments are being handled. A demonstrative presentation is given by the teacher concerned before every experiment. The Laboratory records are evaluated after the experiment is held. In other words, there is active involvement of the members of faculty Pre- experiment stage, at the time of experiment and after the experiment. The experiment records of each student are kept in two formats for continuous evaluation of the student in lab work. Laboratory evaluation is assessing student's practical knowledge with basic theoretical understanding of subject.

7. **Oral Examination:** Most of the oral examinations are taken by subject teacher in order to have special care for the students while checking experiments as well as assignment. Oral examination is given by the student in front of external examiner and subject teacher of that practical subject. Oral examination is assessing student's subject knowledge, communication skills and confidence level.

8. **Mock PR/OR Examination**

a. Conduct End-term mock Practical/Oral exam as per the academic calendar

b. Detailed time table should be displayed on the departmental notice board

c. There should be a panel of 2-examiners from the same department to evaluate students in mock PR/OR exam

d. Evaluation sheet for mock PR/OR exam should contain parameters as suggested by the BOS of their respective department

e. Conduct oral in every lab session to ensure proper understanding by students.

f. Upload updated PR/OR questions with answers keys on suitable platform.

9. **Project Evaluation:**

- Final year project should be selected as per the guidelines given in the course curriculum

- Final year project assessment should be based on the continuous project evaluation sheet (Project Diary) and guidelines given by the University

- Faculty guide of the sponsored project must visit to the industry to monitor progress of the project

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

- 5 minute video presentation of the project features

- Identify and encourage students to donate these projects which could be used inlabs as demo experiments

The quality of students projects are based on the following criteria:
- Cost effective (Economical) and benefits accrued.
- Ethical.
- Safe.
- Conservation of environment.
- Application.
- Product development.
- Research input.
- Review of work.
- Standard

B. Indirect Internal Assessment (Rubrics)

Indirect Internal Assessment is carried out using rubrics an analytical tool to assess Course Outcome

- Program assessment method
- Alumni Survey
- Employer Survey
- Industry Survey
- Course Exit Survey
- Programme Exit Survey
- Students Engagement in Extra curricular activities

Indirect Assessment Methods	
Programme assessment method	The program assessment methodology gathers statistics of students and faculty members participation in various activities viz. ISTE, IE(I) student chapters, NSS, workshops, seminars, conferences, paper presentations, internships, industrial visits and project exhibition attended and organized.
Alumni Survey	Gather the information about the success of the imparted program from the graduates.
Employer Survey	Gather the feedback about graduate's industry relevant skills
Course Exit Survey	To gather the satisfaction level offered by the program.
Students' Engagement in Extracurricular activities	The skills displayed in the portfolios such as • Student Forum • Sports • NSS • Rotary Club • Cultural club will demonstrate personal characteristics and accomplishments achieved by the students

7. Academics Monitoring (To be Considered from Academic Process manual)

7.1 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 ofthe lecture and suggest for improvements
3. Principal/HOD/Dean should conduct academic audit

7.2 Responsibilities of Departmental Academic Coordinator

1. Maintain departmental Academic file as per given format
2. Prepare departmental Academic Calendar
3. Report 10 minutes before commencement of classes and wait in corridor to maintaindiscipline 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 & mentor for smooth conduction of academics.
6. Conduct audit of course file, Mentor file 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.

7.3 Responsibilities of Class Teacher

1. Maintain class teacher file in given format.
2. Report 10 minutes before commencement of classes and wait in corridor to maintaindiscipline
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 theend of semester.
7. Monitor the attendance of each student and keep track of students who remain

absentcontinuously and call their parent (involve mentor of respective batch).

8. Parents undertaking for their defaulter students.
9. Check Student I-card daily and uniform on every Tuesday and Friday.
10. Take action on students who are using mobile phones in college campus.
11. Maintain overall discipline among students.

7.4 Responsibilities of Mentor:

1. Maintain Mentor file in prescribed format
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 Mentor-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. Parents undertaking for their defaulter students
14. Maintain data of students achievements
15. Maintain discipline among students.

7.5 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

academiccoordinator 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. Mentor 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. Academic Monitoring checklist report
3. Weekly monitoring report

End Sem Audit

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

8. Mechanism for grievance related to Internal and External examination

As per the curriculum, practical/oral/ Term work evaluation is done at the end of semester through an internal examiner appointed by institute and external examiner appointed by the University.

Term work is continuously assessed by the faculty members based on students' performance during the semester. Institute has evolved transparent continuous assessment mechanism.

Term work is evaluated on the basis of the unit tests, assignments, attendance, quiz, seminar, mock practical, mock oral, presentation, timely submission etc. Students' signatures are taken as and when the marks are entered in record.

Any grievance regarding the term work assessment is addressed by the respective teacher and head of departments.

To conduct the internal examinations with transparency, the pattern of question paper is discussed before the internal examinations with students.

In case, the questions asked in unit tests are out of syllabus, the marks for such questions shall be given by the subject teacher.

The model answer sheet is given to the students to understand the pattern of examination.

The modus operandi for evaluation of answers and areas of improvement are discussed with the students and marks are displayed on notice board.

The changes in the evaluation system, if any, were communicated to the students.

The grievances regarding SPPU examinations are resolved with the help of Chief Examination Officer (CEO).

The examination grievance redressal cell is formed including Principal and CEO. Detailed guidelines are provided by SPPU in advance.

Any grievance/request received from the students related to SPPU examinations (in-semester, end-semester, oral/practical etc.) such as discrepancy in exam form, hall ticket, question paper, malpractice, mark sheet, is discussed with the Principal and forwarded to SPPU examination cell for the necessary action.

All grievances are resolved timely.

9. Guidelines to the Students

a. Always be present on time for every Lecture and Practical.

b. 75% Attendance is compulsory.

a. Reduce the rate of Absenteeism. For availing leave, students have to take permission from mentor and Parents.

b. Students should perform experiments & complete the write ups of practical session.

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

d. Regular checking of Files/Journals within the time slots of practicals is required.

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

f. Make use of Standard text books.

g. 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.

h. View/Listen/Use NPTEL; online Academy; Recent papers published, white papers from industries website for Extra Material/Notes.

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

j. 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.

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

l. No use of mobiles in Classroom / Corridors / College.

Annexure A: Index list

A.1   Academic Coordinator File 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. Class Teacher & mentor scheme

7. Departmental Portfolio

8. Display of Monthly Defaulter List

9. Display of unit test marks of all subjects

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

13. Record of Guest/Expert lectures

14. Record of Visiting lectures

15. Industrial visits

16. Result of University Exam (Summary)

17. Remedial Coaching Time Table

18. 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 Mentor 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. Department Academic Calendar
2. Syllabus with Course Objectives
3. Master Time Table
4. Individual Time Table
5. Teaching & Practical Plan
6. Subject Notes (Handwritten Notes, Presentations)
7. Best Practices
8. Additional Topics Covered (other than syllabus)
9. University Question Papers & Model Answer Sheets (Insem & End Sem)
10. Question Bank (Theory)
11. Question Bank (Oral)
12. Assignments/Tutorial
13. Attendance Record
14. Continuous Assessment Record
15. Unit Test I: Question Paper, Attendance Record, Result
16. Unit Test II: Question Paper, Attendance Record, Result
17. Subject Result
18. Lab Manual
19. CO/PO mapping & attainments
20. Faculty Feedback

Policy Details:

Policy Name	Teaching-Learning Policy
Policy Number	APN/2018/2.1.1
Version Number	2.1.1
Effective Date	1 June 2018
Policy drafted by	Academic Monitoring Committee
Policy Applies to	Teachers and Students
Approved by	Management
Responsible Authority	Dean Academics
Superseding Authority	Principal
Date of last revision	-
References	-

Version History

Version	Approved By	Revision Date	Description of change	Author
2.1.1	IQAC	01/06/2018	Reformatted for Standardization	Dr. Niranjan Shegokar

Prepared by
Dean Academics

Reviewed by
Principal/IQAC

Recommended by
Director-TC