

“Techno-Social Excellence”

Marathwada Mitra Mandal’s Institute of Technology

S.N. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411047

Accredited with “A” grade by NAAC



“येथे बहुतांचे हित”

ACADEMIC POLICY 2023-24

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“Techno-social Excellence”
Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY
Lohgaon, Pune-411047



VISION

“Techno-Social Excellence”



MISSION

- ❖ Enhance Technology Transfer
- ❖ Implement entrepreneurship
- ❖ Promote global competency
- ❖ Integrate innovative pedagogy
- ❖ Create excellent human resource



CORE VALUES

- ❖ Teamwork
- ❖ Value Based Ethics
- ❖ Societal Trust
- ❖ Pleasant Environment
- ❖ Industrial Approach
- ❖ Committed Faculty
- ❖ Standard Report Writing
- ❖ Adaptive Research
- ❖ Lifelong Learning

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1. Academic Monitoring System (AMS)

The Academic Monitoring System is an integral part of the institution. It is used to improve quality and performance of the students beyond the curriculum.

The system is categorized as mentioned below.

1. Continuous Evaluation Process
2. Add-on facilities
3. Quality Assurance in AMS(Academic Monitoring System)
4. Attendance Monitoring Process
5. Teacher Guardian Scheme(TG)

1.1 Continuous Evaluation Process:

The performance of a student can be continuously evaluated by following parameters.

1. Pre-requisite Test
2. Assignments
3. Unit tests
4. Mock Practical/Oral exams
5. Presentation/Group Discussion on a specific topic(optional)

Extra lectures are conducted as per the requirement and remedial coaching for students showing low performance.

1.2 Add-on facilities:

Add-on /enrichment 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 /Expert lecturers
2. NPTEL lectures
3. Add-on courses
4. Flipped / Google classroom
5. Virtual lab sessions

1.3 Quality Assurance in Academic Monitoring System:

Quality in academics is ensured by conducting staff audit and feedback of different stakeholders such as students, parents, alumni, Industry etc.

- **Academic Audit:**
Inter department academic audit of faculty members is conducted per semester by AMC for quality assurance.
- **Feedback System:**
Feedback points out the shortcomings in the existing system. Every stakeholder plays important role by giving feedback as summarized below:

Sr. No.	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?

1.4 Attendance Monitoring Process:

Institution 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 high academic results. Daily attendance report, monthly defaulter list, provisional defaulter list and final detention list are part of attendance monitoring process. Parents are informed about their ward attendance by regular telephonic calls/bulk SMS/Email and conducting parents meet.

1.5 Teacher Guardian Scheme (TG):

The Teacher Guardian scheme is followed to ensure that the performance of students will improve and to maintain the student's record. Some of the functions of TG system are as follows:-

1. A teacher guardian is assigned to a group of students. He maintains individual information on personal/academic/co-curricular/extra-curricular of each student.
2. The students discuss with their respective teacher guardian regarding any issues and accordingly students are counselled. Teacher guardian conducts meetings regularly in a semester with the students
3. Teacher guardians maintain complete record of the students and update their parents about the developments by regular telephonic call/SMS/Email
4. Parent meeting is arranged in every semester.

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2. Policy for Theory Subjects

2.1 Subject Distribution

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

1. Teaching work distribution involves distributing subject, practical, seminar, project etc. It must be done immediately after the term end. This ensures that, staff gets sufficient time to thoroughly prepare the allocated subject and practical and can keep ready the course file before commencement of the next semester
2. Teaching work distribution should be done as per the syllabus structure given by the University. The entire workload of the semester of a department should not be less than the University prescribed workload of that semester.

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

2.2 Course Outcomes (CO), Program Outcomes (PO) and Program Specific Outcomes (PSO)

1. Course Outcomes

Course outcomes describes what a student is expected to know and to be able to do by the end of the of course. It explains to students what they will learn on successful completion of a subject or course. While writing course outcomes Course Coordinator should keep in mind:

1. The kind of knowledge and skills that are involved
2. The level of understanding desirable for students to achieve

A common way of approaching for course outcomes is as per the level of Bloom's taxonomy. It is recommended that one Course Outcome be assigned to one unit per course, as such there would be six CO's per course.

2. CO-PO/PSO Mapping

CO-PO/PSO mapping is an indicator of different levels: High, Medium, and Low. If a course outcome statement strongly complies with a particular PO/PSO statement then mapping level is high. If the course outcome attains respective PO/PSO partially then the attainment level should be medium. If the course outcome attains respective PO/PSO to some extent then the attainment level should be low. If the course outcomes do not correlate with respective PO/PSO, we can keep the attainment level null and try to find gap identification to achieve that CO.

3. CO-PO/PSO Mapping Justification

As per CO-PO/PSO mapping levels identified in point B above, justification should be written. Justification should include CO related keywords from PO/PSO

4. CO Assessment Tools

Course Outcome	Assessment Tool	No. of Units	Marks
CO1	Unit Test-I	2 (Unit-I & II)	30 Marks (15 Marks Each Unit)
CO2			
CO3	Assignment-I	Unit-III	15 Marks
CO4	Assignment-II	Unit-IV	15 Marks
CO5	Unit Test-II	2 (Unit-V & VI)	30 Marks (15 Marks Each Unit)
CO6			

Note:- If faculty want to conduct an additional evaluation process (i.e, Test and Assignment or others), they can conduct and must be added into CO-PO attainment.

2.3 Course Preparation

1. Keep the study material, course plan & lecture notes ready before start of the semester. Upload it on ERP/Google Apps as per the format
2. Handwritten Lecture Notes & PPTs should be prepared. It should be reviewed by peer/HOD
3. Standard text books, reference books as per SPPU syllabus are to be used for preparing Course material.
4. Use additional books on JEE, CAT, GATE, GRE for preparing course material to develop beyond the curriculum contents
5. The course plan indicates the references including standard books in detail to motivate the students to use these for preparation
6. Supplement your Lecture/Practical/Tutorial with brain teasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions
7. Form a resource pool, deliver lecture and share course material across the departments
8. View/Listen/Use NPTEL, Recent research papers, White papers from Industry website for providing additional Material/Notes to students
9. Arrange expert lectures by Industry persons on upcoming technology or career opportunities for the respective subject
10. Arrange the lectures/ add- on courses by the adjunct faculty members of the department
11. Various online courses can be completed well in advance before start of the semester

2.4 Conduction of Lectures

1. Course plan and handwritten notes/ text books/PPTs can be carried in the classroom
2. Engage class for entire duration of 60 min
3. Reach the classroom 5 min before the schedule
4. Allow latecomers to enter class in lieu of academic penalties
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 limited use of the PPTs
8. Make session interactive by discussing case studies and problem solving
9. NPTEL videos/ IEEE/ACM/Elsevier/White Paper should be discussed as a content beyond syllabus in the lecture

2.5 Conduction of Tutorials, Homework, Assignments

1. All the Assignments/Tutorials (i.e. numeric problems, software programs) to be assigned by respective subject teachers.
2. Make exhaustive list of problems for every assignment
3. Use Bloom's Taxonomy to design Tutorial/Assignments/Unit tests paper and mention the Bloom's level (1-Low, 2-Moderate, 3-High) that can be achieved as per "Guidelines for justifying Levels for CO-PO mapping"
4. Make extensive use of standard books for this activity

2.6 Student Performance Improvement

1. **Extra Lectures**
 - a. Arrange extra lectures as per the requirement
2. **Remedial Coaching**
 - a. Decision of conducting remedial classes for subjects should be taken at departmental level in consultation with HOD and subject teacher to achieve 100% result of the subject
 - b. Motivate students to attend remedial class
 - c. Discuss questions and answers with students
 - d. Remedial time table should also be communicated to parents

2.7 Guest/Expert Lecture

Academics, Industrial visits, co-curricular activities are important aspect in knowledge building of the students. 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. The expert lecture should be organized for some subject delivered by the Industry experts
2. Expert lecture should be conducted by Industry experts who have worked on that area
3. Expert lecture based on gap identification may be conducted on following topics
 - Content beyond syllabus of the subject
 - State of the art and research opportunities in the subject
 - Career opportunities in the subject
 - Any other topic based on case study or real life experiences of the experts on the subject

It is the strength of the department to conduct excellent quality expert lectures to improve alumni connection and Industry-Institute Interaction. 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

2.3.1 Procedure to conduct Guest / Expert Lecture

1. The topics for guest lectures are to be selected based on Gap Identification done for the subject
2. Mark the Guest Lecture slot in the course plan
3. Identify the eminent and experienced resource person, especially experienced Industry person of the domain or Senior Academician
4. Seek prior permission from HOD for arranging guest lecture
5. Send invitation letter to resource person and confirm date and time for scheduling guest lecture at least one week before actual conduction of lecture
6. Seek prior permission from the Principal for getting it sanctioned
7. Collect the amount in advance from account section
8. Conduct the guest lecture on the scheduled date and time
9. Take few photographs of the same

10. Collect feedback from the resource person for CO attainment
11. Issue a Thanking letter to guest/ resource person keeping acknowledgement of same
12. Collect feedback from the students on Google form (Soft copy)/ Hard copy for CO attainment
13. Settle the advance taken by submitting voucher in account section
14. Prepare guest lecture report having photographs and mention outcomes of the session conducted
15. Submit the report to the guest lecture co-ordinator in the department

2.8 Companion Teacher

2.3.2 Procedure for conduction lecture with Companion teacher

1. Companion Teacher policy is progressively implemented over the institution
2. HOD/senior faculty will accompany a subject teacher as a companion in theory Classroom
3. The Companion Teacher will be present for entire duration during the lecture of that teacher
4. The Companion Teacher will observe the following during his/her presence
 - Discipline in the classroom
 - Teaching methodology used by the teacher
 - Is the teacher's voice is audible?
 - Is the teacher interactive with the students?
 - Correct content delivery by avoiding repetition in lecture contents
 - Communication in English language
5. Proper feedback needs to be communicated to concerned teacher in presence of HOD

2.9 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.

2.10 Flipped Classroom

The flipped classroom is a pedagogical model in which the typical lecture and homework elements of a course are flipped. Short video lectures/ lecture notes are studied by students at home before the class session and assessment is done on the basis of exercises, projects, or discussions. The faculty members will share the study material with the students. Students will use these shared contents and learn the theory at home by themselves. Students prepared with the queries and clear it in the classroom by the faculty members It is decided that at least one such flipped classroom lecture to be conducted per subject by every faculty member.

Following will be the strategy for the implementation:

1. Identify topic (Lecture) for conduction of flipped class and mention it in course plan.
2. Share lecture notes and/or online video lectures with the students and announce, when the shared topic will be discussed in the classroom.
3. Students will download the shared contents and will use it to gain the knowledge of the topic and note down the queries , if any
4. In the classroom, the students will ask queries on the given topic and faculty member will resolve it during the course of discussion
5. Faculty member will give some assignments based on the topic and student will solve it.

Outcomes:

1. It increases self-learning ability of students
2. It Improves student involvement in learning and understanding of the subject
3. It will help students to improve their grades
4. Teacher can judge intellectual level of students based on their understanding

2.11 Google Classroom

Google Classroom helps the students and teachers to organize assignments and develop better communication. It is progressively used by the faculties for uploading teaching materials of all Units on Google Classroom

2.12 Virtual Lab Session

Virtual Labs is An Initiative of Ministry of Human Resource Development (MHRD) under the National Mission on Education through ICT. Its objectives are:

1. To provide a complete Learning Management System around the Virtual Labs where the students can avail the various tools for learning, including additional web-resources, video-lectures, animated demonstrations and self-evaluation
2. To share costly equipment and resources, which are otherwise available to limited number of users due to constraints on time and geographical distance

Following will be the strategy for the implementation

1. Identify topic/experiment (Lecture) for conduction of Virtual Lab session and mention it in session/Lesson/Lab Plan
2. Inform the V Lab Coordinator (Departmental) about the topic, date and time of the planned session.
3. Show the demonstration of the experiment to students and instruct them to perform the experiment
4. Inform students to give feedback of the experiment they have performed

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3. Policy for Conduction of Lab Practical

3.1 Experiment Preparation/Setup

1. Every staff should ensure setup is ready & functioning well by performing experiments / programs in lab before start of semester.
2. Lab assignment list should contain University prescribed list of assignments along with some innovative assignments like Virtual Lab and content beyond syllabus
3. All equipment's should be tested, calibrated as per the standard
4. Laboratory manuals should be updated before the start of every semester.
5. FAQs should be added at the end of each experiment so that students become ready to face orals exams. Make students write the answers of these FAQs
6. Follow the template for laboratory manual preparation. Keep the uniformity across the department

3.2 Lab Conduction

1. Faculty and lab assistant/ technical assistant should be present in the lab for entire 2 hour session
2. Complete practical assignment and its write-up in the stipulated time
3. Oral should be conducted in a group of students while checking write-up of assignment
4. Continuous assessment should be done by faculties
5. Record keeping of the completed journals should be maintained by faculties/lab assistants

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4. Policy for Continuous Evaluation

4.1 Unit Test

1. Conduct unit tests as per CO Assessment tool mentioned in section 2.2 C
2. Prepare the question bank for each unit by referring University Question papers, other study materials & share it with students.
3. Refer previous years University question papers for making question bank
4. Provide the model answers of the question banks to the students
5. The questions for the Unit Test should be from the question bank itself
6. Keep records of Unit Tests with respective subject teacher and department coordinator of Institution Examination Committee
7. Maintain a record of remedial action taken on the results of the Unit Test for improvement
8. Prepare question paper as per Blooms Taxonomy
9. Model Answer Sheet should be shared with students immediately after Unit Test

4.2 Assignments

1. Upload assignments on ERP/Google-apps
2. The assignments should be checked in time and maintain its record of evaluation

4.3 Mock PR/OR Examination

1. Conduct mock Practical/Oral exam as per the department policy
2. Detailed time table should be displayed on the departmental notice board
3. There should be a panel of examiners from the same department to evaluate students in mock PR/OR exam
4. Evaluation sheet for mock PR/OR exam should contain parameters as suggested by the BOS of their respective department
5. The oral on each practical should be conducted during lab session to judge the understanding of a student for contents delivered
6. Share updated PR/OR questions with answers to students

4.4 Group Discussion/Presentation

1. Arrange Quizzes, Group Discussions, and Questionnaire Sessions etc for students
2. Schedule student presentations on content 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 & Assessment should be based on the continuous project evaluation sheet and guidelines given by the University
2. Project are assessed by internal panel regularly in the semester. Project coordinator circulate the notice for the same.

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5. Policy for Monitoring Academics

5.1 Responsibilities of Principal/HOD/Dean

1. Principal/HOD/Dean should daily take round to monitor the academics
2. Monitor work of class teacher & teacher guardian for smooth conduction of academics
3. Audit of Teacher Guardian File
4. Audit of Class Teacher Files
5. Companion Teacher report
6. They are encouraged to randomly sit in the ongoing classes/labs and monitor quality of the lecture/lab and suggest for improvements
7. Take action on students who are using mobile phones during lecture session

5.2 Responsibilities of Department Academic Coordinator

1. Maintain department Academic file as per given format
2. Prepare Department Academic Calendar
3. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher
4. Conduct the scheduled audits per semester
5. Maintain discipline among students

5.3 Responsibilities of Google-apps Coordinator

1. At the beginning of the new batch email id is assigned to every student of every batch.
2. Email id is also assigned to every staff member
3. Every faculty should share Course material as per described format
4. Google Apps Coordinator should delete the email ids of the staff members who left the Institution.

5.4 Responsibilities of Examination coordinator

1. Displaying Time-Table and conduction of unit tests, insem, endsem exam as per academic planner of institute and university.
2. Provide guidelines for conduction of examination
3. Prepare various formats required for unit tests
4. Maintain unit test records

5.5 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 maintain discipline
3. Adjustment of lectures and practical sessions in case of absenteeism of faculty members
4. Submission of daily attendance report
5. Display monthly defaulter list at the end of each month & final detention list at the end of semester
6. 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).
7. Check student I-card daily and uniform
8. Maintain overall discipline among students

5.6 Responsibilities of Teacher Guardian

1. Maintain Teacher Guardian File with batch wise student roll call list
2. Keep contact details of students & parents
3. Record of previous semester result
4. Record of TG-Student meeting
5. Provide information about students to the class teacher whenever required
6. Student counselling whenever required
7. Maintain record of monthly defaulter list
8. Inform parent for parents meet

9. Telephonic call record of defaulter students should be maintained
10. Leave application form of students along with necessary documents should be maintained
11. Maintain record of monthly undertakings of defaulter students
12. Maintain discipline among students

5.7 Guidelines for Audit conduction

Staff audit is conducted regularly per semester. Course files including course plan, notes, assignments, lab manual etc. are checked as per the academic monitoring checklist prepared

Following files/data should be kept ready at the time of audit

1. Course files
2. Lab Manuals
3. Attendance Report
4. CO-PO Mapping
5. ERP record of subject
6. Continuous Assessment Report

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6. Policy for Students

1. Make use of **ONLY** Standard text books
2. View/Listen/Use NPTEL Recent papers published, white papers from industries website for extra material/notes.
3. Referring local books are strictly prohibited
4. Always be present on time for every lecture and practical
5. Students should perform experiments & complete the write ups in 120 min of 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. 100% Attendance is desirable and 75% compulsory as per the university norms
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

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7. Policy for Time Table Preparation

After subject distribution, department time table coordinator should prepare following time tables

1. Class time table
2. Lab time table
3. Individual time table
4. Master time table

Following guidelines should be used to prepare all the above time tables

1. Class time table should include Subject, Practical, Seminar, Project, TG slot, TPO lecture and whichever is relevant
2. Individual time table must include Subject, Practical, Seminar, Project work load along with slots for TG, Departmental meeting, Library and Research, whichever is relevant
3. There should not be any teaching load during Departmental meeting time slot. Hence, every staff of the department will be free during the departmental meeting.
4. Class and Lab time table should reflect its utilization. Utilization can be calculated as the ratio of total weekly teaching time slot in the class to the weekly academic time
5. Time table monitoring committee should ensure that
 - All the time table must be prepared and class time tables must be displayed on the department notice board and institution website one week before commencement of the semester
 - Classrooms and labs must be fully utilized for teaching, learning and imparting knowledge to the students

Annexure A: Academic Formats

A.1 Academic Coordinator File Index

Sr. No.	Particular
1	Academic coordination committee
2	Institute Planner
3	Department Academic Calendar
4	Class wise time tables & teaching load distribution
5	Class wise Roll call list
6	Daily Attendance Monitoring Report
7	Class Teacher & Teacher Guardian list
8	Departmental Portfolio
9	Monthly Defaulter List
10	Provisional detention list and action taken
11	Final detention notice on the last day of term end
12	Staff Audit Report
13	Record of Guest/Expert lectures/Resource Pooling
14	Record of Visiting lectures
15	Industrial visits
16	Result of University Exam
17	Remedial Coaching Time Table
18	ERP, Google classroom & Flipped classroom record
19	Notices

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A.2 Course File Index

Sr. No.	Particular
1	Vision, Mission Statement (Institute and Department)
2	Academic Calendar (Department, Institute, SPPU)
3	Time Table (Class Time Table, Individual Time Table)
4	Course Details (Structure, Syllabus)
5	CO, PO, PSO, PEO 1. Course Outcomes 2. Program Outcomes 3. Program Specific Outcomes 4. Program Educational Objectives 5. CO-PO-PSO Mapping 6. CO-PO-PSO Mapping Justification 7. CO-PO-PSO Attainment
6	Course Plan (Theory, Practical, Tutorial)
7	Attendance (Theory, Practical, Tutorial)
8	Continuous Assessment Sheet
9	Internal Evaluation Process (Refer Appendix A.9A) (Keep Question Paper, Marks, Sample(Best, Average, Weak) answer sheets) 1. Unit Test-I 2. Assignments 3. Unit Test-II 4. Others (If any)
10	Question Bank 1. Prepared using Standard Books 2. In-sem Exam Question Papers 3. End-sem Exam Question Papers
11	Content Beyond Syllabus 1. Curricular Gap 2. Activity Report
12	Course End Survey
13	Course Result along with last three year result
14	Weak and Bright Student 1. Identification Process 2. Activity Report
15	Remedial Class

A.3 Course Plan

Marathwada Mitra Mandal's Institute of Technology					
Department:		Semester:		Academic Year:	
Course Plan					
Lecture No.	Proposed Date	Completion Date	Syllabus to be Covered	Course Outcome	Teaching Methodology

A.4 CO, PO and PSO Mapping

A. CO-PO and PSO

Course Outcome	Statement
404188.1	
404188.2	
404188.3	
404188.4	
404188.5	
404188.6	

B. CO-PO Mapping

Course Outcome	PO												PSO	
	1	2	3	4	5	6	7	8	9	10	11	12	1	2
404188.1														
404188.2														
404188.3														
404188.4														
404188.5														
404188.6														

C. CO-PO Mapping Justification

Marathwada Mitra Mandal's Institute of Technology				
Department:	Semester:	A. Y.: 2023-24	Course:	
Sr. No.	CO	PO/PSO	Level	Justification

D. CO Assessment Tools

Course Outcome	Assessment Tool						
	Internal				External		
	Unit Test -I	Assignment	Unit Test-II	TW	In-sem	End-sem	PR/OR
404188.1	Y			Y	Y		Y
404188.2	Y			Y	Y		Y
404188.3		Y		Y		Y	Y
404188.4		Y		Y		Y	Y
404188.5			Y	Y		Y	Y
404188.6			Y	Y		Y	Y

CO Target	Average percentage marks of the assessment tool	
Attainment Level	1	40% students scoring more than target
	2	50% students scoring more than target
	3	60% students scoring more than target

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A.5 Academic Planner Format



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Academic Year: 2023-2024 Sem I (Jul. 2023- Dec 2023)

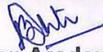
INSTITUTE PLANNER (V2-Aug 2023)

(Subject to revision as per Academic Calendar from SPPU)



Date	Jul-2023	Aug-2023	Sept-2023	Oct-2023	Nov-2023	Dec-2023
1				Sunday Week-14	Unit Test-II (TE, BE)	
2	Sunday Week-1		Academic Audit-II (SE-BE) Academic Audit-I (FE)	Mahatma Gandhi Jayanti		TE & BE Winter Vacation End
3	Academic Audit-I		Sunday Week-10			Sunday Week-23
4				Tentative date for FE InSem exam	Conclusion of Term for TE, BE	Conclusion of SE
5		TE & BE Student Feedback-I	Teachers Day		Sunday Week-19	
6		Sunday Week-6				Tentative Commencement SE Exam
7		Commencement of Sem-I (FE)			Tentative Commencement of TE & BE EndSem Exam	SE Winter Vacation Start
8				Sunday Week-15		
9	Sunday Week-2					
10	Commencement of Sem-I (TE, BE)	Commencement of Sem-I (SE)	Sunday Week-11		Diwali (Dhanotrayodashi)	Sunday Week-24
11					TE & BE Winter Vacation Start	
12					Sunday Week-20 Diwali (Narak Chat., Laxipoojan)	
13		Sunday Week-7				
14				Parent Teacher Meet (FE to BE)	Diwali (Balipatipada)	
15		Independance Day	Engineer's Day	Sunday Week-16	Diwali (Bhaubij)	
16	Sunday Week-3	Parasi New Year				Conclusion of FE
17			Sunday Week-12			Sunday Week-25
18		Unit Test-I (TE, BE)				FE Winter Vacation Start
19			Ganesh Chaturthi		Sunday Week-21	Tentative Commencement FE Exam
20		Sunday Week-8				
21			Unit Test-I (SE)			
22				Sunday Week-17		
23	Sunday Week-4					
24			Sunday Week-13	Dasara		Sunday Week-26
25						Christmas SE Winter Vacation End
26					Sunday Week-22	
27		Sunday Week-9			Guru Nanak Jayanti	
28		Tentative date for InSem exam (TE, BE)	Anant Chaturthi, Eid-E-Milad	Academic Audit-II (FE)	Unit Test-II (SE)	
29	Moharum			Sunday Week-18		
30	Sunday Week-5		Syllabus Coverage, Attendance Report, Student Feedback		Syllabus Coverage, Attendance Report, Student Feedback (FE, SE)	
31	Syllabus Coverage, Attendance Report	Syllabus Coverage, Attendance Report, Student Feedback		Syllabus Coverage, Attendance Report, Student Feedback		Sunday Week-27

Note: Unit Test for FE & DSE to be conducted by respective subject teacher in regular lectures


Dean Academics


Principal



A.6 Class Teacher File Index

Sr. No.	Particular
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.7 Google Apps

Create eight Folders per subject on Google Apps with following names:

- 1. Academic Information:**
Content: Time table, Academic planner, Roll call list, Academic calendar
- 2. Subject Material**
Content: University syllabus, structure, Course plan (with CO PO mapped)
- 3. Teaching Material**
Content: Create six subfolders and upload unit wise handwritten notes/copyrighted ppts (if applicable) per folder
- 4. Lab Material**
Content: Lab manual, Practical Plan
- 5. Question Bank**
Content: Minimum 15 questions on each unit (with model answers), University question papers
- 6. Unit Test**
Content: Unit test question paper after unit test with solution
- 7. Assignment:**
Content: MCQ's for FE/SE with answers justified
- 8. Additional**
Content: Content beyond syllabus, white papers, journal papers, NPTL lecture links etc.

A.8 PTM file Index

Sr. No.	Particular
1	Parent registration report
2	Parents feedback form
3	Meeting Report

A.9 Unit Test Index

A. For Course Coordinator

Sr. No.	Particular
1	Question Paper with model answers
2	Student Attendance Sheet
3	Result & Analysis Sheet
4	Remedial Actions if required & related documents
5	Sample Answer Sheets

B. For Institute Examination Committee Department coordinator

Sr. No.	Particular
1	Question Paper with model answers
2	Students Attendance & Result Summary Sheet

A.10 Unit Test Formats

1. Question Paper

Marathwada Mitra Mandal's Institute of Technology Computer Engineering [2022-23] Unit Test-II				
Subject : [210252] Data Structure & Algorithm Satre			Faculty : Dinesh	
Year : SE- (DIV B)	Marks : 30	Date : 22 May, 2023	Duration : 60 Minutes	
Instructions 1. Solve Q1 or Q2 and Q3 or Q4 2. Mobile phones and programmable calculators are strictly prohibited 3. Assume suitable data whenever required				
Question	Marks	CO	Bloom's Level	Performance Indicator
Q1.A				
Q1.B				
OR				
Q2.A				
Q2.B				
OR				
Q3.A				
Q3.B				
OR				
Q4.A				
Q4.B				

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2. Attendance Sheet

Marathwada Mitra Mandal's Institute of Technology Computer Engineering [2022-23] Unit Test Attendance Sheet				
Subject		Marks :	Date :	Duration :
Year :				
Sr. No.	Roll No.	Name of Student	Sign	Mark Obtained

3. Attendance & Result Summary

Marathwada Mitra Mandal's Institute of Technology Computer Engineering [2022-23] Unit Test Attendance Sheet					
Subject		Marks :	Date :	Duration :	
Year :					
Sr. No.	Roll No.	Name of Student	CO1 Mark	CO2 Mark	Total Mark

A.11 Analysis of Subject Result and Action Plan for Remedial

Name of Staff:

Department:

Subject:

Class & Div:

Semester:

No. of Students Appeared in Exam:

No. of Students absent in Exam:

No. of Students passed:

% of Passing:

No. of Students failed:

% of Failure:

Last three years result of the subject

Current Year-3	Current Year-2	Current Year-1	Current Year

Reasons for improvement/decline in the result (Comments by Subject Teacher):

- 1.
- 2.

Action plan for Remedial:

Date	Agenda

Reasons for Absence/Failure in the Subject _____

Sr. No.	Seat No.	Name of Student	Marks Obtained			Reason for Absent/Fail	Sign
			Insem	Theory	Total		

Date:

Name & Sign of Subject Teacher

A.12 Guest Lecture Record

“Techno-Social Excellence”
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DEPARTMENT OF -----
ACADEMIC YEAR ---- SEM - --
Guest/Expert Lecture Record

Sr. No.	Name of Coordinator	Subject	Class	No. of student present	Date	Time	Name of Resource Person

HOD

A.13 Companion Teacher Record

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DEPARTMENT OF -----
ACADEMIC YEAR ---- SEM - --

Details of Companion Teacher for Sem-I, A.Y.-----

Sr. No.	Class	Subject	Division	Coordinator	Companion Teacher	Topic Covered

Note: Kindly follow companion schedule. Companion teachers are requested to attend assigned course's lecture at least once in a week.

HOD

A.14 Resource Pooling Record

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Record of Resource Pooling Sem----- A.Y. -----
Department-_____

Sr. No.	Faculty Name	Subject Name	Class	Topic	Date of Conduction	Total no. of present students

A.15 Attendance Monitoring Format

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Department-_____

Course Code	Course Name	Instructor	Time	Attendance

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Annexure B: Student Formats

B.1 Parents SMS format

1. Greetings from MMIT, Pune. The (month) attendance of your ward is ----- His/her attendance below 75% may result in DETENTION of your ward.
2. Greetings from MMIT, Pune. The Unit Test Performance of your ward is (Sub1: Result), (Sub2: Result), (Sub3: Result), (Sub4: Result), (Sub5: Result).
3. Greetings from MMIT, Pune. The University Result of your ward is (Fail/Backlog with -- -- subject/Pass with SGPA).
4. Greetings from MMIT, Pune. The Parent-Teacher Meet is scheduled on (date). Your presence is important to know the progress of your ward.

B.2 Students Leave Application

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STUDENT'S APPLICATION FORM FOR LEAVE

Date:

To,
The Teacher Guardian,
Div..... Batch.....

Respected Sir/Madam,

I require the day(s) Leave for the following reason. Please sanction the leave.

Name of the Student:.....

Division:..... Roll No.:..... Date(s) on which leave(s)
required:..... Total day(s):.....

Reason for leave:.....

Contact no. when at leave:.....

Thanking You.

Yours Obediently
(Name & Sign of the student)

Leave sanctioned/not sanctioned
(Name & Signature of Teacher Guardian)

B.3 Monthly Undertaking

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MONTHLY UNDERTAKING

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

The detailed attendance record for the month.....is.....% and cumulative attendance up to end of monthis below 75% shown to me and I agree for the same record. Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in.....as per rules of SPPU. Because of this, I will have to seek admission in the same class next year.

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 cumulative attendance falls below the norms of SPPU, college authority can detain me as per university rules and I will not hold the college authority responsible for the academic and other losses arising out of it. I will be fully responsible for the same.

Date: / /20

Sign of Student
(Name of Student.....)

I, Mr/Mrs.....father/mother/.....of
Mr. /Missstudent, am agree with above undertaking and we will
be fully responsible for the same.

Further I give the assurance that I will take care so that such situation will not occur in future.

Sign of Father/Mother/.....
(Name :.....)

Date: / /20
Place:

B.4 Final Undertaking

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**UNDERTAKING
(FOR CUMMULATIVE ATTENDANCE)
(From / TO /)**

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

The Cumulative attendance record till is shown to me and I agree for the same record.

Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in.....as per rules of SPPU. Because of this, I will have to seek admission in the same class next year.....by paying full fees

Hence I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per university norms

In future if my attendance falls below the norms of SPPU, college authority can detain me as per University rules and I will not hold the college authority responsible. I will be fully responsible for the same.

Date: / /20

Sign of Student
(Name of Student.....)

I, Mr/Mrs..... father/mother/.....
of Mr./Miss.student, am agree with above undertaking and we will be fully responsible for the same.

Further I give the assurance that I will take care so that such situation will not occur in future. In case, if my ward is detained by college, I will not hold college authority responsible for the same.

Sign of father/mother/.....
(Name :.....)

Date: / /20
Place:

B.5 Telephonic Records

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TELEPHONE RECORD OF TEACHER GUARDIAN

Name of Teacher Guardian: _____ Class: _____ Div: _____ Batch: _____

Sr. No.	Date	Roll No.	Name of the Student	Tel. No.	Report of telephonic talk with parents	Remark

Name & Sign of Teacher

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Annexure C: Assessment Formats

C.1 Google Apps Verification Format

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Google Apps Verification

Course	Course Coordinator	Academic Information (Time table, Academic planner, Roll call list, Academic calendar)	Subject Material (University syllabus, structure, Course plan (with CO PO mapped))	Teaching Material (Create six subfolders and upload unit wise handwritten notes/copy righted ppts (if applicable) per folder)	Lab Material (Lab manual, Practical Plan)	Question Bank (Minimum 15 questions on each unit (with model answers), University question papers)	Unit Test (Unit test question paper after unit test with solution)	Assignment (Questions with Bloom's Level)	Additional (Content beyond syllabus, white papers, journal papers, NPTL lecture links etc)

C.2 Academic Summary Report

Sr. No.	Name of the Teacher	Class	Subjects	Total Lecture Planned	Total Lecture Conducted	NPTEL /Guest lecture organised	V Lab/ Flipped Classroom Conducted	Any other

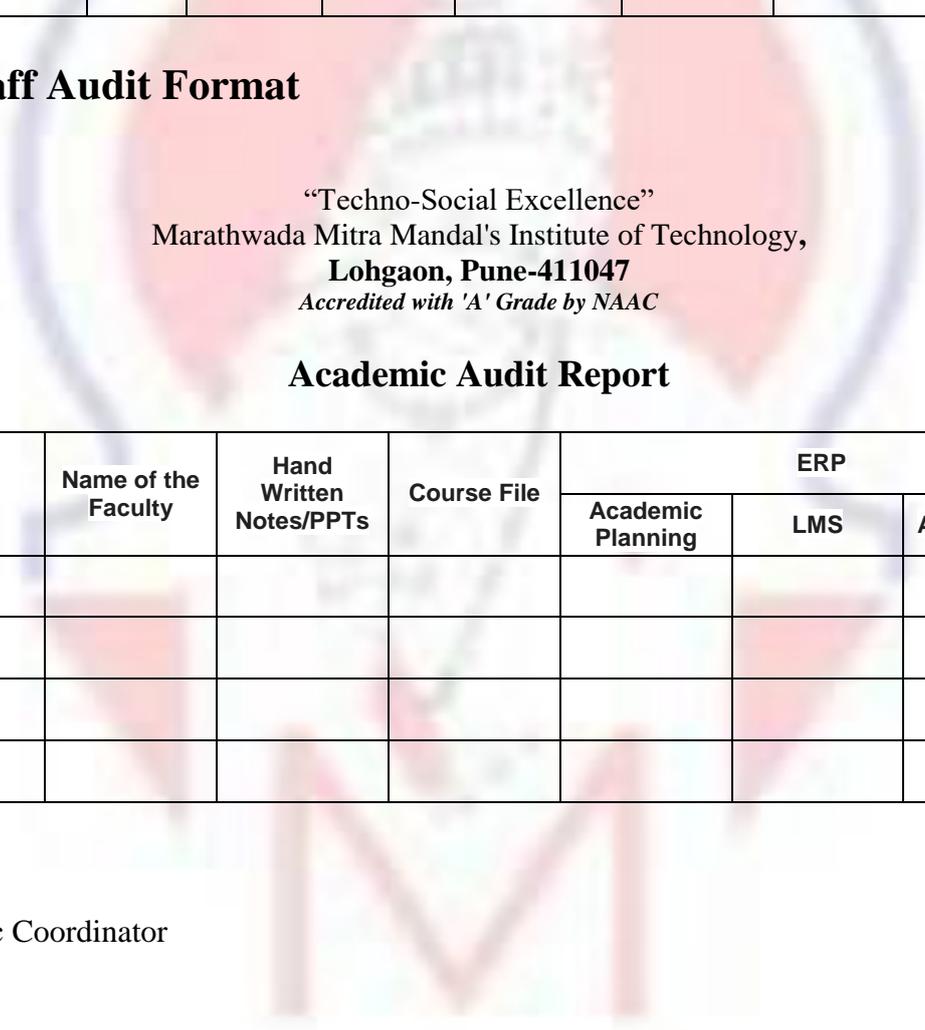
C.3 Staff Audit Format

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Academic Audit Report

Sr. No.	Name of the Faculty	Hand Written Notes/PPTs	Course File	ERP		
				Academic Planning	LMS	Assignments

Academic Coordinator



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Annexure D: Feedback Forms

D.1 Parent's Feedback Form

“Techno-Social Excellence”
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Parents Feedback Form

Academic Year: _____ **Class:** _____ **Branch:** _____ **Date:** _____
Name of Parent: Mr./Ms/Mrs. -----
Name of student: ----- **Student's Contact No:** -----
Parent's Contact No: 1) ----- 2) -----
Email-Id: 1) ----- 2) -----

Note: Grades*: A – Excellent B – Good C – Average D – Poor

Sr. No.	Item	Grades	Any other comments/suggestions
1	Infrastructure Facilities namely library, laboratory, canteen and other campus facilities		
2	Quality of academic resources, teaching aids such as Google-Apps, Handwritten notes, Lab manuals etc.		
3	Encouragement to students for participation in various co-curricular activities		
4	Quality of teaching		
5	Efforts taken by department for overall grooming and personality development		
6	Programmes arranged by the department for achieving industry exposure such as industrial visits, guest lecturers etc.		

Parents/Guardian Sign

D.2 Alumni Feedback Form

“Techno-Social Excellence”
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Alumni Feedback Form

PERSONAL PROFILE

Name			
Date of Birth		Nick Name in College	
Branch of Study		Year of Admission	Year of Passing
Further Studies			
Visits abroad			
Name of Spouse		Marriage anniversary	
Names of Kids			

WORK PROFILE (Start with the present work)

Organization	Nature of Work	Year from	Year to

WE NEED YOUR FRANK RESPONSE TO ISSUES

Issues needing your response	Yes	No
Do you think your Alma mater has the potential to improve?		
Do you think your Alma mater has the Academic ambience for producing high-quality graduates?		
Do you think years, you spent at the College, have given you the necessary confidence in work?		
Do you think the overall development of your personality was possible at the College?		
Do you think the Interaction with Industry during your study was adequate?		
Do you think the Faculty encouraged your hands-on competence to justify your competence?		
Do you think the Management supported your other-than-studies aspirations?		

Do you think the Parental satisfaction during your study at the College was adequate?		
Do you think your Alma mater stands in good comparison with other colleges in the region?		
Do you think the augmentation of Syllabus would help the students? [if so, which ones?]		
Do you think your Alma mater's present Under-graduate courses need diversification?		
Do you think your Alma mater needs to go in for post-graduate courses?		
Do you think your Alma mater needs to have a more Hostels?		

Please express your views on strengths, weaknesses, areas that need improvement, Opinions on Faculty / Management etc. briefly

Academic Environs	
Faculty / Learning Environs	
Facilities / Utilities	
Governance and Management	

YOUR SUGGESTIONS FOR

Your Specific suggestions on how the College could develop into a global institution	
--	--

YOUR CONTRIBUTION TO

How do you think YOU AS ALUMNI could contribute to the College Resources and strengthen it to become a Global Institution	
---	--

YOUR MAILING ADDRESS

Name	
Address	
PIN	
Mobile	

Alumni Sign

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D.3 Employer Feedback form

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Employer Feedback Form

About the Company:

Name of the Company	
Name of the person filling the form	
Designation	
Email ID	
Mobile No.	
Office Telephone No	

Feedback about the Employee to be filled by Employer:

Sr. No	Description	Excellent	Very Good	Good	Average	Poor
1	Curriculum (based on knowledge of the employee)					
2	Communication Skills					
3	Independent Thinking & Problem Solving Ability					
4	Leadership skills/Ability to work in team					
5	Inclination to adopt new Technology/Location					
6	Ethics					

Any Suggestions:

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Place :

Seal & Signature

D.4 Guest/Expert Feedback

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Feedback of Guest/Expert

Name: _____

Organization/Institute: _____

Date: _____

Interaction with students?

a. Excellent b. Good c. Average d. Poor

Understanding of students related to topic?

a. Excellent b. Good c. Average d. Poor

Are the students interactive?

a. Yes b. No

Are you able to use LCD facility in the Classroom?

a. Yes b. No

What is your opinion about the standard of syllabus?

Suggestions(if any)-

Sign-----
Name-----

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