IQAC Manual

2024-25

Shri Shivaji Institute of Engineering and Management Studies, Parbhani

(Approved by AICTE, DTE & Affiliated to DBATU Lonere)

ISO 9001:2015 Certified

Marathwada Shikshan Prasarak Mandal's

Shri Shivaji Institute of Engineering and Management Studies, Parbhani

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IQAC Manual (First Edition)

INTERNAL QUALITY ASSURANCE CELL (IQAC 2024-25)

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1. INTRODUCTION

ABOUT IQAC:

The Internal Quality Assurance Cell (IQAC) at SSIEMS serves as a pivotal entity in the ongoing pursuit of excellence within the institution. Established with the objective of enhancing and institutionalizing quality assurance strategies and processes, the IQAC is dedicated to fostering an environment that emphasizes continuous improvement across all academic and administrative activities. This commitment ensures that the institution not only meets but exceeds the highest standards of quality in education and management.

In an era where educational institutions are increasingly held accountable for their outcomes, the IQAC at SSIEMS stands as a cornerstone for promoting quality assurance. The cell operates under a framework that prioritizes systematic planning, execution, and review of various academic and administrative processes. By establishing predefined processes for institutional activities, the IQAC lays a solid foundation that helps in maintaining consistent quality across all functions of the institution.

One of the primary functions of the IQAC is to assess and refine quality parameters that cover diverse aspects of the institution. This includes, but is not limited to, admission quality, student profiles, placement outcomes, result analysis, and feedback mechanisms. By focusing on these key parameters, the IQAC ensures a holistic approach to quality assurance that encompasses both academic performance and student development.

Moreover, the IQAC plays an instrumental role in fostering collaboration among various academic committees within the institution. It encourages a cohesive effort toward achieving quality benchmarks by promoting communication and feedback between faculty, students, and administrative bodies. This collaborative approach not only strengthens the quality assurance processes but also empowers stakeholders to take an active role in institutional improvement.

To further enhance the academic experience, the IQAC actively promotes research and innovation through sensitization programs aimed at improving the quality of research publications and citations. The cell encourages faculty members and students to engage in research activities and develop skills that align with the latest industry trends and academic standards. Additionally, functional Memoranda of Understanding (MoUs) with various industries provide students with invaluable exposure to real-world practices, thereby bridging the gap between theoretical knowledge and practical application.

The IQAC also prioritizes the assessment of teaching and learning outcomes through a systematic review process. Regular evaluations, including course-end surveys and program

assessments, are conducted to analyze the effectiveness of the teaching methodologies employed. This data-driven approach allows for the identification of areas requiring improvement and the implementation of necessary corrective measures.

Another critical function of the IQAC is its emphasis on maintaining a conducive learning environment. By continuously monitoring infrastructure quality, classroom dynamics, and the integration of Information and Communication Technology (ICT) tools, the IQAC ensures that the physical and technological aspects of the institution align with contemporary educational practices.

In conclusion, the Internal Quality Assurance Cell at SSIEMS is dedicated to establishing a culture of quality that permeates every facet of the institution. Through its strategic initiatives and collaborative efforts, the IQAC is committed to enhancing academic excellence and operational efficiency. By focusing on continuous improvement and stakeholder engagement, the IQAC not only meets the institution's immediate quality assurance needs but also positions SSIEMS as a leader in education, equipped to navigate the challenges of the evolving academic landscape.

Vision & Mission

Vision of IQAC

To foster continuous improvement and institutionalize quality assurance processes, ensuring excellence in all aspects of the institution's academic and administrative operations.

Mission of IQAC

To implement standardized practices, monitor quality parameters, promote research, encourage industry collaboration and regularly review teaching-learning processes, while continuously seeking innovative ways to enhance student and faculty outcomes.

Benefits of IQAC

1. Improved Academic Performance: Enhanced teaching-learning methodologies lead to better student outcomes.

2. Increased Research Output: Promotes quality research and publications, enhancing the institution's academic reputation.

3. Higher Placement Rates: Improved placement quality through industry collaborations and internships.

4. Student Engagement: Encourages participation in seminars, workshops and technical events for holistic development.

5. Institutional Recognition: Contributes to awards and recognitions for both faculty and students, enhancing the institution's profile.

CORE VALUES:

1. Integrity :Integrity is the exercise of being truthful and showing a reliable and uncompromising devotion to strong ethical principles and values. We practice a shared decision-making process and promote trust through professional courtesy and fair treatment. Imbibe values of the institution through dedication to one's work. Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all the levels of the community.

2. Respect Respect is the essential foundation for working collaboratively. Institute recognizes the expertise of teaching and non-teaching staff and respect their contribution towards the institution. Institute value and respect the efforts of the staff as they contribute to the wellbeing of the society. Day to day interactions with students, colleagues, parents and other stakeholders are conducted honorably and respectfully.

3. Diversity Institute believes in diversity and promote respect to all cultures by adopting inclusive work environments where people are valued for their cultures, experiences, skills, knowledge and capabilities. Institute provides culturally inclusive and responsive services to all the stakeholders. Institute encourages students to express the diversity on various occasion. People from various parts of the country are given opportunity to serve institution and contribute in varied ways.

4. Excellence We strive for excellence in all our academic pursuits. We are committed to innovation in our teaching, research, and outreach to our communities. We commit to continuous self- improvement to achieve excellence in all our endeavors. We encourage our staff and students to strive to achieve their best. Dedication and practice is one, which helps us to surpass the ordinary standards, We continuously evaluate and improve programs, services, systems, and policies pursue excellence. We provide excellent learning environment that lead to the acquisition of knowledge and skills necessary to achieve, career advancement, personal enrichment, leadership, and service to the community.

5. Quality Institution maintains good and high standards in teaching & learning, student centric support, encouragement for overall development of students and staff. We gear up ourselves to the changing needs of the society. We encourage creativity, innovation, and foster a learning

environment that ensures program quality. To strengthen the overall effectiveness of curriculum, instructional delivery, and operations, excellent infrastructure is provided.

QUALITY IN EDUCATION

The graduates must come out of the institute/university equipped with requisite qualifications and skills that the society and the country need for achieving higher economic growth and prosperity. Here quality of graduates has been defined as, fitness of purposes (Woodhouse, 1999). Quality education includes (UNICEF, 2000):

1. Quality of learners with commitment and interest to explore their potentials maximizing the learning opportunities;
2. Environments that are healthy, safe, protective and gender-sensitive, and provide adequate resources and facilities;
3. Content that is reflected in relevant curricula and materials for the acquisition of basic skills, attitude and knowledge referring for life;
4. Processes through which effective and student centered teaching learning and meaningful assessment to facilitate attainment of learning and reduce disparities; and
5. Outcomes that encompass knowledge, skills and attitudes, and are linked to national goals for education and positive participation in society.

QUALITY ASSURANCE SYSTEM

Quality comes out of a well-structured process or system. This system refers institutional arrangements including infrastructure, evidence of good practices, and guiding principles for education. Quality assurance process determines whether the graduates achieved the predetermined standard in terms of knowledge, skills, attitudes and values that addresses the expectations of the stakeholders. The quality assurance process includes, designing academic programs with specific Learning Outcomes, strategies, implementation, and systematic review of the process to measure the effectiveness and continuous improvement.

Performance Indicators

Performance Indicators are key instruments for measuring the progress of planned activities1. IQAC is responsible to introduce and implement the QA process within the university.

2. Role of IQAC

1. **Quality Assurance Framework:**

Develops and implements structured processes for all institutional activities, ensuring adherence to quality standards.

2. **Monitoring Academic Activities:**

Oversees and coordinates academic assessment activities, involving heads of departments and faculty members to promote continuous improvement in teaching and learning.

3. **Feedback and Analysis:**

Collects and analyzes feedback from students and faculty to identify areas for improvement. This includes conducting course end surveys and ongoing course reviews.

4. **Collaboration and Communication:**

Facilitates communication between faculty, students, and management, ensuring that decisions and recommendations are effectively implemented.

5. **Promoting Research and Industry Interaction:**

Organizes research sensitization programs and fosters industry connections through MoUs, internships, and guest lectures, enhancing practical exposure for students.

6. **Infrastructure and Innovation:**

Recommends necessary infrastructural improvements and innovative teaching practices based on departmental needs and curriculum changes.

7. **Audit and Review:**

Conducts regular internal and external audits to assess both academic and administrative aspects, ensuring compliance with quality standards.

8. **Program and Course Assessment:**

Analyzes learning outcomes and assesses program effectiveness, using insights from feedback and performance metrics.

9. **Student Support:**

Implements counseling services and special training programs to support student development and address individual needs.

10. **Continuous Improvement:**

Encourages participation in national technical events and plans industrial internships to enhance students' practical skills and knowledge.

Major objectives of IQAC

1.Enhance Quality Assurance: Institutionalize effective quality assurance strategies and processes across all institutional activities to ensure a high standard of education.

2.Monitor Academic Standards: Systematically review and enhance the teaching-learning process to achieve and maintain academic excellence.

3.Promote Research and Innovation: Foster a vibrant culture of research and innovation among faculty and students to improve academic output and relevance.

4**.Facilitate Industry Interaction:** Establish and maintain collaborations with industries to provide students with exposure to practical applications and industry practices through internships and projects.

5.Ensure Continuous Improvement: Conduct regular assessments and reviews of institutional quality and student performance to implement necessary improvements and ensure sustainable growth.

Functions of IQAC

1.Quality Monitoring: Oversee and evaluate the quality of admissions, placements, and overall student performance to ensure high standards are maintained.

2.Academic Assessment: Coordinate and manage academic assessment activities to enhance student learning outcomes and academic effectiveness.

3.Infrastructure Recommendations: Identify and recommend necessary infrastructural improvements based on the evolving needs of the curriculum and academic programs.

4.Attendance Monitoring: Regularly monitor and track student attendance and performance to ensure accountability and engagement.

5.Counseling Support: Provide individualized counseling for students to help them address academic challenges and enhance their learning experience.

Composition of IQAC

The composition of IQAC has internal as well as some eminent external experts well known in their chosen domain of expertise. They attend IQAC meetings and give valuable suggestions. The composition of the IQAC isas follows:

Sr.No.	Name of Member	Designation	Representative
1	Dr.Anand Pathrikar	Director	Chairman
2	Shri Anil Sakharam Nakhate	Joint Secretary(MSP Mandal)	Representative of Management
3	Dr. Rohidas Nitonde	Vice- Principal	External Expert
4	Prof.S.S.Siddiqui	Assistant Professor	Co-ordinator
5	Prof.S.P.Paikrao	Assistant Professor	Member
6	Prof.A.S. Wadhawe	Assistant Professor	Member
7	Prof.B.R.Shinde	Assistant Professor	Member
8	Prof.V.K.Pawar	Assistant Professor	Member
9	Prof.A.S. Shaikh	Assistant Professor	Member
10	Mr.Vikas Solanke	Office Superintendent	Member
11	Mr.Sandeep Chavan	Librarian	Member
12	Mr.Vaibhav Kadam	Operational Manager	Employer
13	Mr.Viresh Kariappa	Founder and CEO	Industrialist
14	Ms.Rasika Choudhari	Alumni	Member
15	Ms.Asra Jabeen	Student Representative	Member

3. Quality Assurance Areas

IQAC areas: IQAC plays vital role in improving quality of academic and administrative processes and practices. It sets the benchmarks for various academic and administrative activities of the institution and every department will adhere to achieve the same. IQAC ensures quality enhancement at institute and develop quality culture in the institution. Ensure enhancement and coordination among various activities of the institution and disseminate good practices. Build an organized methodology of documentation and internal communication. It also acts as an apex at institute level and helps in adopting and dissemination of best practices.

Academic Monitoring:

Curriculum: IQAC will facilitate the integration of the procedure in redesigning and modernizing the curricula to accommodate the job market requirements. The curriculum plays a crucial role i achieving the mission and objectives of the institute including intended learning outcomes and overall effectiveness of the programs. Review process and involvement of major stakeholders with special attention to achievement of LOs, employability of the graduates, course evaluation by respective course teachers, identifying gaps and lapses in existing curriculum through curriculum alignment, initiative to close the gap;

Teaching learning method, in fact, sets the stage for everything in terms of learning outcomes. Efforts in this area pay great dividends in terms of attainment of learning goals and quality of education as well. Attainment of learning goals depends on the role and involvement of students and teachers in the process. Teachers need to be diligent in transferring new knowledge to the students effectively so that the goal of teaching succeeds. The teachers should use innovative teaching techniques to make the students keen, focused and interested to learn the subjects taught, and are able to maintain a scholarly approach for engaging students in academic activities.

Use of Lesson plan: Use of lesson plan is a growing practice in teaching learning internationally. It specifies the subject matter to be taught, learning objectives and assessment of that learning for each and every class. As a result, at the beginning of a session students become very clear regarding what will be taught, how it will be taught, how the attainment of learning will be assessed and subjects they supposed to learn.

Technology integration: In this age of information technology work has become increasingly computer centric. As such, technology integration in teaching is very critical for quality in education. Technology integration in teaching learning will make it a lot easier and more effective

to communicate ideas and complex subjects meaningfully in class rooms. In addition, use of technology in teaching will encourage students to access e-resources for studying, use computer for academic preparation and IT devices for problem solving. To achieve this ,IQAC recommandes faculty development programs to upgrade skills.

Skill Development Mechanism: It is required to keep in mind that education is all about to gain a set of skills. Such skills will make the graduates competent to face the reality of life, to develop the attitude of lifelong learning and to contribute in the socioeconomic development of the country. As such, teaching learning should not be confined within the class room only. Classroom learning is not enough to develop the desired skills. IQAC helps department to prepare comprehensive skill development plan incorporating the curricular, co-curricular and extra-curricular activities.

1. Student performance Assessment Student Assessment is comprised of a set of activities to measure the attainment of learning outcomes. Assessment is a systematic process of collecting, analyzing and interpreting information to determine the extent to which learning objectives have been achieved. Assessment creates a basis for judgment on the performance of student. Thus, effective and appropriate performance assessment approach is very important to judge the level of attainment of learning outcomes and skill development. It needs to be confirmed that students are well informed about the criteria, processes, techniques, tools and rubrics that will be used to assess performance. Student performance assessment approach must be focused on higher order learning.IQAC take regular feedback from students and department on assessment and evaluation strategy

A. Training & Placement: Quality of graduates is mostly measured by the employability and extent of contribution to the organizations, community and national development.. All types of jobs are not necessarily suitable for all students. Career counseling and placement arrangement may play a very critical role to get the right job opportunities and selecting suitable career path. IQAC review training and placement activities to make sure students are getting guidance for higher education and career enhancement.

B. Academic Audit In addition to the self-assessment quality assurance uses internal audit as the tool for monitoring the implementation of policies and evaluate the performance of the faculties and departments. Quality assurance audits are performed in order to ensure that the systems are in place and are being followed properly. The IQAC shall conduct internal audit on a regular basis to ensure that the activities of the faculties and departments comply with the quality assurance framework and standards. During the audit the IQAC will collect all relevant information pertaining to the various activities of the concerned department or faculty, analyze the information collected for producing a

comprehensive report. The faculty or department shall take the necessary steps to act upon the points raised in the report for the effective management of quality assurance at the faculty or department.

C. Community Services: The quality assurance system needs to ensure that the institute makes a significant contribution to the community, to the society and to the country. Community involvement is an effective way of understanding the social issues and working with people. Community involvement aims to improve students'' knowledge, skills and confidence and organizational ability and resources. Community involvement makes an important contribution towards promoting lifelong learning, social inclusion and active citizenship. IQAC shall arrange program through NSS to inculcate sense of commitment and responsibilities toward society

D.Empowerment of staff:

It is to be ensured that the staffs of all categories including academic, support, technical and administrative are adequate and skilled to meet the requirements of academic standards and strategies of teaching learning. Quality assurance recognizes the importance of training and development. Training is very important to enhance the professional skills of the staff and to keep them up-to-date with best practices in quality assurance. Institute has a well-organized staff development policy and programs for its implementation.

E. Research and development

The core objective of institute is to contribute to the sustainable development and improvement of society as a whole. It is undeniable fact that research forms the basis of creativity and innovation, which is regarded as critical for sustainable growth and development. Research also makes teaching learning effective and practice oriented. Institute has appropriate facilities and provisions to carry out research and also motivate faculty members and competent students to go for research and innovation.

4. Key Initiatives of IQAC

Faculty Appraisal system:

There is a well-established faculty appraisal system with following objectives:

a. Assess and promote excellence in the teaching-learning process

b. Meet the educational needs of students by continually monitoring instructional performance

c. Provide a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement

d. Provide a basis for professional growth and development of faculty members

Each faculty submits a faculty appraisal form and the same are consolidated by the Head of the Department. The Strength and Weakness of the faculty member in all the criterions are analyzed by the Head of the Department and the Head of the Institute and the same will be conveyed to the faculty member for further improvements. The self-appraisal scores with the recommendations of the Head of the Department and the Head of the Institute will be considered by the management for career advancements.

Use of ICT:

Teaching has been strengthened by extending the facilities of LCD projectors, laptops/desktops, and Learning Computing Software, Internet connection, Wi-Fi in all academic areas including hostels/guest houses, Library etc to promote ICT learning.

Teaching Learning Centre has been established. Moreover, NPTEL, FLOA and other Open Source Study materials are used for the purpose of teaching and learning. ICT & Other tools such as Web Online Public Access System (Web OPAC), Digital Library, etc have been deployed for maximum access to the library collection.

Academic and Administrative Audit:

1. Upgrading academic and administrative processes is a continuous endeavor for the institution. As per the recommendation of IQAC, a standardized Academic and Administrative audit process is introduced with an objective of self and external evaluation and sustenance initiatives for maintaining quality.

2. A standardized format was prepared taking in to consideration all the aspects of academic and administrative inputs like departmental profiles, students' profile, workload, research details and teaching and evaluation processes. It also includes assessment of teachers by higher authorities in areas of qualification, punctuality, regularity, accountability etc. Proforma for administrative departments included information related to different sections handling admission, examination, stores, maintenance, accounts, salary, appointments, promotions, administration, and scholarships. Library and laboratories audit proforma included related details of timings, various facilities / services provided, administration, etc.

Green initiatives:

As part of green initiatives, activities to promote ecofriendly measures are undertaken. Energy Audit and Green Audit was conducted with an objective of creating awareness regarding energy and environment conservation and to find out means of reduction energy wastage. simple measures like using two sides of paper for printing, using waste paper for rough work, only using the lights/fans needed, shutting off lights in unused rooms etc are also practiced.

5. Strategic Goals and Quality indicators

The Internal Quality Assurance Cell (IQAC) keeping in mind Vision and Mission statements as highest in the hierarchy of strategic intent. IQAC has prepared a strategic plan to enhance the academic, research, consultancy, extension, outreach, co-curricular and extra-curricular activities as against the set progress indicators and recommend the augmentation of necessary infrastructural facilities for achieving the long term goals and objectives of the department. These targets have been set with extensive consultation with all stakeholders – Faculty, student, alumni, parent and employer.

IQAC observe the following parameters to measure the performance of each department

1. Enhancing the quality of Teaching – Learning

- Academic calendar
- Teaching learning Plan
- Development of learning outcomes
- Development of e-content and its dissemination
- Use of ICT in content delivery
- Assessment plan to achieve outcome
- Continuous assessment to measure outcomes
- Corrective measure to improvement teaching
- Evaluation parameters and benchmarking

2. Academic support for student

- Providing mentoring and counselling
- feedback Mechanism
- Support for weak and bright student
- Evaluation parameters and benchmarking
- Capability enhancement activities

3. Research culture

- Availability of E-Journals
- Encouraging Faculty for Publishing Journals

4. Entrepreneurship Development and Industry-Institution- Interaction

- MoUs with training institutes
- MoUs with industries
- Support for internships, visits, trainings, guest lectures
- Identifications of industry needs and advice on curriculum
- Providing opportunities for Industry based/sponsored projects

5.Training and Placement

- Providing career and higher education guidance
- Pre placement trainings
- soft skill trainings
- Personality development training support
- Arranging campus placement

6. Quality Assurance and sustainability

- Framing of Quality Policy &publishing
- Educating & Training of all employees
- Periodic feedback from stakeholders
- Establishment of audit team and process
- Audit and remedial measures
- Identifying best practices
- Formation of committees for effective functioning

7. Developing Physical Infrastructure

- ICT Enabled Classrooms

- Modernization of Laboratory & equipment

- Library infrastructure up gradation

- System up gradation

- Functional facilities for e-learning

- Safety & Security management

- Water facility

- First-Aid facility

- Developing sports (indoor/outdoor) facilities

- Hostels facility within the campus

8.Eco friendly Initiatives:

- Plantation

- Rain water harvesting

- Solar Energy

- Waste management

IMPLEMENTATION OF STRATEGIC DEVELOPMENT OBJECTIVES

After approval of Strategic development objective by Governing Council the next step is its implementation. When being implemented, the progress of strategy shall be measured from time to time. Hence the measurable success indicators are clearly defined out in the implementation document. The IQAC along with other cells will be the custodian for strategic plan and its deployment.

MONITORING OF STRATEGIC PLAN

The implementation of strategic plan will be monitored time to time by the Academic council through periodic review. The institution assesses the outcomes of the measurable indicators for different strategic development plan through a well-structured appraisal system. Each year the programme heads collects and consolidates the academic performance indicators from each faculty members. The IQAC will prepare the detailed progress report and present it in the Academic council meetings.The benchmarking of quality standards and it's monitoring, evaluation of attainment will be carried out by the IQAC independently. The IQAC will report the findings to the Academic council directly. With thorough analysis of outcomes and based on IQAC report, the Academic council will recommend the corrective actions, need of refinement of processes and deployment of resources. All these reports will be forwarded for further discussions and approval of Governing council.

6. Academic Audit

- Quality assurance refers to the assessment and evaluation of ongoing processes, it monitors whetherthe system is properly working or not, and keeps the system on right track. Evaluation and assessment forms the basis of decisions to guide the quality assurance mechanism towards the achievement of objectives and mission.

- The Institute has systematic and comprehensive approach towards monitoring and enhancing qualityof teaching learning process. The major focus of academic audit is to bring quality in major academicprocesses through structured approach.

- The academic audit process assesses how departments and faculty members organize their activities,utilize the available resources and coordinate the teamwork to provide best learning experience to thestudents.

7. Sample formats

Format 1:

Preparedness report by department: Before commencement of semester (10 days in advance)

Monitoring sheet for planning phase

Sr.No	Activity	Status
1	Availability of Institute calendar	Available/ Not available
2	Availability of Departmental Calendar including assessment plan	Available/ Not Available
3	Load Distribution is completed	Yes/No
4	Subject Expert faculty are allocated for difficult subjects	Yes/No
5	Class Time table is prepared and displayed	Yes/No
6	Exclusive slots are allocated in time table for	
	a. Library	Yes/No
	b. Language lab	Yes/No
7	Ensured availability of required infrastructure	
	a. Laboratories (Equipment/software)	Yes/No
	b. Consumables	Yes/No
	c. Repair/Maintenance of equipment	Yes/No
	d. Internet connectivity and accessibility	Yes/ No
8	Special provision to train the students for difficult subjects is made so as to improve results	
	1. Subject 1:	Yes/No
	2. Subject 2:	Yes/No
	3. Subject 3:	Yes/No
9	Availability of Course file of all Individual faculty members	Yes/ No
10	Availability of Instructor's & Student's Manual for subjects having PR/TW/Oral/Tut	Yes/No
11	For programming/ computer related subject's multiple problem statement are available for every student/ group of students	Yes/No
12	Projects/ Seminar 1. List of project /seminar topics proposed by faculty members is available and displayed	Yes/No
13	Co-Curricular and Extra Curricular Activities (Technical)	
	a. Professional chapter activities /student club activities are planned	Yes/No
	b. Guest Lecture and expert lectures are planned	Yes/No
	c. Industrial / Exhibition visit are planned	Yes/No
	d. Planning for various competition	Yes/No
	e. Any other	Yes/No
14	Best Practices	
	1. Identified best practices	Yes/ No

		2. Preparation for implementation of best practices	Completed / in process
15		Target setting completed	
	a)	Subject wise	Yes/ No
	b)	Class wise	Yes/ No
	Schedule for Predictive result Analysis		Yes/ No
16		Industry –Institute Interaction	
	a) Planning for faculty industry visit		Yes/ No
	b) Planning for relation building with Industry		Yes/ No
	c) Planning for internship		Yes/ No
17	Schedule for conducting the student feedback		

Checking of faculty Preparedness by Academic Coordinator

Academic coordinator Audit Sheet

Department:_____   **Branch :**_____

Course Name: _____   Class : _____

Name of subject teacher: _____   Date: _____

1. Grading of Course File:

[Grades: *A*: Excellent *B*: Good *C*: Average]

Sr. No	Details	Grade
1	Teaching plan and use of various instructional methods	
2	Unit wise Notes/PPT content	
3	CO-PI- PO-PSO Mapping	
4	Assessment Plan with proper use of assessment tool	
5	Model answer papers (University exam)	
6	List of reference books/web links/NPTEL/other resources	
7	E content developed(availability on moodle, youtube, podcast, any digital platform	
8	Lab manual	
9	Plan for Slow and Fast Learners	

2. Quality of Internal Assessment

[Grades: *A*: Excellent *B*: Good *C*: Average]

Sr. No.	Details	Relevant Coverage of syllabus	Relevant to CO	Appropriate Blooms Level	Appropriate Marking Scheme	Grades
1	Test Paper					
2	Assignment					
3	MCQs					
4	Activity					

Academic Coordinator   *HOD*   *DIRECTOR*

COURSE SPECIFICATIONS FORM: To de filled by course teacher

Faculty Name………………………….……

Department………………….

Course specifications

Name of the Program (s) ……………………………………

Academic year/Level …………………………………………

A- Basic Information

    Title of the Course: Code:

    Credit: Number of Lectures:

    Number of Tutorial: Number of Practical: Total:

B- Professional Information

1. Overall aims of course

………………………………….

………………………………….

2. Intended learning outcomes of the course (COs)

a. Knowledge

i. ……………………………..

ii. ……………………………...

iii. ………………………………

b. Skills

i. ……………………………..

ii. ……………………………..

iii. …………………………….
c. Attitude
i. …………………………….

ii. ……………………………..

iii. …………………………….

3. Contents :

Total lectures planned		
Total practiclas planned		
Tutorial/Practical		

4. Teaching and learning methods
a. ………………………
b. ………………………
c. ………………………

d. …………………………

5. Student assessment methods
a. ………………………
b. ………………………
c. ………………………

d. …………………………

6. Assessment schedule
Assessment 1 …………………. Week …………………………..
Assessment 2 …………………. Week …………………………..
Assessment 3 …………………. Week …………………………..

Assessment 4 …………………   Week ……………………………

7. List of References
a. Course notes ………………………………………….………..
b. Essential books(text books)……………………………………….
…………………………………………………………........……
c. Recommended Reference books………………....…………….
d. Periodicals, Websites,….etc………………..………..………
……………………………………………………….………..
………………………………………………………….............
7. **Facilities required for teaching and learning**…………………..
……………………………………………………….............

Course Coordinator/Teacher: **Head of Department**

Format 4 **Lecture monitoring report (Lecture session)**
Academic Year: 20 - 20 Semester I/II

Department: _____

Class: _____ **Lecture Date and Time:** _____

Subject Teacher: _____ **Subject:** _____

Sr.No.	Particular	Rating (Scale 1 to 5)	Remark
1	Lecture contents Preparation (Methodology & Models used)		
2	Presentation Skills ➢ Body Language ➢ Effective opening ➢ Audience engagement ➢ Eye contact ➢ Voice clarity ➢ Handwriting		
3	Reference to real life application in classes		
4	Discussion about university question and marking scheme on the topic covered		
5	Conduction of Lectures as per the plan.		
6	Effective utilization of time in class room		
7	Utilization of ICT Tools		
8	Overall Performance of the Faculty		

Note-Meeting with HOD to brief about performance of faculty

Sign of HOD   Sign of IQAC

Format 5

Library Utilization report
Academic Year: 20   - 20   Semester: I / II

Date --/-- /20

Sr.No.	Department	Number of students who have utilized library	Number of Faculty member who have utilized library	Number of students who have browsed e- Journals/ e books	Number of Faculty members who have browsed e- Journals/ e -books	Students are attending the library as per allocated time table (YES/ NO)

Signature of: Librarian

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