



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
NEW ARTS, COMMERCE AND SCIENCE COLLEGE
PARNER – 414 302
Dist.-Ahmednagar (MS), India

Academic Policy

on

Monitoring and Evaluation

Policy and Procedures



Academic Policy on Monitoring and Evaluation

“An education which does not teach us to discriminate between good and bad, to assimilate the one and eschew the other, is a misnomer.” ...Mahatma Gandhi

“Education should be so revolutionized as to answer the wants of the poorest villager, instead of answering those of an imperial exploiter.” ...Mahatma Gandhi



Introduction:

New Arts, Commerce and Science College, Parner is an affiliated college of SPPU, Pune. It is catering the diversified educational needs of the learners in terms of UG, PG and PhD programmes in disciplines viz., arts, commerce and science. The teaching-learning process and evaluation system are the key aspects of quality education. The academic monitoring system (AMS) is designed and deployed by the HEI to identify, track, and drive improvements in the quality of education. AMS provides a simple interface for maintenance of student information and records. It tracks all the details of a student from the day one to the end of the course which can be used for all reporting purpose, tracking of attendance, progress in the course. Several quality parameters are continually measured and tracked.

1. Continuous Internal Evaluation (CIE) process:

The CIE regulations are governed by the principles of the NACSC assessment and Learning policy and guidelines of SPPU, Pune. HEI follows the means of the formative and summative assessment in the evaluations of the learning process and not simply a measurement of it. The policy encompasses the following five principles:

1. Assessment will promote learning
2. Feedback is a core component of assessment
3. Assessment will be considered at the programme level
4. Assessment will be fair, ethical and learner-centred
5. Good practice will be supported

The Continuous Assessment (CA) procedures apply to all elements of student assessment except final examinations. CA may include practical exercises, written assignments, projects, oral presentations, seminars/GD, and tests, depending on the programme of study. The function of continuous assessment is to facilitate student learning by:

1. Reinforcing and expanding students' learning.
2. Measuring and certifying students' learning.
3. Assessing the students' practical application of course and its theoretical knowledge.
4. Providing feedback to students learning progress.
5. Counseling and motivating students to work throughout the programme.



6. Supporting diversity in learning styles among students.

CIE follows the aspects of Bloom’s taxonomy while framing the questions and problems in order to ensure the achievement of learning outcomes. Any special assessment requirements (content beyond syllabus) and assessment instruments will also be identified and specified.

Communication of CA Information & Results:

At the beginning of the semester/year each student will be given:

1. A schedule for CA which contains an overview of the compilation of marks for each course as set out in the course structure.
2. An outline of elements of the CA (recoverable or non-recoverable).
3. Deadlines for the conduct/submission of CA elements
4. Emphasis on special regulations that relate to assessment which have specific pass requirements.
5. The criteria to be used for marking the assessment element
6. Model answers should be provided to the students after the test immediately.
7. Evaluated answer sheets with feedback should be provided to the students.
8. The results of CA will be communicated to students within a reasonable period.
9. All Ph.D. students must submit all written assignments with a signed coversheet.
10. The records of CA/CIE are maintained in respective departments and made available whenever required.
11. The students who missed/were absent for CA/CIE will be given opportunity to reappear for the CA as per the procedure.
12. If the students are not satisfied with CIE, the CA is reviewed unbiased.

CA Coversheet New Arts, Commerce and Science College, Parner		
Student Name:		Roll No.:
Programme:	Year:	Complete Student Checklist: 1.Re-read brief 2.References and 3.BibliographyProofread
Course:		
Due Date:		Course Teacher Name:
Date of Submission:	No. Pages:	
Assignment No. and/or Description/Topic:		Mode of Submission



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.

Feedback points out the shortcomings in the existing system and help in upgrading the CIE process. Every stakeholder plays important role by giving correct feedback.

Attendance Monitoring Process: HEI follows strict norms to regulate student attendance. Student attendance is beneficial for knowledge acquisition and in-depth understanding of subject. Daily signed attendance report and defaulter list are part of attendance monitoring process. Parents are informed about ward attendance by regular telephonic calls/SMS.

Mentor Scheme: The Mentor: Mentee scheme is developed and practiced to enhance the performance of students. Some of the functions of Mentor System are as follows:-

1. A **mentor** is assigned to a group of students of a class.
2. The same **mentor** is associated with that group of students till they graduate. The mentor will maintain individual personal information, awards, achievements etc.
3. Students update their mentor if they are facing any issue and solution can be found out.
4. Mentor takes a periodical meeting with the students and discuss with them.
5. The mentor maintains complete record of the students and updates their parents.
6. Parent meetings help to communicate the progress of their ward.

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2. Policy for Theory Subjects

a) Subject Distribution

Teaching work distribution is an important phase in Teaching Learning Process. Appropriate allocation of subjects and practical to teachers improves imparting of knowledge to students and also helps to improve the results.

1. Teaching work distribution involves distributing subjects, practical, seminar, projects etc. It is done well in advance before the commencement of new semester. This ensures that, faculty gets sufficient time to thoroughly prepare the assigned subjects and teaching plan and completes the course file before commencement of the next semester.
2. Teaching work distribution should be done as per the norms of university and UGC. The entire workload of the department for the semester is as prescribed by the University.
3. Senior staff of the department must be encouraged to teach difficult subjects and junior classes as well.
4. Extra lecture/tutorial should be used whenever and wherever required.
5. HoD ensures the fair subject distribution among staff and according to expertise or thrust area of the staff.

b) Extra Tutorial / Lecture / Practical

Teaching Learning through Tutorial is more interactive and involve students participation. This gives freedom to the tutor to create interest and impart essential knowledge and insights about the particular topic of the subject. In case, tutorial is not introduced for a subject, then extra lecture hour or practical hour need to be introduced.

Following methodologies can be used for conducting tutorials:

1. Solving numerical examples
2. Case study based learning
3. Activity based learning (Role play etc.)

c) Lecture Preparation

1. Lesson plan, handwritten lecture notes and ICT material is to be kept ready before start of term. Post the study material on Google Classroom or LMS.
2. Students should be encouraged to refer good reference books.
3. Prepare subject wise list of standard books, circulate to all colleagues & students.
4. Prepare and follow Session Plan for every Lecture.
5. Supplement your lectures/practical with brain teasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions.
6. View/Listen/Use MIT Open Course ware, NPTEL, SWAYAM, Khan Academy, Recent research papers, White papers from Industry website for providing Extra Material/Notes to students.



7. Use remedial coaching and expert lectures by Industry persons on upcoming technology or career opportunities in the respective subject.

d) Conduction of Lectures

1. Carry Session Plan and handwritten notes in the classroom
2. Reach the classroom 2 min before the schedule. This sends a strong message to students regarding your commitment & makes them to come on time.
3. Engage class for entire duration of 48 min
4. Keep the door closed while conducting class to avoid interruptions.
5. Ensure readable, large & neat writing on blackboard
6. Restrict the use of the PPTs (use about 15 min of the class) to ensure participation.
7. Make session interactive by discussing case studies and problem solving.

The flipped classroom is a student centric pedagogical model in which the typical lecture and homework elements of a course are reversed. Short video lectures/ lecture notes are studied by students at home before the class session, while in-class time is devoted to exercises, projects, or discussions. An outcome of the flipped classroom is the increase in self-learning ability as well as involvement and understanding of the student.

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.

It is decided that at least one Virtual Lab session is to be conducted per subject by every faculty member.

e) Conduction of Tutorials, Homework, Assignments

1. Assignments/Tutorials (problems, software programs) are to be solved by subject teachers in advance.
2. Make exhaustive list of problems for every assignment.
3. Use Bloom's taxonomy to frame questions.
4. Each Tutorial/Assignment must have at least 5 questions.
5. Make extensive use of standard books for this activity.



3. Policy for Conduction of Laboratory Sessions

a. Experimental Preparation/Setup

1. Assign a Laboratory in-charge for each Lab Course
2. Laboratory in-charge should perform the experiment/ Program on his/her own to ensure setup is ready & functioning well.
3. All equipment should be tested, calibrated and functioning as per the standard and prepare standard operating procedure of each equipment (SOP).
4. Lab assignment list should contain some innovative assignments
5. Ensure lab manuals are updated before the start of every term.
6. The experimental manuals should be neatly typed. It should be error free.
7. Enrich your practical journals with FAQs on each experiment so that students become ready to face orals exams. Make students write the answers of these FAQs.
8. Add new experimental setup / innovation in practical assignments with the consultation of senior faculty members.
9. Follow the standard procedure for writing Lab Manual Preparation. Keep the uniformity across the department.
10. Follow the MSDS procedures to handle the chemicals.
11. Set the cost effective procedures in the context of environmental conservation.
12. Ensure that the minimum effluent is generated and treated properly.

b. Lab Conduction

1. Staff member should be present in the lab for entire session.
2. Follow the safety norms and know the safety evacuation systems to avoid disasters.
3. Ensure that students wear lab coats and glasses during wet lab sessions.
4. Make use of fume chambers wherever required.
5. Complete practical assignment and its write-up in the stipulated time, so that students need not carry the burden till the end of term.
6. Oral should be conducted in a group of 3 students while checking write-up of assignment.
7. Avoid poor quality of submission by strict on time assessment.
8. Keep Journals in the custody of lab assistants and ask the students to sit in the Labs for completing the journal, if not completed.



4. Policy for Continuous Assessment

a. Unit Test and Assignments

1. Conduct two unit tests in a term.
2. Prepare a comprehensive question bank using aspects of Bloom's taxonomy and make available to students.
3. The questions for the Unit Test should be from the question bank itself.
4. Refer previous years University question papers for making question bank.
5. Prepare model answers for question papers.
6. Keep records of performance of the students in class and in Unit Test.
7. Maintain a record of action taken on the results of the Unit Test for improvement (reappear/assignments).
8. Conduct unit wise assignments, check them and maintain the records.

b. Practical Assessment

1. Conduct mock Practical/Oral exam as per the academic calendar
2. There should be a panel of 2-examiners from the same department to evaluate students in mock Practical/Oral exam.
3. Conduct oral in every lab session to ensure proper understanding by students.
4. Discuss the practical oral questions with answers.
5. Arrange Quizzes, GD, and Questionnaire Sessions etc. for individual student.
6. Schedule student presentations on and beyond syllabus topics.

c. Final Year Project Assessment

1. Final year degree project should be selected as per the guidelines given in the course curriculum
2. Final year project assessment should be based on the continuous project evaluation sheet and guidelines given by the University
3. Faculty guide of the sponsored project must visit to the place of work once in month to monitor progress of the project
4. Final year project repository can be created in the department which will be useful for next batches. Repository can include,
 - 5-minute video presentation of the project features
 - Identify and encourage students to donate these projects which could be used in labs as demo experiments.



5. Policy for Monitoring Academics

a. Responsibilities of Principal/HOD

1. Academic leader, Principal/HOD should daily take round to monitor the lecture.
2. HoDs are encouraged to randomly observe the ongoing classes and monitor quality of the lecture and suggest for improvements.

b. Responsibilities of Departmental Academic Coordinator

1. Maintain departmental Academic file as per given format (Refer Annexure A).
2. Prepare Departmental Academic Calendar
3. Report 5 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher.
4. Make sure that daily attendance report of each class is filled properly before submitting.
5. Monitor work of teacher guardian (Mentor) for smooth conduction of academics.
6. Conduct audit of course file, Teacher's diary and mentor file twice in a semester (at the beginning & at the end) for quality assurance to understand the areas of improvements..
7. Analyze and discuss the results of university examinations.
8. Maintain discipline among staff & students.

c. Responsibilities of Mentor

1. Maintain Teacher Guardian Booklet/File.
2. Maintain batch wise student roll call list and contact details of students & parents
3. Record of previous semester result
4. Record of Mentor-Student meeting (Once in a month).
5. Provide information about students to the teachers whenever required.
6. Student counseling should be done whenever required.
7. Maintain record of monthly defaulter list along with call records.
8. Send letters to parent for parents meet.
9. Leave application form of students along with necessary documents should be kept
10. Maintain data of student's achievements.



6. Policy for Students

1. Make use of ONLY Standard text books (identified as as Bibles). Make use of the standard books on JAM, SET, NET, GATE, GRE etc. which do have such high quality questions & most of these are valid for all 4 years.
2. View/Listen/Use NPTEL; SWAYAM; MIT OCW (MIT Open Course Ware); Khan Academy; Recent papers published, white papers from industries website for extra material/notes.
3. Attend all the lectures and lab sessions regularly and follow the participatory learning.
4. Be punctual and always be present on time for every lecture and practicals.
5. Be come prepared for every lecture and practical using study material uploaded on google classroom.
6. Students should perform experiments & complete the write ups in practical session.
7. Regular checking of journals within the time slots of practical is required.
8. Journals will be kept in the custody of lab assistants and students should sit in the Labs for completing the journal, if not completed.
9. Submit the Class assignments given by the respective subject teachers within prescribed time.
10. 75% Attendance is compulsory.
11. Take prior permission from Teacher Guardian before leave.
12. 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. Use lab coats and glasses during wet lab sessions.
16. Do not ran or horse round in laboratories.
17. Restricted use of mobiles in Corridors/College.





7. Policy for Time table preparation

After subject distribution to departmental staff, departmental time table coordinator should prepare following time tables,

- Class time table
- Lab time table
- Individual time table
- Master time table

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

1. Class time table should include Subject, Practical, Seminar, Project, TPO lecture and Guest lecture whichever is relevant.
2. Individual time table must include Subject, Practical, Seminar, Project work load, Departmental meeting, Library and Research, whichever is relevant.
3. There should not be any teaching load during Departmental meeting time slot. Hence, every staff of the department will be free during the departmental meeting.
4. Class and Lab time table should reflect its utilization. Utilization can be calculated as the ratio of total weekly teaching time slot in the class to the weekly academic time.

$$\text{Utilization} = \text{Classroom or Lab total hours engaged} / \text{Weekly academic time}$$

5. Time table monitoring committee should ensure that,
 - All the time tables must be prepared and class time tables must be displayed on the departmental notice board before commencement of the semester.
 - Classrooms and labs must be fully utilized for teaching learning and imparting knowledge to the students.



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New Arts, Commerce and Science College, Parner

Reaccredited with 'A' Grade by NAAC

Course File Index

Sr. No.	Title	Evidence
1	Academic Planner	
2	Department Academic Calendar	
3	Time Table	Individual & Class Time Table
4	Vision, Mission, HEI and Deptt. PEOs, POs & PSOs	
5	Teaching Structure & Syllabus	
6	CO, PO & PSO	
	A. Course Outcomes	
	B. CO-PO/PSO mapping	
	C. CO-PO/PSO mapping Justification	
	D. CO Assessment Tools-Targets-Levels	
7	Course Plan	Hand Written Notes
8	Theory Attendance Sheet	One sheet per week
9	List of Practical	
10	Practical / Tutorial Plan	
11	Practical Continuous Assessment	One sheet per batch per week
12	CO assessment data sheet	Question Papers, Assignments, etc. & Three Samples of Answer Sheets & Assignment Sheets
13	CO attainment	
14	Content beyond the syllabus for the attainment of POs and PSOs	Contents/Notes with mapping of PO and PSO
15	Course End Survey	Analysis Sheet
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17	University question papers	
18	Academic Audit – Theory & Practical	



CO-PO Mapping
Academic Year 2017-18

Name of Teacher:

Department:

Subject:

Class:

COURSE TITLE

COURSE DESCRIPTION

Prerequisites:

- 1.
- 2.

COURSE OBJECTIVES:

- 1.
- 2.
- 3.
- 4.

COURSE OUTCOMES:

On completion of this course the student should be able to:

- 1.
- 2.
- 3.



PROGRAM OUTCOMES

PO1:
PO2:
PO3:
PO4:
PO5:
PO6:
PO7:

CO-PO Mapping:

SUBJECT		PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
M-I	CO1	X				X		
	CO2			X				
	CO3		X			X		

Instructions:

1. Write Course Objectives and COs of the current lecture at the beginning on the black board.
2. Make maximum use of Interactive teaching aids such as Quizzes, Crossword, Puzzles, Presentations, Role Play, Group Discussion etc.



Committee:

- **Committee Chairman**
 - Dr. R. K. Aher
- **Committee Member**
 - Dr. D. R. Thube
 - Dr. R. S. Diggikar
 - Dr. D. P. Sontakke
 - Dr. S. R. Wagh
 - Dr. S. L. Kadam
 - Shri. M. S. Aher
 - Shri. B. S. Narsale
 - Dr. B. B. Shelke

We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

Date: 30.12.2018

Place: Parner

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