



GOVERNMENT POLYTECHNIC, KOLHAPUR
(An Autonomous Institute of Government of Maharashtra)

MPECS 2020 Curriculum

**OUTCOME BASED – LEARNING, TEACHING AND
ASSESSMENT (OB-LTA) PROFORMAS**

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F3: Planning for Delivery of Practicals

GOVERNMENT POLYTECHNIC, KOLHAPUR

Planning for Course Instruction

Format TLP-2 : Practicals Wise Planning

Course Name With Code:		Semester:	Programme:
Practical Session:	Hrs/week	Sessions/week:	No. of sessions per Semester:
Name of Teacher:			

Practical. No.	Name of Experiment/Practical	CO	Batch	Planned Date	Actual Date of Conduction	Remarks if any
			A			
			B			
			C			
			A			
			B			
			C			
			A			
			B			
			C			
			A			
			B			
			C			
			A			
			B			
			C			
			A			
			B			
			C			
			A			
			B			
			C			

Name & Sign of Subject Teacher

Name & Sign of HOD

F4: Proforma for Identification of Weak/Bright Students

GOVERNMENT POLYTECHNIC, KOLHAPUR

Academic Year _____ Term: ODD / EVEN

**Identification of Bright and Weak Students through Result Analysis of:
Unit Test No 1 / 2 / Term End Exam**

Date of Examination:-

Course Code and Name:

Name of Teacher:-

Range of Marks Obtained	Roll No of Students	No. of Students	% of Students
Above ____ % *			
Below ____ % *			

Total No. of students appeared:

1. Students below _____ are weak students:

- State the reasons for poor performance:
- Remedial measures/action suggested for improvement:-

2. Students above _____ are Bright students:

Following are the task/Targets given to Bright students for motivation-

- 1)
- 2)
- 3)

*: Threshold value to be decided by Course Teacher based on difficulty level of the course.

Name & Signature of Teacher

F5: Detention Report

GOVERNMENT POLYTECHNIC, KOLHAPUR

Term End Examination Detention Report

Academic Year:

Examination: SUMMER/WINTER

Programme:

Course Code and Name:

Type	Total Students	Student Roll Numbers
DETAIN		
TERM GRANTED		

Name and Signature of Subject Teacher

Name and Signature of Programme Dean/HOD

F6: Industrial Visits Details

GOVERNMENT POLYTECHNIC, KOLHAPUR

Programme:

Academic Year:

Semester:

Sr No	Name of Industry, Address and Contact details	Semester	Course Name	Name of Coordinator	Date of Conduction of Activity	Number of Beneficiaries	Relevance to POs and PEOs (Numbers)

Name & Signature of Coordinator

Name & Signature of HOD

F7: Expert Lectures Details

GOVERNMENT POLYTECHNIC, KOLHAPUR

Programme:

Academic Year:

Semester:

Sr No	Name of Expert, and Contact Details	Topic	Course Code and COs	Semester	Name of Coordinator	Date of Conduction	No. of Beneficiaries	Relevance to POs and PEOs (Numbers)

Name & Signature of Coordinator

Name & Signature of HOD

F8: Teacher wise Students Feedback Form (as per AICTE)

GOVERNMENT POLYTECHNIC, KOLHAPUR

TEACHER WISE STUDENTS FEEDBACK FORM (As per AICTE)

Academic Year:		Name of the Faculty:	
Course:		Semester:	
		Date of Feedback:	

For Getting filled from Students:

Sr No	Description=>	Very Poor	Poor	Good	Very Good	Excellent
	Points =>	1	2	3	4	5
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of :					
	(a) Technical content/course content					
	(b) Communication skill:					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	Total:					

F9: Format for Test Exam Question Paper

GOVERNMENT POLYTECHNIC, KOLHAPUR
(An Autonomous Institute of Government of Maharashtra)

TEST EXAMINATION No.: ____

LEVEL: V

PROGRAMME:

COURSE CODE AND COURSE NAME:

MAX. MARKS: 20

TIME: 01 Hour

DATE:

[Abbreviations : *QN* – Question No., *SQN* – Sub-question No., *R*-Remembering, *U*-Understanding, *A*-Analyzing, *CO* – Course Outcome]

Q N	S Q N	Question text	Cognition Level R/U/A	CO Code	Marks out of
1	⇒	<i>Attempt any four</i>			08
	A				
	b				
	c				
	d				
	e				
	f				
2	⇒	<i>Attempt any three</i>			12
	a				
	b				
	c				
	d				
	e				

F10: Format for Term End Theory Examination Question Paper**GOVERNMENT POLYTECHNIC, KOLHAPUR**

(An Autonomous Institute of Government of Maharashtra)

ODD/EVEN TERM END EXAM MONTH/YEAR

EXAM SEAT

--	--	--	--	--	--

NO:

LEVEL:

COURSE CODE:

COURSE NAME:

MAX MARKS:

TIME:

DATE:

Instructions:

- 1) Answers must be written in the main answer book provided (and Supplements, if required)
- 2) Illustrate your answers with sketches wherever necessary
- 3) Use of non-programmable pocket calculator is permissible
- 4) Mathematics and other tables shall be made available on request
- 5) Assume and mention additional suitable data if necessary
- 6) Use of Mobile strictly prohibited
- 7) QN:- Question Number, SQN- Sub Question Number, R- Remembering, U-Understanding, A- Application

SECTION I

Q N	S Q N	Question text	Cognition Level R/U/A	CO Code	Marks out of
1	⇒	Attempt any FOUR			08
	a				
	b				
	c				
	d				
	e				
	f				
2	⇒	Attempt any FOUR			16
	a				
	b				
	c				
	d				
	e				
	f				
3	⇒	Attempt any TWO out of 3 (2*8)) OR Attempt any FOUR out of 6 (4*4)			16
4	a				
	b				
	c				
	d				
	e				
	f				

SECTION II

Q N	S Q N	Question text	Cognition Level R/U/A	CO Code	Marks out of
1	⇒	Attempt any FOUR			08
	A				
	b				
	c				
	d				
	e				
	f				
2	⇒	Attempt any FOUR			16
	a				
	b				
	c				
	d				
	e				
	f				
3	⇒	Attempt any TWO out of 3 (2*8)) OR Attempt any FOUR out of 6 (4*4)			16
4	a				
	b				
	c				
	d				
	e				
	f				

F16: Project 1 and 2 Weekly Progress Report

GOVERNMENT POLYTECHNIC, KOLHAPUR

Department: _____

Final Year Project Work: Weekly Progress Report

Semester: I/II	Week No:	Date:
Objective		
Problem		
Solution/Discussion		
Next Week Task		

F17: Project Sheet “Proforma P1”

Porforma P1

PROJECT SHEET

(for each project)

Programme :

Title of Project :

Rationale of Project :

Type of Project: (Product making / Research / Problem solving / Industry based / etc.)

Uniqueness of Project:

Inter-disciplinary component of Project:

Process of Identification and Finalization of Topic of Project :

(Review of previous projects / Brain storming session for project ideas / Internet search for topic / Industry or field problem search, etc.)

Project Outcomes (PROs)

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

PRO-PO Consistency Matrix:

Project Outcomes (PROs)	Programme Outcomes POs and PSOs								
	PO 1 Basic Discipline knowledge	PO 2 Problem analysis	PO 3 Design/development of solutions	PO 4 Engineering Tools, Experimentation and Testing	PO 5 Engineering practices for society, sustainability and environment	PO 6 Project Management	PO 7 Life-long learning	PSO1	PSO2
1.....									
2.....									
3.....									

Details of Students’ Group : Project Batch -

Sr. No.	Full name of student (Beginning with surname)	Roll No.	Role in the project	
			General	Particular
1.				Leader
2.				
3.				
4.				
...				

F18: Finalization of Project Groups, Topics and Guides “Proforma P2”

Porforma P2

FINALIZATION OF PROJECT GROUPS, TOPICS AND GUIDES

Prograamme :
Date :

Academic Year :

Class :

S N	Project Group ID	Project Group		Title of Project	Name of Project Guide	Type of Project (Product making / research / problem solving / industry based / etc.)
		Roll No.	Names of Students			
1.						
2.						
3.						
4.						
5.						
6.						
7.						
...						

F23: Internship I and II - Information about Industry/Organization for training

Information about Industry/Organization for training

- 1) Name of the industry/organization:
- 2) Address/communication details (including email):
- 3) Contact person details:
 - a) Name:
 - b) Designation:
 - c) Email
 - d) Contact number/s:
- 4) Type:

Govt / PSU / Pvt /
Large scale / Medium scale / Small scale
- 5) Products/services offered by industry:
- 6) a) Whether willing to offer Industrial training facility during May/ June for Diploma in Engineering students: Yes / No.
 b) If yes, whether you offer 6 weeks training : YES/NO
 c) Internship capacity possible:

Programme	Civil Engg	Mechanical Engg	Electrical Engg	Total
Male					
Female					
Total					

- 7) Whether accommodation available for interns Yes / No.
 If yes capacity: _____
- 8) Whether internship is charged or free:
 If charged please specify amount per candidate: _____

Signature of responsible person:

F24: Internship I and II- Obtaining Consent Letter from Parents/Guardians

**Obtaining Consent Letter from Parents/Guardians
(Undertaking from Parents)**

To,
The Principal,

Subject: Consent for Industrial Training.

Sir/Madam,

I am fully aware that -

- i) My ward studying in _____ semester at your _____ institute has to undergo six weeks of Industrial training for partial fulfillment towards completion of Diploma in _____ Engineering.
- ii) For this fulfillment he/she has been deputed at _____ industry, located at _____ for internship of _____ weeks for the period from _____ to _____ .

With respect to above I give my full consent for my ward to travel to and from the mentioned industry. Further I undertake that –

- a) My ward will undergo the training at his/her own cost and risk during training and/or stay.
- b) My ward will be entirely under the discipline of the organization where he/she will be placed and will abide by the rules and regulations in face of the said organization.
- c) My ward is NOT entitled to any leave during training period.
- d) My ward will submit regularly a prescribed weekly diary ,duly filled and countersigned by the training supervisor of the organization to the mentor faculty of the polytechnic.

I have explained the contents of the letter to my ward who has also promised to adhere strictly to the requirements. I assure that my ward will be properly instructed to take his own care to avoid any accidents/injuries in the industry. In case of any accident neither industry nor the institute will be held responsible.

Signature :
Name: _____
Address: _____

Phone Number: _____

F25: Internship I and II- Student enrollment for In-plant training

**Student enrollment for In-plant training
(To be design by Programme Department)**

Sr. no.	Enrolment no.	Name, email id, Contact no.	Mentor, email id, Contact no.	Name of Industry, Address, email id, Contact No.

F26: Internship I and II- Issue Letter to the Industry/Organization

Issue Letter to the Industry/Organization for the training alongwith details of students and Mentors

To,
The HR Manager,

Subject: Placement for Industrial training of ___ weeks in your organization....

Reference: Your consent letter no:

Sir,

With reference to the above we are honored to place the following students from this institute for Industrial training in your esteemed organization as per the arrangement arrived at.

Diploma programme in _____ Engg.

Sr. No.	Enrolment No	Name:	Mentor

Kindly do the needful and oblige.

Thanking you in anticipation

Yours sincerely,

(Principal)
Name of the Institute:
with Seal

F27: Internship I and II- Progressive Assessment for Internship I

PA of Internship-I and II

Academic Year: 20 - 20

Name of the Industry:

Sr. No.	Enrolment Number	Name of Student	Marks					PA Marks by Industry Supervisor	PA based on Report by mentor faculty	Total
			Week 1 (Out of 10)	Week 2 (Out of 15)	Week 3 (out of 10)	Week 4 (Out of 5)	Total (A) (out of 40)	Out of 25 (B)	Out of 10 (C)	Out of 75 (A)+(B)+(C)

Marks for PA are to be awarded for each week considering the level of completeness of activity observed, from the daily diary maintained and feedback from industry supervisor.

Name of mentor:

Signature of mentor:

F28: Internship I and II- Progressive Assessment for Internship I

End of training assessment by mentor along with Industry/Organization expert as external examiner (To be design by programme department)

Marks for Industrial Training Report	Marks for Seminar/ Presentation	Marks for Oral/ Viva-voce	Total ESE marks
25	25	25	75

F33: Programme wise Internal Academic Monitoring

GOVERNMENT POLYTECHNIC, KOLHAPUR
Report of
Internal Departmental Academic Monitoring (100 Marks)

[*Notes : 1. The information is to be filled in this report by the department to be monitored. The information marked ** is to be filled by Monitoring Committee at the time of Inspection. 2. The items marked '#' are related to Programme Departments only. 3. See 'Guidelines for Internal Departmental Academic Monitoring' for reference*]

Name of Department:

Category of Department : Programme Department / Allied Department

Date of monitoring:

1. ACTION TAKEN REPORT FOR PREVIOUS MONITORING: (5 M)

1.1 Date of previous Internal Departmental Academic Monitoring -

1.2 Action Taken Report for the previous Internal Departmental Academic Monitoring :

Sr No	Actions suggested	Actions taken	Remarks of Committee **
1			
2			
...			
...			

2. BASIC INFORMATION ABOUT THE DEPARTMENT

2.1 Total Student Intake : #

	Shift	Regular			Total
Division (A/B/C)					
Student Intake					

2.2 Total Teaching Load (hours per week): #

Theory	Practical/Drawing	Total

2.3 Faculty Position: #

	Sanctioned Posts	Faculty actually available				Vacant Posts
		Regular	Contract	CHB	Total	
Head of Department						
Lecturers						

2.4 Laboratories in the department:

Sr. No.	Name of Laboratory	Total Investment (Rs. in lakhs)

3. PROGRAMME VISION, MISSION, PEOs, POs and PSOs: (10 M)

3.1 Vision Statement of Programme:

3.2 Mission Statement of Programme:

3.3 Programme Educational Objectives:

3.4 Programme Outcomes:

3.5 Programme-Specific Outcomes:

3.6 Modes of Dissemination of Programme Vision, Mission, PEOs

Remarks of Monitoring Committee on dissemination:

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4.4 Use of ICT in Teaching Learning Process: (2 M)

[Suggested modes of ICT : Use of Internet in classroom, Use of LCD in classroom, Media-based assignments / mini-projects for students, Use of social media groups for sharing technical information, Making available learning material on Institute website, etc.]

SN	Mode of ICT	Details of actual use	Remarks of Monitoring Committee after verification **
1.			
2.			
...			

4.5 Quality of Laboratory Work and Term Work: (5 M)

a) Condition of Laboratories :

SN	Name of Laboratory	Is equipment available and sufficient as per curriculum ?	Condition and utilization of equipment	Remarks of Committee on layout and ambience **

b) Use of Laboratory Manuals :

SN	Name of Course for which <i>Laboratory Manual</i> is used	Lab Manual developed by	Remarks of Monitoring Committee after verification **
1.			
2.			
...			

c) Effectiveness of conduct and assessment of experiments/ drawing sheets : **

[Committee shall examine manual / experiment file and assessment procedure and write remarks]

d) Quality of Project Work:

Is prescribed outcome based procedure (formats P1 to P6) followed for project work ? :

Yes / No

Remarks of Committee on sample project reports: **

--

4.6 Quality of Test Question Papers: (5 M)

Are Test Question Papers set as per prescribed outcome based format ? : Yes / No

Remarks of Committee on proportion of Bloom's Taxonomy Levels of questions in two sample question papers:

--

4.7 Learning Resources and Teaching Aids in the department : (5 M)

a) Abstract of Teaching Aids available in the Department

Teaching Aids	Quantity	Details of utilization	Remarks **
LCD Projectors			
Over Head Projectors			
Magnetic Boards			
Pen Boards			

b) Abstract of Learning Material available in the Department :

Learning Material	Quantity	Details of utilization	Remarks **
Item Banks (Question Banks)			
Laboratory Manuals/Workbooks			
Handouts / Notes			

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Technical videos			
Technical photograph albums			
PowerPoint Slide Shows on technical topics			

5. ACADEMIC PERFORMANCE OF STUDENTS (11 M)

5.1 Result Analysis of the last semester examination: (5 M)

Examination: Winter / Summer : Year 20....

S. N.	Name of Course	Course Code	Course Teacher	% passing	% scoring above 75 %	Remarks* *

Inferences from the result analysis:

Remedial measures to improve the results:

5.2 CO Attainment Analysis: (3 M)

Is CO Attainment Analysis done ? : Yes / No. If yes, for which examination ? : ...

Conclusion of CO attainment analysis :

5.3 PO Attainment Analysis: (3 M)

Is PO Attainment Analysis done ? : Yes / No. If yes, for which examination ? : ...

Conclusion of PO attainment analysis :

6. IMPLEMENTATION OF STUDENTS SUPPORT SYSTEMS (15 M)

6.1 Implementation of Students' Mentoring System: (3 M)

a) Is Students' Mentoring System established in the Programme / Department ? :

Yes / No

b) Record of implementation (in prescribed formats M1 to M5) of Students' Mentoring System in the Programme / Department :

Yes / No

c) Remarks of Committee on verification of implement details and record :

6.2 Implementation of Students' Feedback System: (3 M)

a) Is Students' Feedback System established in the Programme / Department ? :

Yes / No

d) Record of implementation (in prescribed formats F1 to F6) of Students' Feedback System in the Programme / Department :

Yes / No

c) Remarks of Committee on verification of implement details and record :

6.3 Assisting Academically Weak Students: (4 M)

Remarks of Committee on verification of implement details and record :

6.4 Encouraging Academically Bright Students: (5 M)

Remarks of Committee on verification of implement details and record :

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7. ACADEMIC AMBIENCE IN THE DEPARTMENT (5 M)

Location	Cleanliness** (Good/Poor)	Ventilation** (Good/Poor)	Illumination** (Good/Poor)	Motivating Elements <small>See Note</small> (Write Details) **
HOD's Cabin				
Faculty Cabins				
Lab. Asst. Cabin				
Class Rooms				
Drawing Halls				
Laboratories				
Corridors				
Notice Boards				
Sanitary Blocks				

Note : Motivating elements could include anything like display of technical charts, models, posters, portraits of great technologists / industrialists, structures and projects, attractive colour schemes, slogans, cartoons, wall magazines, etc., that will create motivation in students and staff.

8. INDUSTRY – DEPARTMENT INTERACTION (8 M)

Note : Industry-department interaction could be in various forms like PBOS membership, industrial visits, vocational training of staff and students, industry sponsored projects, consultancy and testing services, etc.

8.1 Industries associated with Department in various modes : (2 M)

Sr. No.	Name of Faculty Member	Involvement in Institute's Major Portfolios	Other activities / achievements

8.2 Internal Revenue Generation of the Department (2 M)

Sr. No.	Area of IRG	Amount	Remarks **

8.3 Generation of Funds for Development of Department (2 M)

(from agencies like AICTE, MSSBTE, Sponsorship, MHRD, Aamdar Nidhi, etc.)

Sr. No.	Funding Agency	Amount

8.4 Placement of Students in the last year : # (2 M)

Sr. No.	Name of Industry	No. of students whom placement was offered

9. CO-CURRICULAR ACTIVITIES OF STUDENTS (6 M)

- a) **Organizational Structure of Students' Association (CESA, MESA, EESA, ... etc.) as appointed by Faculty Dean: (2 M)**

Name of President (from TY class) : #

Total number of Secretaries (one from each class from FY to TY) : #

Name of Faculty Advisor :#

- b) **Abstract of Co-curricular Activities conducted within the Department as recorded in the Departmental Activities Register and in the prescribed Activity Sheet format : (2 M)**

[Committee shall verify the conduct of activities and respective record in prescribed Activity Sheet format and relevance of activities with Cos / POs]

Activity	Target	Achieved	Remarks **
Field Visits			
Experts' Lectures			
Vacational Training			
Experts' Interviews			
Paper Presentation			
Seminar			
Preparation of Charts			
Preparation of Models			

- c) **Abstract of Students' Participation in Co-curricular Activities outside the Institute: (2 M)**

(like in other Institutes or State Level/National Level Technical Competitions)

[Committee shall verify the conduct of activities and respective record in prescribed Activity Sheet format and relevance of activities with Cos / POs]

Activity	No. of beneficiaries	Remarks **

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10. EXTRA-CURRICULAR ACTIVITIES OF STUDENTS (5 M)

(Sports, cultural and social activities including annual gathering, NSS camps, etc.)

[Committee shall verify the conduct of activities and respective record in prescribed Activity Sheet format and relevance of activities with Cos / POs]

Activity	No. of beneficiaries	Remarks **

11. PBOS MEETINGS HELD :# (5 M)

(At least two PBOS Meetings are expected to be held every year)

Summary of PBOS Meetings held as recorded in the PBOS Meeting Register of the Department :

Sr. No.	Date of Meeting	Main issues discussed

12. ACHIEVEMENTS / ACTIVITIES OF DEPARTMENT / FACULTY / STAFF (3 M)

(like training courses / workshops / seminars, etc. attended by faculty or organized by the Department, Continuing Education Programmes, involvement of staff in any of the Institute's major port folios, personal technical achievement of staff like awards, paper presentation, publication, higher education, work as resource person, membership of professional bodies, etc.)

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13. INVOLVEMENT OF ALUMNI IN DEPARTMENTAL ACTIVITIES (2 M)

a) No. of programme alumni registered # : ...

b) Alumni last conducted : Date - ... No. of alumni present - ...

c) Involvement of alumni in departmental activities :

Sr. No.	Name of Alumni	Nature of Involvement

d) Remarks of Monitoring Committee on effectiveness of alumni association activity:

14. DEVELOPMENT PLAN OF THE DEPARTMENT FOR COMING FOUR YEARS

(Mention at least 4 points to include proposed departmental expansion in terms of increase in intake capacity, laboratory development, IRG, funds raising through MODROBS, MSBTE, etc.)

- a)
- b)
- c)
- d)

15. Any other points and difficulties faced while running the department

Signature of Departmental Academic Coordinator

Name:

Date :

Signature of Programme Dean / HOD

Name :

CERTIFICATE

Certified that the information presented above has been verified by the Monitoring Committee by actual inspection and from the original records of the Department and that the information has been found correct. The Monitoring Committee has the following recommendations for the Department :

- i)**
- ii)**
- iii)**
- iv)**
- ...**

Member

Member

Chairman

Names and signatures of Monitoring Committee Members

Date of Monitoring:

*** * ***

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Internal Monitoring Grading Certificate

Name of Programme:

Date of Visit:

Evaluation (Marks Obtained out of 100):

(Please tick the appropriate)

Marks	Grading
91-100	Excellent
81-90	Very Good
71-80	Positively Good
61-70	Good
51-60	Average
<= 50	Below Average

Member

Member

Chairman

Names and signatures of Monitoring Committee Members