

GOVERNMENT POLYTECHNIC, KOLHAPUR

Report of Internal Departmental Academic Monitoring

[*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 :

Date of previous Internal Departmental Academic Monitoring -

Action Taken Report for the previous Internal Departmental Academic Monitoring :

SN.	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 # :

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 :

...

4.4 Use of ICT in Teaching Learning Process :

[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 :

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 Laboratory Manual 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 :

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 :

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			
Technical videos			
Technical photograph albums			
PowerPoint Slide Shows on technical topics			

5 ACADEMIC PERFORMANCE OF STUDENTS

5.1 Result Analysis of the last semester examination :

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 :

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

Conclusion of CO attainment analysis :

...

...

5.3 PO Attainment Analysis :

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

Conclusion of PO attainment analysis :

...

...

6. IMPLEMENTATION OF STUDENTS SUPPORT SYSTEMS

6.1 Implementation of Students' Mentoring System :

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 :

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

Yes / No

b) 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 :

Remarks of Committee on verification of implement details and record :

...

...

6.4 Encouraging Academically Bright Students :

Remarks of Committee on verification of implement details and record :

...

7. ACADEMIC AMBIENCE IN THE DEPARTMENT

Location	Cleanliness** (Good/Poor)	Ventilation** (Good/Poor)	Illumination** (Good/Poor)	Motivating Elements ^{See Note} (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

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 :

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

8.2 Internal Revenue Generation of the Department

Sr. No.	Area of IRG	Amount	Remarks **

8.3 Generation of Funds for Development of Department

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

Sr. No.	Funding Agency	Amount

8.4 Placement of Students in the last year

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

9. CO-CURRICULAR ACTIVITIES OF STUDENTS

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

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 :

[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 :

(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 **

10. EXTRA-CURRICULAR ACTIVITIES OF STUDENTS

(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 #

(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

(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.)

...
...

13. INVOLVEMENT OF ALUMNI IN DEPARTMENTAL ACTIVITIES

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.)

- i)
- ii)
- iii)
- iv)

15 Any other points and difficulties faced while running the department

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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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