Government Polytechnic------------------.

**Internal Academic Monitoring of Programmes/Departments for A.Y ----------**

Part A:

i) Name of Programme/Department:

ii) Name Head of Programme/Department:

iii) Faculty/Staff Status ( Shift I/II) :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post  | Head of Dept. | Lecturers  | Lab Asstt./Tech Support Staff | Attendants  | Remarks  |
| No. of Posts Sanctioned/Required |  |  |  |  |  |
| No. of Posts Filled  |  |  |  |  |  |
| Vacancies |  |  |  |  |  |

iv)Number of Visiting faculty working with department (Faculty on CHB):

**Part B:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | Criteria /Sub Criteria | Documents to be Verified  | Observations/Availability | Max. Marks | Marks Scored | Remarks  |
|  | **Governance (5) :** |  |  |  |  |  |
| 1 | Adequate representation of industry and academician in PBOS | Invitation Letters/Minutes of meeting | Yes | 2 |  |  |
| No | 0 |
| 2 | Vision /Mission of Department  | Shared with all stake holders | Yes | 2 |  |  |
| No | 0 |
| 3 | Whether PBOS Meeting conducted in last/current year. | Minutes of meeting | Yes | 1 |  |  |
| No | 0 |
|  | **Infrastructure (15) :** |  |  |  |  |  |
| 1 | Built up area as per AICTE Norms | Availability as per norms  | Yes | 3 |  |  |
| No | 0 |
| 2 | No. of Laboratories | Availability as per norms  | Yes | 2 |  |  |
| No | 0 |
| 3 | Hygienic Condition in Dept.(Cleanliness in CR/Lab/Passages/Toilets)  | Physical observation | Very Good | 2 |  |  |
| Good | 1 |
| Poor | 0 |
| 4 | Drinking Water  | Made available  | Yes | 1 |  |  |
| No | 0 |
| 5 | Girls Common  | Available  | Yes | 2 |  |  |
| No | 0 |
| 6 | Ramp | Available | Yes | 1 |  |  |
| No | 0 |
| 7 | Computer Centre with adequate PCs/peripherals/printer | Available as per norms & Found in working condition  | 100% | 2 |  |  |
| 75% | 1 |
| Less than 75% | 0 |
| 8 | Internet facility for students | Available  | Yes | 2 |  |  |
| No | 0 |  |
|  |  |  |  |  |  |  |
| Sr.No. | Criteria /Sub Criteria | Documents to be Verified  | Observations/Availability | Max. Marks | Marks Scored | Remarks  |
|  | **Academic (10) :** |  |  |  |  |  |
| 1 | HOD post filled  | Muster  | Yes/No | 1/0 |  |  |
| 2 | Faculty to Student ratio | Muster & Students strength  | 1:20 | 2 |  |  |
| 1:21 to 25 | 1 |
| Below 1:25 | 0 |
| 3 | M. E. / M. Tech. qualified faculties.  | Office /Department records | 50% or more | 3 |  |  |
| 35%-49% | 1 |
| Less than 35% | 0 |
| 4 | No. of Ph.D Faculty  | Office /Department records | 1 or more | 2 |  |  |
| Nil | 0 |
| 5 | Lab Assistants | Office /Department records | 3 or more  | 2 |  |  |
| 2 | 1 |
| Less than 2 | 0 |
| **Curriculum Coverage & Learning Resources (15):** |  |  |  |  |
| 1 | LCD Projector Availability | DSR | Yes | 3 |  |  |
| No | 0 |
| 2 | Faculties using self developed PPTs/Flash Presentations/Readymade presentations as aids  | Verify Sample cases  | More than 50%  | 3 |  |  |
| 25% to 49%  | 2 |
| Less than 25% | 0 |
| 3 | Curriculum covered as per norms (calendar) till date of monitoring  | Faculty record , Student feed back | 100% | 5 |  |  |
| 90-99% | 4 |
| 80-89% | 2 |
| Less than 80% | 0 |
| 4 | Lesson Plan prepared & followed till date of monitoring | Faculty record Student feed back  | 100% | 4 |  |  |
| 90-99% | 3 |
| 80-89% | 2 |
| Less than 80% | 0 |
|  | **Professional Development (10)** |  |  |  |  |
| 1 | Number of papers presented by faculty in National / International conference/Journals in last/current academic year | Letter of acceptance, copy published | 1or more | 3 |  |  |
| No papers | 0 |
| No proposal | 0 |
| 2 | Number of consultancy/ testing projects undertaken during last/current year | Work Orders, Copy of agreement MoU | 1or more | 2 |  |  |
| No proposal | 0 |
| 3 | Whether dept has taken effort in publicising event news in News Papers/ Newsletter last/current yr. | News Paper cuttings/ Newsletter. | Yes  | 2 |  |  |
| No | 0 |
| No | 0 |
| 4 | % of faculty deputed for MSBTEs RAC/Theory/Pract exam./Vigilance last/current yr | Orders/Circulars | 35%& above  | 3 |  |  |
| 15-35% | 2 |
| Less than 15% | 0 |
|  | **Faculty Development & Industry Collaboration(10):** |  |  |  |
| 1 | Number of Faculties deputed/sponsored for higher education | Relieving letter/Permission letter | 1 or more | 2 |  |  |
| No faculty  | 0 |
| Nil | 0 |
| 2 | No. of Industry expert lectures arranged in last/current yr | Letters/Photographs | 2 or more  | 2 |  |  |
| 1 | 1 |
| Nil | 0 |
| 3 | No. of Industry visits arranged in last/current yr | Letters/Photographs | 2 or more  | 3 |  |  |
| 1 | 2 |
| Nil | 0 |
| 4 | % faculty of attended Training /workshop programmes in last/current yr | Certificates/Orders | 30% or more | 3 |  |  |
| 10-29% | 2 |
| Less than 10% | 0 |
|  | **Results (5)** |  |  |  |  |
| Sr.No. | Criteria /Sub Criteria | Documents to be Verified  | Observations/Availability | Max. Marks | Marks Scored | Remarks  |
| 1 | No. of Students passed in 1st Div. in final year | Result Analysis | 60% or more | 5 |  |  |
| 30-59% | 3 |
| Less than 30% | 0 |
| No programme | 0 |
|  | **Co/Extra Curricular Activities (10) :** |  |  |  |
| 1 | Department Organizing Technical Quiz / Seminar / Paper Presentation /Project Competition event in last/current year. | Leaflets/Photographs | Minimum1 event at state level | 3 |  |  |
| Minimum1 event at instt.level | 2 |
| No event | 0 |
| 2 | No.of Students participated in Paper/Quiz/project competition in last 2 yrs | Certificates/ Photographs | 10% or more | 3 |  |  |
| 5-9% | 1 |
| Less than 5% | 0 |
| 3 | Award won by students in Paper/Quiz/project competition in last 2 yrs | Certificates/ Photographs | 2 Awards | 4 |  |  |
| 1 Award | 3 |
| Nil | 0 |
| Nil | 0 |
|  | Total |  |  |  |  |  |

(Note: This proforma shall be used for academic monitoring of all Programmes/Department.)

Any other additional observations ( mention in space provided below) made by Academic Monitoring Committee;

Strengths of Department

Areas for Improvement

Overall rating of programme/Department : Excellent/Very good/Good/satisfactory/Poor

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| (Name: ) | (Name : ) | (Name: ) | (Name : ) |
| Member | Member | Member | Chairman  |

Date :