

**DR.VITTHALRAO VIKHE PATIL
COLLEGE OF ENGINEERING, AHMEDNAGAR**

Ref. CEA/Gen/2023/ 2047-


Date:- 03/08 /2023

Office Order- Academic Monitoring Committee

For the smooth and effective conduction of academic activities & to maintain overall academic discipline and improvement in academic performance of the students for the academic year 2023-24, it is to inform to all Heads, faculty, staff and students that following faculties have been assigned the responsibility of internal academic monitoring w.e.f. 7th Aug. 2023

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| 1. Dr. M.P. Wagh, Civil Engg. | Dean, Academics |
| 2. Prof. P.A. Narwade, Mechanical Engg. | Academic Coordinator for
SE, TE and BE. |
| 3. Dr. S.A. Markad, Electrical Engg. | HOD, FE |
| 4. Prof. S.D. Devkhile, Engg. Science | FE Academic Coordinator |

The committee should submit its fortnightly report to the undersigned.


(Dr. Vitthalrao Vikhe Patil)
PRINCIPAL
College of Engineering
Ahmednagar

Copy submitted to :- The Dy. Director Technical, DVVP Foundation, A'Nagar
For info. PI.


Copy for information to :-

1. All above members For information and n.a.
2. All HODs/Section Incharges and Faculty.




Roles & Responsibility of Dean and Coordinators :-

- (a) Admission and enrolment of students;
- (b) Finalization of academic calendar, time-table, registration of students for course work, class room arrangements and all other requirements for proper conduct of class work;
- (c) To ensure proper conduct of classes/Lab. work, monitoring syllabus coverage, conduct of class tests and coordinating the finalization of session's evaluations and for ensuring the timely declaration of results, result analysis, Remedial Classes, Innovative teaching methods etc;
- (d) Conduct meetings of Class Teachers/Mentors, student's feedback, use of ERP software for reporting student progress to parents
- (e) Supervision of the maintenance of up-to-date academic records of all categories of students;
- (f) Publication and distribution of the syllabi;
- (g) Organizing meeting of all the Institute level academic bodies;
- (i) Arrange motivational lectures for higher education, social and environmental and health awareness.
- (j) To execute the policy of the affiliating body in the conduct of P.G., Ph.D. examination.
- (k) To co-ordinate for the conduct of Convocation and collect the course exit feed back of students and parents.
- (l) To promote the Faculty for Induction Program and Quality Improvement Program like MOOC, SWAYAM, NPTEL etc..
- (m) To suggest the Authority to take suitable steps from time to time to strive for the high academic standards.


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॥ न हि ज्ञानं गदा पवित्रमिह विद्यते ॥
Dr. Vithalrao Vikhe Patil Foundation's
Dr. Vithalrao Vikhe Patil
College of Engineering Ahmednagar



DTE College Code: EN-5161

Standard Operating Procedures for Teacher

Standard operating procedures (SOPs) are instructions intended to document how to perform a routine activity. Dr. Vithalrao Vikhe Patil College of Engineering uses standard operating procedures to help ensure consistency and quality. Standard operating procedures are also useful tools to communicate important University policies and College best practices. College processes require strict adherence to a set of instructions, to ensure the intended outcome occurs. Having a set of written instructions helps to performing the steps of a process and ensure consistency. Additionally, when new faculty and staff come on-board, standard operating procedures serve as important reference tools. Standard operating procedures helpful for smooth conduction of academics.

1. Teaching plan and lesson plan should be ready before the start of academics.
2. Course objective and course outcomes need to be prepared.
3. Question bank of each units must be ready.
4. Procurement of new teaching aids and equipment like digital boards, webcam, etc
5. Use the Google classroom platform.
6. Keep the record of conducted lectures.
7. Lectures and practical schedule will be monitored by HODs and Academic coordinator.
8. Syllabus completion will be monitored by HODs and Academic coordinator.
9. Written material should be provided to supplement lectures, tutorials and laboratory sessions. Information should be presented in a range of formats – handouts, worksheets, videos etc. to meet a diversity of learning styles. Where possible, material should be presented diagrammatically - in lists, flow charts, concept maps etc.
10. Faculty should conduct unittest in the form of MCQ, Short questions or long questions after the completion of each unit.
11. Set the question paper as per the bloom taxonomy.
12. Flexible delivery of teaching material via electronic media would be helpful for students.

13. Remedial lectures need to be conducted for slow learner.
14. HODs need to submit the copy of time table and load of faculty to academic coordinator.
15. Defaulter list of students should be submitted by department to the academic coordinator.
16. An Approval from the Principal is required for industrial visit.
17. Every staff member required to access the library frequently to update the knowledge
18. The staff members will serve the profession with integrity
19. The staff members will foster healthy and caring relationships
20. The staff members will promote trust and confidence.
21. The staff members will treat all people with dignity and respect.
22. During academic's casual leave will be granted to the faculty with prior permission from HOD and the Principal.
23. Faculty should avoid the mistakes during filling the online marks of TW, Oral, Practical and In-sem exam.



A handwritten signature in blue ink, appearing to read "V. V. Patil", written over a horizontal line.

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College of Engineering Ahmednagar**



DTE College Code: EN-S161

Standard Operating Procedures for students

Standard operating procedures (SOPs) are instructions intended to document how to perform a routine activity. Dr. Vithalrao Vikhe Patil College of Engineering uses standard operating procedures to help ensure consistency and quality. Standard operating procedures are also useful tools to communicate important college policies and best practices. College processes require strict adherence to a set of instructions, to ensure the intended outcome occurs. Having a set of written instructions helps to performing the steps of a process and ensure consistency.

1. Admissions of S. E. T. E. and B. E. shall be started as per the university schedule.
2. The students shall take the admission by paying 50% fee through online on the Admissions portal of college. College website www.enggnagar.com. Online registration and payment link. <http://www.enggnagar.com/payment/registration>.
3. Online registration requires details of previous semester marksheet, Aadhar card number, address, mobile number, PRN number, year of admissions etc.
4. After registration and paying online fees, admission will be provisionally confirmed.
5. Students should clear the previous year's balance fees, if any. Balance fee details can be verified from account section as well as from respective Mentor.
6. Permission to attend lecture will be granted after clearance of fee dues.
7. Continuous assessment of students will be carried out during practical.
8. Neat and tidy uniform is mandatory for all the students.
9. 75 % Attendance in all subjects is compulsory as per the University guidelines.
10. Provisional defaulter list will be displayed at the end of semester.
11. If attendance is less than 75% letter will be issued to concern students from the concern department and your parents would be called by your mentor.
12. In case a student wishes to cancel his/her admission, she/he is required to take prior permission from HOD.
13. An anti-ragging undertaking is mandatory to the students. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term

which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

14. The Principal of a College shall have the power to expel or rusticate a student for sufficient reasons including acts indiscipline and misconduct of inside or outside the College.




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