Dr. Vithalrao Vikhe Patil College of Engineering, Ahmednagar
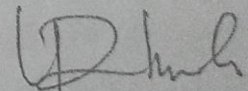
Date: 18/07/2020

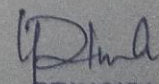ef No. cEA\4en\2020\858

OFFICE ORDER

For the smooth and effective conduction of academic activities and to maintain overall academic discipline and improvement in academic performance of the students for the academic year 2020-21, it is to inform to all Heads, Faculty, Staff and Students that following faculties have been assigned the responsibility of Academic Monitoring with effect from 16th July 2020. The roles and responsibilities are attached herewith for ready reference. You are required to prepare and get approved the SOPs for different works related to academics.

Sr. No.	Name of Faculty	Department	Responsibility
1	Dr. Wagh M. P.	Civil Engg.	Dean (Academic)
2	Prof Narwade P. A.	Mech. Engg.	Academic Coordinator for SE/TE/BE
3	Dr. Mrs. Magar S. S.	E & T C	F.E. Coordinator
4	Dr. Halnor S. J.	Engg. Science	F.E. Academic Coordinator

PRINCIPAL

Copy for information-
i) Shri. Sunil Kalhapure, Deputy Director DVVPF, Ahmednagar
ii) All Heads, Section Incharges and Faculty

PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

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.

PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

Ref No. CEA\4en\2018G4

Date: 20-7-2020

Minutes of Meeting

To start the academic activity from 1st August 2020. Meeting has been conducted with all the heads of department and Dy. Director technical Prof. Sunil Kalhapure.

The following points are discussed in the meeting.

1. Dr. M. P. Wagh has been appointed as a Dean (Academic) for academic year 2020-21.

2. Prof. P. A. Narawade been appointed as an Academic coordinator(S. E- B. E) for academic year 2020-21.

3. Prepare timetables for online lectures. The gap between the two meetings in the time table needs to be stated.

4. Use the zoom, google classroom, or google meet platform for conducting the lectures.

5. The video lectures Prepared should be of a maximum of 20-25 min. The video lecture needs to include all the guidelines given by the circular ref. CEA/2020/776 dated 30-6-2020.

6. Keep the record of conducted lectures.

7. Make your presentation impressive, enjoyable, so that students can attend interestingly.

8. Procurement of new teaching aids and equipment like glass boards, webcam, etc.

9. Clearance of fee dues and on that basis permissions to students to attend online lectures keeping records of all the lectures.

10. Tracking attendance of students.

11. Keep records of all students.

12. Sharing of recorded videos to students through google classroom or WhatsApp groups.

13. For smooth conduction of academic activity SOP has been prepared for faculty and students

|| न हि ज्ञानेन सदृशं पवित्रमिह विद्यते ||
Dr. Vitthalrao Vikhe Patil Foundation's
Dr. Vithalrao Vikhe Patil
College of Engineering Ahmednagar
Dr. Vithalrao Vikhe Patil Foundation Ahmednagar
DTE College Code: EN-5161

Ref No. CEA/Adm/20/866

Standard Operating Procedures for Teacher

Standard operating procedures (SOPs) are instructions intended to document how to perform a routine academic 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. 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. Due to the pandemic situation teaching learning process is required to be modified.
2. Online teaching needs to be implemented to upgrade the knowledge and to avoid the educational loss of students.
3. Teaching plan and lesson plan should be ready before the start of academics.
4. Course objective and course outcomes need to be prepared.
5. MCQ and question bank of each units must be ready.
6. Faculty can prefer the passive teaching process by preparing recorded video lectures.
7. The video lectures should be of a maximum of 20-25 min and less than 100 MB. The video lecture needs to include all the guidelines given by the circular ref. CEA/2020/776 dated 30-6-2020.
8. Video lecture presentation must be impressive, enjoyable, and easy to understand for slow learners.
9. Procurement of new teaching aids and equipment like digital boards, webcam, etcrequirement be processed.
10. Use the Google classroom platform for conducting the lectures. Upload the video lecture on google classroom platform as per the schedule timetable.
11. Use virtual labs to conduct the practical.
12. All the faculty are required to fill the attendance in ERP software after the conduction of lecture.
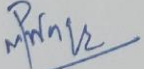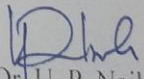
Notice

Date: 27-08-2020

Ref. COE/ Notice/Academic/2020/984

All the heads of the department are hereby informed that ERP software will be working from 1st Sept 2020. HODs should inform to all the faculties to fill the attendance in ERP software. Also to fill the Teacher's Diary which includes following points :-

1. University Syllabus
2. Book referred
3. Teaching Plan
4. Unit wise teaching plan
5. Assignments
6. Time table
7. Class test question paper
8. Question bank unit wise
9. University question paper
10. Follow up record

All faculty members should fill the information of lecture in format enclosed herewith.

Dr. M. P. Wagh
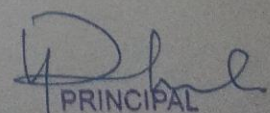Dean (Academic)

Dr. U. P. Naik
Principal

Copy to :-
HOD Civil
HOD Mechanical
HOD E & TC
HOD Electrical
HOD I. T.
Deputy. Director for information pls.

13. Video lectures and schedule will be monitored by HODs and Academic coordinator.

14. Syllabus completion will be monitored by Academic coordinator, HODs and Dean (academics).

15. 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.

16. Faculty should conduct unittest in the form of MCQ, Short questions or long questions after the completion of each unit.

17. Set the question paper as per the bloom taxonomy.

18. Continuous assessment shall be taken in excel format.

19. Flexible delivery of teaching material via electronic media would be helpful for students who are unavoidably absent from class.

20. Remedial lectures need to be conducted for slow learner.

21. HODs need to submit the copy of time table and load of faculty to academic coordinator.

22. Defaulter list of students should be submitted by department to the academic coordinator.

23. An Approval from the Principal is required for industrial visit.

24. Every staff member required to access the library frequently to update the knowledge

25. The staff members will serve the profession with integrity

26. The staff members will foster healthy and caring relationships

27. The staff members will promote trust and confidence.

28. The staff members will treat all people with dignity and respect.

29. During academic's casual leave will be granted to the faculty with prior permission from HOD and the Principal.

30. Faculty should avoid the mistakes during filling the online marks of TW, Oral, Practical and In-sem exam.

PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

Name of the Staff:
Department:
Class:-
Div:-
Mode of conduction: -

Lecture no	Date	Time	Number of students present	Topic covered in lecture	Video lecture link (google classroom	Zoom / Google meet/ cisco lecture link	Link of attendance (google classroom)	Sign of staff
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Dr. Vithalrao Vikhe Patil College of Engineering, Ahmednagar
ACADEMIC CALENDAR-ODD SEMESTER 2023-24

Particulars of Academic / Exam Activity	SE (Semester III)	TE (V Semester)	BE (VII Semester)	Responsible1	Responsible 2
Academic audit of previous semester (Even Semester 2022-23)	02-08-2023 to 07-08-2023	17-7-2023 to 20-7-2023	18-7-2023 to 21-7-2023	Departmental Academic coordinator	HOD
Time table display on Notice board	07-08-2023	10-7-2023	10-7-2023	Time table in charge/ Class teacher	Departmental Academic coordinator
Commencement of Teaching	10-08-2023	10-7-2023	10-7-2023	ACADEMIC	PRINCIPAL
Last date of reporting	14-08-2023	19-7-2023	19-7-2023	ACADEMIC	PRINCIPAL
Conclusion of Teaching	04-12-2023	04-11-2023	04-11-2023	ACADEMIC	PRINCIPAL
No. of working Days	82	92	92	ACADEMIC	PRINCIPAL
IN Semi Exam	In Sem Exam as per university Time table	In Sem Exam as per university Time table	In Sem Exam as per university Time table	ACADEMIC-Exam	HOD
Class Test of Unit III, IV, V, VI	Conduct Unit tests on Unit III, IV, V, VI (after completion of respective unit)			Dept.	HOD
Submission Of Evaluated Copies	Within a week	Within a week	Within a week	Dept	HOD
Seminar/ Project review	Next week after Insem Exam	Next week after Insem Exam	Next week after Insem Exam	Dept	HOD
Class Teacher Meet-1	24-08-2023	02-08-2023	02-08-2023	Dept.	HOD
Class Teacher Meet-2	03-10-2023	11-09-2023	11-09-2023	Dept.	HOD
Course Coverage Report 1	02-09-2023	31-07-2023	31-07-2023	HOD	ACADEMIC
Course Coverage Report 2	05-10-2023	24-08-2023	24-08-2023	HOD	ACADEMIC
Course Coverage Report 3	06-11-2023	15-09-2023	15-09-2023	HOD	ACADEMIC
Course Coverage Report 4	01-12-2023	30-10-2023	30-10-2023	HOD	ACADEMIC
Mentor Student Meet 1	18-08-2023	31-07-2023	31-07-2023	Mentor	H.O. D
Mentor student Meet 2	29-09-2023	07-09-2023	07-09-2023	Mentor	H.O. D
Provisional detention list of students	08-11-2023	20-10-2023	20-10-2023	H.O. D	PRINCIPAL
Mentor Principal Meeting-1	28-08-2023	09-08-2023	09-08-2023	H.O. D	PRINCIPAL
Technical Visit	12-10-2023 to 17-10-2023	29-09-2023 to 05-10-2023	05-10-2023 to 10-10-2023	Respective Subject teacher	H.O. D
Mentor Principal Meeting-2	6-10-2023	12-09-2023	12-09-2023	H.O. D	PRINCIPAL
Final detention list of students	04-12-2023	04-11-2023	04-11-2023	H.O. D	PRINCIPAL
Oral/practical Exam Date	Exam as per university time table	Exam as per university time table	Exam as per university time table	EXAM	PRINCIPAL
PL Dates	05-12-2023 to 20-12-2023	5-11-2023 to 20-11-2023	5-11-2023 to 20-11-2023	ACADEMIC	PRINCIPAL
Theory Exam Date	Exam as per university time table	Exam as per university time table	Exam as per university time table	EXAM	PRINCIPAL
Expert Lecture/ Workshop/Seminar	Conduct Minimum departmental Level one lecture by Alumni and one by Industrial/Academic Expert. Organize Department level one week program in November, and December month.			Dept	HOD

Dr. Wagh

Dean (Academics)
(Dr. M. P. Wagh)

Principal
College of Engineering

Dr. Vithalrao Vikhe Patil College of Engineering,
Vilad Ghat, Ahmednagar

Ref. No. CEA/Aca.Audit/2023/ 2 6 8 7   Date: 06/10/2023

NOTICE (Academic Audit)

All the Head of the departments are hereby informed that Mid Semester Internal Academic Audit of Semester I of academic year 2023-24 has been programmed from 6th Oct. 2023 to 12th Oct. 2023 as per following schedule.

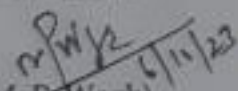| Sr. No	Date & time	Name of the Department
1	6-10-2023 (10:30 am- onwards)	Mechanical
2	9-10-2023 (10:30 am- onwards)	E & TC
3	10-10-2023(10:30 am- onwards)	CSD
4	10-10-2023(2:30 pm- onwards)	Computer
5	11-10-2023 (10:30 am- onwards)	I.T
6	11-10-2023 (2:30 pm- onwards)	Electrical
7	12-10-2023 (10:30 am- onwards)	Civil

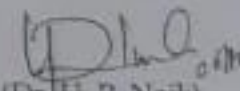The format of Academic Audit Committee will be

1. Head of department, Chairman
2. Dean academics, Member
3. Asstt. Dean Academics, Member

The committee will verify following documents (Soft/hard copy) of concerned dept. for Semester I of academic year 2023-24

i) Subject preference and subject allotment
ii) Faculty wise workload
iii) Time Table of Sem. I
iv) Faculty wise Subject coverage (i.e. Lect. Targeted and Lect. Engaged, Syllabus covered, no. of Unit Tests, No. of assignments etc.)
v) Attendance Book & ERP attendance record

All Heads will keep the information ready in the format and present it to the committee for verification.

(Dr. M. P. Wagh)   (Dr. U. P. Naik)
Dean (Academics)   Principal

Copy to: - Civil/Mech./E&TC/Electrical/I.T./CSD/Computer/Dean-Academics/ Asstt.Dean-Aca.

Circulate to all faculty for info & n.a.

6/10

Dr. Vithalrao Vikhe Patil
College of Engineering Ahmednagar

DTE College Code LN-5161

Department Of Computer Science & Design

Monthly Academic Report 10/07/2023 To 31/ 10/2023

Sr.No	Name of the Staff	Subject Taught	Class	Number of Lectures conducted	Syllabus covered (No of Units)	No. of Assignments	No. of Unit Test
1	P. A. More	DSD	TE	46	6	6	6
2	N.B. Vikhe	DAA	TE	42	6	6	6
3	P. S. Vaikar	TOC	TE	41	6	6	6
3	P. P. Kajale	IOT	TE	42	6	6	6
4	M. S. Kale	SEPM	TE	42	6	6	6

Academic Coordinator
Prof. More P.A.

HOD
Prof. Tambe R.S.
Head of Department
Dept. of Computer Science & Design
Dr. Vithalrao Vikhe Patil
College of Engineering, Ahmednagar