

Dr. Vithalrao Vikhe Patil College of Engineering, Ahmednagar

Date: 08/07/2020

Ref No. CEA/4EN/2020/558

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

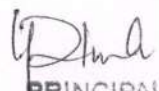

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Copy for information-

- Shri. Sunil Kalhapure, Deputy Director DVVPF, Ahmednagar
- All Heads, Section Incharges and Faculty




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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 feedback 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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Dr. Vithalrao Vikhe Patil Foundation's

**Dr. Vithalrao Vikhe Patil
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DTE College Code: EN-5161

Ref No. CEA/4en/201864

Date: 20-7-2020

Minutes of Meeting

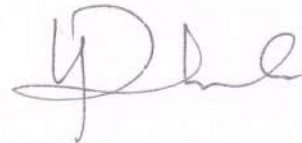
To start the academic activity from 1st August 2020. Meeting has been conducted with all the heads of department and Dy. Director technical Prof. Sunil Kalhapure.

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




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DTE College Code: EN-5161

ef. c2A/Adm20/866
NO

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 helpul 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, etc requirement 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.

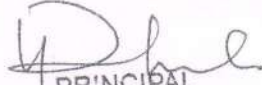



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13. Video lectures and schedule will be monitored by HODs and Academic coordinator.
14. Syllabus completion will be monitored by Academic coordinator, HODs and Dean (academics).
15. Written material should be provided to supplement lectures, tutorials 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 unit test 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.




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First Year Engineering-2018-19

Important Contact No.					
1	Dr.Jaykumar Jayaraman			Principal	8554990210
2	Dr.K.B.Kale			Vice-Principal	9975320658
3	Dr.R.R.Navthar			Dean-Academic	8149322463
4	Prof.S.S.Magar			Co-ordinator	9689041883
5	Prof.M.V.Gunjal			Co co-ordinator	9923894999
Div	Class Teacher	Batch	Roll No.	Tutor	
A	DR.S.J.Halnor	A-1	101-117	Dr.S.J.Halnor	9860756322
		A-2	118-134	Prof.S.G.Bharadi	7038417376
		A-3	135-151	Prof.R.P.Godge	8875854749
B	Prof.P.M.Jagtap	B-1	201-217	Prof.P.M.Jagtap	9850663247
		B-2	218-234	Prof.P.S.Thorat	8275438893
		B-3	235-251	Prof.N.M.Deshpande	9028044249
C	Prof.P.A.Khubchandani	C-1	301-317	Prof.P.A.Khubchandani	9762823045
		C-2	318-334	Prof.S.B.Gholap	9890939361
		C-3	335-351	Prof.A.S.Kapare	8007612599
D	Prof.J.A.Khubchandani	D-1	401-417	Prof.J.A.Khubchandani	8208166897
		D-2	418-434	Prof.S.R.Udawan	9075576014
		D-3	435-451	Prof.S.L.Nagare	9552186279
E	Prof.S.D.Devkhile	E-1	501-517	Prof.S.D.Devkhile	9423165809
		E-2	518-534	Prof.A.U.Vikhe	9545227707
		E-3	535-551	Prof.M.K.Musale	8600412030
F	Prof.S.S.Desai	F-1	601-617	Prof.S.S.Desai	92 25323719
		F-2	618-634	Prof.J.P.Botkar	9421361510
		F-3	635-651	Prof.S.M.Kshirsagar	9284230866

Hostels			Contact No.
Boy's Hostel	Prof.P.B.Autade	Chief Rector	9960871455
	Prof.K.S.Langhe	Rector	9049598180
Girl's Hostel	Prof.M.S.Gunjal	Chief Rector	8888851257
	Prof.K.S.Kadam	Rector	8668772377
	Prof.V.S.Sanap	Rector	9881255732
	Prof.S.B.Gholap	Rector	9890939361

Antiragging Squad			Contact No.
1	Prof.S.K.Shaikh	Incharge	9765834010
2	Prof.P.A.Narawade	Member	9890016225
3	Prof.S.D.Devkhile	Member	9423165809
4	Prof.V.G.Kale	Member	9049864995
5	Prof.S.S.Desai	Member	9225323719
6	Prof.M.V.Gunjal	Member	9923894999
7	Prof.M.S.Gunjal	Member	9975715377
8	Prof.A.D.Kachare	Member	9420951686

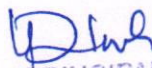


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Summary

Name of Tutor :- Payal. A. Khushchandani

Sr.No.	Roll No.	Name of Students
1	301	Hanche Avdhoot Appasaheb
2	302	Harde Dhananjay Ishwar
3	303	Hapse Swami Nandkumar
4	304	Rushikesh Laxmikant Harde
5	305	Hawaldar Sahil Salim.
6	306	—————→ A C —————→
7	307	Jadhav Aechama chandev
8	308	Prathamesh Damu Jadhav
9	309	Jadhav Rutuja Baban.
10	310	Jadhav Parshitosh Umesh.
11	311	Jadhav Swapnil Rajiv.
12	312	Jadhav Vaibhav Rajabapu
13	313	————— A C —————
14	314	Jamdare yuvraj
15	315	Jangam Sonali Ashok
16	316	Jawale Tushar Balasaheb
17	317	Jawane Omkar Ashok
18		
19		
20		


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First Year Engineering 2018-19

Student Information Form

Full Name of Student: Hanche Avdhoot Appasaheb

Father Name: Hanche Appasaheb Nagnath

Mother Name: Hanche Suvarna Appasaheb

Branch:- civil Division: : C Roll No: 301

Category: S.B.C Batch: C1 Blood Group: _____

Postal Address:

Local Address: _____

PIN: _____

Permanent Address: Near Shrivani Apartment, Amey-nagar,
nagardevle, Bhingar, Ahmednagar.

PIN: 414002

Mobile No: Student: 1. 8605586610 2. 8378896005

Email ID of student: Hanche avdhoot@gmail.com.

Mobile No: Parent: 1. 8087584461 2. 9011515965

Email ID of parent: _____



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Educational Qualification:

Sr. No.	Class	Aggregate	%age	School / College	University /Board
01	SSC	408	81.60	Bhingar high school	Pune
02	HSC	378	58.15	Pemray Sarda	Pune
03	CET	59	Admission Type		
04	JEE	11	TFWS	CAP ✓	Institute Level

Academic Achievements: 1.

2.

Sports Achievements: 1.

2.

Other Achievements /**Awards:** 1.

2.

Details of Fees Paid:

Total Fees	1 st Installment Date	2 nd Installment Date	3 rd Installment Date	4 th Installment Date	Total Fees Paid (Use Pencil)	Total Fees Balance (Use Pencil)

Parent Meeting Record:

Sem	Date of Meeting	Details of meeting	Signature of Parent	Signature of Tutor
1				
2				

Semister -I

Sr. No	Subject	%age Attendance up to						Result		
		1 st online		2 nd online		Theory exam		1 st online	2 nd online	Theory exam I
		Th	Pr	Th	Pr	Th	Pr			
01	M-1	79		99		85		10	11-21	07
02	BCEE	86		100		93.		16	18	20
03	Engg. Graphics	84		68		76.		16	10	15
04	Basic Elec/Etc Engg	76		79		74		9	6-15	00
05	Chem/Phy	85		55		70.		7	12-19	10
06	FPL-I	50		70		70		5	12-17	-

Tutor Meeting Record:

Sr. No	Date of Meeting	Details of Student	Signature of Student	Signature of Tutor
1	24/8/18	1] Discussion of syllabus, Exam, Dresscode, Attendance	Hanche	Pargal
2	08/8/12	2] Attendance, understanding teaches taught, online exam	Hanche	Pargal
3	17/8/12	Syllabus, completion, Attendance, Online exam	Hanche	Pargal
4	24/9/18	Syllabus completion, Attendance,	Hanche	Pargal
5	16/10/18	marks of online exam, unit V and unit VI covers 26 marks, Attendance 75%, Submission on time	Hanche	Pargal
6				
7				
8				
9				



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Semister -II

Sr. No	Subject	%age Attendance up to						Result		
		1 st online		2 nd online		Theory exam		1 st online	2 nd online	Theory exam II
		Th	Pr	Th	Pr	Th	Pr			
01	M-2	86		92		80		123	04	00
02	Engg Mech	50		100		60		10	8	00
03	BME	85		70		72		15	7	7
04	Basic Elec/Etc Engg	76		74		75		7	4	00
05	Chem/Phy	79		76		75		11	11	02
06	FPL-II	50		50		50		10	18	—

Tutor Meeting Record:

Sr. No	Date of Meeting	Details of Student	Signature of Student	Signature Tutor
1	8/1/19	introduction about m-II Compulsary 75% attendance about uniform	<u>Atanhe</u>	<u>Pargal</u>
2	21/1/19	completion of syllabus about phase I exam of sem-II of all subjects.	<u>Atanhe</u>	<u>Pargal</u>
3	18/2/19	Result of sem II exam to study Hard for backlog subject Prepare time table	<u>Atanhe</u>	<u>Pargal</u>
4	5/3/19	completion of syllabus for online exam 75% attendance compulsory Or will be detained	<u>Atanhe</u>	<u>Pargal</u>
5				
6				
7				
8				
9				