

**SHRI RAMDEOBABA COLLEGE OF
ENGINEERING AND MANAGEMENT**

TEACHING MANUAL

FIRST YEAR

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT
FIRST YEAR TEACHING MANUAL**

**FY-ACAD / A INDEX OF WORK PROCEDURE
REF. CLAUSE: 4.4, 7.5.2**

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All the Sections in the Manual FY-ACAD/ A to FY-ACAD/ PR/ 10 are

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Prepared by Coordinators for B. E. First Year

Reviewed and Approved
by Principal

Issued by
MR

REVISION SHEET

FY-ACAD / B

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All	00	00	01/07/2016	Original Issue	Principal
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LIST OF DOCUMENTS AND EVIDENCES

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Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
--		Teaching Manual	MR	HOD
---		Quality Manual	MR	HOD
FY-ACAD-01	5.2.1, 5.2.2	Vision and Mission statement of the Institute	Principal	HOD
FY-ACAD-02	6.1.1, 6.1.2	SWOC Analysis	HOD	--
FY-ACAD-03	5.2.1	Best Practices of the Department	HOD	--
FY-ACAD-04	5.3, 8.3.3	Ordinances/Regulations UG/PG /MBA Integrated	Dean Academics	HOD & First Year In-Charge
FY-ACAD-05	9.3, 10.2	a. Documents for NAAC visit b. Observations of NBA/ NAAC c. Departmental Action Taken Report on the Observations	Principal	Concerned HODs & First Year In-Charge
FY-ACAD-06	5.1.2, 8.2, 8.3	a. Board of Studies Meeting File b. Record containing the procedure for defining and revising the Course Outcomes of each course	BOS Chairman (Basic Sciences and Humanities)	HOD
FY-ACAD-07	7.3, 7.4	Departmental meetings record/ First Year Office meeting record	HOD / First Year In-Charge	--
FY-ACAD-08	9.1.3, 4.4.1, 10.3	Constitution and Mandate of Program Assessment and Quality Improvement Committee (PAQI), minutes of meetings	HOD	--
FY-ACAD-09	9.2, 10.2	Academic Audit and Action Taken Report	HOD	Dean Academics

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FY-ACAD-10	9.2, 10.2, 10.3	a) ISO- Audit Observation b) ISO – Audit Findings c) ISO – Audit NCR d) ISO – Audit Compliances	MR	ISO Coordinator
FY-ACAD-11	4.4.1, 4.4.2	Academic Calendar	Dean Academics	HOD & First Year In-Charge
FY-ACAD-12	7.5.1, 8.2.1	Teaching Scheme and Curriculum of Department	Dean Academics	HOD & First Year In-Charge
FY-ACAD-13	7.1.5	a. Faculty Attendance Register b. Non-Teaching Staff Attendance Register	HOD	--
FY-ACAD-14	7.1.2, 7.2	a. List of Teaching Faculty in First Year b. First Year Student-Faculty Ratio c. Qualification of Faculty Teaching First Year Common Courses	First Year In-Charge	--
FY-ACAD-15	7.1.2, 7.2	a. Faculty Details b. Technical Staff Details	HOD	----
FY-ACAD-16	7.5	Faculty Personal file	Individual Faculty	--
FY-ACAD-17	4.4.1, 5.3	Distribution of Departmental/First Year Office Responsibilities	HOD / First Year In-Charge	HOD / First Year In-Charge
FY-ACAD-18	7.5	a. List of students admitted in first Year b. Category wise list	Dean Admissions	First Year In-Charge
FY-ACAD-19	4.2, 5.1.2, 9.1.2, 9.1.3	Students Grievances Record, Analysis and Action Taken Report	HOD / First Year In-Charge	HOD / First Year In-Charge

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Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
FY-ACAD-20	4.2, 5.1.2, 9.1.2, 9.1.3	a. Feedback analysis report b. Faculty-wise comparison of first and second feedback c. Rewards given d. Corrective measures taken e. Number of corrective actions taken f. Average percentage of students who participated in the feedback process	First Year In-Charge & HOD	--
FY-ACAD-21	4.2, 5.1.2, 9.1.2, 9.1.3	Parent-Teacher meet record: Feedback, Analysis, and Action Taken Report	First Year In-Charge	--
FY-ACAD-22	7.1.3	Infrastructure (Number of class rooms/ Labs/ Seminar Room/ Girl's Common Room etc. and their area, Furniture, Computing Facilities, Fire Extinguishers, First Aid Box, etc.)	Maintenance Manager	First Year In-Charge & HOD
FY-ACAD-23	7.1.3, 7.1.4	Lab file a. No. of Laboratories and details b. Layout and size c. List of equipment and total investment d. Number of Computers with configuration (if applicable) e. Furniture f. List of Software and Licenses (if applicable) g. List of Practical	HOD	Lab In-Charge
FY-ACAD-24	7.1.5, 9.2	Stock Verification Report a. Lab Equipment b. Computing Facility c. Furniture Details d. Discarded Material/Repair Details e. Observation Findings	HOD	--

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FY-ACAD-25	7.1.5	a. Lab consumables register b. Lab equipment issue register/ Log book c. Lab equipment maintenance register	Lab In-Charge	--
FY-ACAD-26	7.1.5	Stock Book	HOD	--
FY-ACAD-27	8.1 and 6.2.2	Budget allocation and expenses	HOD	--
FY-ACAD-28	8.1	a. Semester wise load of department b. Load allotment to faculties	HOD	--
FY-ACAD-29	8.1	Time Table	First Year In-Charge	HOD
FY-ACAD-30	8.2	Class Coordinator/Teacher Mentor file a. Student roll list b. Address and contact number of student and parents/guardian c. Class Time Table d. Name of faculty members engaging the courses (Theory and Practical) along with contact numbers e. List of academically weak students f. Detention list along with all certificates/documents used for pouring attendance	First Year In-Charge	--

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Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
FY-ACAD-31	7.5.1	<p>Course File (Theory Course)</p> <ul style="list-style-type: none"> a. Academic Calendar b. Syllabus c. Teaching Plan d. Time Table e. Mode of Internal assessment f. Attendance Register g. Test Time table h. Test question papers and Solution i. Test Marks j. Assignments k. Assignment marks l. Remedial class Time table m. Final internal assessment n. Course outcome attainment (direct, indirect) <p>Course File (Practical Course)</p> <ul style="list-style-type: none"> a. Syllabus b. Time Table c. List of practicals/experiments d. Attendance Register e. Final internal assessment f. Course outcome attainment (direct, indirect) 	HOD	Course Coordinator
FY-ACAD-32	9.1	<p>Course Material</p> <ul style="list-style-type: none"> a. For Theory Course b. For Lab Course 	HOD	Course Coordinator
FY-ACAD-33	9.1	<ul style="list-style-type: none"> a. Internal examination question papers b. End semester examination question papers 	First Year In-Charge	HOD
FY-ACAD-34	9.1	<ul style="list-style-type: none"> a. Internal Exam Time Table b. Internal Exam Attendance Sheet c. Absentee Record d. End Semester/Make Up Exam Lab Time Table 	First Year In-Charge	HOD

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Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
FY-ACAD-35	9.1	Test answer books of Internal Examinations	HOD	--
FY-ACAD-36	9.1	Internal assessment record of each semester	First Year In-Charge	HOD
FY-ACAD-37	9.1	Overall Detention List	First Year In-Charge	--
FY-ACAD-38	9.1.3	<ul style="list-style-type: none"> a. List of Course Outcomes of first year courses (semester-wise with target attainment values) b. Matrix indicating mapping of Courses to POs and PSOs c. Matrix indicating mapping of course outcomes of each course to POs and PSOs d. Attainment of Course Outcomes of first year courses <ul style="list-style-type: none"> i. List assessment tools used for each course ii. The process adopted to map the assessment questions iii. Parameters of assessment rubrics etc. to the course outcomes iv. The process of data collection from different assessment tools v. The analysis of collected data to arrive at CO attainment levels. e. Record of attainment of Course Outcomes of all courses with respect to set target attainment levels f. Actions taken based on the results of evaluation of relevant POs and PSOs 	HOD	First Year In-Charge

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Document No.	Ref. Clause	Title	Master Copy Holder	Controlled Copy Holder
FY-ACAD-39	9.1.3	a. Result analysis for each course (Semester wise) b. Course Wise Result Analysis	First Year In-Charge	--
FY-ACAD-40	9.1.3	Summary of Result Analysis	HOD	--
FY-ACAD-41	9.1	First Year Academic Performance	First Year In-Charge	--
FY-ACAD-42	8.3	Research and Development activities: a. Publications in Refereed and Indexed (SCI/Web of Science/ Scopus/ICI) Journals b. Publications in Conferences c. Funded research from outside. d. Consultancy/Testing provided to the Industry e. Copyrights f. Patents	HOD	--
FY-ACAD-43	7.2	Faculty interactions with external world: a. STTP/workshops/seminars/conferences attended b. STTP/workshops/seminars/conferences organized c. Invited talks/lectures delivered outside the Institute.	HOD	--
FY-ACAD-44	7.1.6	Guest Lecture's Organized	HOD	--
FY-ACAD-45	6.2.1, 6.2.2	a. Quality Objective Status b. Corrective Actions Taken	HOD	--
FY-ACAD-46	5.2.2	Induction Program for Newly Admitted Students	First Year In-Charge	

*All the above documents/evidences to be kept for the period of 5 years or as per the requirement of NBA/NAAC whichever is higher.

ORGANIZATION STRUCTURE

FY-ACAD / D

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Following are the designations in the department:

1. Head of the Department (HOD)
2. Professor
3. Associate Professor
4. Assistant Professor
5. Technical Assistant
6. Clerk
7. Laboratory Attendant
8. Peon

Following are the designations in the B. E. First Year Office:

1. B. E. First Year In-charge
2. B. E. First Year Co-Officer In-charge [First Shift]
3. B. E. First Year Co-Officer In-charge [Second Shift]
4. Clerk
5. Peon

Following are the Coordinators in the Department/First Year In-Charge Office:

1. Course Coordinator
2. NBA/NAAC Coordinator
3. Time Table Coordinator
4. R and D Activities Coordinator
5. Class Coordinator
6. ISO Coordinator
7. Lab In-charge
8. Departmental Examinational Coordinator
9. Student's Grievances and Welfare Coordinator
10. Program Assessment and Quality Improvement Committee (PAQI) Coordinator

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RESPONSIBILITY AND AUTHORITY

FY-ACAD / E

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Responsibilities of Head of the Department	
01	To carry out subject allocation to the faculty members.
02	To allocate various portfolios to faculty members of the department.
03	To initiate appointment of new faculty members and non-teaching staff as per the requirement.
04	To conduct departmental, and pprogram aassessment and quality improvement committee meetings.
05	To collect and evaluate feedback of various stakeholders.
06	To identify the training need for teaching and non-teaching staff in the department.
07	To control the document & record in the department.
08	To monitor and control overall functioning of the department.
Authorities to Head of the Department	
01	To select the faculty for subject allocation.
02	To select the members of different committees formed in the department.
03	To decide the actions on stakeholder's feedback.
04	To recommend the purchase requisition raised by the faculty.
05	To decide corrective actions on the failures observed in the department functioning.
Responsibilities of First Year In-Charge	
01	To collect academic calendar and plan the curricular, and co-curricular activities accordingly.
02	To initiate appointment of office bearer and supporting staff as per the requirement.
03	To identify the faculty members to work as class coordinator for each section.
04	To collect and evaluate feedback of various stakeholders.
05	To control the documents & evidences in the First Year Office.
06	To monitor and control overall functioning of the First Year Office.
07	To monitor infrastructural facilities in classrooms, girl's common room, First year block, etc. and get it functional properly by communicating to the Maintenance Manager of the Institute.
08	To recommend the purchase requisition of computing facilities and modern teaching aids in the classroom.
Authorities to First Year In-Charge	
01	To prepare the overall time table of B. E. First Year
02	To ensure the classes of various courses are engaged according to time table.
03	To conduct students and parents feedback and to take appropriate actions required to improve the quality.

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RESPONSIBILITY AND AUTHORITY

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04	To prepare or schedule, seating plan, invigilation plan for conduction of Test-I , Test-II and Test-III (Semester-I/II)
5	Preparation of end semester practical time table (Semester-I/II)
6	Record of students leave/Medical application (Semester-I/II)
7	Preparation of detention list for end semester examination (Semester-I/II)
Responsibilities of BOS Chairman [Basic Sciences and Humanities]	
01	To conduct Board of Studies meetings and convey the changes, if any, in the curriculum to Dean Academics.
Authorities to BOS Chairman [Basic Sciences and Humanities]	
01	To frame the syllabus of basic science courses and to upgrade it as per the suggestions of various stakeholders.
Responsibilities of Faculty Members	
01	To prepare teaching plan for the subject based on teaching scheme, syllabus and timetable.
02	To teach and solve student queries.
03	To monitor progress of teaching process with respect to the teaching plan.
04	To mark the attendance of student and analyze the same periodically.
05	To raise indent for the purchase requirements.
06	To conduct internal assessment and compile the data of the same.
07	To analyze the Tests/End Exam results and compile the data for the same for the course file.
08	To carry out various tasks under the department portfolio allotted by HOD.
Authorities of Faculty Members	
01	To decide the method of teaching and mode of assignments.
02	To take necessary action, in consultation with HOD, in case of students with academically weak attendance.
03	To take actions for the improvement in examinations result.
04	To suggest changes and improvements in QMS and overall functioning of the department.
Responsibilities of Laboratory In-charge	
01	To ensure that all the instrument and equipments in the lab are in good working condition.
02	To raise the requisition for the purchase of new equipment / instrument in the laboratory / work shop.
Authorities of Laboratory In-charge	
01	To decide the method for maintaining equipment / instrument in good working condition.

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RESPONSIBILITY AND AUTHORITY

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Responsibilities of Technical/Lab Assistant	
01	To help Laboratory In-charge to perform his activities.
02	To ensure that the equipments and instruments are in good working condition.
03	To carry out the preventive maintenance of equipment before start of semester.
04	To maintain good work environment in the laboratory.
05	To assist the teacher in setting experiments.
06	To perform any other work allotted from time to time by HOD/Lab In-charge
Responsibilities of Lab. Attendant	
01	To assist the Technical Assistant in repairing the equipment / instrument.
02	To get the laboratories and equipments cleaned.
03	To punch the journals during the examination.
04	To perform any other work allotted from time to time by HOD/Lab In-charge/Lab Assistant

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Various Committees

<p>Class Coordinator: To ensure that the classes are conducted according to the Time Table, to prepare detention list, to collect leave related certificates from students and verify it, prepare consolidate report for the pouring of attendance, to submit the internal marks to the DEC.</p>
<p>ISO Coordinator: To distribute ISO related files among the faculty members of the department with consent of the Head of the Department, and verify that all documents and records as listed in the teaching manual are maintained properly, to handle the internal and external audits. To follow the instructions as given by the MR.</p>
<p>Course Coordinator: To ensure that the course is taught as per the syllabus and teaching plan of the respective course. To prepare necessary course material and communicated among the faculty members and provided to the students.</p>
<p>NBA/NAAC Coordinator: To ensure that departmental files, records, presentations, etc. are ready and updated for NBA/NAAC visit.</p>
<p>Time Table Coordinator: To ensure that time table is prepared according to the academic calendar. The departmental time table coordinator shall support to the overall first year time table coordinator by providing the name of concerned faculty members engaging the respective slots in the overall first year time table. First year overall time table coordinator shall upload it on the GEMS and shall display it on notice boards.</p>
<p>R and D activities Coordinator: To improve the existing research facilities in the laboratory by motivating faculty members to apply for Institutional funding/Research grants from various Governmental/Non-Governmental funding agencies. Also, to collect data regarding R & D activities in the department. To ensure that faculty members are following R & D policy of our Institute properly.</p>
<p>Lab In-charge: To ensure that laboratory consumables, equipments, miscellaneous items are stored and maintained properly in ready to use condition. Also, to ensure hazardous materials/chemicals are handled with proper safety and are disposed off carefully. Also to ensure that concerned staff working in the laboratories are competent.</p>

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Departmental Examinational Coordinator: To ensure all the examination related activities such as setting the question paper, conduction of exam, display of answer sheets, mechanism to address students grievances, communication of corrected marks to students, communications with internal examiners, external examiners, supporting staff members, uploading the marks in the GEMS, to keep the records of internal marks and end semester examination marks, to make provision in the budget for smooth conduction of examination.

Student's Grievances Cell and Welfare Coordinator: To set the mechanism to collect students grievances properly and to address these issues in a specific time period.

Program Assessment and Quality Improvement Committee (PAQI)/Department Faculty Board Coordinator: To discuss CO-PO attainment of previous year, and to set the new targets of CO attainment for continual improvement.

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QUALITY OBJECTIVES

FY-ACAD / F

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REF. Clause: 6.2.1, 6.2.2

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No.	Process Stage	Pr. Owner	Output
01	<p>Quality Objectives for the Teaching Function are:</p> <ol style="list-style-type: none"> 1. To enhance faculty interactions with external world: <ol style="list-style-type: none"> a. STTP/workshops/seminars/conferences attended. b. STTP/workshops/seminars/ conferences organized. c. Invited talks/lectures delivered outside the Institute. 2. To enhance participation of industry experts/ Adjunct/ Emeritus Faculty: <ol style="list-style-type: none"> a. Guest lecture organized 3. To enhance the Research and Development activities: <ol style="list-style-type: none"> a. Publications in Refereed and Indexed (SCI/Web of Science/ Scopus/ICI) Journals b. Publications in Conferences c. Funded research from outside. d. Consultancy/Testing provided to the Industry e. Copyrights f. Patents 	<p>HOD / ISO Coordinator</p>	<p>FY-ACAD-45</p>
02	<p>Determine the targets for the academic year, prepare an action plan to achieve the target, and record it. Review the status and update the same in Quality Objective Status.</p>	<p>HOD / ISO Coordinator</p>	<p>FY-ACAD-45</p>
03	<p>At the end of period, review the status against the set target. In case of non-fulfillment of targets, analyze and identify the causes of failure. Take necessary corrective actions. Implement and consider the same during next period.</p>	<p>HOD / ISO Coordinator</p>	<p>Corrective Action Taken Report [FY-ACAD-45]</p>

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PLANNING OF ACADEMIC YEAR

FY-ACAD / PR /01

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Sr. No.	Process Stage	Process Owner	Output
01	Receive the Academic Calendar from Dean Academics	First Year In-Charge and HOD	FY-ACAD-11
02	Organize the induction program for the newly admitted B. E. First Year students. Aware the students about various facilities to be availed by them such as different laboratories, library, class rooms, canteen area, hostel facilities, computer centre, and photocopying facilities and other amenities. Also, aware the students regarding their responsibilities to maintain code of conduct of college, anti-ragging act, various committees of the Institute.	First Year In-Charge and Dean - Students Representative Council (SRC)	FY-ACAD-46
03	Distribute the students in different sections based on their branches. Allocate roll number to the individual students. Enter the roll list on the GEMS.	First Year In-Charge	FY-ACAD-30
04	Prepare the over-all time-table for the current academic semester and circulate to all concerned HODs.	First Year In-Charge	FY-ACAD-29
05	Carry out the load calculation and load allotment referring to the teaching Scheme of the department.	HOD	FY-ACAD-28
06	Discuss strength, weakness, opportunities of the department and corrective action required. Discuss the best practices to be adopted by the Department.	HOD and First Year In-Charge	FY-ACAD-02 FY-ACAD-03
07	Setting of course outcome target and review of course outcome attainment of the last semester.	HOD and Course Coordinator	FY-ACAD-08 FY-ACAD-38
08	Based on Load allotment, prepare Departmental Time Table for the Semester consisting of theory and practical sessions.	Departmental Time table Coordinator	FY-ACAD-29
09	Submit the time table to the HOD and distribute it to the concerned course coordinators.	Departmental Time table Coordinator	FY-ACAD-29

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10	Combine different departmental time tables received from concerned departments and display a copy of timetable on the Department notice board for student's reference and send a copy to the Dean Academics and GEMS for display on college web-site. Assign the name of faculty members in the time-table on GEMS.	First Year In-Charge	FY-ACAD-29
11	Prepare a teaching plan for each unit based on the expected number of the classes for that unit of the course.	HOD and Course Coordinator	FY-ACAD-31
12	Identify the mode/method of assessment and decide the syllabus for different internal tests for the theory courses.	Course Coordinator and HOD	FY-ACAD-31
13	Conduct internal examination of students and arrange remedial classes, counseling of academically weaker students.	First Year In-Charge	FY-ACAD-34, FY-ACAD-30 FY-ACAD-32
14	Conduct departmental meeting/first year office meeting to discuss different agenda related to academic and non-academic work.	HOD and First Year In-Charge	FY-ACAD-07
15	Allotment of students in different batches for Lab courses during the End Semester Examination and Make-Up Exam.	First Year In-Charge	FY-ACAD-34
16	Requirement of additional faculty members as per the load calculations and student-faculty ratio for the next academic session and requirement of supporting staffs and their training required, if any is informed to competent authorities.	HOD and First Year In-Charge	FY-ACAD-14
17	Conduct academic audit of various courses offered by the Department regularly for improvement and prepare action taken report.	HOD	FY-ACAD-09
18	Distribute different responsibilities to the faculty members in the Department / First Year In-Charge Office.	HOD and First Year In-Charge	FY-ACAD-17
19	Plan guest lectures and faculties interactions with external world.	HOD	FY-ACAD-44 FY-ACAD-43

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CONDUCT OF CLASS ROOM SESSIONS

FY-ACAD / PR / 02

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Sr. No.	Process Stage	Process Owner	Output
01	Engage the classes for a specified period of time as per the time table. In case of absentia, ensure the class is being conducted by other faculty members as per the time table for a specified period.	HOD and First Year In-Charge	FY-ACAD-12 FY-ACAD-30
02	Aware the students about the course outcomes, syllabus of course, mode of internal assessment, syllabus of internal examination, books to be referred for the course.	HOD and First Year In-Charge	FY-ACAD-12 FY-ACAD-30
03	Refer to the Teaching Plan for the Unit / Topic to be covered in the lecture.	Course Coordinator	FY-ACAD-30
04	Carry out the teaching by use of appropriate teaching aids like Blackboard, Schematic diagrams, ICT facilities etc.	HOD and First Year In-Charge	FY-ACAD-30
05	Provide hard copy of study material of theory and manual of lab courses to students; provide soft copy of reference books, power point presentations; etc. to students	HOD	FY-ACAD-32
06	Before starting the lecture for that day, review the previous class discussion by asking suitable questions.	Course Coordinator	
07	Discuss various numerical in the tutorial sheets / important topics in the tutorial classes.	Course Coordinator	FY-ACAD-32
08	At the beginning or at the end of lecture take the students attendance manually or online directly through Mobile app on GEMS .	Course Coordinator	FY-ACAD-31 (F)
09	Ensure that students are attentive throughout the lecture by adopting innovative practices during classes such as involving students in quizzes, group discussions, problem solving sessions, etc. as per the requirement.	Course Coordinator	
10	Summarize the topics covered in the class and give home-assignments related to some of the topics to the students for motivation of the self-learning.	Course Coordinator	

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11	Conduct Remedial classes for academically weak (slow learners) students according to the schedule given in academic calendar. Maintain the attendance sheet of the remedial classes.	First Year Incharge / Course Coordinator	FY-ACAD-31 (L)
12	Arrange extra classes for discussion of different difficulties regarding various topics in the syllabus or for lateral entry students for the concerned subjects. Guide the students after the normal class work hours on the request of student(s), not limited only to doubts in the theory courses but also project work, new technologies or trends in the respective areas, paper presentation topics, seminar topics, etc.	Course Coordinator	
13	Give the names of students having attendance less than 75% to the class coordinator.	Course Coordinator	
14	To prepare provisional detention list of students for different courses and display it on the department notice board.	First Year In- Charge	
15	To prepare final overall detention list	First Year In- Charge	FY-ACAD-30

CONDUCT OF PRACTICALS

FY-ACAD / PR / 03

PAGE: 01 / 02

REF. CLAUSE: 8.5

ISS. No.: 01, REV. No.: 00, DT.: 01/01/2018

Sr. No.	Process Stage	Process Owner	Output
01	Determine the number of experiments/ practical to be conducted in a semester for the subject by referring the syllabus of concerned lab course and academic calendar.	Course Coordinator	FY-ACAD-23 (F) FY-ACAD-31
02	During regular practical session ensure that the manuals / charts which give the detailed information about the practical are available in the lab. Give the hard copy of lab manual to students for photocopying or distribute it in the soft copy format.	Course Coordinator	FY-ACAD-32
03	Inform the students about the course outcomes and mode of internal assessment for the lab course.	Course Coordinator	FY-ACAD-20
04	Aware the students about safety precautions to be taken in the lab; inform students about first-aid facility available in the lab and, safe and benign disposal of hazardous waste, handling of equipments through demonstrations, etc.	HOD and Lab In-Charge	FY-ACAD-22
05	Ensure that all equipments / instruments are in working condition. Arrange the instrument / equipment (setups) before start of practical session. Maintain the records of lab-consumables, log book/issue register, maintenance register, etc.	Lab In-Charge	FY-ACAD-24 FY-ACAD-25
06	At the beginning or at the end of lecture take the students attendance manually or online directly through on GEMS software.	Course Coordinator	FY-ACAD-31 (F)
07	Allocate and explain about practical to the batch or to each group. Record the code number / sr. no. of experiment performed by each group in the attendance record.	Course Coordinator	FY-ACAD-31
08	Guide students during the practical to complete the experiment successfully.	Course Coordinator	FY-ACAD-31
09	Verify the output of the experiment. Ensure that students are maintaining and entering their results in the	Course Coordinator	FY-ACAD-31

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	proper/scientific manner in the Journal/Sheets. Grade them accordingly for continuous assessment.		
10	At the end of semester, ensure that each student has completed the entire practicals / experiments.	Course Coordinator	FY-ACAD-31
11	In case students have missed any of the practical, make alternative arrangements for the same.	Course Coordinator	FY-ACAD-31
12	Perform continuous assessment of students and compile internal assessment of the marks for the course of individual students based on their performance on different parameters decided by the Department.	Course Coordinator	FY-ACAD-31

INTERNAL EXAMINATION

FY-ACAD / PR / 04

PAGE: 01 / 02

REF. CLAUSE: 9.1

ISS. No.: 01, REV. No.: 00, DT.: 01/01/2018

Sr. No.	Process Stage	Process Owner	Output
01	Student performance is judged through the Continuous assessment.	First Year In-Charge	FY-ACAD-41
02	Various stages to judge the student performance are: a. Continuous assessment and Internal tests. b. End Semester Examination	First Year In-Charge	FY-ACAD-39 FY-ACAD-40
03	Carry out continuous assessment at department level.	HOD and Course Coordinator	FY-ACAD-31
04	To conduct a internal test examination, prepare and display the timetable for the same giving details of date, time for the examination, seating arrangement, etc.	First Year In-Charge	FY-ACAD-34
05	Set a question paper for the examination as per the syllabus.	Course Coordinator	FY-ACAD-33
06	Conduct the examination as per schedule and ensure that the examination is conducted in fair manner. Collect the answer sheets and absentee record from faculty invigilators. If any unfair means cases are observed, counseling of students is done and the copy case is sent to HoD for further action.	First Year In-Charge	FY-ACAD-34
07	Send the answer sheets of different courses to their concerned teaching Departments.	First Year In-Charge	FY-ACAD-34
08	Maintain the record of examination attendance, answer sheets, etc.	First Year In-Charge & Dept. Exam. Coordinator	FY-ACAD-34 FY-ACAD-35
09	Evaluate the answer sheets and show the evaluated answer sheets to the students. Grievances of the students have to be addressed.	Course Coordinator and Student's Grievance In-Charge	FY-ACAD-19 FY-ACAD-35
10	Discuss the answers with the student personally, if so requested by the student. For the common difficulties discuss the topics in the classroom.	Course Coordinator and Dept. Exam. Coordinator	--
11	Review the overall performance of the student and identify the student whose performance in examination	First Year Incharge / Course Coordinator	FY-ACAD-31

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	is poor. Inform the Counselor about the poor performance of the student and provide guidance to them for improvement in subsequent examinations.		
12	Schedule remedial classes for academically weak students after conduction of internal tests as per the academic calendar.	First Year Incharge / Course Coordinator	FY-ACAD-31
13	Prepare final marks sheet of Internal marks, make the entries in GEMS and forward a copy to Internal Exam Coordinator for display.	Course Coordinator	FY-ACAD-31
14	Display Internal assessment Results for all subjects in the department. Grievances of the students have to be addressed.	Course Coordinator	FY-ACAD-36
15	Final Internal marks to be sent to CoE through GEMS.	First Year Incharge/ Course Coordinator	FY-ACAD-34

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STAKEHOLDER'S FEEDBACK

FY-ACAD / PR / 05

PAGE: 01 / 01

REF. CLAUSE: 4.2, 9.1.2

ISS. No.: 01, REV. No.: 00, DT.: 01/01/2018

Sr. No.	Process Stage	Process Owner	Output
01	Plan and Conduct Parent' meet as per the schedule given in the Academic Calendar. Inform the parents through GEMS and through their ward.	First Year In-Charge, Academic Coordinator	FY-ACAD-21
02	Brief the Parent about the department curriculum, examination pattern, and various activities conducted in the department and achievements, attendance and performance of their ward.	HOD, First Year In-Charge, Academic Coordinator	FY-ACAD-30
03	Collect parents feedback on appropriate forms designed for the same.	First Year In-Charge	FY-ACAD-21
04	Review the feedback and determine the areas of improvement suggested by the stakeholders, forward the parents feedback to the respective HOD and higher authority and prepare an action taken report	First Year In-Charge and HOD	FY-ACAD-21
05	Collect the student's feedback through GEMS according to the schedule in the academic calendar.	First Year In-Charge	FY-ACAD-20
06	Discuss the feedback of each course with the concerned Course Coordinator and suggest improvements required and prepare action taken report. Submit ATR to Principal, Dean Academics and IQAC cell.	First Year In-Charge and HOD	FY-ACAD-20
07	At the end of each semester collect course outcome feedback from the students for indirect assessment of the course outcome.	Course Coordinator	FY-ACAD-31
08	Attach a copy of the analysis in the course file.	Course Coordinator	FY-ACAD-31
09	Student Grievances other than academics to be collected and to be addressed. Action Taken Report to be prepared and submitted to higher authority (Principal/IQAC In-Charge), HoD and Counseling cell In Charge.	Students Grievances Committee In-Charge	FY-ACAD-19

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ANALYSIS OF DATA

FY-ACAD / PR / 06

PAGE: 01 / 02

REF. CLAUSE: 9.1.3

ISS. No.: 01, REV. No.: 00, DT.: 01/01/2018

Sr. No.	Process Stage	Process Owner	Output
Student Attendance			
01	At the end of each month, prepare a summary of attendance for individual student course wise, on the basis of the daily online attendance entries made by faculties in the GEMS software at the end of class.	Course Coordinator	--
02	Display the list of students with attendance less than 75% on the Department notice board.	HOD and First Year In-Charge	--
03	Through discussions with the students and class teachers, try to find out the root cause for absenteeism.	Class Coordinator, First Year In-Charge	--
04	Inform the students or their parents/guardians about the less attendance of the student. Contact telephonically the parents, if required. Contact the Counseling Cell if student needs counseling. Inform the student to produce relevant certificate for medical or for the participation in the events approved by the college.	Class Coordinator, First Year In-Charge	FY-ACAD-30
05	Grant student attendance (pouring) for the approved reasons as per the rules and regulations of the college. After that, identify the remaining students with attendance less than 75 % in theory and practical at the end of the session and prepare the detention list.	Class Coordinator, First Year In-Charge	--
06	Forward a copy of detained students, Course wise, for each semester to the Dean Academics.	Class Coordinator, First Year In-charge	FY-ACAD-37
Result Analysis			
01	At the end of each internal test and end semester examination, perform a detail analysis of the course outcome and program outcomes achieved. Prepare a grade wise list of students to review the overall performance of the students after examination. Display the students' grades/marks on the notice boards after examination. Identify the academically weaker students.	Course Coordinator	FY-ACAD-38

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02	Prepare a course wise summary of the result for each semester. Discuss it in next scheduled BOS meeting.	Course Coordinator, First Year In-charge	FY-ACAD-40
03	To evaluate CO attainment and to take necessary actions to improve it. Discuss it in next scheduled Program Assessment and Quality Improvement Committee meeting and BOS meeting.	First Year In-charge and HOD	FY-ACAD-08 FY-ACAD-38

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**CONTROL OF LAB EQUIPMENTS AND
INFRASTRUCTURE**

FY-ACAD / PR / 07

PAGE: 01 / 02

REF. CLAUSE: 7.1.3

ISS. No.: 01, REV. No.: 00, DT.: 01/01/2018

Sr. No.	Process Stage	Process Owner	Output
01	Prepare list of lab instruments, furniture requirement, electrical requirement, consumables etc. required to be purchased for the Laboratory.	Lab In-charge	FY-ACAD-23
02	Estimate the budget required for purchasing of instruments, consumables etc. for the financial year and get approval of the yearly budget from the higher authorities.	Lab In-charge	FY-ACAD-27
03	Identify and prepare list of suppliers for lab equipment with their contact details. Send list of lab equipment, consumables to be purchased to the administrative office. Estimate the approximate budget and get approval from higher authorities.	Lab In-charge	--
04	On receiving the quotations from the suppliers, prepare comparative statement of quotations and put before the steering/purchase committee of the college. Inform the suppliers to remain present on purchase committee meeting date. Get approval from steering/purchase committee for purchasing of lab equipment.	Administrative officer/Lab In-charge	--
05	Send purchase order to the approved suppliers/vendors.	Administrative officer/Lab In-charge	FY-ACAD-24
06	Receive the lab equipment/ consumables. Check whether the equipment/ consumables are working or not. Based on the terms and conditions of the purchases order, the vendor supplies and installs the equipment and necessary training is provided by the vendor to the concerned faculty and lab technicians. Give accession number to each equipment and make entry in the stock book or consumable register. Send the final bills/invoice to the administrative office for further processing. The final bills are then sent to the account section. The account section then makes the payment through RTGS.	Lab In-charge	FY-ACAD-26
07	Carry out the electrical / civil maintenance of the equipment / instrument / electrical appliances so as to keep them in	HOD/ Lab In-charge	FY-ACAD-25

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	working condition through internal/external agency.		
08	At the beginning of new semester ensure that all the instruments/equipments are in working condition. Instruments not working to be repaired at the earliest by lab technician if there is minor repair. For major repairing of the instruments authorized service engineer to be contacted with the permission of HoD. Get the estimation of service charges from service provider for repairing of instruments and take approval from the Principal. If it is not possible to repair it in the institute then the instrument is sent to the service organization for repair. Record of instrument sent outside of the institute to be maintained. Send final bills to the accounts section after checking the working condition of the instrument.	Lab In-charge	FY-ACAD-25
09	Carry out Stock Verification at the end of financial year to detect instrument damaged / Lost / Outdated.	Lab In-charge	FY-ACAD-24
10	Identify the obsolete equipment and take necessary actions with prior permission of higher authorities	Lab In-charge	FY-ACAD-24

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**INTERNAL AUDIT, CORRECTIVE
ACTION**

FY-ACAD / PR / 08

PAGE: 01 / 01

REF. CLAUSE: 9.2, 10.2, 10.3

ISS. No.: 01, REV. No.: 00, DT.: 01/01/2018

Sr. No.	Process Stage	Process Owner	Output
01	As per the audit plan, conduct the internal audit every three months.	MR	QMS-05
02	Take corrective actions on observation findings and non-compliance (NC) (if any).	HOD	QMS-05

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INTERNAL COMMUNICATION

FY-ACAD / PR / 09

Page: 01 / 01

REF. Clause: 5.2.2, 7.3, 7.4, 8.2.3

ISS. No.: 01, REV. No.: 00, DT.: 01/01/2018

No.	Process Stage	Process Owner	Output
01	During teaching session departmental meetings to be held at least twice in a semester to discuss the overall effectiveness of QMS, resource requirement (if any) and to communicate effectiveness of QMS.	HOD	--
02	Inform the date, time and agenda of the meeting to the departmental faculty members through notice	HOD	FY-ACAD-07
03	Record the decisions and actions needs to be taken on various issues as decided in the meeting. Prepare the minutes of the meeting held.	HOD	FY-ACAD-07
04	During next meeting review the minutes of previous meeting. Review the progress made on actions taken.	HOD	FY-ACAD-07

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COURSE MODIFICATION

FY-ACAD / PR / 10

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REF. Clause: 4.2, 6.3, 8.3.6

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No.	Process Stage	Process Owner	Output
01	Invite the approved faculties from Academia or Industry for a meeting on a date given by Dean Academics.	HOD and BOS chairman	FY-ACAD-06
02	Based on the feedback received from the stakeholders and industry requirements, identify the course components to be modified. Define and revise the course outcomes for each course, if any. Record recommendations of different stakeholders and take appropriate actions.	HOD and BOS chairman	FY-ACAD-06
03	Discuss the new courses e.g. mandatory courses, open electives, audit courses, etc. to be floated as per the teaching scheme and curriculum of different departments.	BOS chairman	FY-ACAD-06 FY-ACAD-12
04	Send a copy of the minutes of the BOS meeting to the Dean Academics for further discussions and approval in Academic Council meeting.	HOD/ BOS chairman	FY-ACAD-06

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