Zeal Education Society's

Zeal College of Engineering and Research, Pune Academic Process Manual

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Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/A	Revision: 00	Date: 01/04/2021	Page: 01 / 01

Index of Procedures

Zeal College of Engineering and Research, Academic Process Manual

| | **List of Records** | | |

Sr. No.	Record No.	Title	Rev. No.	Date
1	ZCOER-ACAD/R/01	Academic Requirements	00	01/04/2021
2	ZCOER-ACAD/R/02	Faculty Requirement	00	01/04/2021
3	ZCOER-ACAD/R/03	Supporting staff requirement	00	01/04/2021
4	ZCOER-ACAD/R/04	Equipments for Maintenance	00	01/04/2021
5	ZCOER-ACAD/R/05	Equipments for obsolescence	00	01/04/2021
6	ZCOER-ACAD/R/06	Equipments for calibration	00	01/04/2021
7	ZCOER-ACAD/R/07	Equipment list with Calibration details	00	01/04/2021
8	ZCOER-ACAD/R/08	Academic Calendar of the Institute	00	01/04/2021
9	ZCOER-ACAD/R/08A	List of Working days	00	01/04/2021
10	ZCOER-ACAD/R/09	Event Calendar of the Department	00	01/04/2021
11	ZCOER-ACAD/R/10	Portfolio Allocation	00	01/04/2021
12	ZCOER-ACAD/R/11	Short term and long term Goals	00	01/04/2021
13	ZCOER-ACAD/R/12	Subject Preference	00	01/04/2021
14	ZCOER-ACAD/R/13	Teaching load allocation	00	01/04/2021
15	ZCOER-ACAD/R/14	Master Timetable for Department having more than 01 Division	00	01/04/2021
16	ZCOER-ACAD/R/14A	Master Timetable for Department having 01 Division	00	01/04/2021
17	ZCOER-ACAD/R/14B	Class Timetable	00	01/04/2021
18	ZCOER-ACAD/R/14C	Classroom Timetable	00	01/04/2021
19	ZCOER-ACAD/R/14D	Lab Timetable	00	01/04/2021
20	ZCOER-ACAD/R/14E	Individual Timetable	00	01/04/2021
21	ZCOER-ACAD/R/15	Allocation of faculty members to various domains	00	01/04/2021
22	ZCOER-ACAD/R/15A	Modified Course Outcomes	00	01/04/2021
23	ZCOER-ACAD/R/15B	CO, PO & PSO Mapping	00	01/04/2021
24	ZCOER-ACAD/R/15C	Contents Beyond Syllabus	00	01/04/2021
25	ZCOER-ACAD/R/16	Course File (Theory) Verification	00	01/04/2021
26	ZCOER-ACAD/R/16A	Course File Index (Theory)	00	01/04/2021
27	ZCOER-ACAD/R/16B	One Page Biodata	00	01/04/2021
28	ZCOER-ACAD/R/16C	Vision and Mission	00	01/04/2021
29	ZCOER-ACAD/R/16D	Program Outcomes (PO) and Program Educational Objectives (PEO)	00	01/04/2021
30	ZCOER-ACAD/R/16E	Course Objectives and Outcomes	00	01/04/2021
31	ZCOER-ACAD/R/16F	Teaching Plan	00	01/04/2021
32	ZCOER-ACAD/R/16G	Lesson Plan	00	01/04/2021
33	ZCOER-ACAD/R/16H	Unit wise Real Time Applications/ Live Examples	00	01/04/2021

Sr. No.	Record No.	Title	Rev. No.	Date
34	ZCOER-ACAD/R/16I	Solution of Latest SPPU Question Papers (Insem and End-sem)	00	01/04/2021
35	ZCOER-ACAD/R/16J	University Result Analysis (Last 03 Years)	00	01/04/2021
36	ZCOER-ACAD/R/16K	Class Test Question Paper (I and II)	00	01/04/2021
37	ZCOER-ACAD/R/16L	Assignments	00	01/04/2021
38	ZCOER-ACAD/R/16M	Unit wise Question Bank	00	01/04/2021
39	ZCOER-ACAD/R/16N	Unit wise MCQs	00	01/04/2021
40	ZCOER-ACAD/R/17	Course File (Laboratory) Verification	00	01/04/2021
41	ZCOER-ACAD/R/17A	Course File Index (Laboratory)	00	01/04/2021
42	ZCOER-ACAD/R/17B	Laboratory Session Plan	00	01/04/2021
43	ZCOER-ACAD/R/18	Student Attendance - Theory	00	01/04/2021
44	ZCOER-ACAD/R/18	Student Leave Application Form	00	01/04/2021
45	ZCOER-ACAD/R/19	Theory Attendance for TW	00	01/04/2021
46	ZCOER-ACAD/R/19A	Continuous Assessment for TW	00	01/04/2021
47	ZCOER-ACAD/R/19B	Mid Term Submission for TW	00	01/04/2021
48	ZCOER-ACAD/R/19C	Cumulative Continuous Assessment for TW	00	01/04/2021
49	ZCOER-ACAD/R/19D	Assignments for TW	00	01/04/2021
50	ZCOER-ACAD/R/19E	Class Test Record for TW	00	01/04/2021
51	ZCOER-ACAD/R/19F	Term Work/ Oral/ Practical Evaluation	00	01/04/2021
52	ZCOER-ACAD/R/19G	Term Work/ Oral/ Practical Marks	00	01/04/2021
53	ZCOER-ACAD/R/20	Monthly Theory Session Conduction	00	01/04/2021
54	ZCOER-ACAD/R/20A	Monthly Practical Session Conduction	00	01/04/2021
55	ZCOER-ACAD/R/20B	Remuneration Form of Faculty on CHB	00	01/04/2021
56	ZCOER-ACAD/R/21	Permission for Industry Expert/ Guest Faculty Session	00	01/04/2021
57	ZCOER-ACAD/R/21A	Industry Expert/ Guest Faculty Session Feedback	00	01/04/2021
58	ZCOER-ACAD/R/22	Content uploading request format	00	01/04/2021
59	ZCOER-ACAD/R/23	Preferences for elective courses	00	01/04/2021
60	ZCOER-ACAD/R/24	List of students registered for elective courses	00	01/04/2021
61	ZCOER-ACAD/R/25	Allocation of Seminar guides	00	01/04/2021
62	ZCOER-ACAD/R/25A	Allocation of Seminar topics	00	01/04/2021
63	ZCOER-ACAD/R/25B	Schedule of Seminar Presentations	00	01/04/2021
64	ZCOER-ACAD/R/25C	Seminar Assessment	00	01/04/2021
65	ZCOER-ACAD/R/26	Allocation of project guides	00	01/04/2021
66	ZCOER-ACAD/R/26A	Allocation of project topics	00	01/04/2021
67	ZCOER-ACAD/R/26B	Project Report Summary	00	01/04/2021
68	ZCOER-ACAD/R/27	Attendance Reports	00	01/04/2021
69	ZCOER-ACAD/R/28	Syllabus Completion Report (Theory)	00	01/04/2021

Sr. No.	Record No.	Title	Rev. No.	Date
70	ZCOER-ACAD/R/28A	Syllabus Completion Report (Practical)	00	01/04/2021
71	ZCOER-ACAD/R/29	Schedule of Class Test	00	01/04/2021
72	ZCOER-ACAD/R/29A	Schedule of Class Test Invigilation	00	01/04/2021
73	ZCOER-ACAD/R/29B	Class Test Conduction Report	00	01/04/2021
74	ZCOER-ACAD/R/29C	Attendance and Assessment Record of Class Test	00	01/04/2021
75	ZCOER-ACAD/R/29D	Class Test Result Analysis	00	01/04/2021
76	ZCOER-ACAD/R/30	Guardian Faculty Member (GFM) File Index	00	01/04/2021
77	ZCOER-ACAD/R/30A	List of students allocated	00	01/04/2021
78	ZCOER-ACAD/R/30B	GFM - Student Meeting Attendance Record	00	01/04/2021
79	ZCOER-ACAD/R/30C	Student & Parent Information	00	01/04/2021
80	ZCOER-ACAD/R/30D	Student Profile	00	01/04/2021
81	ZCOER-ACAD/R/30E	GFM Meeting Report	00	01/04/2021
82	ZCOER-ACAD/R/30F	Self-Declaration of Student	00	01/04/2021
83	ZCOER-ACAD/R/30G	Self-Declaration of Parents	00	01/04/2021
84	ZCOER-ACAD/R/30H	Consolidated Report of GFM-Student Meeting	00	01/04/2021
85	ZCOER-ACAD/R/30I	Department Level Action Taken Report	00	01/04/2021
86	ZCOER-ACAD/R/30J	Suggestions of Students at Institute Level	00	01/04/2021
87	ZCOER-ACAD/R/30K	Institute Level Action Taken Report	00	01/04/2021
88	ZCOER-ACAD/R/31	Identification of Advance & Slow Learner (SE,TE,BE)	00	01/04/2021
89	ZCOER-ACAD/R/31A	Identification of Advance & Slow Learner (FE)	00	01/04/2021
90	ZCOER-ACAD/R/31B	Identification of Advance & Slow Learner (Class Test Result)	00	01/04/2021
91	ZCOER-ACAD/R/31C	Identification of Advance & Slow Learner (Laboratory Performance)	00	01/04/2021
92	ZCOER-ACAD/R/31D	Identification of Advance & Slow Learner (University Examination Result)	00	01/04/2021
93	ZCOER-ACAD/R/31E	Assignment for Slow Learners	00	01/04/2021
94	ZCOER-ACAD/R/31F	Test for Slow Learners – I/II	00	01/04/2021
95	ZCOER-ACAD/R/31G	Evaluation of Slow learners (Test for Slow Learners)	00	01/04/2021
96	ZCOER-ACAD/R/31H	Evaluation of Slow learners (Laboratory Performance)	00	01/04/2021
97	ZCOER-ACAD/R/31I	Progress review of Slow Learner - SE/TE/BE	00	01/04/2021
98	ZCOER-ACAD/R/31J	Progress Review of Slow Learner - FE	00	01/04/2021
99	ZCOER-ACAD/R/31K	Assignment for Advance Learners	00	01/04/2021

Zeal College of Engineering and Research, Academic Process Manual

Sr. No.	Record No.	Title	Rev. No.	Date
100	ZCOER-ACAD/R/31L	Co-curricular Task for Advance Learner	00	01/04/2021
101	ZCOER-ACAD/R/34	Mid-term Submission	00	01/04/2021
102	ZCOER-ACAD/R/34A	Schedule of Mid-Term Submission	00	01/04/2021
103	ZCOER-ACAD/R/35	Schedule of Mock Oral/ Practical Examination	00	01/04/2021
104	ZCOER-ACAD/R/36	Monthly Attendance Monitoring Report	00	01/04/2021
105	ZCOER-ACAD/R/36A	Monthly Defaulter Students Report	00	01/04/2021
106	ZCOER-ACAD/R/36B	Cumulative Defaulter Student Report	00	01/04/2021
107	ZCOER-ACAD/R/37	Live Feedback	00	01/04/2021
108	ZCOER-ACAD/R/37A	Live Feedback Guidelines	00	01/04/2021
109	ZCOER-ACAD/R/38	Student Feedback Form	00	01/04/2021
110	ZCOER-ACAD/R/38A	Student Feedback Report	00	01/04/2021
111	ZCOER-ACAD/R/39	Notice/ Circular	00	01/04/2021
112	ZCOER-ACAD/R/40	Minutes of Meeting	00	01/04/2021
113	ZCOER-ACAD/R/41	Letter to Parents	00	01/04/2021
114	ZCOER-ACAD/R/42	Parent Feedback Form	00	01/04/2021
115	ZCOER-ACAD/R/43	Course Outcome (CO) Mapping	00	01/04/2021
116	ZCOER-ACAD/R/43A	Percentage of CO Attainment	00	01/04/2021
117	ZCOER-ACAD/R/43B	CO Attainment Level	00	01/04/2021
118	ZCOER-ACAD/R/43C	PO-PSO Attainment	00	01/04/2021
119	ZCOER-ACAD/R/43D	Course wise CO Attainment (%) Summary	00	01/04/2021
120	ZCOER-ACAD/R/43E	Course wise CO Attainment Level Summary	00	01/04/2021
121	ZCOER-ACAD/R/43F	Course wise POs-PSOs Attainment Level	00	01/04/2021

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 01 / 21
	Responsibilities and Authorities		

Responsibility of Principal

1. To take responsibility for leading the institute with vision, creativity and excellence.
2. Coordinate the annual operating and strategic plan
3. To ensure that the quality policy is established and communicated to all stakeholders.
4. To ensure that the quality objectives are established for all sections of the institute.
5. To approve quality and process manuals.
6. To review Quality Management System at regular intervals.
7. To take actions/ decisions for the Quality Management System (QMS) improvement.

8. To strengthen the academic delivery mechanism to enhance students- performance
9. To review and approve purchase requirement.
10. To monitor the functioning of Institute.
11. Observance and implementation of the act, statutes, ordinances, regulations, rules and other orders issued by the authorities such as GOI, AICTE, UGC, GOM, DTE, SPPU etc. from time to time.
12. Any other work related to the institute as and when assigned by the competent authority.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 02 / 21
Responsibilities and Authorities			

Responsibility of Dean Academics

- To assist Principal in formation of academic policy for the institute in the context of
  1. Planning:
     1. Design of academic excellence policy of the institute - Objectives and Goals.
     2. Requirements of infrastructure and staff.
     3. Teaching learning methodology.
     4. Faculty and staff development.
     5. Student development.
     6. Student evaluation.
     7. Student assessment and remedial methods.
     8. Initiatives towards improvement in teaching learning process.
     9. Standardization of academic process – NBA, NAAC, SPPU, ISO etc.
     10. Feedback mechanism and methodology in consultation with Principal and Internal Quality Assurance Cell (IQAC) coordinator.
  2. Monitoring and control:
     1. Conformance to academic policy of the institute.
     2. Conformance to academic calendar.
     3. Attendance of students and staff.
     4. Content delivery status - syllabus coverage, tutorial, assignments, practical.
     5. Quality of content delivery.
     6. Performance of students – Internal and University exams.
     7. Performance of faculty – through student feedbacks and other factors.
     8. Utilization of academic resources.
     9. Overall student development activities.
     10. The conformance to standard practices in academics.
     11. Academic discipline.
- To provide review of academic progress to Principal.
- To motivate staff and the students towards the achievement of excellence in Academic process.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 03 / 21
	Responsibilities and Authorities		

Responsibility and Authority of Head of Department

Perform the academic and administrative functions for the department/ program as per the policy of the institute.

1. To plan and monitor the achievement of quality objectives laid for the department.
2. To define goals and plan to achieve these goals.
3. To propose new academic programs and the expansion of the department.
4. To plan and support innovative techniques for the improvements in teaching learning process.
5. To ensure smooth functioning of the department.
6. To ensure proper utilization, safeguarding and maintenance of the department infrastructure.
7. To plan portfolios and allocate work responsibilities to faculty and staff.
8. To propose the budget of the department to Principal and get approval.
9. To ensure that allocated budget is properly utilized in the department.
10. To propose the purchase of academic requirements and get procured from Admin. Dept.
11. To propose the library requirement and get procured from Library Section
12. To Plan, execute and Monitor the curricular, co-curricular and extracurricular activities within the department.
13. To motivate, plan, perform and monitor various activities for performance improvement of students.
14. To, plan, motivate perform and monitor various activities for improvement of faculty and staff.
15. To motivate faculty for research and consultancy work through modernization of lab infrastructure and research projects.
16. To ensure the preparation of various reports to be submitted to University, DTE and AICTE etc.
17. To propose the requirement of staff and recommend the selection to Principal.
18. To plan and execute academic audit of each semester.
19. To plan, execute and monitor students, staff and parents feedback.
20. To execute responsibilities assigned by the University / Institute from time to time.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 04 / 21
Responsibilities and Authorities			

Responsibility and Authority of ME Coordinator

1. Receive attendance sheet of all ME students.

2. Prepare load distribution of post graduate teacher recognize/approved faculty.

3. Prepare class time table for ME classes.

4. Verify individual staff readiness in all aspects i.e. subject notes and other requirements.

5. Prepare list of seminar and project guide.

6. Allotment of seminar as well as project guide to the students.

7. Prepare standard guidelines for submission of seminar and project report. (Report writing, Paper publications of students etc.)

8. Overall monitoring of ME academics.

9. To motivate, plan and monitor various activities for improvement of students.

10. Prepare attendance report of the students.

11. Prepare syllabus completion report for theory as well as Lab practice.

12. Collect the marks of assignment, test, and lab performance from individual subject teacher and prepare report of same for internal assessment.

13. Coordinate the examination section for the conduction of ENDSEM examination of elective subjects.

14. Conduction of SPPU Oral/Practical /Term work examination.

15. Coordination of project stage II examination.

16. Analysis of university result.

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 05 / 21

Responsibilities and Authorities

Responsibility and Authority of Academic Coordinator

To Assist Head of the department in implementation of academic process in the department in the context of

- Planning
    1. Infrastructure requirements to conduct the sessions.
    2. Annual budget of the department.
    3. Faculty and staff requirement.
    4. Allocation of teaching load and preparation of timetable.
    5. Allocation of roles and responsibilities.
    6. Event calendar for the department.
    7. Workshops, seminars and other co-curricular activities.
    8. Contents of course file.
- Monitoring
    1. Attendance of students and staff.
    2. Content delivery in classroom and laboratory sessions.
    3. Academic performance of faculty.
    4. Academic progress of students.
    5. Academic resource utilization.
    6. Execution of co-curricular activities.
    7. To assist the authority to Plan, execute and Monitor the curricular, co-curricular and extracurricular activities.
- To mentor faculty, staff and students.
- To execute the responsibilities assigned by authorities.
- Motivate faculty and staff.
- To represent the department in the absence of authority.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 06 / 21
	Responsibilities and Authorities		

Responsibility and Authority Class Teacher

1. To address the student on the first day of each semester regarding academic processes that are undertaken throughout the semester.
2. To guide the students about rules of attendance (general), industrial visits, sports, medical leave etc.
3. To address the students' quires, try to resolve it and inform to respective authority.
4. To meet the parents of students, especially defaulters and toppers.
5. To inform the Head of Department about making alternate arrangement for lectures and practical when a faculty is absent.
6. Generating attendance report for every fifteen days in every Academic semester. Displaying the defaulter list and the counseling them to improve the attendance. To update attendance in case of medical leave, sports leave etc.
7. Collect information regarding slow learner (in terms of Academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions inconsultation with the Head of Department.
8. Identify advanced learner and motivate them to excel.
9. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
10. Maintaining the class-teacher record containing class details.
11. Any other duty the Principal / Head of Department may assign.
12. Sending progress report after unit test and midterm submission to the parents.
13. Personal counseling to the students those are in final detention list and their parents.
14. Monitoring the discipline among students.
15. Analysis of previous semester university results.
16. Sending messages to student as per requirement.

Responsibility and Authority of Subject In-charge

1. Procurement of syllabus of concerned subject.
2. Prepare Course outcomes & Program outcomes.
3. Prepare Teaching Plan as per standard format.
4. Prepare short notes for concerned subject.
5. Prepare power point presentation, standard videos for effective content delivery.
6. Prepare conduction plan and do mapping with teaching plan.
7. To motivate, plan, perform and monitor various activities for improvement of students.
8. Conduct class test /retest and prepare result analysis report as a part of internal assessment.
9. Identify slow learners as well as advanced learners.
10. To counsel the students for attendance, academic performance and overall development.
11. Conduct remedial classes for slow learners and assign design problems, assignments to advanced learners.
12. Prepare syllabus submission report for theory as well as practical.
13. Prepare attendance report as well as defaulter list of students.
14. Co-ordination of Oral/Practical /Term work examination.
15. Analysis of university result of subject.

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 08 / 21
Responsibilities and Authorities			

Responsibility and Authority of Faculty

1. To ensure the effective content delivery through conduction of classroom and laboratory sessions.
2. To report Head of Department and perform as per responsibilities assigned by the authority from time to time.
3. To assist the authority to plan, execute and monitor the curricular, co-curricular and extracurricular activities.
4. To mentor staff and students.
5. To prepare and maintain the records/ files for assigned responsibilities.
6. To respond and perform for University responsibilities assigned.
7. To motivate, plan, perform and monitor various activities for overall development of students.
8. To make alternative adjustment before proceeding on leave and inform the concerned authority.
9. To find out laboratory requirement and handover to Head of Department.
10. To adhere to quality policies of the institute and work towards achievements of goals.
11. To work towards the research and development activities.
12. To counsel the students for attendance, academic performance and overall development.
13. To address the students' quires, try to resolve it and inform to respective authority.

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 09 / 21
Responsibilities and Authorities			

Responsibility and Authority of Guardian Faculty Member (GFM)

1. To prepare and maintain the records of the students of the assigned batch.
2. To conduct meeting with the assigned batch of the students and maintain records.
3. To monitor the students' performance throughout the semester.
4. To communicate regarding the absentee of the student to the parents.
5. To communicate the performance and overall development of students to their parent/guardian.
6. To maintain the student progress record.
7. To communicate other faculty members regarding performance issue.
8. To motivate the students to improve their overall performance.
9. To encourage students to participate in curricular, co-curricular and extra-curricular activities.
10. To maintain record of participation/ award winning in the form of certificates and other relevant documents.
11. To ensure discipline maintained by the students throughout the events/functions to be organized in campus.
12. To initiate disciplinary actions (if any) in consultation with authorities.
13. To submit student's detention report (if any) to the authorities.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 10 / 21
Responsibilities and Authorities			

Responsibilities and Authority of Lab In-Charge

1. To ensure the availability and proper functioning along with calibration of equipment required for performance of practical in the laboratory.
2. To prepare and submit requirements of laboratory equipment and consumables to Head of Department.
3. To ensure the maintenance of dead stock of the laboratory.
4. To ensure maintenance and cleanliness of laboratory.
5. To ensure the maintenance and preventive maintenance of equipment.
6. To perform physical stock verification.
7. To ensure availability of laboratory manuals for the experiments performed in laboratory.
8. To monitor the performance of practical as per time table and maintain logbook.
9. Reporting of damages / breakages / thefts of equipment to Head of Department and ensuring subsequent recovery of equipment from students if necessary.
10. Ensure that the safety rules and instructions are displayed at prominent places of the laboratory.
11. To prepare the opportunities for industry tie-ups and consultancy.
12. To ensure effective utilization of laboratory.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 11 / 21
	Responsibilities and Authorities		

Responsibilities and Authority of Class Test In-charge

1. To arrange two class tests on two units of syllabus per semester.
2. To display the class test time-table in advance as per academic calendar of department.
3. Circulate the time-table for class test in to the various classes and among the faculties.
4. Circulate the notice to set the question papers to respective subject faculty in prescribed format before 3 days of commencement of test.
5. Give the stationary requirements for class test before 15 days from the Commencement.
6. Get the total count of the regular strength of class. Get the question papers photocopied before three day of test starts, ensuring utmost confidentiality.
7. To allocate the seating arrangement for the student & display it.
8. To make the availability of answer-books.
9. Inform staff members to check the papers and submit the marks for their test subjects after three days of final test paper.
10. To get the result of unit test and analyze the results.
11. To try for smooth conduction of test exam without disturbing the regular academics.
12. To schedule retest for absent (with prior permission) and failed students.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 12 / 21
	Responsibilities and Authorities		

Responsibilities and Authority of University Practical /Oral/Termwork Examination In-charge

1. Plan and conduct mock oral/practical examination before conclusion of teaching as per academic calendar and display it to coordinator.
2. Collect the summary sheet of students along with their university examination seat number.
3. Prepare the summary sheet of students appearing for the practical/oral/termwork examination from result gadget.
4. Plan the dates of examination in consultation with the Head of Department. Appoint internal examiner of all heads of examination for various subjects and issue office order.
5. Instruct the internal examiners to confirm date of examination in consultation with external examiner.
6. Prepare final timetable of examination and display it to the faculty and students.
7. Prepare the budget for the examination and collect the advance amount from the account section.
8. Prepare the staff duty time-table and circulate it to the all staff members in the department.
9. Inform to the staff members to finalize the external examiners for the examination and finalize the dates of the examination.
10. Inform to the lab assistant to prepare laboratories with proper equipment and software according to each examination in the respective laboratories.
11. At the end of practical/oral examination ensure that the examiner's attendance is marked, certificate is issued and remuneration is paid.
12. At the end of the practical/oral examination, collect all the copies of mark sheets and maintain the record.
13. Submit the copies of all examination mark sheets to the examination section.
14. Submit the bills along with expenditure summery to the account section.

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 13 / 21
Responsibilities and Authorities			

Responsibilities and Authority of Departmental Student Association In-charge

1. Preparation of constitution for departmental student association and get it approve in consultation with Head of Department and Principal.
2. Formation of departmental student association members every year through election/selection.
3. Preparation of annual budget and maintain annual report.
4. Creating awareness about the purpose of forming the departmental students association.
5. Generating funds for association through registration fee etc.
6. Identify and organize activities under the association with the help of students.
7. Encouraging students to participate actively in every activity.
8. Distributing prizes and certificates to organizing participants & winners.
9. Prepare reports of every events organized.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 14 / 21
Responsibilities and Authorities			

Responsibilities and Authority of Feedback In-charge

1. Dean academics will discuss with all departmental feedback in- charges about the points in feedback form, so that there should be a link between feedback and enhanced learning.
2. Feedback In-charge will give a presentation to the students which will help them to fill the feedback form.
3. The points in feedback form are most likely to focus on improving learning (mostly lecturing), educational facilities and scant attention is paid to students' development for their learning strategies.
4. According to the attendance criteria, take feedback of students.
5. To collect views from students about the quality of their educational experiences and suggestions for improvements.
6. The feedback collected is to be forwarded to Head of department after analysis.

Responsibilities and Authority of Departmental Library In-charge

1. Prepare notice to the students and staff about the issuing the books from the department library.
2. Set the rules for issue and return of the books as well as for fine.
3. Maintain following four registers :
   - Book register- A list of books available in the library.
   - Issue register- To issue and return the books from staff and students.
   - Fine register- To collect the fine.
   - Seminar/Project/Paper Publication register of last three years.
4. Prepare a list of books and display the updated list per semester in the department.
5. Make a new entry of books as available in the department library.
6. Arrange the books or copies of books subject-wise in the book shelf and make the entry accordingly.
7. At the end of the semester prepare a report of books issued, returned or misplaced.
8. Prepare a requirement of new books that are required according to the new syllabus to the central library and submit proposal accordingly through Head of Department.
9. Department library is to be updated with latest edition of books by collaborating with book publisher.
10. Maintain product catalog in department library.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 16 / 21
Responsibilities and Authorities			

Responsibilities and Authority of Parents Meeting In-charge

1. Plan the schedule of parents meet as per the academic calendar in consultation with Head of Department.
2. Maintain the contact details (Phone Numbers/Email IDs) of parents for further communication.
3. Inviting parents for parents meet by sending letters/message/E mails as well as through telephone calls and taking acknowledgement.
4. Registrations of parents to be done on the day of parents meet.
5. Personal interaction with parents to be done to solve their queries along with concerned faculty.
6. Taking the feedback and suggestions from the parents for further improvement.
7. Prepare report of parents meet and submit it to Head of Department.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 17 / 21
Responsibilities and Authorities			

Responsibilities and Authority of Industrial Visit In-charge

1. Collect the information regarding industrial visits prescribed in the syllabus.
2. Searching reputed industries for visit and collect the information about the industry.
3. Seeking permission from industry for industrial visit.
4. Taking approval for budget through Head of Department.
5. Creating awareness among students about industrial visit.
6. Taking consents from parents for industrial visit of students.
7. Preparing the schedule.
8. Taking the undertaking from parents and students.
9. Monitoring and taking care of student in all respects during such visits and tours.
10. Submit visit report and expenditure statement to Head of Department after completion of visit.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 18 / 21
	Responsibilities and Authorities		

Responsibility and Authority of Technical Assistant / Laboratory Assistant

1. To plan and monitor laboratory cleanliness.
2. To perform test/trials on all laboratory equipment before start of the semester and check its results conformance with lab in charges.
3. All laboratory equipment/measuring instruments must be calibrated yearly/timely.
4. To arrange set of instrument before start of session.
5. Issue of laboratory equipment with manual to students and collect it back.
6. To ensure student entry in logbook of laboratory/computer center for internet access.
7. To assist lab in-charge and faculty for smooth conduction of lab sessions.
8. To maintain record of University TW / PR / OR examinations.
9. To maintain updated laboratory manual, furniture register, purchase details, equipment history card, dead stock register and consumable register.
10. To carry out routine maintenance of equipment in laboratory.
11. To report and maintain the record of theft/damage/breakages of equipment to labin-charge/Head of Department.
12. To recommend laboratory requirements and consumables.
13. To ensure the safety rules and regulations are displayed at the prominent location in the laboratory.
14. To ensure all the students must follow safety rules and regulations.
15. To carry out any other work assigned by the higher authorities.

Zeal College of Engineering and Research, Academic Process Manual

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 19 / 21
	Responsibilities and Authorities		

Responsibility & Authority of Departmental Clerk / Assistant

1. To maintain office records and files of the department.
2. To maintain records of leave, vacation etc. of the departmental staff.
3. To prepare notices, circular etc. issued by Head of Department and circulate the same among the staff and student.
4. To keep inward/outward record.
5. To maintain and keep the record of the departmental stationary.
6. To issue necessary teaching material like attendance record, duster, chalk etc. from store and distribute it to the staff.
7. To issue necessary stationary like files, pages, index, certificates etc. from store and distribute it to the students.
8. To prepare and maintain result analysis and daily students' attendance.
9. To plan and monitor cleanliness work of the department and classroom.
10. To assist Head of Department & faculty members in carrying out day to day work of the department.
11. To receive notices, circulars from Principal office, other departments etc. and put it before Head of Department for necessary actions.
12. To maintain coordination with Principal office (Admin/Account), society office, examination section, training and placement section, central store etc.
13. To carry out any other work assigned by higher authorities.

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 20 / 21
Responsibilities and Authorities			

Responsibility and Authority of Laboratory Attendant

1. Opening and closing of Laboratory.
2. Sweeping and cleaning of laboratories.
3. Help during the Laboratory examination.
4. To circulate notice & other documents given by higher authority. (Teaching / Non - Teaching).
5. To put notices on notice board of laboratory also remove outdated notices from notice board.
6. Ensure that all electric equipment is switched off when not in use.
7. Any other duties assigned by the higher authority time to time.

ZCOER-ACAD/C	Revision: 00	Date: 01/04/2021	Page: 21 / 21
	Responsibilities and Authorities		

Responsibility of Peon and Housekeeper

1. Opening and closing classrooms, staff rooms and other chambers.
2. Cleaning of classrooms, staff rooms and other chambers.
3. Cleaning of furniture / instruments.
4. Provide help during examinations.
5. To circulate notice and other documents given by higher authority. (Teaching / Non-Teaching).
6. To display and remove the notice from notice board.
7. To protect the college property.
8. Ensure that all electric equipment is switched off when not in use.
9. Any other duties assigned by the higher authority time to time.

ZCOER-ACAD/PR/01	Revision: 00	Date: 01/04/2021	Page: 01/03
Preparation of Academic Requirements			

Input	SPPU curriculum, AICTE norms, Dead stock register, List of faculty and administrative staff, Expected total number of students year-wise, List of existing library resources.

Sr. No.	Activity	Responsibility	Stage Output
A	**Requirements of Infrastructure, Equipment and Consumable**		
01	Prepare the list of additional infrastructure requirements of class rooms, tutorial rooms, laboratories, faculty rooms etc.	Head of Department	List of infrastructure requirements
02	Prepare the list of additional requirement of furniture, furnishing and teaching aids	Head of Department	List of furniture and teaching aids
03	Prepare the list of additional equipment, software and consumables required for practical conduction of the subjects.	Subject In-charge / Lab-In-charge	List of equipments, softwares and consumables
04	Consolidate requirements of infrastructure, equipment and consumable at department level and forward to Principal through Registrar.	Head of Department	ZCOER-ACAD/R/01, Material requisition form
B	**Preparation of Faculty Requirement**		
01	Calculate the teaching work load as per curriculum and University guidelines.	Head of Department & Academic Coordinator	Department workload
02	Compute the cadre wise teaching staff requirement as per teaching work load	Head of Department & Academic Coordinator	Department faculty requirement as per work load
03	Compute the cadre wise teaching staff requirement as per AICTE norms	Head of Department & Academic Coordinator	Department faculty requirement as per AICTE norms
04	Compute additional faculty requirement. [Max. of (2) and (3)]	Head of Department	ZCOER-ACAD/R/02 Faculty Requirement

ZCOER-ACAD/PR/01	Revision: 00	Date: 01/04/2021	Page: 02/03
Preparation of Academic Requirements			

C		**Preparation of Supporting Staff Requirement**	
01	Calculate the laboratory work load as per curriculum and University guidelines.	Head of Department & Lab-In-charge	Department workload
02	Prepare additional requirement of supporting staff such as system administrator, network administrator, lab assistants, lab attendants and peons/ housekeepers.	Head of Department and Lab In-charge	ZCOER-ACAD/R/03 Supporting staff requirement
D		**Preparation of Library Requirement**	
D-(a)		**Annual Library Requirements**	
01	Receive the note from library for suggesting the annual requirement of books, periodicals, Journals and e-subscriptions to be made available.	Librarian and Head of Department	**LIB-ADMN-R-01**
02	Receive recommendation of books from faculty.	Head of Department, Dept. Library In- charge	List of books from faculty
03	Prepare subject-wise list of recommended text and reference books with required quantity as per university curriculum and AICTE norms.	Head of Department, Dept. Library In-charge	List of books for FE/SE, TE, BE
04	Prepare the list of books for respective subject and suggest the additional reference books if any.	Faculty	List of additional reference books

ZCOER-ACAD/PR/01	Revision: 00	Date: 01/04/2021	Page: 03/03
Preparation of Academic Requirements			

05	Review and send the requirement of books to the librarian.	Head of Department, Dept. Library In-charge	LIB-ADMIN-R-02 Book requisition form
D-(b)	**Emergency Library Requirements**		
01	Identify the immediate requirement of the books, references, subscriptions etc. from the concerned faculty.	Head of Department and faculty	Immediate Library Requirement document
02	Forward the requirement to library for immediate purchase.	Head of Department and Librarian	LIB-ADMIN-R-02 Book requisition form

Output	List of Infrastructure, equipment, faculty, supporting staff and library requirements.
Process M & M	Timely projection of Academic requirements.

ZCOER-ACAD/PR/02	Revision: 00	Date: 01/04/2021	Page: 01/01
Maintenance of Equipments			

Input	Dead stock register, Syllabus

Sr. No.	Activity	Responsibility	Stage Output
01	Report the failure/ malfunctioning of the equipment to Lab In-charge/ Head of Department	Lan Assistant/ Dept. Clerk	-
02	Take necessary actions/ forward maintenance requisition to Principal through HOD	Lab In-charge, Dept. Clerk	ZCOER-ACAD/R/04 Equipments for Maintenance
03	A Gate Pass should be maintained if equipment needs to be send outside Institute campus.	Lan Assistant/ Dept. Clerk	-
03	Perform periodical follow up of maintenance work from respective agency	Lab Assistant/ Dept. Clerk	-
04	Receive the equipment in working condition after maintenance and maintain the record	Lab In-charge, Lab assistant, Head of Department	-

Output	Reporting of maintenance requirement and follow-up.
Process M & M	Timely maintenance of equipments

ZCOER-ACAD/PR/03	Revision: 00	Date: 01/04/2021	Page: 01/01
	Obsolescence of Equipments		

Input	Dead stock registers, Obsolescence policy

Sr. No.	Activity	Responsibility	Stage Output
01	Identify the equipments for obsolescence as per policy.	Lab In-charge, Head of Department	ZCOER-ACAD/R/05 Equipments for obsolescence
02	Recommend list of equipment for obsolescence to the Principal.	Head of Department	ZCOER-ACAD/R/05 Equipments for obsolescence
03	Receive approval from the Principal to process obsolescence	Head of Department	-
04	Perform disposal of equipments and update dead stock.	Lab In-charge, Lab assistant, Head of Department	-

Output	Up gradation of the laboratories through disposal and replacement of equipments.
Process M & M	Monitor annual equipment disposal activity. Timely up gradation of laboratories.

ZCOER-ACAD/PR/04	Revision: 00	Date: 01/04/2021	Page: 01/01
Calibration of Equipment			

Input	List of M & M equipment.

Sr. No.	Activity	Responsibility	Stage Output
01	Prepare list of equipments for calibration in the lab with date of purchase and date of calibration with validity date.	Laboratory In- charge.	List of equipments for calibration
02	Maintain monthly record of results obtained by testing master. Keep check on permissible variation in reading.	Laboratory Assistant	Log book
03	After due date of validity, carry out internal verification of equipment for accuracy and prepare report. Prepare list of equipment require calibration. Prepare tentative expenditure for calibration and submit request to principal office	Lab In-charge, Laboratory Assistant	ZCOER-ACAD/R/06 Equipments for calibration
04	Perform periodical follow up of maintenance work from respective agency	Lab Assistant/ Dept. Clerk	-
05	Prepare report of calibration work carried out and maintain certificates accordingly.	Lab In-charge, Head of Department	ZCOER-ACAD/R/07 Equipment list with Calibration details
06	Mark due calibration date on equipment	Lab Assistant	-

Output	Calibration of equipment.
Process M & M	Timely calibration of equipments.

ZCOER-ACAD/PR/05	Revision: 00	Date: 01/04/2021	Page: 01/01
Management of Department budget			

Input	Notice - Budget (ADMN-ACNT-R-01), Requirement received from the subject in-charges, Lab in-charges, Project coordinators and administrative staff, Department wise budget allocation (ADMN/ACNT-R-05)

Sr. No.	Activity	Responsibility	Stage Out put
01	Receive the notification for submission of Department- Budget	Principal, Head of Department	ADMN-ACNT-R-01 Notice – Budget
02	Collect the requirements of consumables, equipment, software, furniture, stationary and department events.	Faculty, Head of Department	Budget requirements from faculty
03	Prepare the proposed financial budget.	Head of Department, Dept. Clerk	ADMN-ACNT-R-02 Tentative Budget Statement
04	Forward the proposed budget to Principal	Head of Department	
05	Receive the sanctioned budget	Principal	ADMN-ACNT-R-05 Department wise allocation
06	Review and decide priorities for purchase as per allotted budget. (reallocation)	Head of Department	Prioritized budget
07	Review of allotted budget utilization periodically and analyze the deviations (if any) and present in review meeting of Heads of Department with Principal.	Principal, Head of Department	-

Output	Management and Utilization of the Budget.
Process M & M	1. Timely preparation of financial budget. 2. Prioritization of requirements within allocated budget and timely initialization of procurement activity. 3. Monitoring the utilization of allocated budget

ZCOER-ACAD/PR/06	Revision: 00	Date: 01/04/2021	Page: 01/03
Preparation of Academic and Event Calendar			

Input	University Circular regarding holidays, PR/OR, In-sem and End-sem examinations in a semester, plan of activities from cell/Centre/committee coordinators at the Institute level in a semester.

Sr. No.	Activity	Responsibility	Stage output
A	**Preparation of Academic Calendar - Institute Level**		
01	Plan date wise Academic Calendar for a semester considering following activities at Institute Level : 1. Commencement of teaching, Induction Program. 2. Parents Meet-I 3. Attendance communications 4. Class Test – I 5. Student Feedback 6. Mid-term submissions 7. Class Test – II 8. Parents Meet-II 9. Conclusion of teaching 10. End-term submission & Mock Practical / Oral 11. Practical / Oral, Project - University Examinations. 12. Theory – University Examination. 13. Events planned at Institute Level	Principal, Dean Academics	ZCOER-ACAD/R/08 Academic Calendar of the Institute
02	Review and finalize the date wise academic calendar (Well in advance of commencement of the semester).	Principal, Deans, Head of Department, cell/ Centre/ committee coordinators	ZCOER-ACAD/R/08 Academic Calendar of the Institute
03	Circulate the date wise institute academic calendar.	Dean Academics	ZCOER-ACAD/R/08 Academic Calendar of the Institute

ZCOER-ACAD/PR/06	Revision: 00	Date: 01/04/2021	Page: 02/03
Preparation of Academic and Event Calendar			

04	Allocate portfolios at institute level as per sub process 'C' given below.	Head of Department	Portfolio
05	At the end of earlier semester, prepare date wise tentative Academic Calendar for semester and revise as per actual university schedule.	Principal, Deans & Head of Department	Academic Calendar
06	Prepare the list of working days during the semester	Dean Academics	ZCOER-ACAD/R/08 A List of Working days
B	**Preparation of Academic Calendar – Department Level**		
01	Plan event calendar in line with Academic calendar of the institute by considering following activities at department level: 1. Question papers for Class Test I 2. Student feedback, parents feedback, Live Feedback analysis 3. Appreciation/ Corrective action letters 4. Remedial Lectures & Makeup Test – I 5. Expert lectures 6. Industrial Visits. 7. Hands on training/value added course. 8. Question papers for Class Test II. 9. Remedial Lectures & Makeup Test – II 10. Counseling of students by Head of Department. 11. Compilation of Term Work & Assessment. 12. Display of final Term Work. 13. Events planned at department Level.	Head of Department, Academic Coordinator	ZCOER-ACAD/R/09 Event Calendar of the Department

ZCOER-ACAD/PR/06	Revision: 00	Date: 01/04/2021	Page: 03/03

Preparation of Academic and Event Calendar

02	Review and finalize the event calendar in faculty meeting. Also identify the faculty coordinator/in-charge for various activities	Head of Department, Academic Coordinator & Faculty	ZCOER-ACAD/R/09 Event Calendar of the Department
03	Circulate the event calendar.	Head of Department, Academic Coordinator	ZCOER-ACAD/R/09 Event Calendar of the Department
C	**Portfolio Distribution (Institute level)**		
01	Receive / refer the portfolio notification from Principal.	Head of Department	-
02	Inform the responsibility to faculty for the related identified activities at Institute level.	Head of Department	-
D	**Portfolio Distribution (Department level)**		
01	Allocate responsibilities to faculty and staff as per planned activities.	Head of Department	ZCOER-ACAD/R/10 Portfolio Allocation
02	Notify the faculty and staff about the portfolios.	Head of Department / Dept. Clerk.	ZCOER-ACAD/R/10 Portfolio Allocation
Output	Activities Planned for the semester at Institute and Department Level.		
Process M & M	Timely planning of Academic activities and events before the commencement of the semester.		

ZCOER-ACAD/PR/07	Revision: 00	Date: 01/04/2021	Page: 01/01
Academic Planning and Review Presentations			

Input	Academic Calendar, Vision – Mission statement, Goals, Head of Department Presentations, Department activity calendar, Portfolios.

Sr. No.	Activity	Responsibility	Stage Out put
Review and Planning Presentations by Principal/ Dean/ HOD/ In-charge			
01	Prepare schedule for presentations and notify the concerned faculty.	Principal, Academic Dean, Head of Department, In-charges	Schedule for Presentations
02	Prepare the presentations which include the review of the activities of previous academic year and plan for next academic year in line with vision, mission and goals. Present the report on the scheduled date.	Principal, Academic Dean, Head of Department, In-charges	Minutes of Meeting
03	Review the short term and long term goals and the implementation strategy.	Principal, Academic Dean, Head of Department	ZCOER-ACAD/R/011 (Short term and long term Goals
04	Communicate to faculty and staff.	Head of Department	ZCOER-ACAD/R/011 (Short term and long term Goals

Output	Exchange of ideas, formulation and refinement of goals.
Process M & M	Timely review of performance at various levels. Analysis of planned versus actual.

ZCOER-ACAD/PR/08	Revision: 00	Date: 01/04/2021	Page: 01/01

Allocation of Teaching Work load and preparation of Time-Table

Input	Teaching work load, Class rooms, Laboratories, Faculty list

Sr. No.	Activity	Responsibility	Stage Out put
A	**Teaching Work Load Allocation**		
01	Prepare the list of subjects to be taught for the semester and circulate among faculty for their choices	Head of Department, Academic Coordinator	ZCOER-ACAD/R/12 Subject Preference
02	Allocate the subjects to faculty as per work load distribution norms and choices given.	Head of Department, Academic Coordinator	ZCOER-ACAD/R/13 Teaching load allocation
B	**Preparation of Time Table**		
01	Finalize the shared resources such as classrooms, laboratories and faculty from other departments.	Head of Department, Academic Coordinator	List of shared resources and availability
02	Map the Theory & Practical sessions to available classrooms and laboratories considering proper utilization of resources.	Time Table In charge	Time Table
03	Verify and approve Master time table.	Head of Department and Dean Academics	ZCOER-ACAD/R/14, 14A Master Timetable
04	Prepare class, classroom, laboratory, and individual time tables and get approved.	Time Table In-charge, Head of Department	ZCOER-ACAD/R/14B, 14C,14D,14E class, classroom, laboratory, individual time tables
05	Notify time table to faculty, staff, and students and the concerned faculty from other departments. Display timetable on notice board.	Time table In-Charge	All Time tables

Output	Time table for the semester.
Process M & M	Timely preparation of time table.

ZCOER-ACAD/PR/09	Revision: 00	Date: 01/04/2021	Page: 01/02
	Preparation of Teaching and Learning		

Input	Syllabus contents of the course, Program Educational Objectives (PEO) & Program Outcomes (PO) of the Program , Academic calendar, Individual Time table, Text & Reference Books

Sr. No.	Activity	Responsibility	Stage Output
A	**Identify Contents Beyond syllabus**		
01	Allocate faculty members under various domains.	Academic Coordinator/ Head of Department	ZCOER-ACAD/R/15 Allocation of faculty members to various domains
02	1. Frame the course outcomes from syllabus contents. 2. Find out which POs will be met with reference to outcomes of course. 3. Map CO-PO and CO, PSOs. 4. Decide which POs can be attained from the syllabus contents. 5. Find POs which may not be attained (Curricular gaps Identification).	Faculty	ZCOER-ACAD/R/15A Course Outcomes ZCOER-ACAD/R/15B CO, PO & PSO Mapping
03	Identify and review the contents beyond syllabus to achieve rest of POs and PSOs.	Faculty, Head of Department, Academic Coordinator, Faculty	ZCOER-ACAD/R/15C Contents Beyond Syllabus
B	**Planning for Teaching and Learning**		
01	Refer the syllabus of subject and the contents beyond syllabus (if any), and compute total number of Lectures and Practical as per University norms.	Faculty	-
02	Assign lecture(s)/practical and allocate planned date of delivery to the identified topics in the syllabus and contents beyond syllabus in such a way that it is possible to cover whole syllabus before conclusion of teaching.	Faculty	ZCOER-ACAD/R/16F, 17B Teaching Plan, Lab Teaching Plan

ZCOER-ACAD/PR/09	Revision: 00	Date: 01/04/2021	Page: 02/02
Preparation of Teaching and Learning			

03	Prepare course file as per index. Academic coordinator and HOD have to review the teaching and lesson plan fortnightly to ensure completion of topics as per plan.	Faculty, Academic coordinator and HOD	ZCOER-ACAD/R/16-16P
04	Prepare laboratory file as per index. Academic coordinator and HOD have to review the teaching and lesson plan fortnightly to ensure completion of topics as per plan.	Faculty, Academic coordinator and HOD	ZCOER-ACAD/R/17, 17A, 17B
05	Communicate teaching plan to the students	Faculty	ZCOER-ACAD/R/16F, 17B Teaching plan (Theory, Laboratory)

Output	Contents Beyond Syllabus. Teaching plan, course file.
Process M & M	Timely identification of content beyond syllabus and preparation of teaching plan before the commencement of the semester.

ZCOER-ACAD/PR/10	Revision: 00	Date: 01/04/2021	Page: 01/02
		Induction of Students	

Input	Vision, Mission, PEOs & POs, Short term & long term goals, Academic Calendar of the institute, Roll list and batches of students admitted to first year/ direct second year, information of contact details of students and parents, Date of commencement of classes.

Sr. No.	Activity	Responsibility	Stage Out put
A	**First year Induction Program**		
01	Decide the date of induction program as per the admission schedule notified by DTE.	Principal, Academic Dean, FE Coordinator	Notice of induction program
02	Plan the contents to be delivered to students and parents	Principal, Academic Dean, FE Coordinator	Presentations
03	Plan the organization of program – decide organizing committee, location, prepare work schedule , budget, invitations etc.	FE Coordinator, Program In-charge	Plan document
04	Finalize the sequence and details of induction Program	Principal, Academic Dean, FE Coordinator	Schedule of the program
05	Conduct the induction program for the FE students	Principal, Academic Dean, FE Coordinator	-------------
06	Submit the report of induction program.	FE Coordinator	Program conduction report
B	**Direct second year (DSE) Induction Program**		
01	Decide the date of induction program as per the admission schedule notified by DTE.	HOD	Notice of induction program
02	Plan the contents to be delivered to students and parents	HOD, Academic coordinator	Presentations
03	Plan the organization of program – decide organizing committee, location, prepare work schedule , budget, invitations etc.	HOD, Academic coordinator, SE class teacher	Plan document
04	Finalize the sequence and details of induction Program	HOD, Academic coordinator, SE class teacher	Schedule of the program

ZCOER-ACAD/PR/10	Revision: 00	Date: 01/04/2021	Page: 02/02
Induction of Students			

Sr. No.	Activity	Responsibility	Stage Out put
05	Conduct the induction program for the DSE students	HOD, Academic coordinator, SE class teacher	-
06	Submit the report of induction program to Principal.	HOD	Program conduction report

Output	Effective communication about the academic activities of the Institute / Department planned during current semester.
Process M & M	Timely address by Principal / Head of Department on first day of the current semester.

ZCOER-ACAD/PR/11	Revision: 00	Date: 01/04/2021	Page: 01/01

Academic Content Delivery through Classroom and Laboratory

Input	Syllabus of SPPU, Teaching plan, Presentation, Teaching aids, Internet facility in Classroom and Laboratory, Timetable, lab session plan, Lecture notes, Lab Manual

Sr. No.	Activity	Responsibility	Stage Out put
A	**Class Room Teaching**		
01	Ensure that teaching resources are in place.	Faculty	-
02	Follow Teaching Plan / Lab Session plan for the content delivery.	Faculty	-
03	Record attendance of students.	Faculty	ZCOER-ACAD/R/18 Student Attendance - Theory
04	Make the teaching contents available to students	Faculty	-
B	**Laboratory Conduction**		
01	Communicate the experiments / practical to be conducted to Lab Assistant.	Faculty	ZCOER-ACAD/R/17B Laboratory Session Plan
02	Prepare and ensure experimental set ups and resources as per lab session plan.	Lab Assistant	-
03	Notify students about criteria defined for term work/ Oral/ Practical evaluation. For courses not having theory, the evaluation will be based on summarized performance in other courses also.	Faculty	ZCOER-ACAD/R/19 Term work/ Oral/ Pra Evaluation
03	Explain aim, objective, theory and application of practical and demonstrate the experiment /practical to students.	Faculty	-
04	Perform practical and communicate results to Faculty.	Students	Lab manual
05	Help students to perform practical.	Lab Assistant	-
06	Guide students for analyzing the results of experiments.	Faculty	-
07	Make practical contents available to students.	Faculty	Lab manual
08	Assess practicals/ experiments.	Faculty	ZCOER-ACAD/R/19, 19A Continuous Assessment Sheet

Output	Effective syllabus coverage as per plan in conformance with course objective, POs and PEOs.
Process M & M	Scheduled conduction of theory / practical sessions as per plan and timely monitoring.

ZCOER-ACAD/PR/12	Revision: 00	Date: 01/04/2021	Page: 01/02
Outsource Process			

Input	Work Load Distribution, List of Identified Guest /Visiting Faculty, Request from Faculty for guest lecture.

Sr. No.	Activity	Responsibility	Stage Out put
Outsource resource as faculty on CHB			
01	Identify need of faculty on Clock Hour Basis (CHB)	Academic coordinator & Head of Department	List of courses with requirement of faculty on CHB
02	Request outsourced resource person for availability as faculty on CHB.	Academic Coordinator & Head of Department	-
03	Appoint the faculty on CHB	Head of Department & Principal	Appointment order of faculty
04	Conduct lectures in proper time as per time table and teaching plan.	Faculty on CHB	ZCOER-ACAD/R/16F Teaching Plan
05	For any change in time table, faculty on CHB should talk to time table coordinator.	Faculty on CHB	-
08	Maintain Theory and practical session record of the faculty on CHB.	Department Clerk	ZCOER-ACAD/R/20, 20A
09	Send monthly remuneration form to account section with due sanction from Principal	Department Clerk	ZCOER-ACAD/R/20B
Outsource resource as Industry Expert/ Guest Faculty			
01	Request of conduction of Expert/ Guest faculty session to Principal through Head of Department	Course faculty	ZCOER-ACAD/R/21
02	Identify Industry Expert/ Guest Faculty	Course faculty	-

ZCOER-ACAD/PR/12	Revision: 00	Date: 01/04/2021	Page: 02/02
Outsource Process			

Sr. No.	Activity	Responsibility	Stage Out put
03	Request Industry Expert/ Guest Faculty for availability	Course faculty	-
04	Invitation to Industry Expert/ Guest Faculty for availability	Course faculty	Invitation Letter
05	Ensure Conduction of session in proper time as per schedule.	Course faculty	-
06	Take attendance and feedback of students	Course faculty	ZCOER-ACAD/R/21A
07	Convey words of gratitude to Industry Expert/ Guest faculty	Course faculty, Head of Department	Appreciation Letter
07	Prepare report of conduction of Expert/ Guest session and submit to Principal through Head of Department.	Course faculty, Head of Department	Expert/ Guest session conduction report

Output	Manage the work load allocation with outside faculty
Process M & M	Timely identification of outsourcing requirements and meeting the same.

ZCOER-ACAD/PR/13	Revision: 00	Date: 01/04/2021	Page: 01/01
Academic Communication to Staff & Students			

Input	Notices and circulars from various sources like Administration, Deans, Heads of Department, In-charges, Inter/Intra Institute communications.

Sr. No.	Activity	Responsibility	Stage Out put
A	**Updating Notice Board**		
01	Receive the notices/ circulars from administration and other departments; make an entry in inward register and put up to Head of Department for necessary action.	Dept. Clerk	Inward Register
02	Take relevant actions such as to display of notices with date of withdrawal and circulation of notices/circulars in classes and laboratories as well as social media group with necessary actions.	Head of Department Dept. Clerk	-
03	Circulate and display academic and administrative notice/ circular for students and staff. These notices can be shared on social platforms for rapid dissemination of information.	Head of Department	ZCOER-ACAD/R/39 Notice/ Circular
03	Display / Removal of notices from notice board and file the removed notices.	Dept. Clerk	ZCOER-ACAD/F/19 Notice File
B	**Staff meetings**		
01	Conduct staff meetings for smooth functioning of academic and administrative activities.	Head of Department, In-charges	-
02	Minutes of meetings should be communicated to concerned staff within 01 working day.	Clerk/ Head of Department	ZCOER-ACAD/R/40 Minutes of Meeting
C	**Updating Website**		
01	Prepare the necessary material (soft or hard copy) to be uploaded on the college website.	Principal, Academic Dean, Head of Department, In-Charges	Soft or Hard copy of material
02	Forward to Website Coordinator	Principal, Academic Dean, Head of Departments, Website Coordinator	ZCOER-ACAD/R/22 Content uploading request format
03	Verify contents uploaded on website	Principal, Academic Dean, Head of Department, In-Charges	-

Output	Effective communication through notice board, Social Media, Website and Intranet.
Process M & M	Timely communication of information to students and staff.

ZCOER-ACAD/PR/14	Revision: 00	Date: 01/04/2021	Page: 01/01

Finalization of Elective Subjects

Input	Provisional admitted students list – branch/ year wise, Choice of electives, Student project groups list

Sr. No.	Activity	Responsibility	Stage Out put
01	Notify the elective courses offered and the selection criteria to the students.	Head of Department /Academic Coordinator	ZCOER-ACAD/R/23 Preferences for elective courses
02	Counseling of students regarding the importance and selection of the electives along with their applications.	Head of Department /Academic Coordinator	-
03	Take courses choices from students	Class teacher	List of choices opted by students
4	Finalize the elective courses offered	Head of Department/ Academic Coordinator	ZCOER-ACAD/R/24 (List of students registered for elective courses)

Output	List of students for the respective elective courses.
Process M & M	1. Timely completion of students roll list. 2. Year, division-wise number of students admitted.

ZCOER-ACAD PR/15	Revision: 00	Date: 01/04/2021	Page: 01/02
Seminar and Project Activity			

Input	Curriculum, Research domains/areas, List of guides & students, Academic calendar.

Sr. No.	Activity	Responsibility	Stage Out put
A	**Coordination of Seminar Activity**		
01	Aware the students about various domains by conducting sessions of domain specific faculty members in last month of previous semester. Aware the students that seminar topic can be extended as a project topic.	Domain coordinator/ Seminar Coordinator/ Head of Department	ZCOER-ACAD/R/15 Allocation of faculty members to various domains
02	Call for preferences of domains and faculty members from students Allocate faculty as a guide and notify to faculty and students.	Seminar Coordinator, Head of Department	ZCOER-ACAD/R/25 Allocation of Seminar guides
03	Approve seminar topics in consultation with seminar guide.	Seminar Guide, Seminar Coordinator, Head of Department	ZCOER-ACAD/R/25A Allocation of Seminar topics
04	Schedule review of seminar as per Department event calendar and assess the presentations	Seminar coordinator	ZCOER-ACAD/R/25B, 25C Schedule of Seminar Presentations, Assessment Sheet
05	Finalization of seminar reports from students as per SPPU norms	Seminar Guide	-
06	Schedule final presentation of seminar as per Department event calendar Assess the presentations given by students and get seminar reports submitted	Seminar Guide, Seminar Coordinator, Head of Department	ZCOER-ACAD/R/25C Seminar Assessment

ZCOER-ACAD/PR/15	Revision: 00	Date: 01/04/2021	Page: 02/02

Seminar and Project Activity

B	Coordination of Project Activity		
01	Aware the students about various domains by conducting sessions of domain specific faculty members in last month of TE semester-II. Aware students about project activity- Formation of groups, domains, outcomes, in-house and sponsored projects etc.	Domain Coordinator/ Project Coordinator and Head of Department	ZCOER-ACAD/R/15 Allocation of faculty members to various domains
02	Call for formation of groups, preferencesof domains and faculty members from students Allocate faculty as a guide and notify to faculty and students.	Project Coordinator and Head of Department	ZCOER-ACAD/R/26 Allocation of project guides
03	Finalize project topics in consultation with guide and notify the same to faculty and students. Maintain the project diary regularly.	Project Guide/ Project Coordinator and Head of Department	ZCOER-ACAD/R/26A Allocation of project topics
04	Schedule project reviews (I, II, III, IV) as per Department event calendar and assess the presentations as per guidelines of respective Board of Studies	Project Coordinator	-
05	Prepare and submit summary of projects registered for university exam to project chairman as per format prescribed by Board of Studies.	Project Coordinator, Head of Department	-
06	Prepare and submit report as per the Department event calendar.	Guides, Project coordinator, students	ZCOER-ACAD/R/26B (Project Report Summary)

Output	Effective organization of Seminar and Project activities.
Process M & M	Timely organization of Seminar and Project activities. Monitoring seminar/project quality through periodic reviews.

ZCOER-ACAD/PR/16	Revision: 00	Date: 01/04/2021	Page: 01/02
Academic Progress Monitoring			

Input	Attendance sheet of theory / practical for every session, Teaching/lab plan, Timetable, Assignments, Tutorials.

Sr. No.	Activity	Responsibility	Stage Output
A	**Attendance Monitoring**		
01	Record attendance of each course / practical at the end of the session and update the same in ERP system. If student is absent for three consecutive days without intimation, communicate to parents of students through GFM (Message/ Phone call).	Faculty	ZCOER-ACAD/R/18, 18A, 19 (Student Attendance, Leave Application Form, continuous assessment)
02	Generate attendance reports as per monitoring requirements.	Faculty	ZCOER - ACAD-R-27-27G (Attendance Report)
03	Notify students about the attendance status in weekly GFM meetings. Submit monthly attendance monitoring report, monthly defaulter students (Not following attendance norms) report, cumulativedefaulter students report to Academic Monitoring Committee.	Class Teacher, GFM, Academic Coordinator, Head of Department	ZCOER-ACAD/R/36, 36A, 36B Monthly Att./Defaulter students report, Cumulative report
04	Communicate to parents of defaulters monthly through letters/ e-mail. Counsel the defaulter students and parents for corrective action. Take self-declaration from student and parents	GFM/ Class teacher, Academic coordinator, Head of Department	ZCOER-ACAD-R-41, ZCOER-ACAD-R-30F, 30G
05	Review and take remedial measures (monthly) to address the attendance improvement of defaulter students. Submit review report to Principal	Academic Monitoring Committee (AMC)	Defaulter Review Report
06	Recommend students for detention to Principal.	AMC	List of Detained students

ZCOER-ACAD/PR/16	Revision: 00	Date: 01/04/2021	Page: 02/02

| | **Academic Progress Monitoring** | | |

B	**Academic Monitoring**		
01	Check the course files for conformance to structure and planning for teaching.	Academic Coordinator, Head of Department	ZCOER-ACAD/R/16 Course file Verification Report
02	Review monthly the conduction of theory and practical sessions, assignments, syllabus coverage, MCQ tests, and submit the report to AMC.	Academic Coordinator, Head of Department	ZCOER-ACAD/R/28, 28A Syllabus Completion, Assignment and MCQ test Report
03	Schedule and conduct live feedbacks from ongoing classes using defined guidelines. Inform observations and suggestions to respective faculty in presence of head of Department. After a due course of time, schedule and conduct live feedbacks for poor performing faculty to ensure improvement in content delivery.	Academic Monitoring Committee, Head of Department	ZCOER-ACAD/R/37, 37A Live feedback, Guidelines
04	Identify issues (monthly) leading to deviation from planned to actual theory and practical sessions, tutorials, assignments, class tests, seminar, project, syllabus coverage and counsel faculty for corrective measures	Academic Monitoring Committee	Review report of planned to actual academics
05	Review and update monthly teaching learning process for improvement.	Academic Monitoring Committee, Principal	Improved Teaching Learning Process

Output	Effective content delivery as per plan.
Process M & M	Weekly / monthly monitoring of syllabus completion and the attendance of the students.

ZCOER-ACAD/PR/17	Revision: 00	Date: 01/04/2021	Page: 01/02
Class Tests and Remedial Actions			

Input	1. Academic Calendar, Syllabus completion report, Teaching plan, Class tests Schedule. 2. Results of class tests. 3. University results of previous semester. 4. Performance in Assignments.

Sr. No.	Activity	Responsibility	Stage Output
01	Ensure completion of syllabus and organize the class test as per the academic calendar.	Exam Coordinator and Head of Department	ZCOER-ACAD/R/29 Schedule of Class Test
02	Prepare and circulate the question bank among the students.	Course Faculty	ZCOER-ACAD/R/16 M Unit wise question bank
03	Set the question paper and handover the same to exam coordinator.	Course Faculty	ZCOER-ACAD/R/16K Class Test-I/II
04	Make necessary arrangements for smooth conduction of class test such as arranging attendance / assessment sheet, question papers, answer sheets, making seating arrangements, preparing timetable, allotment of invigilation duties.	Exam Coordinator, Dept. Clerk	ZCOER-ACAD/R/29 & 29A Schedule & Invigilation Duty
05	Conduct the test, record attendance andensure fair conduct of examination. Submit the answer sheets with attendance record to exam coordinator.	Invigilators	ZCOER-ACAD/R/29B, 29C (Class test conduction report, Attendance and assessment record)
06	Evaluate the answer sheets, show to students, update attendance and assessment sheet and handover to exam coordinator.	Course Faculty	ZCOER-ACAD/R/29C (Class Test Attendance and Assessment Record)

ZCOER-ACAD/PR/17	Revision: 00	Date: 01/04/2021	Page: 02/02
Class Tests and Remedial Actions			

07	Result analysis for identification of slow learners based on performance in class test.	Course Faculty	ZCOER-ACAD/R/30 Identification of Slow Learners
08	Counsel the poor performing students, schedule remedial sessions if required and conduct makeup test.	Course Faculty, GFM, Exam Coordinator	Attendance of remedial sessions, makeup test and assessment record
09	Prepare summary of class test results and discuss the result with Academic Coordinator and Head of Department.	Exam Coordinator	ZCOER-ACAD/R/29D Class Test Result Analysis

Output	Effective assessment of students and identification of slow learners and their improvement.
Process M & M	Timely conduction of class tests and makeup tests. Monitor the performance of the students.

ZCOER-ACAD/PR/18	Revision: 00	Date: 01/04/2021	Page: 01/02
Management of Guardian Faculty Member (GFM)			

Input	Schedule for GFM meetings, List of students, List of GFM, Notice of GFM meeting, Attendance, Student profile, Report of GFM meeting

Sr. No.	Activity	Responsibility	Stage Out put
A	**Allocation of GFM to Students**		
01	Design and review the student profile form.	Principal, Dean Academics	ZCOER-ACAD/R/30D (Student Profile Form)
02	Allocate faculty as GFM for a batch and notify faculty and students accordingly.	Head of Department, GFM Coordinator	ZCOER-ACAD/R/30A (Student Allocation)
03	Prepare GFM files as per index.	GFM	ZCOER-ACAD/F/30-30G
B	**Conduction of GFM Meetings**		
01	Conduct meetings with students. Interact, discuss, guide and counsel them.	GFM	ZCOER-ACAD/R/30B GFM Meeting Attendance
02	Discuss GFM meeting report with GFM Coordinator and submit.	GFM	ZCOER-ACAD/R/30E GFM Meeting Report
C	**Compilation and Analysis of Students' Suggestion in GFM Meeting**		
01	GFM Coordinator takes review of reports received from all GFMs and prepares a consolidated report of feedback and suggestions received from students and submit to the Head of Department.	**GFM** Coordinator	ZCOER-ACAD/R/30H Consolidated Report

ZCOER-ACAD/PR/18	Revision: 00	Date: 01/04/2021	Page: 02/02
Management of Guardian Faculty Member (GFM)			

02	To present the consolidated report of GFM in the department meeting. Also prepare the action taken report.	Head of Department, GFM Coordinator	ZCOER-ACAD/R/30I Department Level Action Taken Report
03	Forward and discuss action taken report with Principal.	Head of Department	ZCOER-ACAD/R/30I Department Level Action Taken Report
04	To forward suggestions/ problems of students to Principal	Head of Department	ZCOER-ACAD/R/30J Suggestions of Students at Institute Level
04	Review of feedback and suggestions received from students at institute level	Principal/Dean	ZCOER-ACAD/R/30K Institute Level Action Taken Report

Output	Counseling and supporting students through GFM Scheme.
Process M & M	Timely conduction of GFM meetings and ensuring cognizance of queries of the students.

ZCOER-ACAD/PR/19	Revision: 00	Date: 01/04/2021	Page: 01/01
Management of Departmental Library			

Input	List of books, seminar, projects, paper publications in the department library, University curriculum, roll list.

Sr. No.	Activity	Responsibility	Stage Output
01	Inform the students and staff for use of department library.	Dept. Library In-charge, Head of Department	
02	Perform Issue / Receipt transactions of books, seminar, projects, paper publications and maintain the record.	Dept. Library In-charge	ZCOER-ACAD/F/25 Library File
03	Identify students from each class as per merit for the book bank facility and display notice in this regard based on their merit	Dept. Library In-charge, Head of Department	Notice- Book Issue
04	Monitor the status of books, seminar, projects, paper publications in the library	Dept. Library In-charge, Head of Department	ZCOER-ACAD/R/16 Department Library MIS Report

Output	Management of Department Library
Process M & M	Utilization of departmental library by students and staff.

ZCOER-ACAD/PR/20	Revision: 00	Date: 01/04/2021	Page: 01/01

Activity for Advance/ Slow Learners

Input	Preceding examination overall result, Class test result, Class observation by subject teacher

Sr. No.	Activity	Responsibility	Stage Output
01	Identify course wise slow learners based on class test result (40%), laboratory performance (30%) in consultation with lab course faculty, previous university result (30%). For FE, Semester-I, identify slow learners based on class test result (60%), laboratory performance (40%) in consultation with lab course faculty.	Course Faculty	ZCOER-ACAD/R/30B, 31C, 31D Class Test Result, Laboratory performance, University Examination Result
02	Based on above mentioned parameters, student having marks above 60% would be identified as Slow Learners, below 30% would be identified as advanced learners.	Course Faculty	ZCOER-ACAD/R/31, 31A Identification of Advance & Slow Learner
03	**For Slow Learners:** Schedule the **course specific** extra sessions on every Saturday after class test I. The task (assignment) should be assigned to slow learners and ensure its assessment after completion of task before the next session on next Saturday. The activity should continue till slow learner converts into average category.	Course Faculty, time table coordinator, Academic co-coordinator and Head of Department	ZCOER-ACAD/R/31E to 31J Identification and assessment of slow learners
04	**For Advance Learners:** 1. Allot advanced assignments having higher levels of Blooms taxonomy and get it completed. 2. Recommend **course specific** co-curricular activities like NPTEL/Advanced courses/ Seminars/Conferences/Technical Events/ Model making competition/ industrial visits /industry sponsored internships, any other. Ensure that the activity should complete before the end of ongoing semester.	Course Faculty	ZCOER-ACAD/R/31K Assignment for advance learners

Output	Student performance improvement
Process M & M	Timely assessment of slow and advance learners.

ZCOER-ACAD/PR/21	Revision: 00	Date: 01/04/2021	Page: 01/01

Mid Term Submission / Term-Work- Oral- Practical Evaluation

Input	Attendance report, Term work (Practical, Assignments, Journal) submissions.

Sr. No.	Activity	Responsibility	Stage Output
Mid-term Submission			
01	Conduct mid-term submission as per the academic calendar and schedule should be notified to students for at least 40% of planned practical assignments.	Course Faculty	ZCOER-ACAD/R/34 Schedule of Mid-term submission
02	The course faculty should assess the practical submissions done by the students.	Course Faculty	ZCOER-ACAD/R/34A Mid-term submission
03	Personal counseling should be done by the faculty to those students who have not performed well in mock test / oral. The list of absent students should be submitted to GFM through class teacher.	Course Faculty	Index of journal duly signed
Term Work/ Oral/ Practical Evaluation			
01	Schedule and conduct Mock oral/Practical examination as a part of preparation to final oral/Practical examination. The frequently asked questions should be discussed well in advance before Mock examination.	Course Faculty	ZCOER-ACAD/R/35 Schedule of Mock oral/Pra examination
02	The term work/ Oral/ Practical evaluation should be done before conduction of final term work/ Oral/ Practical submission.	Faculty	ZCOER-ACAD/R/19 TW/OR/PR evaluation
03	Submission of final term work/ Oral/ Practical should be done as per schedule.	Faculty, Head of Department	ACAD/R/19 TW/OR/PR evaluation

Output	Performance and assessment of students in practical. Submission of practical in form of Journal.
Process M & M	Timely conduction of mock test/oral/practical and Term work assessment.

ZCOER-ACAD/PR/22	Revision: 00	Date: 01/04/2021	Page: 01/01
Student Feedback			

Input	Roll list, Load distribution, Academic calendar, Feedback form format.

Sr. No.	Activity	Responsibility	Stage Out put
01	Student feedbacks are received twice in a semester. 1) A month after commencement of semester 2) A month after first feedbacks are received	Feedback Coordinator, Head of Department	-
02	Schedule and conduct the session for allstudents about information and importance of student feedback and submit the report to Academic Monitoring Committee	Feedback Coordinator	Schedule of feedback Sessions
03	Prepare online student feedback form and conduct the online student feedback as per the schedule given in academic calendar. Minimum 60% of students should give feedback.	Feedback Coordinator, class teacher, Head of Department	ZCOER-ACAD/R/38 Student Feedback Form
04	Carry out student feedback analysis and prepare feedback reports for each faculty using marks as given below. <table><tr><td>Almost always/ Excellent</td><td>5</td></tr><tr><td>Often/ Very Good</td><td>4</td></tr><tr><td>Sometimes/ Good</td><td>3</td></tr><tr><td>Rarely/ Fair</td><td>2</td></tr><tr><td>Never/ Poor</td><td>1</td></tr></table>The question wise and overall performance can be classified in three categories; Poor (<70), Good (70-85), excellent (>85).	Feedback Coordinator, Head of Department	ZCOER-ACAD/R/38A Student Feedback Report
05	Inform feedback reports to the faculty. Appreciate faculty having excellent feedback. Motivate faculty having Good feedback for further improvement. Counsel faculty having Poor feedback for corrective actions.	Head of Department	-
06	Conduct the feedback activity as per steps 2 - 5 given above for newly appointed faculty after first month and appreciate / counsel for corrective actions.	Head of Department	-

Output	Suggestion for the improvement of teaching learning process.
Process M & M	Timely conduction of student feedback activity. Monitor and measure the performance of faculty through feedback. Timely review and actions on the suggestions given by students.

ZCOER-ACAD/PR/23	Revision: 00	Date: 01/04/2021	Page: 01/01

Parent Meet

Input	Academic calendar, Attendance reports, University results, Class test results, Defaulter list.

Sr. No.	Activity	Responsibility	Stage Out put
01	Plan the parent meet as per academic calendar.	Parent meet Coordinator, Head of Department	-
02	Send invitation to parents along with agenda of meeting through social media/ SMS/ phone calls/ E- mail well in advance.	GFM, Parent meet Coordinator	Invitation with agenda of Meeting
03	Organize parents meet on scheduled date and time.	Parent meet Coordinator	
04	Address parents regarding Institute and department achievements, future plans, expectation of cooperation etc. Interact and solve queries of parents.	Principal , Dean Academic, Head of Department, Academic coordinator	-
05	Interaction of parents with class teachers and GFM for specific queries or performance of their ward.	Class teacher, GFM	
06	Prepare report of parent meet, receive the feedback from parents, analyze it and submit report to Principal and IQAC office through Head of Department.	Parent meet Coordinator	ZCOER-ACAD/F/42 Parent Feedback
07	Initiate actions to address the parents suggestions at Department level and communicate the action taken and parent meet report to Principal and IQAC office.	GFM, Parent meet Coordinator, Academic coordinator, Head of Department	ZCOER-ACAD/R/30I
08	Submit institute level action taken report to Head of Department and IQAC office	Principal	ZCOER-ACAD/R/30K
09	Communicate the parent meet and action taken report to parents	GFM, Parent meet coordinator, Head of Department	ZCOER-ACAD/R/30K

Output	Improvement in performance of students through interaction with parents.
Process M & M	Timely informing the student's performance to parents and timely conduction of parent meet.

ZCOER-ACAD/PR/24	Revision: 00	Date: 01/04/2021	Page: 01/02
CO-PO-PSO Attainment Process			

Input	SPPU curriculum, SPPU Result, assignments, class tests, prelims, oral/ viva, seminar review, project review, and lab performance

Sr. No.	Activity	Responsibility	Stage Output
01	Savitribai Phule Pune University - Board of Studies of respective programs have framed COs of courses while revisions and finalizing the syllabus. These COs are retained if domain coordinator and course faculty are convinced/agreed.	Course Faculty/ Domain Coordinator	ZCOER-ACAD/R/15A
02	If there is a need to modify course outcomes, Bloom Taxonomy Levels should be followed by course faculty. The domain coordinator shall confirm the same.	Course Faculty	ZCOER-ACAD/R/15A
03	The course outcomes are disseminated to students through course notes, website, lab manuals, ERP and during teaching learning process.	Course Faculty	-
04	Course outcomes are mapped with Program Outcomes (POs) at three levels of relevance as; (a) Slight (Low) : 1; (b) Moderate (Medium) : 2; (c) Substantial (High) : 3.	Course Faculty	ZCOER-ACAD/R/15B
05	The Direct and Indirect assessment tools are used for determining the CO-PO attainment. The weightage for direct and indirect assessment tools are set to 90% and 10% respectively.	Course Faculty	-
06	Direct Assessment Tools are again sub-classified as internal and external assessment tools. The weightage for internal and external assessment tools are set to 30% and 70% respectively. The target for internal assessment tools are set.	Course Faculty	-
07	The target for external assessment tools are set.	HOD, Domain coordinator, academic coordinator,	-
08	The assessment results are filled in CO-PO-PSO attainment calculation excel sheet.	Course Faculty	-
09	The assessment tools are mapped with concerned course outcomes. Percentage CO attainment and CO attainment level is obtained.	Course Faculty	ZCOER-ACAD/R/43, ZCOER-ACAD/R/43A ZCOER-ACAD/R/43B

10	The CO attainment is compared with the set target. If it is less than set target, then attainment analysis report should be submitted to domain coordinator and HOD.	Course Faculty	Attainment Analysis Report
11	CO-PO-PSO mapping is filled in excel sheet. And PO-PSO attainment is obtained.	Course Faculty	ZCOER-ACAD/R/43C
12	Course wise CO attainment (%) and Level summary is prepared.	Academic Coordinator	ZCOER-ACAD/R/43D ZCOER-ACAD/R/43E
13	Course wise PO-PSO attainment Level summary is prepared.	Academic Coordinator	ZCOER-ACAD/R/43F

Output	Attainment of Course Outcomes, Program Outcomes, Program Specific Outcomes
Process M & M	Timely updating attainment level