6.2.1 **The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.**

6.2.1-1 Institute Perspective Plan Deployment and Outcome.

The institute based on the perspective plan is governed by coordination of different departments, committees and cell under the banner of IQAC. IQAC discusses the institutional policy through the Innovative Teaching-Learning Practices for the implementation of outcome base education (OBE) and Intensification of Campus Placements.

(i) Innovative Teaching-Learning Practices towards OBE Implementation.

Implementation of outcome base education by IQAC. understand the philosophy behind OBE and to outline the steps to be taken at different levels to implement. IQAC is taking serious effort to propagate the idea of OBE among the faculties to implement in stages. As a part of this initiative, teaching staff prepared programme educational objectives (PEOs), programme specific outcomes (PSOs) and teaching staff members are able to write course outcomes (COs), Correlation of Cos with POs and PSOs, Preparation of question papers using Blooms Taxonomy levels of learning and attainment of POs, PSOs for each course which facilitates to implement OBE in the Institute.

The importance of the OBE system for the assessment of a learner's ability is based on Bloom's Taxonomy.

Mapping of CO-PO & CO-PSO: As per syllabus of RGPV, the course outcomes (CO) for each course is prepared using action verbs of various learning levels recommended by Bloom's Taxonomy. Correlation levels of COs with POs and PSOs are also decided.

Assessing CO Based PO & PSO Attainment: At the end of a semester, results are analyzed to generate CO based PO & PSO attainment report.

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The basic ideas of course outcome, programme outcome, programme specific outcome, and their attainment through different techniques are shared so that they can adopt such practice.

Faculties from different department were motivated through such approaches to submit the application for NAAC, NBA and NIRF ranking. Already four engineering departments have already submitted and got NBA accreditation in 2023.

Link: All Academic activities planning and annexure

Intensification of Campus Placements.

In order to develop required skills, set among all the students and to develop relationship with promising companies Training and Placement cell has been constantly conducting various activities focussing on training and placement of the students.

As a result of measures taken above, the institute has created outstanding placements records. Constant interaction with the alumni working in different industries have shown a very encouraging result that they are earning an excellent reputation in respective industries, thus paving a way for subsequent placements for existing students. The institute provides constant exposure of industry requirements to the students and plan for industrial visits and interaction.

A record of the placement of our institute students is presented below showing the performance of the institute in this direction.

Placement Records

Academic Year	Total Students	Students Placed *	%
2015-19	795	445	55.97
2016-20	794	469	59.06
2017-21	731	439	60.05
2018-22	720	377	52.36
2019-23	735	388	52.78

*The off-campus placement record is not given here.

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Academic Activities Planning

Prepared by

(Internal Quality Assurance Cell)

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Academic Activities Planning

To improve quality in teaching and learning and enhancing teaching & learning process.

Purpose

- The purpose of an academic audit is to encourage programs and the institution to evaluate their quality processes and standards based on predetermined benchmarks.

- It also focuses on activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular activities.

- At the same time activities related to infrastructure and support services that are important/ contribute to academics are taken into consideration.

Process

- The broad objectives of academic auditing include the assessment of course delivery as per the curriculum and syllabus prescribed by RGPV Bhopal, the co-curricular and extra-curricular activities of students, monitoring of the academic activities referring to the academic calendar, internal assessments, effectiveness of the process being followed for course outcomes and the program outcomes, student welfare and grievances etc.

- The coordinator of Internal Quality Assurance Cell (IQAC) will be responsible for internal and external academic audit of the department and institute. The internal audit will be conducted by the assigned interdepartmental auditors in association with departmental IQAC coordinator during end of each semester. The compiled audit report will be shared to Director for discussion in academic council meeting. All concerned departments will ensure the compliance of remarks given by academic council.

- Institute will also invite eminent experts from academia and industry for external academic audit of institute in every academic year. IQAC coordinator will arrange the external academic audit as per direction received from Director.

For proper functioning of academics and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed to meet following objectives

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a. To ensure timely, efficient and progressive performance of academic processes.

b. To monitor and improve the quality of evaluation procedures and its credibility to support the system.

c. To develop and set up quality benchmarks/parameters for various academic activities of the institution

d. To assess the effectiveness of teaching – learning process for optimizing and integrating modern methods and tools of teaching and learning.

e. To ensure that the stakeholders are benefitted by Outcome Based Education approach.

f. To facilitate the creation of a learner-centric environment through co-curricular and extra-curricular activities as well.

g. To ensure effective feedback from students, parents and other stakeholders on quality-related institutional processes

Academic Activities

A) Academic Planning

1. Academic calendar
2. Course monitoring
3. Curriculum monitoring.
4. Skill based learning

B) Teaching & Learning

1. Course file.
2. Academic record.
3. Project allocation and evaluation.
4. CO-PO and CO-PSO mapping, CO, PO and PSO attainment, Make-up classes.
5. Remedial classes
6. Assessment of mid-semester examinations, quizzes, assignments, online tests, subjective tests etc.

Other

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1. Application of ICT in teaching learning process.

2. Innovative teaching and learning practices.

3. Courses completed by faculty and students

4. Counseling and mentoring of students.

5. Feedback analysis.

6. Research oriented activities

A. General Feedback of Department			
S No	Attribute	Status	Remark
1	Students rolls list		
2	TG list		
3	Departmental academic and activity calendar		
4	Minutes of departmental meetings		
5	Status of course files		
6	Sample of assignments		
7	Sample of evaluated lab manuals		
8	Record of remedial classes		
9	Marks of MST-I & MST-II		
10	Question papers of MST		
11	Lab assessment records		
12	Record of subject choices by faculty		
13	Record of elective subject choices by students		
14	Record of student's participation in co-curricular and extracurricular activities		
15	No of professional society chapters in department		
B. Faculty Oriented Feedback			
S No	Attribute	Status	Remark
1	Load distribution		
2	Time table		
3	Status of lesson plans		
4	Status of ICT Tools/Techniques and other innovative teaching methods used by faculty members		
5	CO-PO And CO -PSO mapping of all courses		

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6	Record of CO attainment		
7	Record of PO And PSO attainment		
8	No of Expert Lectures/ Workshop/ FDP/ STTP/ SDP conducted during the semester	Expert Talk- Workshop- FDP- STTP- Seminars-	
9	No of Expert Lectures/Workshop/FDP/STTP attended by faculty members during the semester in department	Expert Talk- Workshop- FDP- STTP- Seminars-	
10	Research Publications by faculty members in previous session		
11	No of patents filed in previous session		
12	Status of industrial consultancy in department		

Departmental IQAC Coordinator

Head of Department

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Faculty Self Appraisal Proforma - For Academic Year ...2021 - 22.

1. Name of the Faculty Member: Rohit lehare

2. Designation   AP

3. Department   MCA

4. Qualification   MCA , M Tech

5. Subjects taught in last Session:

	Name of Subject	Branch	Sem.	Sub. with code	% of result	Result No. of students passed with A+	No. of students passed with A	HOD Verification
1	Information Tech	MCA	I	MCA 104	91%	89	23	Rohit
2	Algo. Design	MCA	II	MCA 204	88%	86	12	
3	Data Mining	MCA	III	MCA 301	89%	07	09	
4	Digital Mket.	MCA	IV	MCA 402	85%	04	12	
5								
6								
7								
8								
9								
10								
	TOTAL							

Research Paper/Book Published/ Patent/Chapter /Any other:

6	1	Enhanse mean shift Algorithm (EMSA) Based detection Techniques
	2	In National conference on Recent trends in Soft
	3	computing and security (RTSCS - 2022)

Grant Received if any:

7	1	Title	
	2	Amount	NO.
	3	Funding Agency	

8	Students Project:	B.Tech.(Y/N)	MCA	No. of Project	Minor project - 28
		M. Tech (Y/N)	MCA	No. of Thesis	Major project - 19

Extra-Curricular Duties Performed:

9	1	HOD
	2	I/c Exam cell
	3	I/c scholarship

10	Administration Duties of TG/Anti Ragging/Monitoring Duties: (Excluding Counseling)	1	TG - Final sem
		2	Co-ordinator - Anti ragging Comittee
		3	

11	Laboratory Setup/ Lab manual Designed etc.	MCA -402 , Digital Marketing

(Name Prof Rohit lehare
Sign: Roh

Date: 3 NOV. 2022

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Proforma for Appraisal
Faculty Appraisal Criteria

Title	Verification Authority	Marking Scheme	Obtained Marks	Signature of Verified Authority
Students Aggregate Attendance (20)	HOD & Director	< 40%=0 < 40 to 50%=5 < 50 to 65%=10 < 65 to 75%=15 >75=20	10	
Results of previous semester Subjects taught (15)	HOD & Director	No. of students in A+ and grade A If total A+/A > 30% then15 if A/A+ > 20% then 8 A/A+ > 10% then 5	8	
Research Papers/ Book Published (05)	Director	If 1 book published award - 5 1 SCI Paper Published = 5 3 Papers with ISSN = 5 if published up to 2 papers = 2 NIL = 0	—	
Grant received from AICTE/UGC/MAPCOST (05)	Director	YES=5 NO=0	—	
Students Projects (05)	HOD & Director	If among best project=05 Otherwise if guided =02 Not Guided=0	02	
Students Feedback (10)	HOD & Director	Excellent= 10 Very Good=08 Good=07 Average= 05 Satisfactory=0	8	
Extra-Curricular involvement (05)	HOD/ Director	Yes (Actively involved) = 05 Participated=02 NO=0	05	
New Lab Establishment / Lab Maintenance (5)	HOD/ Director	If YES=5 NO=0		
MCA. **M. Tech Thesis Guided (5)**	HOD/ Director	1 Mark/Thesis if completed within time, Maximum mark=05	05	
Responsibility (Exam Control Room/TG/Anti Ragging/ Monitoring (05)	HOD/ Director	If doing with full cooperation then05 doing without cooperation then3 Refusing=0	05	
Presence during Academic Session (No. of days present/No. of working day) (20)	Director	During regular teaching days If > 90% then 20If> 85% then 17If > 80% then 10	17.	
Forwarded by HOD		**Signature of Faculty**		**Director**

(prof. Rohit Khare)

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Approved for increment 3000/- per month. from NOV 2022

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APPRAISAL FORM: NON-TEACHING

Name: Mr. Babulal Malviya

College: TIT (EX)

Designation: Lab Tech. (Workshop)

Assessment period: 2020-21

Branch: Mechanical Engg.

Date:

Joining Date: 1/04/2008

Self-Appraisal (please rate yourself)

S. No	Appraisal Category	Outstanding	Very Good	Good	Average	Below average
1	Way of explanation		✓			
2	Punctuality		✓			
3	Cooperation/Support to students			✓		
4	Cooperation/Support to Lab Incharge		✓			
5	Departmental activity		✓			
6	Behavior		✓			
7	Lab/Office up keeping interest			✓		
8	Maturity & Temperament			✓		

Additional Information to be given:

Name : Shri. Babalal Malvipa.

Sign :

(a) HOD's/Section Head Remark   Recommended & forwarded to director sir.

Approved for increment ·1500/- Per month. from Feb - 2023

(b) Director' Remark

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