



Hope Foundation's

International Institute of Information Technology

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Internal Quality Assurance Cell (IQAC)

Quality Manual for Academic Planning and Monitoring Committee

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ACADEMIC YEAR 2018 - 2019

VISION

To be a premier academic institution that fosters diversity, value added education and research, leading to sustainable innovations and transforming learners into leaders

MISSION

- ❑ To strive for academic excellence, knowledge enhancement, and critical thinking capabilities by adopting innovative and dynamic teaching learning pedagogies
- ❑ To enrich and leverage interactions and associations through Industry – Academia partnerships
- ❑ To groom students so as to make them lifelong learners by helping them imbibe professional, entrepreneurial and leadership qualities
- ❑ To embrace an environment that allows all stakeholders to benefit from the technology enabled processes and systems

PROGRAM OUTCOMES

After completion of the program, the students will be able to -

PO1 - Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.

PO2 - Problem analysis: Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO3 - Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety, and cultural, societal, and environmental considerations.

PO4 - Conduct investigations of complex problems: Use research -based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5 - Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modeling to complex engineering activities, with an understanding of the limitations.

PO6 - The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7 - Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8 - Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9 - Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10 - Communication: Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11 - Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12 - Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

INTRODUCTION

Academics is of utmost priority of any educational institute. Keeping this point in view, a centralised Academic Planning and Monitoring Committee (APMC) is formed in the institute. The primary objective of the committee is to ensure quality academics in the institute which gives true joy of learning to students. APMC is responsible for drafting, regulating and implementing different academic policies and is meant for smooth & uniform conduction of academics throughout the institute to excel in university results and to develop the students into competent graduate engineers.

The role Academic planning and monitoring committee includes semester planning, execution and mentoring of academic activities

OBJECTIVES OF COMMITTEE

The objectives of the committee are

- ❑ To ensure that all departments have done proper planning before the start of semester for conduction of lectures and practicals
- ❑ To ensure that effective teaching – learning is taking place throughout the semester
- ❑ To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning
- ❑ To ensure that slow learners and advanced learners are taken care as per their needs
- ❑ To ensure that students are mentored for academic as well as personality development
- ❑ To ensure the attainment of course outcomes and eventually the program outcomes.

STRUCTURE & HIERARCHY OF COMMITTEE

Academic Planning and Monitoring Committee is headed by Co-coordinator, APMC along with the academic co-coordinators of each department as members of the committee. All members of the committee shall be involved in policy making process, designing of schedules and formats, customising the formats for their respective departments, monitoring of academic processes defined. The prime role of committee is to ensure the effective implementation of all academic work processes defined in this manual. All heads of departments support the committee members in implementation of policy. All faculty members, class teachers and mentors are the pillars of the committee in achieving the quality academics.

Constitution of the Committee:

S. No.	Category	Designation on Committee
1	Senior faculty member in Institute - nominated by Principal	Co-ordinator
2	Departmental Academic Co-ordinator, Applied Sciences and Engineering	Member
3	Departmental Academic Co-ordinator, Computer Engineering Department	Member
4	Departmental Academic Co-ordinator, Electronics and Communication Engineering Department	Member
5	Departmental Academic Co-ordinator, Information Technology Department	Member

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMEBRS

Coordinator of Committee:

- Preparation of academic manual, rules, guidelines and academic formats
- Conducting meetings regularly with all members to plan and monitor the academic processes defined in the manual
- Timely release of formats to all academic departments
- Continuous monitoring of academics
- Informing non-conformities to heads of departments and principal regularly
- Proposing corrective measures
- Preparation of minutes of meeting and circulating to respective people

Members:

- Attending meetings conducted by the co-coordinator of the committee.
- Assisting the coordinator of the committee in preparation of manuals, guidelines and formats.
- Customising the central formats for their respective departments
- Monitoring of academic process of departments at specified intervals
- Maintaining absentee report and daily class conduction report of all classes of department
- Reporting the monitoring status to coordinator of the committee
- Submission of academic calendars, time tables to coordinator of the committee at least one week prior to start of semester
- Ensuring the presence of non participating students of any workshops /seminars in lectures /practicals
- Daily monitoring of attendance of students of all classes, sending sms to parents of defaulter students and reporting about students with very less attendance to head of department
- Ensuring the preparation of lab manuals by each faculty member prior to semester commencement

RULES AND GUIDELINES

- ❑ It is mandatory to attend the meetings conducted by coordinator by all committee members. It is expected that no member schedule any other activity during meeting hours.
- ❑ First meeting to be conducted 15 days before the start of semester to discuss the planning of academic activities.
- ❑ Conduction of meetings at regular intervals throughout the semester for planning of monitoring activities.
- ❑ Conveying the monitoring schedules to departments well in advance to enable the departments to be ready with their preparations.
- ❑ Timely release of all formats to departments
- ❑ Following the hierarchy of the committee while communicating the messages within and outside the committee
- ❑ In absence of coordinator of committee, the next senior faculty of the committee will take care of activities of academic planning and monitoring committee.
- ❑ Monitoring the academics as per the schedules conveyed to departments at various stages of semester
- ❑ Proper maintenance of all records.
- ❑ Regular class visits to ensure attendance of students / conduction of lecture / practicals as per schedule.

STANDARD OPERATING PROCEDURE

I. SEMESTER PLANNING

1. Course Allocation:

Course allocation is to be done by heads of departments by the end of previous semester itself in order to enable faculty members to start their preparation in vacation for the courses allotted to them. The steps to be followed by departments are

- Collecting choices from the students for electives
- Collecting the course choices from faculty members
- Finalisation of electives considering the student choices, faculty choices, faculty expertise and previous experience of faculty members.
- Calculation of theory and practical teaching hours as per the finalised electives and university structure
- Allocation of courses as per the calculation done in previous step and as per the AICTE norms. The same is to be conveyed to all faculty members by the end of previous semester itself so as to enable all faculty members to prepare the course material for their respective allotted courses. Course material may be hand written notes, power point presentations, own videos, web sites, Moodle sites, NPTEL videos or any other course materials.

2. Preparation of Academic Calendar:

- Academic calendars for various departments are to be prepared 15 days in advance to start of semester by all departments. The procedure involves -
- Collection of semester schedule and holiday lists of SPPU from SPPU web site and Preparation of Institute calendar by IQAC coordinator after discussing tentative dates of various activities of institute with principal
- Conveying to APMC and departments **20 days before** the start of semester to enable departments to start preparations for the semester
- Preparation of Departmental academic calendar by members of the committee for their respective departments **15 days in advance** to start of semester

- ❑ Identifying the courses that require bridging the gap activity and planning for the same by heads of departments.
- ❑ Academic calendars of departments must include dates of bridge courses, class test, extra and co-curricular student activities, mock practicals, dates for submissions, project review schedule etc.
- ❑ Company specific training slots are also to be included in department academic calendars
- ❑ Planning of student activities both extra and co-curricular shall be done in co-ordination of respective college level coordinators.

3. Time Table Preparation:

- ❑ Preparation of all time tables including class wise, faculty wise, class room wise and laboratory wise time tables must be completed by respective time table coordinators of the departments **10 days before** the commencement of semester and same shall be ensured by APMC.
- ❑ Time tables must include two hours per week for training and placement activities, each slot on different days, one hour per week for mentoring activities and one slot for slow / advanced learner activities, the slots for training and placement activities shall be planned in co-ordination with training and placement cell. In case of unavoidable reasons, if any training activity is scheduled in any academic slot, care should be taken to compensate those academic slots.
- ❑ Class room wise time tables and laboratory wise time tables are to be displayed on doors of class rooms/laboratories on display boards three days before the start of semester
- ❑ All members of the committee have to send the department calendar and one set of all time tables to coordinator, APMC one week prior to start of semester in soft and hard formats.

4. Course file preparation by faculty members:

Planning part of course files, class teacher files academic coordinator files and head of department files must be completed for the current semester five days before the start of semester in order to facilitate sufficient time for APMC to check the preparations by faculty members, class and academic coordinators before start of semester. Course file preparation for the semester includes –

- ❑ Preparation of course objectives and outcomes for theory as well as for practicals. First year may have same course outcomes for theory and practicals as well.
- ❑ Correlation of course outcomes with program outcomes
- ❑ Preparation of teaching plans for theory as well as for practicals separately for all batches.
 - Teaching plans must include the planning for class tests also at the end of 2nd, 4th and 6th units. Each class test must be conducted on two units of course.
 - The question paper format supplied by APMC must be followed strictly. Two class tests must be conducted prior to each phase examination of SPPU for FE and SE students and third class test must be conducted in third phase.
 - The syllabus for each class test shall be 2 units of SPPU syllabus in order.
 - For TE and BE students, heads of departments may decide the dates of class tests, but at least one class test is to be planned before mid semester examinations.
- ❑ Preparation of schedule for bridge courses by respective faculty
- ❑ Preparation of question banks of their respective courses
- ❑ Setting the class test question papers, their solutions and marking schemes
- ❑ Planning of slow and advanced learner activities
- ❑ Course files of faculty members, the documents maintained by class teachers and academic coordinators must contain all the documents mentioned in Appendix 1 and the same will be monitored by APMC at the

beginning of the semester, at regular intervals throughout the semester and at the end of the semester.

5. Preparation of manuals for laboratory sessions:

Lab manuals for the laboratory sessions must be ready before the start of semester along with the rubrics for each practical evaluation. Rubrics must be displayed or informed to students in the beginning of each practical session. Formats for continuous evaluation based on rubrics will be supplied by APMC well in advance.

Academic Planning & Monitoring committee will visit all departments to ensure the proper semester planning at various levels as mentioned above.

II. ACADEMIC MONITORING

The academic planning and monitoring committee plays important role in ensuring the execution of academics as per the semester planning.

The academic planning and monitoring committee will make regular visits to departments to ensure the proper conduction of classes, class tests, projects, mentoring activities etc as per schedule.

The members of the committee will check the maintenance of all academic records by faculty members, class teachers and academic coordinators for their respective departments once in a week and the coordinator of the committee reviews the status once in fifteen days in co-ordination with heads of departments.

The monitoring process involves the checking of –

- Status of conduction of bridge course activities** as per the planned schedule and planned subjects
- Status of syllabus completion** by faculty members as per the teaching and practical plans prepared by them will be verified by academic coordinators once in 15 days

- ❑ **Status of SMS sent** by academic coordinators of departments in co-ordination with class teachers and faculty members on daily basis. The process involves –
 - Submission of absentee list to academic coordinators by all faculty members immediately after their respective lecture.
 - Compilation of attendance of all students for the day by academic coordinators at the end of day.
 - Sending SMS to parents of students who have not attended all the classes of the day by academic coordinators with the help of class teachers and under the guidance of heads of departments
 - SMS should be sent at end of each day
- ❑ **Status of student attendance monitoring** by mentors, class teachers and academic coordinators and actions taken by mentors as explained in mentoring section. Students should be informed that students having attendance less than 75% will not be allowed for giving SPPU examinations as per the rules of SPPU.
- ❑ **Status of student feedbacks** taken by heads of departments: Student feedback about faculty teaching is to be collected twice in the semester. First feedback is to be taken after completion of one month of instruction i.e.in the first week of second month and the second feedback is to be taken after completion of two and half months of instruction since starting of semester. Faculty members having feedback less than 7 are to be counselled by heads of departments. Measures are to be taken for the improvement in the aspects where they received less feedback from students
- ❑ **Status of slow and advanced learner activities:** The process involves the identification of slow and advanced learners on the basis of class test 1 marks and previous semester's aggregate marks.,, conduction of activities according to schedule planned by individual course teachers,
- ❑ **Status of class tests** conducted by all faculty members as per their plan. Re-test must be conducted for students who were absent for the class tests

or students who scored less marks. Two marks may be subtracted from marks scored by students in re-test to encourage participation in first test itself.

- ❑ **Status of mock tests** for phase exams and practical examinations
- ❑ **Status of continuous evaluation** for practical work and project work as per the schedule and formats supplied by APMC:
 - Practical performance must be evaluated on the same day of conduction of practical or immediately in the next practical session as part of continuous evaluation.
 - Printed write-ups must be supplied for practical journal writing.
 - Only observations, calculations, results and conclusions will be entered by students.
 - Faculty members must put efforts to conduct some value addition activities like projects, site visits etc. The marks for which must be given consideration in TW calculation.
 - During calculation of term work, due consideration should be given to students' theory attendance, practical attendance, practical performance, class test marks and marks scored by students in value addition activities.
 - The guideline for the same is as follows –
 - Theory attendance – 4 M,
 - Practical Attendance – 4 M,
 - Class Test Performance – 4 M,
 - Practical Performance – 10 M (Based on performance parameter designed by each faculty member for their respective courses + 1 M for timely completion)
 - Value Addition through Projects, site visits etc. – 3 M.
 - The scores for theory attendance, practical attendance and class test performance marks will be assigned on the basis of average attendance and average performance of students.

□ **Status of mentoring activities:** The academic planning and monitoring committee insists the dynamic role of mentors to improve the overall performance of students. Regular checks on mentoring activities will be performed by the committee. The mentoring process by mentors should include

- Discussions with students having less attendance, talking to parents over phone and analysing the reasons for not attending classes regularly, advising the students to visit counsellor appointed by institute if necessary, guiding the students as per the report given by counsellor. Faculty members are expected to talk to parents if any student is absent continuously for more than one week.
- Parents of absent students must be informed about their ward's attendance over phone by mentors on daily basis during first two weeks.
- Discussions with students showing low performance in class tests, guiding them accordingly to improve their performance.
- Mentoring all mentees allotted for their overall personality development
- Preparation of letters to be sent to parents of mentees regarding attendance and performance of mentees
- The letters prepared by all mentees should be sent to parents by heads of departments with the help of mentors and lab assistants

□ **Status of Project Monitoring:** Departments must allocate guides and project topics for TE Seminar / BE Project at the start of semester by collecting the choices from students. As all departments bound to follow the guidelines specified by their respective BOS, only few common formats are specified by APMC. The monitoring process involves the monitoring of allocation of guides, supervision of projects by guides, project reviews etc. The guidelines for the same are –

- All faculty members should float the topics in the first week of semester which enable the students to choose their topic of interest
- Students must start working on their projects from second week of first semester of final year.
- Student attendance for projects must be monitored by respective guides. Attendance of students pursuing industry projects is also to be monitored by internal guides
- Two presentations in each semester of final year are to be scheduled to check the status of work done by students on their projects. The time duration of presentation for each group shall be 10 minutes. All project reports must be printed on both sides of A4 size sheets in standard format given by respective BoS. Project coordinators of department must prepare the schedule of project reviews at the start of semester itself and same is to be conveyed to academic coordinators to include in academic calendar.
- Rubrics for project review and evaluation to be prepared by project coordinators and the same to be conveyed to all student groups and project guides.
- Students wishing to go for industry sponsored projects may do so. provided they need to maintain 75% of overall attendance in the institute.
- To enable students devote fruitful time in project, it is suggested to allocate one full working day for project in both the semesters without regular lecture practicals. Which also enables students to spend their time in industry for one full day in case of industry sponsored projects.
- Third year students are also encouraged to internships in industries after completion of their third year. Students may utilise some academic days for internship provided they maintain at least 75% attendance in institute for lecture / practicals.

III. ATTAINMENT OF PROGRAM OUTCOMES

The status of program attainment will be ensured by the committee at the end of semester. The process to be followed by all faculty members for their respective course is to be –

The attainment of POs by each course is to be calculated by each faculty member teaching in the program as per the correlation matrix of course outcomes for each program outcome. Attainment of course outcomes for different types of courses must be done using the formats supplied by APMC.

Due consideration must be given to university result of respective course along with class test result and course end survey result in calculation of attainment of course outcomes for each course.

The percentage contribution of university result, class test result and course end survey for calculation of attainment of course outcomes is as follows for different types of courses –

For theory only courses – University Result (50%), Class Tests (30%) and Course end Survey (20%)

For practical only courses – University Result (50%), Continuous Assessment (30%) and Course end Survey (20%). Term work marks shall not be considered while calculation of attainment through university results.

For courses with both theory & practical sessions – University Result (40%), Class Tests (20%), Continuous Assessment (20%), Course end Survey (20%). Term work marks shall not be considered while calculation of attainment through university results.

For FE Courses – University Result (40%), Class Tests (20%), Continuous Assessment (20%), Course end Survey (20%). But term work marks shall not be considered while calculation of attainment through university results.

The goal for each outcome shall be arrived on the basis of average marks obtained in university examinations for last three years. However, the goal may be set as 50% for all courses commonly for the academic year 2018-19 and may be modified according to the attainment levels achieved in the academic year 2018-19 in subsequent years for individual courses.

The levels of attainment for each course outcome shall be fixed as follows for the year 2018-19 and may be modified according to attainment levels achieved in 2018-19 for individual courses.

Level1: Attained level 1 when 50% of students achieved more than 50% marks

Level2: Attained level 2 when 60% of students achieved more than 50% marks

Level3: Attained level 3 when 70% of students achieved more than 50% marks

The same levels of attainment must be fixed for attainment through class tests, continuous assessment and course end survey for each course outcome.

While calculation of attainment through university results, university result shall be equally distributed to all course outcomes as it is difficult to identify marks scored for each course outcome separately

While calculation of attainment through class tests, each class test must be conducted for 20 marks each and each class test must be conducted based on two course outcomes with equal weightage for each CO.

While calculation of attainment through continuous assessment of practical courses, attainment through each experiment must be calculated and then average attainment for each course outcome shall be calculated

Course end survey is to be conducted for each course outcome.

The attainment of POs for the entire program after final year BE for all the batches to be done by academic coordinators of department by compiling the attainment of individual courses. The attainment through exit survey from BE students must be considered while calculation of overall programme outcome attainment of the programme offered.

EXPECTED OUTCOMES

- ❖ Faculty Dedication
- ❖ Timely conduction of Academic activities
- ❖ Timely maintenance of Records
- ❖ Improvement in University Result
- ❖ Improvement in quality of student graduates

FORMATS

Format No.	Process	Details
I2IT / ACAD / CA /01	Course Allocation	Teaching Hours Calculation
I2IT / ACAD / CA /02		Faculty Course Choice
I2IT / ACAD / CA /03		Faculty wise course allocation
I2IT / ACAD / CA /04		Class wise course allocation
I2IT / ACAD / SP /01	Semester Planning	Departmental Academic Calendar
I2IT / ACAD / SP /01		Mentor Allocation
I2IT / ACAD / SP /02		Roll Call List
I2IT / ACAD / TT /01	Time Tables	Class wise Time Table
I2IT / ACAD / TT /02		Faculty wise Time Table
I2IT / ACAD / TT /03		Class room wise Time Table
I2IT / ACAD / TT /04		Laboratory wise Time Table
I2IT / ACAD / BC /01	Bridge Course	Bridge Course Plan
I2IT / ACAD /BC /02		Bridge Course attendance
I2IT / ACAD /CP / 01	Course Planning	Course Objectives and Outcomes
I2IT / ACAD /CP / 02		Correlation of Cos with Pos
I2IT / ACAD /CP / 03		Theory Teaching Plan
I2IT / ACAD /CP / 04		Practical Teaching Plan
I2IT / ACAD /CP / 05		Lesson Plan and Resources
I2IT / ACAD /CP / 06		Rubrics for Continuous evaluation
I2IT / ACAD /CP / 07		Class Test Question Paper

I2IT / ACAD / CP / 08		Class Test Attendance
I2IT / ACAD / CP / 09		Slow Learner and advanced Learner Identification
I2IT / ACAD / BB / 01	Academic Record (Blue Book)	Theory Attendance Record
I2IT / ACAD / BB / 02		Practical Attendance Record
I2IT / ACAD / BB / 03		Continuous Assessment Record
I2IT / ACAD / BB / 04		Class Test Evaluation Record
I2IT / ACAD / BB / 05		List of Slow Learners
I2IT / ACAD / BB / 06		List of Advanced Learners
I2IT / ACAD / BB / 07		Schedule of slow Learner Activities
I2IT / ACAD / BB / 08		Slow Learner Attendance Record
I2IT / ACAD / BB / 09		Performance Improvement of Slow Learner
I2IT / ACAD / BB / 10		Assignments to Advanced Learners
I2IT / ACAD / BB / 11		Content Beyond Syllabus
I2IT / APMC / AM / 01	Academic Monitoring	Daily Class Conduction Report
I2IT / APMC / AM / 02		Course Coverage Record
I2IT / APMC / AM / 03		Monthly Attendance
I2IT / APMC / AM / 04		Defaulter List
I2IT / APMC / RS / 01	Remedial Sessions	Remedial Session Plan
I2IT / APMC / RS / 02		Remedial Session Attendance
I2IT / APMC / RS / 03		Performance Improvement Record for Remedial students
I2IT / ACAD / MA / 01	Mentoring Activities (Pink Book)	List of mentees
I2IT / ACAD / MA / 02		Phone Call Record
I2IT / ACAD / MA / 03		Mentee Attendance Record

I2IT / ACAD / MA / 04		Individual Student Mentoring Record
I2IT / ACAD / MA / 05		Mentee Sessions Weekly Report
I2IT / ACAD / MA / 06		Improvement Status of Mentees
I2IT / ACAD/ PM / 01	Project Monitoring	Student groups and domain choice
I2IT / ACAD/ PM / 02		Final project Allocation
I2IT / ACAD/ PM / 03		Project Review Schedule
I2IT / ACAD/ PM / 04		Project Evaluation Rubrics
I2IT / ACAD/ PM / 05		Project Attendance Record
I2IT / ACAD/ PM / 06		Project Evaluation Sheet
I2IT / ACAD/ AT/ 01		Attainment and Term Work
I2IT / ACAD/ AT / 02	CO Attainment through University Result	
I2IT / ACAD/ AT / 03	CO Attainment through Class Test	
I2IT / ACAD/ AT / 04	CO Attainment through continuous Evaluation	
I2IT / ACAD/ AT / 05	CO Attainment through Course End Survey	
I2IT / ACAD/ AT / 06	PO & PSO Attainment through CO	
I2IT / ACAD / AT /07	TW Calculation Sheet	

ANNEXURE – I

Course File Contents

Course files of faculty members must contain the following formats duly filled.

S. No.	Format	DISCRIPTION
1	Vision, Mission of Institute	
2	Vision Mission of Department	
3	Program Educational Objectives and Program Outcomes	
4	Institute Academic Calendar	
5	Department Academic Calendar	I2IT / ACAD / SP / 01
6	Class wise Time Table	I2IT / ACAD / TT / 01
7	Faculty wise Time Table	I2IT / ACAD / TT / 02
8	Lab wise Time Table in case of Lab – In charge	I2IT / ACAD / TT / 04
9	Course Objectives and Outcomes (Theory)	I2IT / ACAD / CP / 01
10	Correlation of COs with POs (Theory)	I2IT / ACAD / CP / 02
11	Course Objectives and Outcomes (Laboratory)	I2IT / ACAD / CP / 01
12	Correlation of COs with POs ((Laboratory)	I2IT / ACAD / CP / 02
13	University Syllabus	
14	Previous University Question Papers	
15	Theory Question Bank	
16	Objective Question Bank (Only for FE and SE)	
17	Theory Teaching Plan	I2IT / ACAD / CP / 03
18	Laboratory Teaching Plan	I2IT / ACAD / CP / 04
19	Lesson Plan and Resources	I2IT / ACAD / CP / 05
20	Rubrics for Continuous evaluation	I2IT / ACAD / CP / 06
21	Class Test Question Papers with solutions	I2IT / ACAD / CP / 07
22	Class Test Attendance	I2IT / ACAD / CP / 08
23	Slow Learner and advanced Learner Identification	I2IT / ACAD / CP / 09
24	Schedule of slow Learner Activities	I2IT / ACAD / CP / 10
25	Assignments to Advanced Learners	I2IT / ACAD / CP / 11
26	Theory Attendance Record	I2IT / ACAD / BB / 01
27	Practical Attendance Record	I2IT / ACAD / BB / 02
28	Continuous Assessment Record	I2IT / ACAD / BB / 03
29	Class Test Evaluation Record	I2IT / ACAD / BB / 04
30	List of Slow Learners	I2IT / ACAD / BB / 05
31	List of Advanced Learners	I2IT / ACAD / BB / 06

32	Slow Learner Attendance Record	I2IT / ACAD / BB / 07
33	Performance Improvement of Slow Learner	I2IT / ACAD / BB / 08
34	Content Beyond Syllabus	I2IT / ACAD / BB / 09
35	Average University Result	I2IT / ACAD / AT / 01
36	CO Attainment through University Result	I2IT / ACAD / AT / 02
37	CO Attainment through Class Test	I2IT / ACAD / AT / 03
38	CO Attainment through Continuous Assessment	I2IT / ACAD / AT / 04
39	CO Attainment through Course End Survey	I2IT / ACAD / AT / 05
40	PO & PSO Attainment through CO	I2IT / ACAD / AT / 06
41	TW Calculation Sheet	I2IT / ACAD / AT / 07