

ACADEMIC PROCESS MANUAL



Dr. D. Y. Patil Educational Federation's

Dr. D. Y. PATIL COLLEGE OF ENGINEERING & INNOVATION

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Academic Process Manual

The Academic Process Manual basically aims at running the academics in a semester in a systematic and precise manner. We at Dr. D.Y. Patil College of Engineering and Innovation aim for 100 percent academic completion using a proper management system.

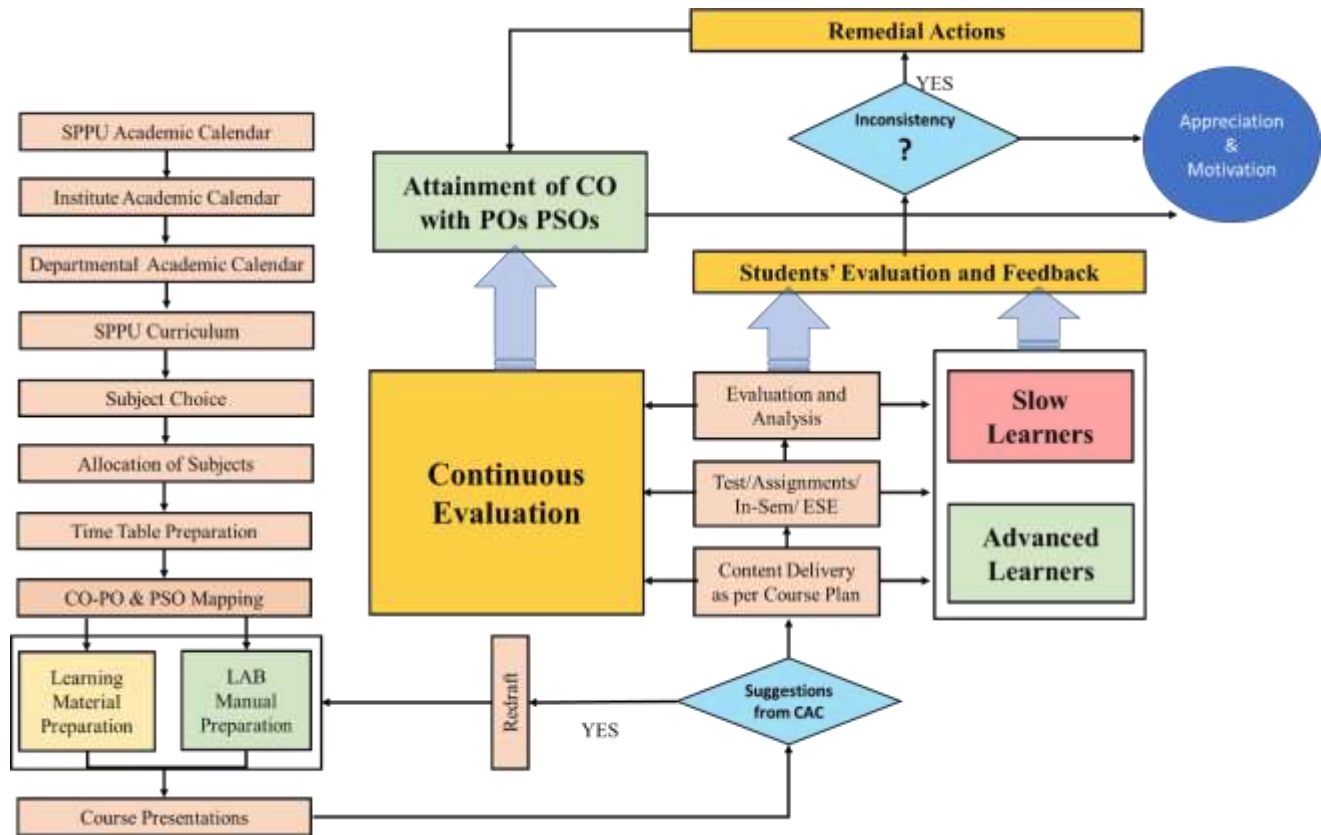


Figure 1.1: Flowchart of Academic Management Process

- In every semester the SPPU circulates academic calendar mentioning the start and end date commencement of that particular semester.
- The institute after receiving the SPPU academic calendar aims at designing the institute academic calendar that is prepared based on SPPU academic calendar that ensures that during the semester all the academic activities that are planned well in advance are executed without disturbing the dates scheduled by SPPU. The institute academic calendar is circulated by the Head of the Institute to different department heads. The departmental academic calendar is prepared following the dates mentioned in

the institute academic calendar for each semester that targets a balanced distribution of curricular, co-curricular and extra-curricular activities of the department. The department also prepares an activity calendar for the same to highlight the curricular and extra-curricular activities of the department.

- The SPPU curriculum is discussed and made available to the expertise faculty so as to deliver the contents of SPPU curriculum to the students. A duration of 15 days is taken from asking the faculty about their choice of subjects to calculating their appropriate work-load for the same. At the beginning of semester choices of courses are taken from every faculty. Based on the expertise and experience of every faculty, the head of the department has the authority to allocate and assign the courses to them.
- A complete outcome driven teaching plan also referred to as course plan is prepared by the respective faculty in the course file. Further, the faculty members are also involved in preparing the respective study material and laboratory manuals, assignments, PowerPoint presentations, and other required documents, for effective delivery of the course assigned to them.
- All the courses together must cover all the POs (and PSOs). Therefore, the department makes sure about mapping of all POs and PSOs using all the courses of the curriculum. Every faculty uses CO-PO matrix for calculation of PO attainment and CO-PSO matrix for calculation of PSO attainment.
- The department has its own Course Assessment Committee (CAC) that consists of three senior faculty members for each domain of the course. The CAC is responsible to cross check the course file, course plan and study material / lab manual for each course. The CAC can give constructive suggestions (if necessary) to the concerned faculty or ask to redraft the course plan /file.
- In case of multiple divisions and different faculty teaching the same course, theory and practical course coordinators are appointed to maintain coordinated conduction of the course across divisions and practical batches.
- Whenever a new or revised curriculum pattern is implemented by the SPPU, faculty members actively participate in syllabus discussion/implementation workshops conducted at different institutes at the university level so as to completely understand the teaching learning process of the course.
- Periodic review of teaching-learning process by the Heads of department is taken in the form of syllabus completion reports, systematic internal examination process, expert lectures, seminars, internships, mini and major project work, industrial visits and training programs of students so as to enhance impetus to the Teaching-Learning process.
- The faculty members are well supported and motivated to attend Refresher Courses, workshops and Faculty Development Programs (FDP) for upgradation of their skills, which in turn helps in effective curriculum delivery.

- The institute encourages the faculty and students to register and get certified for different online courses offered under the aegis of SWAYAM/ NPTEL, Coursera, EDX etc.
- The Institution ensures effective curriculum planning and delivery through a well-planned and documented process is shown in the below flowchart **Fig 1.1** which represents the process to improve the quality of Teaching & Learning.
- The content delivery by the faculty is strictly based on course plan and departmental time table.
- The objective of the TLP at DYPCOEI is to expose students for continuous evaluation rather than focus only at term end exams. This process ensures that the students develop the ability to study regularly and do not need to put any extraordinary work towards the end of the semester. This process also puts the responsibility on students to perform consistently and not study in a sporadic manner.
- In order to uplift the slow learners, all the departments conduct Value Added Programs (VAP), remedial classes and several other remedial measures. The advanced learners are offered add-on courses and encouraged to complete courses, Short Term Training Programmes(STTP), internships, participation in various technical competitions etc. beyond the curricula.
- Students' feedback is an essential part of our teaching learning process. Here students can grade their satisfaction towards the faculty, teaching, learning, evaluation and on the overall campus life. The information provided by the students are kept confidential and used by IQAC for the overall quality enhancement of the teaching learning process. In case of any inconsistency in the feedback the concerned faculty is counselled well by the Head of the department thereby motivating the faculty with his/her teaching expertise. The faculty then is responsible for scheduling remedial sessions and taking corrective actions on all her feedback points. This enhances proper redressal of grievances received from the students.
- The department also maintains a proper grievance file which is addressed time to time by the Head of the department.
- All the courses together must cover all the POs (and PSOs). Therefore, the department makes sure about mapping of all POs and PSOs using all the courses of the curriculum. Every faculty uses CO-PO matrix for calculation of PO attainment and CO-PSO matrix for calculation of PSO attainment.
- Faculty also takes the steps to bridge the curricular Gap and content beyond the syllabus may be delivered to the students through teaching, arranging guest lectures, industrial visit, projects, online quiz, etc. as part of remedial actions and make sure about attainment of COs by all the students.

