



Rajarambapu Institute of Technology
 (An Autonomous Institute Affiliated to Pimpri Chinchwad Education Trust, Pimpri)

Date: 25th June, 2012

RIT/ACAD/Notification/001/12 -13

4th July, 2012

[Organized for Deans, Registrars, PDS, All Professors, Associate Professors and Senior Asst. Professors] Co-ordinated by Prof. M. T. Telsang, Dean (Academics)

To,

All Head of Departments

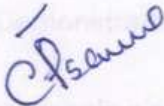
Subject: Recommendations of Academics 2012 -13 workshop outcomes for implementation.

Dear Sir/Madam,

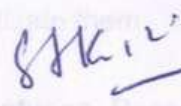
Based on the deliberations, Group Discussions and Presentations, it is decided to implement selected outcomes with 100 percent commitment to ensure the strengthening of academic ambiance at the institute.

We seek Co-operation and commitment of each faculty/staff to implement the outcomes in the right spirit to accrue maximum benefits.

Thanks.


 Prof. M. T. Telsang
 Dean - Academics




 Dr. (Mrs.) S. S. Kulkarni
 Director





K.E. Society's
Rajarambapu Institute of Technology

(An Autonomous Institute & Affiliated to Shivaji University, Kolhapur)

Date: 25th June, 2012

Workshop on **"Academics-2012-13-Focus, Systems and Action Plan for Implementation"** - 18th & 20th June - 2012

[Organized for Deans', Registrar, PICS', All Professors, Associate Professors and Senior Asst. Professors] Co-ordinated by Prof. M. T. Telsang, Dean (Academics)

Based on deliberations on the academic issues for the year 2011 – 12, group discussions and presentations by team of teachers, the following action plan is recommended for implementation from the academic year 2012 – 13. An earnest appeal to all faculty members to demonstrate 100 percent commitment towards the implementation of action plan to enhance the quality and culture of academics at RIT.

Recommended Actions for Implementation:

1. Strengthening the Student – Faculty Relationships to build a culture of mutual trust and confidence:

This is number one priority to build a healthy culture which is reflected in terms of mutual trust, openness transparent systems and mutual caring nature.

- i) Consolidation of student mentoring system and mentors role and responsibilities be augmented to create an open channel of communication without barrier to students.
- ii) Head of the departments should establish a good repo with student's right from First year to M. Tech programmes by talking to them in classes wherever possible. It is decided that HOD will spend at least one hour in all classes of the departments in a semester.
- iii) Encourage student's programmes and activities by presence of senior faculty and HODS and appreciate their efforts.
- iv) Demonstrate the concern for students wherever possible to motivate them.

2. Strengthening of Students Attendance System: [Attendance Capturing, Recording and Communicating] Attendance of students for Theory and Practicals is an essential component of teaching – learning process, specifically in engineering programmes.

- i) The individual faculty teaching theory or practicals has to capture, record, communicate and maintain attendance record correctly.
- ii) Teachers in their individual subjects/practicals are assigning "XX" grades for students having less than 75% attendance and forwarding the names to DPC. DPC will just verify and endorse your decision. The accountability is with course teacher.
- iii) Take steps to ensure that students are not giving proxy attendance. Devise your own strategy to curb this practice, if, relevant in your class.



- iv) Your attendance book should contain the names of student along with roll numbers and mark the dates on which you have conducted the class.
- v) Monitor the attendance and talk to students having low attendance and counsel. If in spite of your efforts, it is not improving, communicate to monitor & Head, regarding such students and discuss during the Departmental meeting regarding action to be taken against such students.
- vi) Monitors should track the low attendance students, contact parents if it is required and communicate the consequences of low attendance to parents & students. Caution before the damage is done.
- vii) Head of the departments should counsel and talk to defaulter students on every monthly and take the progress review of their attendance.
- viii) Department should devise the system to ensure that the students avail maximum 7 days leave with permission from the appropriate authority.
[It is not 7 lectures in each subject]. Mark in your attendance book 'L' indicating for that subject for sanctioned leave of the students.

3. Effectively Conducting Practicals:

Engineering Programmes have approximately 50 – 55% weightage in contact hours for practical. During the practical, faculty has the opportunity to interact with comparatively small group of students to make sure to reinforce the concepts you want him to learn.

- i) Students should be actively engaged for the full two hours during practical by planning the activities for practical based on outcome expected from each practical. Practical teacher's role become important here (Don't make the students to just sit for two hours during practical).
- ii) The subject teacher (leader in the subject) should ensure the preparation and conducting of practical, if more than one teachers are conducting the same practical. The course leader should decide the order of experiments based on synchronization with the theory in consultation with practical teachers.
- iii) Evaluate the students at the end of the practicals regarding the outcomes (Reports can be accessed later). Ask questions, ask him to change parameter and take reading. Ask him to prepare set up/ make connections, interpret results. This makes the students involved in conducting and interpreting results. Evaluate based on the clarity of concept, and understanding of phenomenon and interpretation results.
- iv) Practical plans and activities and write up of experiments are to be submitted to Head of Department for record at the beginning of the semester.

4. Continuous Assessment of Practicals:

It is evidenced that evaluation drives the learning. Students will focus on learning those aspects for which he/she is evaluated a continuous evaluation of practical work of students with regular feedback will go a long way in reinforcing learning concepts and applications.

- i) The continuous evaluation format: Each practical will be assessed for 50 marks on different dimensions. The 50 marks scale is much wider as compared to present system to differentiate students.



- ii) Mid semester submission of the teamwork as per the plan. All experiments duly completed and assessed week wise. The mid semester marks of the term work should be displayed as per the schedule in Academic Calender.
- iii) Faculty interaction with individual students in a batch.
- iv) Giving relevant practical applications, recent developments in the subject, good articles and books to refer.
- v) Make students motivated to ask questions fearlessly.

5. Quality and Scheduling of Assignments :

Assignments are the important component of Teaching – Learning process to ensure better learning and put the concepts to applications and solving problems.

- i) For M. Tech programme, design individual assignments which the student will successfully attempt only after thorough understanding of technical concepts and referring to various resources.
- ii) For B. Tech programme, Design the assignments in groups (maximum group size is 5).
- iii) Design total six assignments, one on each unit and prepare them along with teaching plan and distribute to students in advance with schedule of submission.
- iv) Don't bombard the assignments at the last two weeks of the term. Spread them and every alternate week a student is submitting assignment. This ensures continuous/regular study of students.
- v) Devise strategies to avoid copying assignments, encourage independent thinking students by giving individual assignments.
- vi) Promptly evaluate and return the assignments in time as per schedule.

6. Class Room Teaching Effectiveness:

- i) Demonstrate your genuinity through your behavior and action. Encourage students to ask questions.
- ii) Don't categories the courses as theory or analytical, easy and difficult. Imbibe in the minds of students that all subjects are equally important. It takes more efforts in strategies to teach theory based subjects. The skill required is more, you have to prepare and read more to make it more interesting.
- iii) Prepare course plan meticulously and make available to students on intranet including lecture notes, PPT's, Extra learning resources, Videos, assignments and quizzes.
- iv) Try to take the feedback about how the course is going; what are the problems through informal interactions with individual students and group of students. Try to resolve the issues so that students will be satisfied.
- v) Whenever required, support the students learning by course hand outs, problem sets and power point presentations.
- vi) Do not threaten students or create fear of subject in the minds of students.
- vii) Always motivate the students to use good reference books and related journals.



7. Enhancing the Quality of Projects at undergraduate/MBA Programmes:

- i) Projects are to be finalized at the end of the third year before the students go for vacation.
- ii) Identify the potential of group and give projects to harness full potential of the students.
- iii) Focus on evaluating individual contribution in a project group.
- iv) Differentiate grades based on contribution.
- v) Let every student maintain an individual diary which is checked and signed regularly by guide.
- vi) Show involvement in students projects and trigger them when stuck with problems.
- vii) Raise the aspirations and expectations of students regarding projects.
- viii) Try to listen to their difficulties and resolve the issues.
- ix) Bring in them sense of cost consciousness and make them how to evaluate the feasibility of the project.

8. Improvement of Academic Audit Process :

- i) The committee proposed a 360 degree appraisal of teaching – learning and the audit should include the following aspects with proposed weightages.
 1. Student online feedback at the end of course - (20) 30
 2. Academic audit after first month - (20) 30
 3. Peer Evaluation - (20) 15
 4. Evaluation by HOD of the Department - (20) 15
 5. Personal (Self Evaluation) - (20) 10
- ii) Teaching index should not be used for punishment purpose, instead, to be used as a tool for self development.
- iii) Auditors need to be trained thoroughly.
- iv) For online, limited number of questions to be asked.
- v) The evaluation of project guides are to be carried out, system is to be designed.

9. Examination Reforms: (Innovative evaluation Schemes and techniques)

Based on the suggestions given by the team, the issues will be taken on the BOE meeting agenda to come out with implementation plan.

- i) Regarding the weightage for Section I and Section II in ESE: It is proposed to have a weightage of 50% for each section. This includes weightage for Section I for (class test, MSE and ESE) together is about 50%.
- ii) There should be multiple choice questions up to third year on GATE Pattern.
- iii) For BE/ M. Tech application orientation in question papers should be encouraged.
- iv) BE & M. Tech class test can be open book type.
- v) Individual passing of 40% in all three heads (ISE, MSE and ESE).
- vi) Raise the level of Question Papers.
- vii) External audit for question papers to assess the standard.

