

07 December, 2015

1. Dr. Sangeeta Joshi, Technical Adviser
2. Prof. Shrikant Velankar, CAO, VIT
3. Dr. Ankush Sharma, COO, VIT
4. Prof. Varsha Bhosale Vice-Principal, VIT
5. HOD's VIT-INFT, CMPN, EXTJC, ELEX, BIOM, I/C FE
6. Prof. B. Ramarao
7. Prof. Sachin Bojewar
8. Prof. Arun Chavan
9. Prof. Ameya Nyayadhish
10. Prof. Uma Jaishankar

**Subject: Academic Review for Odd Semester 2015-16.**

Sir/Madam,

Academic Review of Faculties with detailed documentation followed by presentation for the Odd Semester 2015-16 are proposed to be conducted from December 8, 2015 for various departments of VIT.

The following Faculty is appointed on the panel of review committee

- Dr. Sangeeta Joshi (Technical Advisor), Prof. Shrikant Velankar (CAO), Dr. Ankush Sharma (COO) & Prof. Varsha Bhosale (Vice-Principal) - Any one member as observer
- Head of the respective Department (whose review is under consideration)
- Academic Review Panel Members comprising of --  
Prof. B. Rama rao  
Prof. Sachin Bojewar  
Prof. Arun Chavan  
Prof. Ameya Nyayadhish  
Prof. Uma Jaishankar

The details regarding the same as are already mailed to you from CAO office. We look forward for your support and appreciate your time & consideration.

Sincerely,

  
Principal

CC: Director, VDT

27/05/2015

To,

1. Dr. Sangeeta Joshi - Convener
2. CAO, VIT
3. Vice-Principal, VIT
4. COO, VIT
5. HOD's VIT-INFT, CMPN, EXTC, ELEX, BIOM, I/C FE

**Subject: Academic Review for Even Semester 2014-15.**

Sir/Madam,

Academic Review of Faculties with detailed documentation followed by presentation for the Even Semester 2014-15 are proposed to be conducted from 27.05.2015 to 26.06.2015 for various departments of VIT.

The following members are appointed on the panel of review committee

- Dr. Sangeeta Joshi, Convener
- CAO / Vice Principal / COO
- Respective Head of the Department

The details regarding the same as received from CAO office are enclosed for your reference.

We look forward for your guidance and appreciate your consideration.

Sincerely, with many Thanks



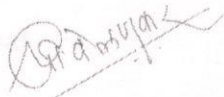
Principal

CC:

Director, VDT

Sr. No.	Name	Review Date & Time
<b>Summary Sheet</b>		
1	Biomedical Engineering	27/05/2015 and 28/05/2015
2	Computer Engineering	01/06/2015 to 04/06/2015
3	Electronics Engineering	05/06/2015 and 08/06/2015
4	Electronics & Telecommunications	08/06/2015 and 09/06/2015
5	Information Technology	10/06/2015
6	First Year Engineering	
	a. General Engineering	11/06/2015
	b. Mathematics	11/06/2015
	c. Applied Sciences	11/06/2015
	d. Humanities	29/05/2015
7	MMS Department	12/05/2015 (All faculty)
8	Committee Self Review & Pre-Compilations	15/06/2015
9	HOD – Department Presentations	16/06/2015
10	Report Compilation & Printing	17/06/2015 to 20/06/2015
11	Presentation with Trustee/Director	25/06/2015 or 26/06/2015

- Please refer to your individual Time Slots given on the following pages.
- If the Time Slot overlaps with examination supervision duty, try to swap the Academic review slot with any other member of your department. Inform to your HOD by mail, please keep CAO in CC. If no slot is suitable, CAO office would allot you a slot.
- Please note that hourly Time Slots are given – Individuals would be taken in sequence.
- Exact timing may vary / stretch depending on time needed by each individual.
- Process would continue only after 15:45 up to 05/06/2015 and continue as full day activity from 08/06/2015 onwards.
- Venue : A-201 ( A Block – 1<sup>st</sup> Floor)
- Please carry all the required documents and comply with the review process.
- The Academic Review Committee would comprise of –
  - Prof. Dr. Sangeeta Joshi, Convener
  - CAO / Vice Principal / COO
  - Head of the respective Department.

  
 Prof. Shrikant Velankar  
 Chief Academic Officer  
 Professor, Department of Electronics Engineering



**Vidyalankar Institute of Technology  
Standard Operating Procedure Development**

**Module: Academic Preview and Academic Review**

Version 1: May 2014

**Version 2: May 2017(Current Version)**

Version 3: To be updated in May 2019

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**PROCESS: ACADEMIC PREVIEW AND ACADEMIC REVIEW**

**PRE-REQUISITES**

1.	Standardized Preview Format and Guidelines
2.	Standardized Review Format and Guidelines
3.	Course File Contents and Guidelines

**1.1: SUB PROCESS – ACADEMIC PREVIEW**

Key Objectives	<ul style="list-style-type: none"> <li>To assess the academic preparedness of faculty for effective curriculum delivery. (Plan)</li> <li>To verify and validate components of Academic Administration Plan (AAP), and ensure its completeness by a panel of experts. (Check)</li> </ul>
Key Inputs	<ul style="list-style-type: none"> <li>Preparation is the key to success</li> <li>Academic Preview of every faculty member is to be conducted before a semester begins.</li> </ul>

**PROCESS DESCRIPTION**

Key Activities	Description
1. Academic Preview	<p>Academic planning and preparation is to be meticulously monitored. Development of systematic mechanism for compliance is achieved through the Preview process.</p> <p>Academic Preview facilitates involves meticulous planning and identification of appropriate academic resources for effective course delivery. Academic Preparedness is to be checked across all Departments and faculty. It has to be carried out in three stages:</p> <p>Stage 1: Faculty to prepare draft AAP with inputs from Cluster Mentor/s (Internal and External). The Cluster Mentor to scrutinize the AAP and strengthen as required.</p> <p>Stage 2: Faculty then needs to submit information to the HOD in the standard prescribed Preview format as per the activities proposed in AAP to the HOD. The faculty is expected to self-evaluate his/her preparedness as per the given parameters.</p> <p>Stage 3: HOD along with DAO to verify and validate the academic preparedness of the faculty and assign quality factor to the scores.</p>

PROCESS DESCRIPTION	
Key Activities	Description
	After the final approval, AAP is to be disseminated to students through vLive and vRefer.
Key Outputs	<ul style="list-style-type: none"> <li>Systematic mechanism for pre-teaching (planning) compliance through the ever evolving SMARTER (S=Specific, M=Measurable, A=Attainable, R= Relevant, T=Time bound, E=Evaluated and R=Reviewed) Academic Preview Process.</li> </ul>
KPIs	<ul style="list-style-type: none"> <li>Adherence to the prescribed Preview formats and schedules.</li> </ul>

### 1.2: SUB PROCESS – ACADEMIC REVIEW

Key Objectives	<ul style="list-style-type: none"> <li>To verify the Course Files compiled by faculty members for their respective courses. (Do &amp; Check)</li> <li>To assess the proper implementation of AAP, to suggest remedial actions and corrective measures if any. (Check &amp; Act)</li> </ul>
Key Inputs	<ul style="list-style-type: none"> <li>Academic Review of every faculty member is to be conducted at the end of the semester.</li> <li>Educators are expected to take ownership for their work with enhanced involvement, so that ideas for change come from the educators themselves.</li> </ul>

PROCESS DESCRIPTION	
Key Activities	Description
2. Academic Review	<p>Academic Review is an evaluation of the implementation of AAP. Faculty need to appear for the Review process with their respective Course Files that contain well-documented proofs of 32 predefined items along with duly filled in Staff Diary and Course Diary. It is to be carried out in three stages:</p> <ul style="list-style-type: none"> <li>Stage 1: Faculty to self-evaluates and submit standardized Review form to HOD. HOD and DAO to validate the information at the Department level, assign quality factor to the scores and the same is to be forwarded to the Institute Panel.</li> <li>Stage 2: The Institute Panel (comprising VP/CAO/Technical Advisor/Senior faculty along with the respective Head and DAO of that Department) to verify the contents in the Review Form,</li> </ul>

PROCESS DESCRIPTION	
Key Activities	Description
	<p>Course File including Staff Diary and Course Diary based on guidelines.</p> <ul style="list-style-type: none"> <li>• Stage 3: Report along with the grades is to be submitted to the Principal and feedback is to be communicated to the faculty.</li> </ul>
Key Outputs	<ul style="list-style-type: none"> <li>• Systematic mechanism for post-teaching (evaluation) compliance through the ever evolving SMARTER (S=Specific, M=Measurable, A=Attainable, R= Relevant, T=Time bound, E=Evaluated and R=Reviewed) Academic Review Process.</li> </ul>
KPIs	<ul style="list-style-type: none"> <li>• Adherence to the prescribed Review formats and schedules</li> </ul>