SMIT
SIKKIM MANIPAL UNIVERSITY
SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY

SOP FOR
ACADEMIC MONITORING

SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY

MAJHITAR – 737136, EAST SIKKIM

JULY 2024

# STANDARD OPERATING POLICY FOR ACADEMIC MONITORING

1. The need of academic monitoring of students in general and slow learners in particular has always been a matter of great concern and importance.

2. The Departmental Academic Committee (DAC) is entrusted with the task of improving the academic quality of the institute. The primary stakeholders are the students and staff of the department.

3. As per guidelines provided by the regulatory bodies (NAAC, NBA) Departmental Academic Committee should constitute all the members of the department and the HOD will be the DAC chairperson.

4. DAC will engage in various activities, deemed appropriate for improving the academic performance of the department.

5. DAC meeting to be conducted at the Department level every month.

6. This meeting will discuss academic matters related to the curriculum development and modification, student allocation for projects, etc.

7. A compiled report of the DAC proceedings to be submitted to the Director Office, and the Quality Cell at the end of each semester. Soft copy of compiled report to be submitted to the office of AD(A).

8. The proceedings of the first DAC meeting in the beginning of the semester to be forwarded to the Quality Cell and office of AD(A).

9. First DAC meeting of every semester to be conducted in the first week of semester commencement to check CAM, CO, PO, syllabus discussion and lesson plan promulgation among students in the classes. A compliance report on the same to be submitted to Quality Cell and office of AD (A) as per the given format:

SI No.	Beginning of Semester DAC compliance report submitted to Quality Cell & AD (A) office	
	Name of Department	
SI No.	Details	Response (Yes/No)
1	Lesson Plan distributed to students	
2	CAM, CO ,PO and subject syllabus discussed in class	

10. DAC chairperson to compile report of all DAC meetings and submit the summary to office of AD(A) for discussion in CCM.
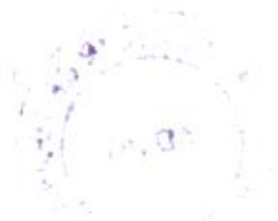
11. As the semester progresses the DAC committee should monitor, discuss and collate the following through their monthly meetings:

  a) Lecture quality, regularity of class conduction and syllabus coverage through class visits.

  b) Student Profiling: Identification of slow-medium-fast learners and irregular students, and Action taken in the first month of the semester.

  c) Action Taken on student feedback (through ecm portal) provided by students twice in a semester.

  d) Plan of action for students who have no year back but having large number of backlogs and remedial measures taken.

  e) Steps taken to improve the performance of week students.

  f) Steps taken to enhance the learning of fast learners.

  g) Ensuring Student Attendance reports are sent to the guardians/parents by TGs on a regular basis.

  h) Moderation of Question papers (Quiz I, Sessional I, Quiz II, Sessional II and end semester examination) and submission of question papers with answer keys/schema to the Department for internal exams and DCE(Tech) office for end semester exams after every examination.

Post Sessional I and II :

  i) Student feedback in e-campus (Phase I & II)

  j) Marks Updating in ecm portal.

  k) Student Profiling and Action taken

  l) Sending TG Report

  m) Collating PBL and other project progress reports

Post End semester examination

  n) Analysis of students' course exit feedback

  o) Result analysis completion

  p) Feedback of teachers in the following format:

Student Assessment of the Faculty (Scale 1-5)

Feedback Parameters:

1. Follow the subject lesson plan in all respect and complete syllabus in time

2. Uses class hour appropriately and take classes regularly.

3. Seems well prepared for each class.

4. Communication is appropriate.

5. Quick understanding of student's difficulties.

6. Has good command over the subject matter.

7. Stresses important points in lectures and discussions.

8. Well prepared for unexpected questions.

9. Skillful in observing student's reaction.

10. Firm yet friendly towards students.

11. Maintain atmosphere of good feeling in class.

12. Motivates to learn more about subjects and goes beyond the syllabus.

13. Willingness to meet and help students outside the class.

14. Provide adequate handouts/lecture notes.

15. Tries to review his/her teaching techniques if the class doesn't follow him/her.

Note: SAR- Strongly Agree, AGR- Agree, NAD- Neither Agree nor Disagree, DSR – Disagree, SDR-Strongly Disagree, SCR-Score

SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY, SIKKIM
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING TEACHERS
FEEDBACK QUESTIONNAIRE, ACADEMIC YEAR 2024-25

I)   Type of Faculty: Full Time/Part Time/CHB
II) Name of the Faculty: _____
III) Name of Department/Institutes/College: _____
IV) Campus:

General Guidelines:

Please mark your degree of agreement against each statement by using tick mark (√)

Or

Rating Scale which are 1- Strongly Disagree, 2- Disagree, 3-Average, 4 - Agree, 5- Strongly Agree.

If faculty members have more than '5- Strongly Agree' or less than '1- Strongly Disagree' with each statement, please include your valuable comments under each statement present.

Q. No.		Strongly Agree (5)	Agree (4)	Average (3)	Disagree (2)	Strongly Disagree (1)
1	**Academic**					
1.1	The objectives of the syllabus are well defined and clear to teachers					
Comments:						
1.2	The course/syllabus has good balance between theory and application					
Comments:						
1.3	The books prescribed/listed as reference materials are relevant, updated and appropriate					
Comments:						
1.4	Does the curriculum include value added courses/ soft skill training/ domain specific electives for enhancing constructive learning					
Comments:						

1.5	Your view on whether the experiences gained through Projects/ Internships/ certifications facilitated more Employability skills/ Communication skills/ confidence in students					
Comments:						
1.6	The examination and evaluation system followed by the University is effective					
Comments:						
1.7	Students are disciplined and respect towards the faculty and staff members					
Comments:						
1.8	The System followed by the University for the design and development of the curriculum is effective.					
Comments:						
1.9	Are the academic initiatives of the department contributing towards achieving the Mission and Vision of the institution					
Comments:						
1.10	Teacher has the freedom to adopt new techniques / strategies of testing and assessment of students					
Comments:						

2	**Administrative**					
2.1	The department provides adequate opportunities and support to faculty members for upgrading their skills and qualifications					
Comments:						
2.2	The teachers are encouraged to carry out research.					
Comments:						
2.3	Department Head is approachable and accessible and believes in team efforts					
Comments:						
2.4	Recognition/ incentive / appreciation of the individual work is given					
Comments:						
2.5	The administration is teacher friendly and helpful					
Comments:						
2.6	How effective do you find the professional development opportunities in enhancing your teaching skills and knowledge					
Comments:						
2.7	Faculty Orientations programs for the introduction of the new Syllabus is organised.					
Comments:						
2.8	The faculty are given freedom to express their opinions.					
Comments:						
2.9	How satisfied are you with your overall teaching experience at department					
Comments:						
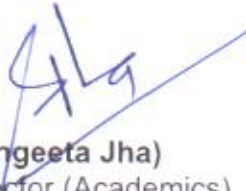
3	Infrastructure					
3.1	The infrastructure of the department is conducive to teaching and research					
Comments:						
3.2	Computer facilities are made available for ICT based teaching to the teachers					
Comments:						
3.3	Infrastructural facilities, such as teacher's rooms, class rooms, reading rooms and toilets are available in the Department.					
Comments:						
3.4	Sufficient number of prescribed books are available in the library					
Comments:						

12.   Following the above policy at all levels in letter and spirit will undoubtedly yield a comprehensive and improved academic result of the Institute and this policy will go a long way to enhance the quality of education system in SMIT.

13.   This supersedes the General Instruction No. 02 dated 30 Jan 2018.

Prepared by

(Prof (Dr.) Sangeeta Jha)
Associate Director (Academics)

3229/AD(A)/SOP/ 06 /2024
05 Jul 2024

(Prof (Dr) G.L. Sharma)
Director, SMIT

Prof (Dr) G.L. Sharma
Director
Sikkim Manipal Institute of Technology
Majitar, Rangpo - 737136
East Sikkim (Sikkim)

To,
All Associate Directors/HODs/HOOs

Copy to :
Registrar, SMU