



**NITTE**  
EDUCATION TRUST

**NITTE MEENAKSHI**  
**INSTITUTE OF TECHNOLOGY**

**NMIT-AAAC Preparatory Committee-**

**Record Maintenance**

**Name of the faculty:**

**Employee ID:**

**Designation:**

**Department:**

**Subjects Handled**

- 1.
- 2.
- 3.

Sl. No.	Questions	Please tick the appropriate one							
		Subject 1		Subject 2		Subject 3		Subject 4	
1	<b>Lesson plan</b>	Subject 1		Subject 2		Subject 3		Subject 4	
	a. Uniformity in breakup of contents in each unit with reference to number of hours allotted.	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
	b. Proposed cumulative percentage of portions covered	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
	c. Distribution of portions against MSE with reference to Units	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
	<b>Note: kindly write your observation on the above</b>								
2	<b>Work done Dairy</b>	Subject 1		Subject 2		Subject 3		Subject 4	
	a. Lesson plan and work diary is mapping with reference to time taken and portions covered	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
	b. Deviations, if any,	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
	<b>Note: kindly write your observation on the above</b>								

3	<b>Attendance Register</b>				<b>Subject 1</b>		<b>Subject 2</b>		<b>Subject 3</b>		<b>Subject 4</b>	
	a. Whether the attendance is manually marked regularly in the classroom				Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
	b. Whether manual attendance matches with the Gurukul				Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
	<b>Note: kindly write your observation on the above</b>											
4	<b>a. Student centric activities such as the following are the part of the day to day teaching-learning of the course.</b>											
				<b>Subject 1</b>		<b>Subject 2</b>		<b>Subject 3</b>		<b>Subject 4</b>		
	Course project			Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	
	Case Studies			Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	
	Seminars			Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	
	Home Assignments			Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	
	Programming assignments			Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	

Tutorials	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
<b>Any Other</b>								
<b>Note: kindly write your observation on the above</b>								
<b>b. Above mentioned student centric activities fulfil the present day requirements interms of:</b>								
	<b>Subject 1</b>		<b>Subject 2</b>		<b>Subject 3</b>		<b>Subject 4</b>	
Present Industry need	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
Market trend	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
Research opportunity	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
Placement support	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
Technology Support	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
Promotion to higher studies	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
<b>Note: kindly write your observation on the above</b>								

	<b>General observations if any, on 1 to 4 subjects: Regarding the innovations in teaching –learning after the college has become autonomous:</b>								
5	<b>Have you found any innovations in the delivery methods other than Blackboard Teaching, Videos, PPTs etc. After the college has become autonomous</b>				Yes (    )		No (    )		
	If yes, give details:								
6	<b>Tutorials</b>								
		<b>Subject 1</b>		<b>Subject 2</b>		<b>Subject 3</b>		<b>Subject 4</b>	
	Whether Tutorial is part of the course	Yes (    )	No (    )	Yes (    )	No (    )	Yes (    )	No (    )	Yes (    )	No (    )
	Number of classes conducted	<b>Number of classes:</b>		<b>Number of classes:</b>		<b>Number of classes:</b>		<b>Number of classes:</b>	
	Tutorial sheets & Other relevant documents as a proof	Available with faculty (    )	Not Available (    )	Available with faculty (    )	Not Available (    )	Available with faculty (    )	Not Available (    )	Available with faculty (    )	Not Available (    )
	<b>Note: kindly write your observation on the effectiveness of the Tutorial classes</b>								

	<b>Sub 1</b>  <b>Sub 2</b>  <b>Sub 3</b>  <b>Sub 4</b>												
	<b>General observations if any, on 1 to 4 subjects: Regarding the innovations in tutorial-classes after the college has become autonomous:</b>												
7	<b>Midterm test questions quality (consider blooms level)</b>												
		<b>Subject 1</b>			<b>Subject 2</b>			<b>Subject 3</b>			<b>Subject 4</b>		
	On-par with blooms taxonomy	Yes ( )	No ( )		Yes ( )	No ( )		Yes ( )	No ( )		Yes ( )	No ( )	
	Questions matches with COs	Yes ( )	No ( )		Yes ( )	No ( )		Yes ( )	No ( )		Yes ( )	No ( )	
	Have you found scheme & solution for evaluation of mid-term test	Yes ( )	No ( )		Yes ( )	No ( )		Yes ( )	No ( )		Yes ( )	No ( )	
	Whether the MSE paper is single to all sections	Yes ( )	No ( )	NA ( )	Yes ( )	No ( )	NA ( )	Yes ( )	No ( )	NA ( )	Yes ( )	No ( )	NA ( )
	<b>Note 1: kindly write your observation on the above mentioned subjects</b> <b>Sub 1</b>												



	Sub 2		
	Sub 3		
	Sub 4		
	<b>Note 2: Regarding the innovations in Midterm test questions after the college has become autonomous:</b>		
	Sub 1		
	Sub 2		
	Sub 3		
	Sub 4		
8	<b>Has the teacher used any Rubrics to evaluate any of the student centric activities?</b>	Yes (     )	No (     )
	<b>Note: kindly write your observation on the effectiveness of the Rubrics:</b>		
9	<b>Whether you have submitted the question bank to the concerned authority</b>	Yes (     )	No (     )
	<b>If yes, List down the subjects</b>		



10	<b>Course exit survey.</b>				<b>Remarks</b>
	<b>Subject 1</b>	Course exit survey covers all COs.	Yes ( )	No ( )	
	<b>Subject 2</b>	Course exit survey covers all COs.	Yes ( )	No ( )	
	<b>Subject 3</b>	Course exit survey covers all COs.	Yes ( )	No ( )	
	<b>Subject 4</b>	Course exit survey covers all COs.	Yes ( )	No ( )	
	<b>Note: kindly write your observation on the Course Exit Survey,</b>				
	<b>General Observations: Innovations if any, on 1 to 4 subjects: Regarding the Course Exit survey, after the college has become autonomous:</b>				
11	<b>MSE question paper covers</b>				
	<b>Subject 1</b>		5 units ( )	4 units ( )	3 units ( )
	<b>Subject 2</b>		5 units ( )	4 units ( )	3 units ( )
	<b>Subject 3</b>		5 units ( )	4 units ( )	3 units ( )
	<b>Subject 4</b>		5 units ( )	4 units ( )	3 units ( )
	<b>Note: kindly write your observation on the MSE question paper covered:</b>				





	<b>Innovations if any, on 1 to 4 subjects: Regarding the MSE question paper after the college has become autonomous:</b>						
12	<b>CIE performance of students:</b>						
	Subject Title	Number of students in the subject	Number of students falling under the range of				Remarks, If any
<20			20-30	31-40	>40		
	1						
	2						
	3						
	4						
	<b>Initiatives taken by the Department/Faculty to improve the student performance under the freedom given to the faculty and department by the autonomous status:</b>						
13	<b>CO statements:</b>						

	Subject 1		Subject 2		Subject 3		Subject 4					
No of CO statements	≥4 ( )	<4 ( )	≥4 ( )	<4 ( )	≥4 ( )	<4 ( )	≥4 ( )	<4 ( )				
Establishment of CO statements with respect to blooms level/POs	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )				
Effectiveness of CO-PO mapping	Effective ( )	Not Effective ( )	Effective ( )	Not Effective ( )	Effective ( )	Not Effective ( )	Effective ( )	Not Effective ( )				
Course to PO correlation level mapping (3,2,1)	Effective ( )	Not Effective ( )	Effective ( )	Not Effective ( )	Effective ( )	Not Effective ( )	Effective ( )	Not Effective ( )				
<b>Note: kindly write your observation on the Faculty awareness on the above components</b>												
<b>General observations :on 1 to 4 subjects: Regarding the innovations on the question items if any introduced after the college has become autonomous:</b>												
14	<b>CO Attainment: CIE marks and its distribution as per scheme</b>											
	Subject 1			Subject 2			Subject 3			Subject 4		
Computation through MSE Marks	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )

		( )			( )			( )			( )	
Computation through Rubrics	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )
Computation through Course Exit Survey	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )
Computation through SEE	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )
Final attainment computation considering MSE, SEE, Rubrics & Course Exit survey	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )	Accurate ( )	Not-Accurate ( )	Not Found ( )
Computation of CO attainment Target	Found ( )	Not Found ( )	Found ( )	Not Found ( )	Found ( )	Not Found ( )	Found ( )	Not Found ( )	Found ( )	Not Found ( )		
<b>Gap Analysis: if any</b>	<b>Remarks:</b>			<b>Remarks:</b>			<b>Remarks:</b>			<b>Remarks:</b>		
Observations listed	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )		



Action Taken		Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )	Yes ( )	No ( )
<b>Note: kindly write your observation on the above</b>									
<b>After the college has become autonomous innovation if any to improve CO attainment:</b>									
15	<b>SEE Results:</b>								
Subject 1	Pass Percentage	$\geq 85\%$ ( )		$85\% < \text{and} \leq 75\%$ ( )			$< 75\%$ ( )		
	Grades	No X Grades ( )		$X/F \leq 1$ ( )			$X/F > 1$ ( )		
	S+A Grades	$> 50\%$ ( )	$> 40\%$ ( )	$> 30\%$ ( )	$> 20\%$ ( )	$\leq 10\%$ ( )			
Subject 2	Pass Percentage	$\geq 85\%$ ( )		$85\% < \text{and} \leq 75\%$ ( )			$< 75\%$ ( )		
	Grades	No X Grades ( )		$X/F \leq 1$ ( )			$X/F > 1$ ( )		
	S+A Grades	$> 50\%$ ( )	$> 40\%$ ( )	$> 30\%$ ( )	$> 20\%$ ( )	$\leq 10\%$ ( )			
	Pass Percentage	$\geq 85\%$ ( )		$85\% < \text{and} \leq 75\%$ ( )			$< 75\%$ ( )		

	Subject 3	Grades	No X Grades ( )		X/F $\leq$ 1 ( )		X/F $>$ 1 ( )
		S+A Grades	>50% ( )	>40% ( )	> 30% ( )	>20 % ( )	$\leq$ 10% ( )
	Subject 4	Pass Percentage	$\geq$ 85% ( )		85% < and $\leq$ 75% ( )		<75% ( )
		Grades	No X Grades ( )		X/F $\leq$ 1 ( )		X/F $>$ 1 ( )
		S+A Grades	>50% ( )	>40% ( )	> 30% ( )	>20 % ( )	$\leq$ 10% ( )
<b>Note: kindly write your observation on the above</b>							
<b>Whether the faculty meeting has been held in the department to take a review of the performance of students and the strategies planned for future actions and the minutes are available in the department:</b>							
<b>Innovative methods planned to improve the performance of the students:</b>							
16	<b>Course File Records</b>						
	Syllabus (LTP, COs, CO-PO mapping, Assessment method, Delivery Method & Reference Material)				Yes ( ) No ( )	<b>Remarks:</b>	
	Calendar of Events				Yes ( )	<b>Remarks:</b>	

Lesson Plan	No ( )	Remarks:
Work done dairy	Yes ( )	Remarks:
Student Ledger	No ( )	Remarks:
Class Time Table	Yes ( )	Remarks:
Personal Time Table	No ( )	Remarks:
List of Shortage of attendance	Yes ( )	Remarks:
Availability of list of ineligible students	No ( )	Remarks:
I, II, & III Internal test question papers	Yes ( )	Remarks:
Scheme & Solution for MSE Question Paper	No ( )	Remarks:
Tutorial sheets/case study/programming assignments/surprise test question papers	Yes ( )	Remarks:
Rubrics for case study/programming assignments	No ( )	Remarks:
Course exit survey ( questionnaire + calculation)	Yes ( )	Remarks:
CO attainment (excel sheet calculation)	No ( )	Remarks:
SEE Question Paper with Scheme & Solution	Yes ( )	Remarks:
Question Bank	No ( )	Remarks:
<b>Note: kindly write your observation on the above</b>		

	<b>Maintenance of records in the department</b>	Up-to-Date ( )	Gaps in the Maintenance of records ( )
	<b>a. Status of Question Bank preparation</b>		
	<b>Subject 1</b>	Yes ( )	No ( ) Any Progress ( )
	<b>Subject 2</b>	Yes ( )	No ( ) Any Progress ( )
	<b>Subject 3</b>	Yes ( )	No ( ) Any Progress ( )
	<b>Subject 4</b>	Yes ( )	No ( ) Any Progress ( )
	<b>Note: kindly write your observation on the above</b>		
	<b>17.b.Quality of SEE Question Papers</b>	Innovative ( )	Routine ( )
	<b>Mapping of Questions to COs</b>	Yes ( )	No ( )
	<b>Mapping of Questions to Blooms Level</b>	Yes ( )	No ( )
18	<b>Academic Projects</b>		
	<b>Identification of Problem statement by:</b>	Faculty( )	Student( )
	<b>18. a.Projects guided during Ay 16-17</b>		
	Nature of the Project	i. Industry/Relevant ( ) ii. Research publication ( ) iii. Patent ( ) iv. Placement support ( ) v. Higher studies promoting ( )	Outcome/achievement on all projects guided:

		vi. Innovative product development ( ) vii. Societal application ( ) viii. Environment ( ) ix. Any Other ( )			
	Availability of Project Report	It is as per UG/PG norm ( )	Not as per UG/PG norm ( )	NA ( )	
	Whether Project has been funded by any? If yes, mention the funding agency and amount	Yes ( ) No ( ) Funding Agency: Amount:			
	Whether the project is submitted to any Inter-national/National/ State level competition?	Yes ( )		No ( )	
	<b>If yes, mention the details</b>				
19	<b>Mentoring</b>	Done regularly ( )	Not done regularly ( )	NA ( )	<b>Outcome/Remarks:</b>
	19. a. Mentoring Records	Maintained ( )	Not Maintained ( )	<b>Reasons for Not Maintaining:</b>	
	19. b. Identification of Weak Students	Identified ( )		Not identified ( )	
	19. c. Mentor-student Interaction done	Daily ( )	Weekly ( )	Once in 15 days ( )	Monthly ( ) Not done ( )
	19. d. Mentor-parents Interaction held	Yes ( )		No ( )	
		If Yes, frequency of interaction:			
	19.e. Number of students benefited	Number:			



	from mentoring activity	Names:			
	19. f. Any best practices:	Remarks:			
20	<b>Publications during 2016-17 Number of papers ( Total Number of papers: _____ )</b>				
	20. a. At least 1 paper	Yes (    )		No (    )	
	20. b. Indexed by	Scopus (    )	Web of Science (    )	Google Scholar (    )	Any other (    ) Mention the same:
	20.c Abstract with DOI	Yes (    )		No (    )	
21	<b>Status of Patent during Ay 16-17</b>				
	21. a. Filed	Yes (    )		No (    )	
	21. b. Applied for Examination	Yes (    )		No (    )	If Yes, Provide details:
	21.c. Obtained	Yes (    )		No (    )	If Yes, Provide details:
22.	<b>Projects Funded</b>	Yes (    )		No (    )	

	22. a. Funding obtained from Inter-National Organization ( ) National Organization ( ) State Level Organization ( ) TEQIP ( ) NMIT ( ) Any Other ( )	<b>Provide details:</b>			
	22. b. Title of the Projects:	<b>Funded by:</b>		<b>Amount:</b>	
	22. c. Status of the Projects	Completed ( )	Report Available ( )	On-going ( )	Applied ( )
<b>Note: Documents available for the statements made above regarding the projects status</b>					
23	<b>Consultancy if any,</b> Yes ( ) No ( )	<b>Provide Details:</b>			
24	<b>FDPs/Workshops/Training/Pedagogy attended</b>				
	Attended: Yes ( ) No ( )	<b>Nature of the activity:</b>  <b>Duration of the activity:</b>  <b>Report submitted to Dean:</b>			

	<b>Note: Copy of the Reports available for the statements made above regarding the FDPs/Workshops/Training/Pedagogy organised</b>				
25	<b>Have you conducted/organised any activity such as Training/FDPs/Workshops/Pedagogy programmes/seminars:</b> Yes (    )      No (    )	The Task Force (TF) meeting for each of the programme organised : <div style="text-align: right;">Yes (    )      No (    )</div> <b>If Yes,</b> <ul style="list-style-type: none"> <li>Minutes of the TF meeting available for perusal: Yes (    )      No (    )</li> <li>Members other than Departments invited: Yes (    ) No (    )</li> <li>Report submitted: Yes (    )      No (    )</li> </ul>			
	<b>Note: Reports available for the statements made above regarding the Training/FDPs/Workshops/Pedagogy programmes/seminars conducted/organised for the perusal of the committee members</b>				
26	Are you a member of	DUGC(    )	DPGC(    )	BOS(    )	Any other(    )
	<b>If Yes, Number of times you have attended the meeting</b>				
	BOS	DUGC	DPGC	Any other	
	<input style="width: 40px; height: 20px; border: 1px solid orange;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid orange;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid orange;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid orange;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid orange;" type="text"/>



	<b>26.a Curriculum changes if any introduced in the above committees by the department, Mention the details:-</b>		
27	<b>Research/Academic Interaction with other organization/Industry/COE of NMIT</b>	Yes (    )	No (    )
	If Yes, Name of the Organization:		
	Type of Organization		
	Nature of Interaction		
28	<b>Personal File content</b>		
	Appointment Letter	Yes (    )	No (    )
	Degree certificates	Yes (    )	No (    )
	Publications	Yes (    )	No (    )
	Workshops participated outside institution	Yes (    )	No (    )
	Experience Certificates	Yes (    )	No (    )
	Workshops certificates	Yes (    )	No (    )
	Sponsored Projects	Yes (    )	No (    )
	Any competency related documents (Awards/ Achievements/ Recognitions etc.)	Yes (    )	No (    )



29	<b>Any Innovations in Teaching/Learning/Evaluation/Co-curricular activities etc. After the college has become autonomous</b>
30	<b>Faculty contribution towards slow learners and fast learners:</b>
31	<b>Faculty contribution towards unique achievements of the department:</b>

**Name and Signature of the Faculty**

**Name and Signature of the Committee Member (s)**

**Signature of the HOD**

**Signature of the Chairman**