



## Annexure E & T (I)



### MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

(Autonomous)

(ISO:9001:2000)

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No.MSBTE/D-52/Aca.Mon./2009/ 1566

Dt: 3 MAR 2009

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#### **Web Circular**

To  
The Dy Secretary  
MSBTE Regional Office  
Aurangabad, Pune, Nagpur,  
& Officer incharge Mumbai Sub- Region

**Sub. :- Curriculum Implementation Norms for Academic Monitoring of  
AICTE ENGG. / TECH. DIPLOMA COURSES With Effect  
From 2007 – 08 and Corrective Action Related to ISO Suggestion.**

**Ref. :-** MSBTE/D-52/Aca. Mon./2008/10377 date 10 Sep. 2008.

The Curriculum Implementation and Assessment Norms (CIAAN) have been objectively modified for Academic Monitoring, from Academic Session 2007 – 08, to mitigate the frequency of External Academic Monitoring.

During the recent visit of ISO team, it has been suggested that in the summary sheet **Student's Feedback** should be included. Meanwhile the Hon. Director has suggested to modify the **faculty profile** proforma and also to assess the **capability of the institute to conduct examinations**, suitable questionnaire should be included in formats.

Accordingly the **student's feedback** has been added as **10<sup>th</sup> component** in the summary sheet and the performance scale has been modified.

A questionnaire for assessing the **capability for conducting examinations** has been included in the **institute profile**.

**Faculty profile** has been included in the format **department profile**.

By incorporating above suggestions the modified formats I-1, I-2, I-3 are proposed, for Academic Monitoring during March / April 2009 for AICTE Engg. / Tech. Diploma Courses.

The concerned persons will take the note of change incorporated as compared with the Curriculum Implementation and Assessment Norms (CIAAN) 2007-08. **If the Academic Monitoring has been already done as per CIAAN 2007-08, while reporting, the cognizance of the above three components should be taken into consideration.**

Previous formats put up on the MSBTE web, vide letter no. MSBTE/D-52/AMC/2007/08/1229 date 8 Feb.2008, in the circular form are replaced by these modified formats.

**The concerned persons will take the note of following salient points while doing the Academic Monitoring.**

1. Academic Monitoring is a diagnostic approach, cross referencing between curriculum & instructional elements. It is expected to provide guidance & support in improving the curriculum implementation at institute level. **HENCE IT SHOULD NOT BE TREATED MERELY AS A FAULT FINDING MISSION.**
2. High quality monitoring programs can help institute & teachers maintain enthusiasm.
3. If teaching is not systematically planned, learning may not occur.
4. The data given by the institute should be thoroughly verified by (i) actual visits to each department, (ii) meeting with the teachers & staff and (iii) feed back from the students.
5. At the end of the day, the team will appraise the principal, HODs, & Academic Co-ordinator on the strengths & weaknesses of the institute.
6. The Summary Sheet and Annexure II should be filled by the Chairman EAMC immediately at the end of the monitoring.

Other instructions issued to Academic Monitoring team members and to MSBTE Regional Office vide letter no. MSBTE/D-52/Aca. Mon./2008/10377 date 10 Sep. 2008. under reference, should be followed as they are.

This report must reflect the overall academic performance of the institute & hence it must be **EXHAUSTIVE**. For Consolidated Reporting for AICTE Diploma Courses **Formats CI, I-1 & Annexure-II should be used by the Regional Office.**

These Norms should be used scrupulously & cautiously.

Sd/-  
( P. A. Naik )  
Secretary  
M. S. Board of Technical Education,  
Mumbai - 51.

Copy to :-

- 1) Hon.. Director, MSBTE, Mumbai-51 for information.
- 2) The Jt. Director Technical Education Regional Office Mumbai, Pune, Nashik, Aurangabad, Amravati, Nagpur for information.
- 3) All the principals of the institutes affiliated to MSBTE & running AICTE Engg. / Tech. Diploma Courses through web circular.
- 4) Web Portal Manager of MSBTE for necessary action.

With Effect From 2007-08

**Maharashtra State Board of Technical Education.**  
**Academic Monitoring SUMMARY SHEET for AICTE Diploma Courses**  
**To be filled in by Chairman of Academic Monitoring Committee.**  
**Guidelines given at the foot note of formats for Institute & department.**

Name &amp; Address of the Institute: – \_\_\_\_\_

\_\_\_\_\_

Instt Code - 

Status of the Principal – \*Regular / Incharge

Sr. No	Component	Gradation				Over all Performance
		V	G	S	P	
	Departments <span style="float: right;">⇒</span>					
1.	Faculty Strength					
2.	Faculty Profile					
3.	Students' attendance					
4.	Curriculum Coverage					
5.	Continuous Assessment					
6.	Learning resources utilization					
7.	Books & Library Facilities					
8.	Result analysis					
9.	Laboratory standards					
10.	Student's Feedback					
	Overall Performance					

\*Regular staff means, the staff whose appointment is approved by the competent authority.

Previous Discrepancies	Rectified	Not Rectified

Signature , Name  
 Designation of the  
 Chairman EAMC

Deputy Secretary  
 MSBTE Regional Office

Note: Very good – V (4), Good – G ( 3), Satisfactory – S (2), Poor – P (1)  
 Overall Performance per course --- Maxm. Score --- 40,  
 V --- 35 & above G --- 25 to 34, S --- 15 to 24, P --- 14 & below

**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION.  
INSTITUTE PROFILE**

1. Name of the Institute:

Instt. Code No.

2. Year of Establishment:

3. Address :

Email ID:

Website :

Landline - Principal :

Mobile - Principal :

Landline - Office :

4. Date of Monitoring :

5. Courses offered:

S. N.	Title of the Course	Course Code	Intake	AICTE Approval No	Govt. of MH. Approval No	MSBTE Affiliation No

5. Land Acquired: ..... Hectares:

## 6. Civil Works in Sq.m.

Sr. No	Particulars	Required as per AICTE norms.		Available		Measures taken in case of short fall
		Nos.	Total area	Nos.	Total area	
1.	Class Rooms					
2.	Drawing Halls					
3.	Library					
4.	A/V Aid Center/ Seminar hall					
5.	Work Shop					
6.	Computer Centers					
7.	Laboratories					

## 7) Library Books and Technical Magazines: -

S. N	Name of the Dep.	No of Books available	No. of Technical Magazines available	Added current year		Shortage / Excess	
				Books	Magazines	Books	Magazines

## 8) Library Facilities.

S.N	Book Bank	Open access system	Extended Library services	Computerised Library Services	Reading Room		Internet Facility	Reprography Facility
					Staff	Students		

**Note: - Tick (✓) for Yes and (x) Cross for No**

## 9) List of detained students of previous MSBTE Exam

Yes / No

## 10) Facilities and Amenities

- |  |          |
|--|----------|
| 1. Canteen   | Yes / No |
| 2. Co- operative Stores                                | Yes /No  |
| 3. Play Grounds  | Yes /No  |
| 4. Gymkhana Facilities                                 | Yes /No  |
| 5. Girls Common Room                                   | Yes / No |
| 6. Any other information Principal wants to highlight. |          |

Name & Signature of the Principal  
(with seal)

## 11. The chairman EAMC will verify, existing facility, in the institute to conduct Examination in Theory and Practical.

- |   |          |
|---|----------|
| 1. Whether the institute is having infrastructure to conduct the examination.         | Yes / No |
| 2. If Yes, whether the institute is recognized as examination centre.                 | Yes / No |
| 3. If No, what actions are taken for creating Infrastructure to conduct examination ? | Yes / No |
| 4. Whether the institute is recognized as Distribution Center.                        | Yes / No |
| 5. Whether the institute is recognized as Regional Assessment Center.                 | Yes / No |

6. Whether sufficient manpower is appointed as per MSBTE norms for conducting Examination / Distribution work / Regional Assessment work (RAC)
7. No. of faculty member appointed by or on behalf of MSBTE For conducting Examination work such as
  - a) Controller of Examination
  - b) External Examiner
  - c) Assessment and moderation work
  - d) Vigilance
8. No. of faculty refused the examination duties including RAC work (Attach separate list of faculty with general reasons for rejecting the duty).
9. Action taken against such faculty with reference to Sr. No. 8
10. Whether the internal vigilance committee appointed and was active. Yes / No
11. No. of result with held cases (RHR + RHR)

Verified:

- |  |   |   |   |   |
|--|---|---|---|---|
| 1. Infrastructure  | V | G | S | P |
| 2. Facility for conduct of Theory / Practical Examinations                 | V | G | S | P |
| 3. Attitude and Willingness of the teaching staff towards Examination Work | V | G | S | P |
| 4. Any other point Chairman wants to HIGHLIGHT                             |   |   |   |   |

Place :

Date :

EAMC Chairman

1. Member

2. Member

3. Member



**Maharashtra State Board of Technical Education.**  
**Academic Monitoring**  
**Department Profile**

Name & Address of the Institute :- \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of the Department :- \_\_\_\_\_

Academic Year :-

Date of Monitoring :-

**1) Admission Status : (Number of Students Enrolled)**

S. N.	Name of Course	Course (Code)	Year of Commencement	Sanctioned Intake	I/II Semester	III/IV Semester	V/VI Semester

**2) Faculty Strength :-**

S. N	Requirement as Per A.I.C.T.E Norms (HOD + Lecturer)	Filled		Vacant	Remarks V, G, S, P
		Regular	Adhoc		
1	--- + --- = --				

- i) Only regular staff to be considered for assessing faculty strength.  
 ii) Regular staff means the staff whose appointment is approved by competent authority.  
 (Note:- Office orders to be verified)  
 iii) Remarks in the summary sheet on the basis of 4 point scale V= 100% G=90 to 99%  
 S=80 to 89% P= below 80%

**3) Faculty profile :-**

S. N.	Name	Designation	Qualifications with passing Division	Experience in yrs		Subjects Taught	*Additional information	Whether appointment regular / adhoc / visiting
				Industrial	Teaching			
1								
2								
3								
4								
5								
6								
7								
8								
9								

**Regular, Adhoc & Visiting Teaching Staff to be considered.**

**The remarks to be given on the basis of subjective.**

**Observations on 4 point scale.**

**\* Give details of training programs, seminar attended & paper published/ presented on a separate sheet if applicable.**

<b>V G S P</b>
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**6) Details of learning Resources Available: -**

S. N.	Types of learning Material/Resources	No. available	No. Added Current Year	Total
1	Video Cassettes			
2	CAI Packages			
3	Transparencies			
4	Charts			
5	Models			
6	Slides			

<b>V G S P</b>
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The EAMC will confirm the use of teaching aids & will offer the remarks subjectively.

**7) Audio Visual Equipment**

Sr. No.	Name of the Equipment	No. Available
1	OHP	
2	Slide Projector	
3	LCD Projector	
4	Any Other	

Only equipment in order to be considered.

<b>V G S P</b>
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Overall utilization of the learning resource package

**8) Result Analysis: -**

1	2	3	4	5	6	7	8	9
S. N	Semester	No. appeared	No. passed	No. ATKT	No. passed + ATKT	No. Fail	% Result of passing	Remarks V, G, S, P
1	I / II							
2	III / IV							
3	V / VI							
Overall result of the department (Passed without ATKT)								

**For first term academic monitoring over all results of previous II, IV & VI semester examination to be considered and for second term, I, III, & V Semester results to be considered.**

**In column 8, pass & ATKT students should be considered.**

**The remarks to be given on the basis of 4 point scale as below:**

- 1) V-80% & above 2) G – 60 to 79% 3) S – 40 to 59% 4) P – below 40%

**For the failure students the corrective measures taken to improve their performance.**

- |   |     |
|---|-----|
| 1) Extra classes conducted                | Y/N |
| 2) Question papers solved                 | Y/N |
| 3) Regular teacher appointed              | Y/N |
| 4) Personal attention to average students | Y/N |
| 5) Library facility provided              | Y/N |

**9) Co- curricular activities.**

1	2	3	4	5	6	7
S. N.	Nature of activity	Number Planned	Actual Arranged	Deficiency	Remarks	Overall Remarks
1	Industrial Visits					V G S P
2	Experts Lectures					
3	Industry Based Projects					
4	Learning Resources Development					
5	Industrial Trainings deputations					
6	Other Trainings deputations					
7	Traninigs Organised					
8	Technical Quiz Participations					
9	SPPC Participations					
10	Any Other					

**Note:** Encircle any one in column No. 7

Fill in the information of earlier term

Subjective Assessment

SPPC: - Special Professional Practices Committee.

**10) Equipment/Machinery Laboratory wise:-**

**Academic monitoring committee should verify the status of Major/ Essential equipment to cover the curriculum. The list of essential Machinery equipment for the AICTE Diploma courses is put up on the MSBTE Web. The expert committee members should carry the list of equipment required for the course for which they are going for monitoring.**

**10.1 Name of the Laboratory: - \_\_\_\_\_**

S. N.	Particulars & Specifications of <b>Major / Essential</b> Equipment required for conduction of practicals as per curriculum.	No. Required	No. Available	Working Condition No.	Remarks
1					
2					
3					
4					
5					
6					
7					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

**Laboratory Standard**

<b>V G S P</b>
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Use separate format as above for each laboratory.

**EAMC will verify the status of the existing equipment & will give the remarks subjectively.**

**11. Any other point (Please Specify)**

**Name & Signature of the H.O.D.**

**Name & Signature of the Principal**

**Detail remarks of the EAMC**

**Academic Monitoring Committee Members**

**1.**

**2.**

**3.**

### Student's Feed Back

- |   |         |
|---|---------|
| 1) Whether the Academic Calendar of MSBTE was displayed before the beginning of the term?               | Yes/No. |
| 2) Whether the progressive skill test / class tests are conducted as per MSBTE Calendar.?               | Yes/No. |
| 3) Whether the test marks are displayed on the notice board within 15 days from the date of test.?      | Yes/No. |
| 4) Was 100% Curriculum Covered during the last term?  | Yes/No. |
| 5) Whether the students deputed for paper presentation?   | Yes/No  |
| 6) Whether technical quiz competitions held in the Institute?   | Yes/No. |
| 7) Whether all Laboratory equipment & machinery are kept in working order all the time for practicals ? | Yes/No. |
| 8) Are you being continuously assessed for Laboratory work on index sheet.                              | Yes/No. |
| 9) Do you know class test mark at the end of the term.  | Yes/No. |

Remarks of EAMC on the basis of subjective interpretation – V/G/S/P

**Note:- 1. The questionnaire to be filled in by two students from each class and to be collected by the Chairman EAMC directly from them.**

With Effect From 2007-08

**Annexure II**

**Instt. Code:** \_\_\_\_\_

**External Academic Monitoring Committee Report**

In addition to the main summary sheet the chairman External Academic Monitoring Committee will give the detail remarks on the following components.

1) Space

(Class rooms, Laboratories, W/S)

2) Faculty strength & profile

3) Academic Laboratory standards

4) Teaching plan preparation

(Theory & Practical)

5) Laboratories set up &

Equipment Availability

6) Library

(Space, availability of books & Periodicals)

7) Any other point worth

Mentioning.

Chairman EAMC

Write max. 3 lines to describe feelings of the committee on the parameter.

Please give specific remarks for overall evaluation.



**Maharashtra State Board of Technical Education, Regional Office, \_\_\_\_\_**  
**Academic Monitoring Report 200 - 200 , \_\_\_\_\_ Region**  
**Consolidated Summary Report of the Institutes**  
**Category of Course - AICTE Diploma Courses**

Sr. No.	Instit. Code	Institute Name	Courses	Faculty Strength	Faculty profile	Students' Attendance	Curriculum Coverage	Continuous Assessment of TW	LR Utilization	Books & Library Facility	Results	Lab Standard	Student's Feedback	Graduation (Count) 1,2,3,4	Total Gradation (Count) Max 40	Overall Performance	Specific Remarks if any
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Member Regional  
Review Committee

Member Regional  
Review Committee

Secretary Regional  
Review Committee

Chairman Regional  
Review Committee

Scale :- Max. Score --- 40, V --- 35 & above, G --- 25 to 34, S --- 15 to 24, P --- 14 & below

With Effect From 2007-08

**Maharashtra State Board of Technical Education.**  
**Academic Monitoring SUMMARY SHEET for AICTE Diploma Courses**  
**To be filled in by Chairman of Academic Monitoring Committee.**  
**Guidelines given at the foot note of formats for Institute & department.**

Name &amp; Address of the Institute: – \_\_\_\_\_

\_\_\_\_\_

Instt Code - 

Status of the Principal – \*Regular / Incharge

Sr. No	Component	Gradation				Over all Performance
		V	G	S	P	
	Departments <span style="float: right;">⇒</span>					
1.	Faculty Strength					
2.	Faculty Profile					
3.	Students' attendance					
4.	Curriculum Coverage					
5.	Continuous Assessment					
6.	Learning resources utilization					
7.	Books & Library Facilities					
8.	Result analysis					
9.	Laboratory standards					
10.	Student's Feedback					
	<b>Overall Performance</b>					

\*Regular staff means, the staff whose appointment is approved by the competent authority.

Previous Discrepancies	Rectified	Not Rectified

Signature , Name  
 Designation of the  
 Chairman EAMC

Deputy Secretary  
 MSBTE Regional Office

Note: Very good – V (4), Good – G ( 3), Satisfactory – S (2), Poor – P (1)  
 Overall Performance per course --- Maxm. Score --- 40,  
 V --- 35 & above G --- 25 to 34, S --- 15 to 24, P --- 14 & below

**Annexure-II**

**Instt. Code:** \_\_\_\_\_

**External Academic Monitoring Committee Report**

In addition to the main summary sheet the chairman External Academic Monitoring Committee will give the detail remarks on the following components.

1) Space

(Class rooms, Laboratories, W/S)

2) Faculty strength & profile

3) Academic Laboratory standards

4) Teaching plan preparation

(Theory & Practical)

1) Laboratories set up &

Equipment Availability

2) Library

(Space, availability of books & Periodicals)

3) Any other point worth

Mentioning.

Chairman EAMC

Write max. 3 lines to describe feelings of the committee on the parameters.

Please give specific remarks for overall evaluation.



**MAHARASHTRA STATE  
BOARD OF TECHNICAL EDUCATION**

(Autonomous)

(ISO:9001:2000)

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No.MSBTE/D-52/Aca.Mon./2009/ 1567

Dt: 3 MAR 2009

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**Web Circular**

To  
The Dy Secretary  
MSBTE Regional Office  
Aurangabad, Pune, Nagpur,  
& Officer incharge Mumbai Sub- Region

**Sub. :- Curriculum Implementation Norms for Academic Monitoring of  
DIPLOMA IN PHARMACY COURSE With Effect From  
2007 – 08 and Corrective Action Related to ISO Suggestion.**

**Ref. :-** MSBTE/D-52/Aca. Mon./2008/10377 date 10 Sep. 2008.

The Curriculum Implementation and Assessment Norms (CIAAN) have been objectively modified for Academic Monitoring, from Academic Session 2007 – 08, to mitigate the frequency of External Academic Monitoring.

During the recent visit of ISO team, it has been suggested that in the summary sheet **Student's Feedback** should be included. Meanwhile the Hon. Director has suggested to modify the **faculty profile** proforma and also to assess the **capability of the institute to conduct examinations**, suitable questionnaire should be included in formats.

Accordingly the **student's feedback** has been added as **10<sup>th</sup> component** in the summary sheet and the performance scale has been modified.

A questionnaire for assessing the **capability for conducting examinations and Faculty Profile** have been included in the **institute profile**.

By incorporating above suggestions the modified formats P-1, P-2, are proposed, for Academic Monitoring during March / April 2009 for Diploma in Pharmacy Course.

The concerned persons will take the note of change incorporated as compared with the Curriculum Implementation and Assessment Norms (CIAAN) 2007-08. **If the Academic Monitoring has been already done as per CIAAN 2007-08, while reporting the cognizance of the above three components should be taken into consideration.**

Previous formats put up on the MSBTE web, vide letter no. MSBTE/D-52/AMC/2007/08/1311 date 13 Feb.2008, in the circular form are replaced by these modified formats.

**The concerned persons will take the note of following salient points while doing the Academic Monitoring.**

1. Academic Monitoring is a diagnostic approach, cross referencing between curriculum & instructional elements. It is expected to provide guidance & support in improving the curriculum implementation at institute level. **HENCE IT SHOULD NOT BE TREATED MERELY AS A FAULT FINDING MISSION.**
2. High quality monitoring programs can help institute & teachers maintain enthusiasm.
3. If teaching is not systematically planned, learning may not occur.
4. The data given by the institute should be thoroughly verified by (i) actual visits to each department, (ii) meeting with the teachers & staff and (iii) feed back from the students.
5. At the end of the day, the team will appraise the principal, HODs, & Academic coordinator on the strengths & weaknesses of the institute.
6. The Summary Sheet and Annexure II should be filled by the Chairman EAMC immediately at the end of the monitoring.

Other instructions issued to Academic Monitoring team members and to MSBTE Regional Office vide letter no. MSBTE/D-52/Aca. Mon./2008/10377 date 10 Sep. 2008. under reference should be followed as they are.

This report must reflect the overall academic performance of the institute & hence it must be **EXHAUSTIVE**. For Consolidated Reporting for Pharmacy Diploma Course Formats **CP, P-1 & Annexure-II should be used by the Regional Office.**

These Norms should be used scrupulously & cautiously.

Sd/-  
( P. A. Naik )  
Secretary  
M. S. Board of Technical Education,  
Mumbai - 51.

Copy to :-

- 1) Hon.. Director, MSBTE, Mumbai-51 for information.
- 2) The Jt. Director Technical Education Regional Office Mumbai, Pune, Nashik, Aurangabad, Amravati, Nagpur for information.
- 3) All the Principals of the institutes affiliated to MSBTE & running Diploma in Pharmacy Course, through web circular.
- 4) Web Portal Manager of MSBTE for necessary action.

**Maharashtra State Board of Technical Education.**Academic Monitoring SUMMARY SHEET for  
DIPLOMA IN PHARMACY**To be filled in by Chairman of Academic Monitoring Committee.  
(Refer 4 point scale, guidelines given at the footnote of the format)**Name & Address of the Institute: – \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Instt Code - 

Status of the Principal – \*Regular / Adhoc

Sr. No	Components	Gradation V G S P	Over all Performance
1	Faculty Strength		
2	Faculty Profile		
3	Students' Attendance		
4	Curriculum Coverage		
5	Continuous Assessment		
6	Learning resources utilization		
7	Library Books and Magazines		
8	Result Analysis		
9	Laboratory Standard		
10	Student's Feedback		
	Overall Performance		

\* Regular staff means, whose appointment is approved by competent authority

Discrepancies observed during previous Academic Monitoring	Rectified	Not Rectified

Signature, Name  
Designation of the  
Chairman EMCDeputy Secretary  
MSBTE Regional Office

Note: Very Good – V (4), Good –G (3), Satisfactory –S (2), Poor- P (1)

Overall Performance --- Maximum score ---40,

V --- 35 &amp; above, G --- 25 to 34, S--- 15 to 24, P--- 14 &amp; below

**Maharashtra State Board of Technical Education.****Academic Monitoring for DIPLOMA IN PHARMACY****INSTITUTE PROFILE**

Instt. code

1) Name of the Institute \_\_\_\_\_

2) Year of Establishment \_\_\_\_\_

3. Address : \_\_\_\_\_

Email ID: \_\_\_\_\_

Website : \_\_\_\_\_

Landline - Principal : \_\_\_\_\_

Mobile - Principal : \_\_\_\_\_

Landline - Office : \_\_\_\_\_

4) Date of Monitoring \_\_\_\_\_

5) Diploma in pharmacy approval status

Sr. No.	Sanctioned Intake	AICTE Approval No	PCI Approval No.	Govt of Mah. Approval No.	MSBTE Affiliation	Remarks

**6. Space**

Sr. No.	Classroom/Laboratory/ Audio Visual & computer Center and any other	No. Required	Area in Sq. m.	Available Sq. m.
I	1 Classroom /Tutorial hall/Exam hall	2 Nos.	60 each	
	2 Audio Visual / Seminar Hall (Desirable)	1 No.	75	
II	1 Pharmaceutics lab	1 No.	75	
	2 Pharmaceutical Chemistry lab	1 No.	75	
	3 Physiology, Pharmacology & Pharmacognosy lab	1 No.	75	

	4	Biochemistry & Hospital & Clinical Pharmacy lab	1 No.	75	
III		Other facilities			
	1	Aseptic Room	1 No.	25	
	2	Machine Room (Common for all lab)	1 No.	100	
	3	Museum cum model drug store (common for institute)	1 No.	20	
	4	Animal house (Pharmacology Lab) (Desirable)	1 No.	10	
	5	Store Room (Common for institute) I & II ( for inflammable)	1 No.	30	
IV		Library & Reading Room for Staff & students	1 No.	100	
V	1	Computer Center with ultra modern facilities	1 No.	50	
	2	Boys' Common Room	1 No.	40	
	3	Girls' Common Room	1 No.	40	
	4	Medicinal Plants Garden (Desirable)	1 No.	Adequate	
VI		Administrative area			
	I	Principal's Room	1 No.	20	
	II	Office	1 No.	30	
	III	Staff Room	1 No.	20	
	IV	Strong Room	1 No.	10	

<b>V G S P</b>
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The space & set up of class rooms, laboratories, with appropriate Equipment, furniture etc. The committee will confirm the adequacy of the infrastructure. Remarks be given on Subjective basis.

### 7. Faculty Strength: -

Sr. No.	Name of the Post	Requirement as per Teaching load	*Filled	Vacant	Remarks V, G, S, P
1	Principal	1			
2	HOD	1			
3	Lecturer	6			

Only regular staff to be considered and Office orders to be verified.

\* Regular- DTE approved. Regular, 7 -V, 6 – G, 5 – S, less than 5 – P

### 8) Faculty profile:-



1	2	3	4	5		6	7	8
S. N.	Name	Designation	Qualifications with passing	Experience in yrs		Subject Taught	* Additional information	Whether appointment regular / adhoc / visiting
				Industrial	Teaching			
1								
2								
3								
4								
5								
6								
7								
8								
9								

**Regular, Adhoc & Teaching staff to be considered.  
The remarks to be given on the basis of subjective  
Observations on 4 point scale.**

V G S P
---------

**\*Give details of training programs, seminar attended & paper published / presented on a separate sheet if applicable.**

## 9. Students' Attendance

Sr. No.	Subject	TH/PR	Faculty	% of overall attendance
1	2	3	4	5
	<b>F.Y. Diploma Pharmacy</b>			
1.	Pharmaceutics-I	TH		
		PR		
2.	Pharmaceutical Chemistry-I	TH		
		PR		
3.	Pharmacognasy	TH		
		PR		
4.	Bio-Chemistry & Clinical Pathology	TH		
		PR		
5.	Human anotomy & Physiology	TH		
		PR		
6.	Health Education & Community Pharmacy	TH		
	<b>S.Y. Diploma Pharmacy</b>			
1.	Pharmaceutics-II	TH		
		PR		
2.	Pharmaceutical Chemistry-II	TH		
		PR		
3.	Pharmacology & Toxicology	TH		
		PR		
4.	Pharmaceutical Jurisprudence	TH		
5.	Drug Stores & Business Management	TH		
6.	Hospital and Clinical Pharmacy	TH		
		PR		
		<b>Average of over all % attendance</b>		<b>V G S P</b>

**Coln. 5 % of over all Attendance =  $\frac{\text{Sum Total of Students Present} \times 100}{\text{No. of lect / Pr. Conducted} \times \text{Student on roll}}$**

**\_\_\_\_\_**

**Average of over all % attendance =  $\frac{\text{Sum of \% over all attendance}}{\text{Total No. of Theory \& Practical Subjects}}$**

Note:- Year wise average attendance of all the subjects be considered upto the date of monitoring.

Remarks be given as:- 1) V= 91% & above, 2) G= 81 to 90%, 3) S= 75 to 80%, 4) P= Below 75%

**10. Curriculum Covered: -**

**Upto the date of Monitoring: Theory / Practical**

**10.1 Curriculum Covered in Theory & Practical**

**Date of Start of Term**

S.N	Name of the		No of periods available from start of term upto the date of monitoring	No of Periods engaged	% of Curriculum Covered as per T-E Scheme	* Continuous assessment	
	Subject	Faculty				TW Y / N	PR Y / N
1	2	3	5	6	7	8	9

Note: To be verified from T-E Scheme, attendance register & Continuous assessment sheet etc. write the remarks in summary sheet subjectively on the basis of 4 point scale. In column 2 cover practical heads also.

**V G S P**

TW: - Term Work, PR: - Practical  
TE :- Teaching & Examination Scheme

✓ Tick for Yes & X Cross for No

**Expert will give remarks on Subjective Observations**

**\* V G S P**

### 11. Details of learning Resources Available & Utilization:-

S. N.	Types of learning Material/ Resources	No. available	No. Added this Year	Total
1	Video Cassettes			
2	CAI Packages			
3	Transparencies			
4	Charts			
5	Models			
6	Slides			

The EAMC will confirm the use of teaching aids & will offer the remarks subjectively.

V G S P

### 12. Result Analysis: -

1	2	3	4	5	6	7	8	9
S. N	Year	No. appeared	No. passed	No. ATKT	No. passed + ATKT	No. Fail	% Result of passing	Remarks V, G, S, P
1	1 <sup>st</sup>							
2	2 <sup>nd</sup>							
Overall result of the department (Passed without ATKT)								

For first term academic monitoring over all results of 1<sup>st</sup> year & 2<sup>nd</sup> Year last year examination should be considered. In column 8, pass & ATKT students should be considered. The remarks to be given on the basis of 4 point scale as below:

1) V-80% & above 2) G – 60 to 79% 3) S – 40 to 59% 4) P – below 40%

V G S P

#### 1. Library Books and Course related periodicals:

Sr. no.	Particulars	Required	No Available	No Added this year	Total
1	Books	750+75 additional every year			
2	Periodicals	6 National			

V G S P

Write the remark: On the basis of availability of books and periodicals subjectively by comparing the list of books and periodicals provided.

#### 2. Essential Equipment Machinery required to cover the curriculum.

Availability of these equipment must be 100%  
(Academic monitoring committee should verify the status of equipment)

#### 14.1 Name of the Laboratory:- PHARMACEUTICS

Sr. No.	Particulars & Specifications of Major Equipment required for conduction of Practicals as per curriculum	Minimum Required No.	Available No.	Remarks
1	Disintegrater	01		
2	Ball Mill	01		
3	Hand operated Tablet machine	01		
4	Tablet Coating pan unit with hot air blower laboratory size	01		
5	Polishing pan laboratory size	01		
6	Tablet disintegration test apparatus IP	01		
7	Tablet dissolution test apparatus IP	01		
8	Friability tester	01		
9	Capsule filling machine-Lab size	01		
10	Digital balance	01		
11	Distillation unit for distilled water	02		
12	Glass distillation unit of water for injection	01		
13	Ampoule filling and sealing machine	01		
14	Autoclave	01		
15	Hot air sterilizer	01		
16	Incubator	01		
17	Blender	01		
18	Lab Centrifuge	01		

To facilitate the verification the equipment should be displayed in the laboratory on the date of monitoring.

The remarks to be given subjectively.

V G S P
---------

**14.2 Name of the Laboratory: - PHARMACEUTICAL CHEMISTRY**

Sr. No.	Particulars & Specifications of Major Equipment required for conduction of practicals as per curriculum	Minimum Required No.	Available No.
1	Oven	01	
2	Vacuum pump	01	
3	PH meter	01	

To facilitate the verification the equipment should be displayed in the laboratory on the date of monitoring.

The remarks to be given subjectively.

V G S P
---------

**14.3 Name of the Laboratory: - PHYSIOLOGY, PHARMACOLOGY & PHARMCOGNOSY, LABORATORY**

Sr. No.	Particulars & Specifications of Major Equipment required for conduction of Practical as per curriculum	Minimum Required No.	Available No.
1	Haemoglobinometer	20	
2	Haemocytometer	10	
3	Telethrmameeter	1	
4	Simple lever starling heart lever aerators	Adequate	
5	Histological Slides	Adequate	
6	B.P. Apparatus & Stethoscope	5	
7	Human skeleton	1	
8	Sherington Rotating dram	1	
9	Double unit organ bath with thermostat	1	
10	Refrigerater	1	
11	Charts & Models	Adequate	
12	Symes' Cannula	Adequate	
13	Projection microscope	1	
14	Compound microscope	20	

To facilitate the verification the equipment should be displayed in the laboratory on the date of monitoring.

The remarks to be given subjectively.

V G S P
---------

**14.4 Name of the Laboratory: - PHARMACY PRACTICE LABORATORY  
(Hospital & Clinical Pharmacy + Biochemistry )**

Sr. No.	Particulars & Specifications of Major Equipment required for conduction of practicals as per curriculum	Minimum Required No.	Available No.
1	Colorimeter	2	
2	Filtration equipment	2	
3	Autoclave sterilizer	1	
4	Laminar air flow bench	1	
5	Vacuum pump	1	
6	Oven	1	
7	Surgical dressing	Adequate	
8	Incubator	1	
9	PH meter	1	
10	Disintegration test apparatus	1	
11	Hardness tester	1	
12	Centrifuge	1	
13	Magnetic stirrer	1	
14	Thermostatic Water both	1	

To facilitate the verification the equipment should be displayed in the laboratory on the date of monitoring.

The remarks to be given subjectively.

V G S P
---------

**14.5 Computer Center:**

Sr. No.	Computer Center	No. Required	Available
1	Computer (P4) with network connection	10	
2	U.P.S	Adequate	
3	Printer Laser (Color)	2	
4	Scanner A.3 Size (Desirable)	1	
5	Internet Facilities Broadband	1	
6	Power back up	1	
7	Computer (P4) Server	1	
8	Note Book Computer (P4) (Desirable)	1	
9	Computer Work Station	10	

To facilitate the verification the equipment should be displayed in the laboratory on the date of monitoring.

The remarks to be given subjectively.

V G S P
---------

#### 14.6 AUDIO VISUAL CENTRE (Desirable) (L .R .U .C.)

S. N.	Audio Visual Centre	No. Required	Available
1	LCD 28" Colour TV with remote LCD Display	1	
2	Music System (Stereophonic) (P. A. System)	1	
3	Microphone	2	
4	Overhead Projector, Folding Model with Carry Case	1	
5	Video Player & Recorder	1	
6	Scanner A4 Size	1	
7	Magnetic Board (3' x 4' ) with pedestal stand	1	
8	White Acrylic Board	1	
9	Pannel Display Board	1	
10	Glass Board	1	

The EAMC will confirm the availability and utilization of equipment in computer and Audio Visual Center

To facilitate the verification the equipment should be displayed in the laboratory on the date of monitoring.

The remarks to be given subjectively.

V G S P
---------

#### Laboratory Standards:-

Sr. No	Name of Laboratory	Performance	Overall Performance
1	<b><u>PHARMACEUTICS</u></b>		
2	<b>PHARMACEUTICAL CHEMISTRY</b>		
3	<b>PHYSIOLOGY, PHARMACOLOGY &amp; PHARMCOGNOSY, LABORATORY</b>		
4	<b>PHARMACY PRACTICE LABORATORY</b>		
5	<b>COMPUTER CENTER</b>		
6	<b>AUDIO VISUAL CENTRE (DESIRABLE) (L .R .U .C.)</b>		

16. Any other point (Please Specify)



**Name & Signature of the H.O.D**

**Name & Signature of the Principal**

**17. The chairman EAMC will verify, existing facility, in the institute to conduct Examination in Theory and Practicals.**

1. Whether the institute is having infrastructure to conduct the examination. Yes / No
2. If Yes, whether the institute is recognized as examination centre. Yes / No
3. If No, what actions are taken for creating Infrastructure to conduct examination ? Yes / No
4. Whether the institute is recognized as Distribution Center. Yes / No
5. Whether the institute is recognized as Regional Assessment Center. Yes / No
6. Whether sufficient manpower is appointed as per MSBTE norms for conducting Examination / Distribution work / Regional Assessment work (RAC)
7. No. of faculty member appointed by or on behalf of MSBTE For conducting Examination work such as
  - a) Controller of Examination
  - b) External Examiner
  - c) Assessment and moderation work
  - d) Vigilance
8. No. of faculty refused the examination duties including RAC work (Attach separate list of faculty with general reasons for rejecting the duty).
9. Action taken against such faculty with reference to Sr. No. 8
10. Whether the internal vigilance committee appointed and was active. Yes / No
11. No. of result with held cases (RHR + RHR)

Verified:

- |  |   |   |   |   |
|--|---|---|---|---|
| 1. Infrastructure  | V | G | S | P |
| 2. Facility for conduct of<br>Theory / Practical<br>Examinations                 | V | G | S | P |
| 3. Attitude and Willingness of<br>the teaching staff towards<br>Examination Work | V | G | S | P |
| 4. Any other point Chairman wants to HIGHLIGHT                                   |   |   |   |   |

Place :

Date :

EAMC Chairman

1. Member

2. Member

3. Member

**Student's Feed Back**

- |   |         |
|---|---------|
| 1) Whether the Academic Calendar of MSBTE was displayed before the beginning of the term?               | Yes/No. |
| 2) Whether the progressive skill test / class tests are conducted as per MSBTE Calendar.?               | Yes/No. |
| 3) Whether the test marks are displayed on the notice board within 15 days from the date of test.?      | Yes/No. |
| 4) Was 100% Curriculum Covered during the last term?  | Yes/No. |
| 5) Whether the students deputed for paper presentation?   | Yes/No. |
| 6) Whether the students deputed for technical quiz competitions ?                                       | Yes/No. |
| 7) Whether all Laboratory equipment & machinery are kept in working order all the time for practicals ? | Yes/No. |
| 8) Are you being continuously assessed for Laboratory work on index sheet.                              | Yes/No. |
| 9) Do you know class test mark at the end of the term.  | Yes/No. |

Remarks of EAMC on the basis of subjective interpretation – V/G/S/P

**Note:- 1. The questionnaire to be filled in by two students from each class and to be collected by the Chairman EAMC directly from them.**

With Effect From 2007-08

**Annexure-II**

**Instt. Code:** \_\_\_\_\_

**External Academic Monitoring Committee Report**

In addition to the main summary sheet the chairman External Academic Monitoring Committee will give the detail remarks on the following components.

1) Space

(Class rooms, Laboratories, W/S)

2) Faculty strength & profile

3) Academic Laboratory standards

4) Teaching plan preparation

(Theory & Practical)

5) Laboratories set up &

Equipment Availability

6) Library

(Space, availability of books & Periodicals)

7) Any other point worth

Mentioning.

Chairman EAMC

Write max. 3 lines to describe feelings of the committee on the parameter.

Please give specific remarks for overall evaluation.

CP

**Maharashtra State Board of Technical Education, Regional Office, \_\_\_\_\_**  
**Academic Monitoring Report 200 - 200 , \_\_\_\_\_ Region**  
**Consolidated Summary Report of the Institutes**  
**Category of Course - Diploma in Pharmacy**

Sr. No.	Instit. Code	Institute Name	Faculty Strength	Faculty profile	Students' Attendance	Curriculum Coverage	Continuous Assessment of TW	LR Utilization	Books & Library Facility	Results	Lab Standard	Student's Feedback	Gradation (Count) 1,2,3,4	Total Gradation (Count) Max 40	Overall Performance	Specific Remarks if any
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Member Regional  
Review Committee

Member Regional  
Review Committee

Secretary Regional  
Review Committee

Chairman Regional  
Review Committee

Scale :- Max. Score --- 40, V --- 35 & above, G --- 25 to 34, S --- 15 to 24, P --- 14 & below

**Maharashtra State Board of Technical Education.****Academic Monitoring SUMMARY SHEET for  
DIPLOMA IN PHARMACY****To be filled in by Chairman of Academic Monitoring Committee.  
(Refer 4 point scale, guidelines given at the footnote of the format)**

Name &amp; Address of the Institute: – \_\_\_\_\_

\_\_\_\_\_

Instt Code -

Status of the Principal – \*Regular / Adhoc

Sr. No	Components	Gradation				Over all Performance
		V	G	S	P	
1	Faculty Strength					
2	Faculty Profile					
3	Students' Attendance					
4	Curriculum Coverage					
5	Continuous Assessment					
6	Learning resources utilization					
7	Library Books and Magazines					
8	Result Analysis					
9	Laboratory Standard					
10	Student's Feedback					
	Overall Performance					

\* Regular staff means, whose appointment is approved by competent authority

Discrepancies observed during previous Academic Monitoring	Rectified	Not Rectified

Signature, Name  
Designation of the  
Chairman EMCDeputy Secretary  
MSBTE Regional Office

Note: Very Good – V (4), Good –G (3), Satisfactory –S (2), Poor- P (1)

Overall Performance --- Maximum score ---40,

V --- 35 &amp; above, G --- 25 to 34, S--- 15 to 24, P--- 14&amp; below

**Annexure-II**

**Instit. Code:** \_\_\_\_\_

**External Academic Monitoring Committee Report**

In addition to the main summary sheet the chairman External Academic Monitoring Committee will give the detail remarks on the following components.

1) Space

(Class rooms, Laboratories, W/S)

2) Faculty strength & profile

3) Academic Laboratory standards

4) Teaching plan preparation

(Theory & Practical)

5) Laboratories set up &

Equipment Availability

6) Library

(Space, availability of books & Periodicals)

7) Any other point worth

Mentioning.

Chairman EAMC

Write max. 3 lines to describe feelings of the committee on the parameters.

Please give specific remarks for overall evaluation.



**MAHARASHTRA STATE  
BOARD OF TECHNICAL EDUCATION**

(Autonomous)

(ISO:9001:2000)

Govt. Poly. Bldg., 4<sup>th</sup> floor, 49, Kherwadi, Bandra (East), Mumbai-400 051

Tel : 022-26471255 (O)/ 26470916 (P)

Fax : 022-26473979

email : [director@msbte.com](mailto:director@msbte.com)

Web : [www.mabte.com](http://www.mabte.com)

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No.MSBTE/D-52/Aca.Mon./2009/ 1568

Dt: 3 MAR 2009

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**Web Circular**

To  
The Dy Secretary  
MSBTE Regional Office  
Aurangabad, Pune, Nagpur,  
& Officer incharge Mumbai Sub- Region

**Sub. :- Curriculum Implementation Norms for Academic Monitoring of  
SHORT TERM DIPLOMA COURSES With Effect  
From 2007 – 08 and Corrective Action Related to ISO Suggestion.**

**Ref. :-** MSBTE/D-52/Aca. Mon./2008/10377 date 10 Sep. 2008.

The Curriculum Implementation and Assessment Norms (CIAAN) have been objectively modified for Academic Monitoring, from Academic Session 2007 – 08, to mitigate the frequency of External Academic Monitoring.

During the recent visit of ISO team, it has been suggested that in the summary sheet **Student's Feedback** should be included. Meanwhile the Hon. Director has suggested to assess the **capability of the institute to conduct examinations**, suitable questionnaire should be included in formats.

Accordingly the **student's feedback** has been added as **8<sup>th</sup> component** in the summary sheet and the performance scale has been modified.

A questionnaire for assessing the **capability for conducting examinations** has been included in the **institute profile**.

By incorporating above suggestions the modified formats S-1, S-2, S-3 are proposed, for Academic Monitoring during March / April 2009 for Short Term Diploma Courses.



The concerned persons will take the note of change incorporated as compared with the Curriculum Implementation and Assessment Norms (CIAAN) 2007-08. **If the Academic Monitoring has been already done as per CIAAN 2007-08, while reporting the cognizance of the above two components should be taken into consideration.**

Previous formats put up on the MSBTE web, vide letter no. MSBTE/D-52/AMC/2007/08/1312 date 13 Feb.2008, in the circular form are replaced by these modified formats.

**The concerned persons will take the note of following salient points while doing the Academic Monitoring.**

1. Academic Monitoring is a diagnostic approach, cross referencing between curriculum & instructional elements. It is expected to provide guidance & support in improving the curriculum implementation at institute level. **HENCE IT SHOULD NOT BE TREATED MERELY AS A FAULT FINDING MISSION.**
2. High quality monitoring programs can help institute & teachers maintain enthusiasm.
3. If teaching is not systematically planned, learning may not occur.
4. The data given by the institute should be thoroughly verified by (i) actual visits to each department, (ii) meeting with the teachers & staff and (iii) feed back from the students.
5. At the end of the day, the team will appraise the principal, HODs, & Academic coordinator on the strengths & weaknesses of the institute.
6. The Summary Sheet and Annexure II should be filled by the Chairman EAMC immediately at the end of the monitoring.

Other instructions issued to Academic Monitoring team members and to MSBTE Regional Office vide letter no. MSBTE/D-52/Aca. Mon./2008/10377 date 10 Sep. 2008. under reference should be followed as they are.

This report must reflect the overall academic performance of the institute & hence it must be **EXHAUSTIVE**. For Consolidated Reporting for Short Term Diploma Courses **Formats CS, S-1 & Annexure-II should be used by the Regional Office.**

These Norms should be used scrupulously & cautiously.

Sd/-  
( P. A. Naik )  
Secretary  
M. S. Board of Technical Education,  
Mumbai - 51.


Copy to :-

- 1) Hon.. Director, MSBTE, Mumbai-51 for information.
- 2) The Jt. Director Technical Education Regional Office Mumbai, Pune, Nashik, Aurangabad, Amravati, Nagpur for information.
- 3) All the principals of the institutes affiliated to MSBTE & running Short Term Diploma Courses through web circular.
- 4) Web Portal Manager of MSBTE for necessary action.

**Maharashtra State Board of Technical Education.**  
**Academic Monitoring SUMMARY SHEET for**  
**SHORT TERM DIPLOMA Courses**  
**To be filled in by Chairman of Academic Monitoring Committee.**  
**Guidelines given at the foot note of formats for Institute & Course**

Name of the Institute :- \_\_\_\_\_

Address : \_\_\_\_\_  
 \_\_\_\_\_Inst. Code  
 \_\_\_\_\_

Sr. No.	Component	Course wise Observation/Remarks					Over all Performance
	Course Code 						
1	Faculty Strength						
2	Students' Attendance						
3	Curriculum Coverage						
4	Continuous Assessment						
5	Final Examination Results						
6	Laboratory Standards						
7	Availability of Books						
8	Student's Feedback						
Overall Performance							

Items of Previous Discrepancies	Rectified	Not Rectified

Signature, Name  
& Designation of the  
Chairman EMC

Deputy Secretary  
MSBTE Regional Office

Note: Very Good – V(4), Good – G(3), Satisfactory – S(2), Poor – P(1)  
 Overall Performance --- Max. Score --- 32, V --- 28 & above,  
 G --- 20 to 27, S --- 12 to 19, P --- 11 & below

**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION,  
INSTITUTE PROFILE  
Academic Monitoring For Short Term Diploma Courses**

1. Name of the Institute: \_\_\_\_\_ Instt. Code No. \_\_\_\_\_
2. Year of Establishment: \_\_\_\_\_
3. Address : \_\_\_\_\_  
 Email ID: \_\_\_\_\_  
 Website : \_\_\_\_\_  
 Landline - Principal : \_\_\_\_\_  
 Mobile - Principal : \_\_\_\_\_  
 Landline - Office : \_\_\_\_\_
4. Date of Monitoring : \_\_\_\_\_

**5. Diploma/ Post Diploma/ Advance Diploma/ Post Graduate Diploma Courses offered:**

Sr. No.	Title of the Course & Code	Duration	Pattern	Sanctioned Intake	Govt. Approval Letter No.	MSBTE Affiliation Yes/No.
			Yr./ Sem.			

### 6. Space:

Sr. No.	Particulars	Area Required in Sq. M.			Area Available			Remarks: Adequate/ Inadequate
		Unit area in Sq. M	No.	Total	Unit area in Sq. M.	No.	Total	
1.	Class Rooms	*30 to 60						
2.	Laboratory	30 to 60						
3.	Library	+20 to 50						
4.	Comp. Center	+30 If required						
5.	Administrative office	+20-40						

Note: - \* Area of the Class Room will vary according to the Sanctioned Intake & the scale of 1 sq.m. per student and for laboratory 2 sq. m. per student should be observed.

+ Common for other courses.

Separate Toilets for girls & boys should be available.

V G S P
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### 7. Library Books and Course related Magazines or Periodicals:

Sr. No.	Name of the Course & Code	No available		Added This Year		Total
		Books	Magazines	Books	Magazines	

V G S P
---------

Note: 5 books per student for intake capacity, including reference books should be Available. 2 to 3 journals / periodicals / magazines should be available.

### 8. Any other Points (Please Specify):

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Stamp / Seal of the Institute

Name & signature of the principal/ Director

9. The chairman EAMC will verify, existing facility, in the institute to conduct Examination in Theory and Practicals.

1. Whether the institute is having infrastructure to conduct the examination. Yes / No
2. If Yes, whether the institute is recognized as examination centre. Yes / No
3. If No, what actions are taken for creating Infrastructure to conduct examination ? Yes / No
4. Whether the institute is recognized as Distribution Center. Yes / No
5. Whether the institute is recognized as Regional Assessment Center. Yes / No
6. Whether sufficient manpower is appointed as per MSBTE norms for conducting Examination / Distribution work / Regional Assessment work (RAC)
7. No. of faculty member appointed by or on behalf of MSBTE For conducting Examination work such as
  - a) Controller of Examination
  - b) External Examiner
  - c) Assessment and moderation work
  - d) Vigilance
8. No. of faculty refused the examination duties including RAC work (Attach separate list of faculty with general reasons for rejecting the duty).
9. Action taken against such faculty with reference to Sr. No. 8
10. Whether the internal vigilance committee appointed and was active. Yes / No
11. No. of result with held cases (RHR + RHR)

Verified:

- |  |   |   |   |   |
|--|---|---|---|---|
| 1. Infrastructure  | V | G | S | P |
| 2. Facility for conduct of<br>Theory / Practical<br>Examinations                 | V | G | S | P |
| 3. Attitude and Willingness of<br>the teaching staff towards<br>Examination Work | V | G | S | P |
| 4. Any other point Chairman wants to HIGHLIGHT                                   |   |   |   |   |

Place :

Date :

EAMC Chairman

1. Member

2. Member

3. Member

**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION,  
COURSE PROFILE**

**(For each Course separate format to be used)**

**Academic Monitoring for SHORT TERM DIPLOMA Courses**

Name of the Institute: \_\_\_\_\_ Instt. Code: \_\_\_\_\_

**1) Admission Status: (Students enrolled upto the date of monitoring)**

S. N	Name of the Course & Course Code	Year of Commencement	Intake	Semester			
				I	II	III	IV

**2) Faculty Strength:**

S. N.	Name of the Post	Requirement		Faculty		Remark: V, G, S, P
		Teaching Load	No. of Faculty	Full Time	Adhoc/ Visiting	
1	Principal / Director					
2	Lecturers					

V – 100% Filled, G – 90 to 99% , S- 80 to 89%, P – Below 80%

Minimum one full time lecturer should be appointed per course per year

The EAMC Expert will confirm the faculty strength as per teaching load & will offer the remarks, on 4point scale.

**3) Students' Attendance TH & PR : -**

**Up to the date of Monitoring.**

<b>S. N.</b>	<b>Subject</b>	<b>Faculty</b>	<b>% of overall attendance</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

V, G, S, P
------------

$$\text{Coln 4 \% over all Attendance} = \frac{\text{sum Total of Students Present} \times 100}{\text{No. of lect + Pr. Conducted} \times \text{student on roll}}$$

$$\text{Average over all \% Attendance} = \frac{\text{sum of \% over all attendance}}{\text{Total No. of Theory \& Practical Subjects}}$$

**Note:- Semester wise average attendance of all the subjects of all semesters be considered upto the date of monitoring. Remarks be given as:- 1) V=90% & above, 2) G= 80 to 89%, 3) S= 75 to 79%, 4) P= Below 75%**





**8) Result Analysis: -**

1	2	3	4	5	6	7	8	9
S. N	Semester	No. Appeared	No. Passed	No. ATKT	No. Passed + ATKT	No. Fail	% Result of passing	Remarks V, G, S, P
1	I / II							
2	III / IV							
Overall result of the department (Passed without ATKT)								

**For first term academic monitoring over all results of previous II, IV & VI semester examination to be considered and for second term, I, III, & V Semester results to be considered.**

**In column 8, pass & ATKT students should be considered.**

**The remarks to be given on the basis of 4 point scale as below:**

- 1) V-80% & above 2) G – 60 to 79% 3) S – 40 to 59% 4) P – below 40%

**7) Equipment / Machinery Laboratory wise:-**

Academic monitoring committee should verify the status of Major/ Essential equipment to cover the curriculum. The list of essential Machinery equipment for the Short Term Diploma courses is put up on the MSBTE Web.

Sr. No	Particulars & Specifications of Major / Essential Equipment required for conducting the practicals as per curriculum.	Minimum Required	Available	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

<b>V G S P</b>
----------------

Use separate format as above for each laboratory.

EAMC will verify the status of the existing equipment & will give the remarks subjectively.

Use MSBTE recommended lists on the web for the short term courses.

Subjective assessment. **If list not available follow curriculum.**

**To facilitate the verification, the equipment should be displayed in the laboratory on the date of monitoring.**

**9. Any other points (Please specify) :**

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**Stamp/ Seal of the Institute**

**Name & Signature of the Principal/ Director**

**Above information verified by the Academic Monitoring Committee members.**

EAMC Chairman

1. Member

2. Member

3. Member

### Student's Feed Back

- |  |         |
|--|---------|
| 1) Whether the Academic Calendar of MSBTE was displayed before the beginning of the term?          | Yes/No. |
| 2) Whether the progressive skill test / class tests are conducted as per MSBTE Calendar.?          | Yes/No. |
| 3) Whether the test marks are displayed on the notice board within 15 days from the date of test.? | Yes/No. |
| 4) Was 100% Curriculum Covered during the last term?   | Yes/No. |
| 5) Are you being continuously assessed for Laboratory work on index sheet.                         | Yes/No. |
| 6) Do know your class test marks at the end of the term.   | Yes/No. |

Remarks of EAMC on the basis of subjective interpretation – V/G/S/P

**Note:- 1. The questionnaire to be filled in by two students from each class and to be collected by the Chairman EAMC directly from them.**

With Effect From 2007-08

**Annexure-II**

**Instt. Code:** \_\_\_\_\_

**External Academic Monitoring Committee Report**

In addition to the main summary sheet the chairman External Academic Monitoring Committee will give the detail remarks on the following components.

1) Space

(Class rooms, Laboratories, W/S)

2) Faculty strength & profile

3) Academic Laboratory standards

4) Teaching plan preparation

(Theory & Practical)

5) Laboratories set up &

Equipment Availability

6) Library

(Space, availability of books & Periodicals)

7) Any other point worth

Mentioning.

Chairman EAMC

Write max. 3 lines to describe feelings of the committee on the parameters.

Please give specific remarks for overall evaluation.

**Maharashtra State Board of Technical Education, Regional Office, \_\_\_\_\_**  
**Academic Monitoring Report 200 - 200 , \_\_\_\_\_ Region**  
**Consolidated Summary Report of the Institutes**  
**Category of Course - Short Term Diploma Courses**

Sr. NO.	Inst. Code	Institute Name	Courses	Faculty Strength	Students' Attendance	Curriculum Coverage	Continuous Assessment of TW	Results	Lab Standard	Books & Library Facility	Student's Feedback	Gradation (Count) 1,2,3,4	Total Gradation (Count) Max 32	Overall Performance	Specific Remarks if any
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Member Regional  
Review Committee

Member Regional  
Review Committee

Secretary Regional  
Review Committee

Chairman Regional  
Review Committee

Scale :- Max. Score --- 32, V --- 28 & above, G --- 20 to 27, S --- 12 to 19, P --- 11 & below

**Maharashtra State Board of Technical Education.****Academic Monitoring SUMMARY SHEET for  
SHORT TERM DIPLOMA Courses**

**To be filled in by Chairman of Academic Monitoring Committee.  
Guidelines given at the foot note of formats for Institute & Course**

Name of the Institute:- \_\_\_\_\_

Address : \_\_\_\_\_

Inst. Code

Sr. No.	Component	Course wise Observation/Remarks					Over all Performance
	Course Code →						
1	Faculty Strength						
2	Students' Attendance						
3	Curriculum Coverage						
4	Continuous Assessment						
5	Final Examination Results						
6	Laboratory Standards						
7	Availability of Books						
8	Student's Feedback						
Overall Performance							

Items of Previous Discrepancies	Rectified	Not Rectified

Signature, Name  
& Designation of the  
Chairman EMC

Deputy Secretary  
MSBTE Regional Office

Note: Very Good – V(4), Good – G(3), Satisfactory – S(2), Poor – P(1)  
Overall Performance --- Max. Score --- 32, V --- 28 & above,  
G --- 20 to 27, S --- 12 to 19, P --- 11 & below

**Annexure-II**

**Instit. Code:** \_\_\_\_\_

**External Academic Monitoring Committee Report**

In addition to the main summary sheet the chairman External Academic Monitoring Committee will give the detail remarks on the following components.

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(Space, availability of books & Periodicals)

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Mentioning.

Chairman EAMC

Write max. 3 lines to describe feelings of the committee on the parameters.

Please give specific remarks for overall evaluation