

Dr Uttam Kolekar

Dr. Uttam Kolekar



**Dr. Uttam D. Kolekar,  
Principal**

**PARSHVANATH CHARITABLE TRUST'S**

**A.P SHAH INSTITUTE OF TECHNOLOGY**

**Kasarvadavli, Ghodbunder Road,Thane-400615**

# Agenda

I. General Information about College


II. Academic Policies

1. Course File & Academic Record File

3. Various Committees

III. Organization Chart

IV. Team @ APSIT



## General Information about College





# Physical Facility

1	<b>Plot No :</b>	12/1, 12/2, 12/4, 13/7, 13/9, 13/10A, 13/10B
2.	<b>Location :</b>	Survey No. 12, 13, Opp. Hypercity, Kasarvadavli
3.	<b>Title deed and details of Municipal/Town Planning records</b>	Thane Municipal Corporation
4.	<b>Established Year</b>	2014-15
5.	<b>Ownership vested in</b>	Parshvanath Charitable Trust
6.	<b>Total Land Area (in sq.mtr)</b>	3.93 Acres (15904 sq. meter)

# Facilities at APSIT

# Courses

Sr No.	Name of Course(Branch)	Intake Capacity
1	Computer	60
2.	I.T,	60
3.	EXTC	60
4.	Mechanical	120
5.	Civil	120

Course /Academic Record File



# Course File to be maintained on Moodle Server

- Calendars for academic year 2017-18
- Teaching Plan
- Individual Time table
- Syllabus
- Subject objectives.
- Reference Books
- Assignments
- Result analysis of concerned subject for last three years.
- Tutorials /small projects/ seminars to be conducted.
- Question papers and solution of last three year
- LAB MANUAL
- Attendance Record
- Report of Lecture Practical Missed
- Self Presentation

10 June 2017 at 4 pm

# Academic Calendar

# Teaching Plan Format



Parshvanath Charitable Trust's  
**A. P. SHAH INSTITUTE OF TECHNOLOGY**  
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)  
(Religious Jain Minority)

## Teaching Plan

Subject: \_\_\_\_\_ Class/Sem: \_\_\_\_\_

Name of Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

Sr. No.	Theory topic / Practical Planned	Planned Date	Date of Actual Coverage
1			
2			



# Report of Lecture/Practical Missed



Parshvanath Charitable Trust's  
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(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)  
(Religious Jain Minority)

Name of Staff: \_\_\_\_\_

Subject: \_\_\_\_\_ Class: \_\_\_\_\_

Branch: \_\_\_\_\_

Semester: \_\_\_\_\_

Date	Scheduled Time	Lecture/ Practical	Batch no. if practical	Reason for Lecture/Practical missed

Signature of Staff

Signature of HOD

# Class Advisors

- Check List Smart Class
- Inform students about college starting date
- Inform about absent and late comers policy
- Encouragement policy
- Defaulter list dates
- Test 1 & Test 2 dates
- I-card Policy



# Class Advisors

FE DIV A	FE DIV B	FE DIV C	FE DIV D	FE DIVE	FE DIV F
M P Mahajan	S R Yadav	S B Shinde	A S Tambe	V R Nair	N R Chindarkar
SE COMP	SE IT	SE CIVIL	SE MECH	SE EXTC	
Archana Kotangle	Anagha Aher	A -Pallavi Patil B -Nitya K.	A-Arti Viswanath B-Vineet Kutty	Sonia Aneesh	
TE COMP	TE IT	TE CIVIL	TE MECH	TE EXTC	
Mayuri Jain	Apeksha Mohite	Shellaja Bansal	Nikhil Khatekar	Salvin Furtado	
BE COMP	BE IT	BE CIVIL	BE MECH	BE EXTC	
Reshma Rasal	Saumya saliyan	Vrushali Suryavanshi	Samanvita Roy	Tejashri Kolhe	

Check list for smart class

# Policy for Improvement in Attendance

- Collect undertaking, during admission, from the parent whose wards attendance **very poor** in the previous semester.
- ( list of those students must be prepared ***by previous class advisor*** & must be submitted to the class advisor of ***present semester*** of the student).The presence of at least one of the parents of those students is compulsory during admission.
- **‘Very strict’** action should be taken against students having very poor attendance in this semester & this should be monitored by the HODs

# Undertaking by Students & Parents

# Undertaking by Students & Parent



**A. P. SHAH INSTITUTE OF TECHNOLOGY**  
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)  
(Recognized by UGC, New Delhi)

## Undertaking by Students/Parents

"To make the students attend the classes regularly from the first day of starting of classes and be aware of the University regulations, the following Undertaking Form is introduced which should be signed by both student and parent. The same should be submitted to the office on the day of starting of semester classes."

I, Mr/ Miss \_\_\_\_\_  
seeking admission in \_\_\_\_\_ of \_\_\_\_\_ am joining for I / II / III  
IV / V / VI / VII / VIII Semester for the academic year 2011-12 in this institute do  
hereby undertake and abide by the following terms :-

1. I will attend all the classes from the re-opening day of the College on \_\_\_\_\_ as per the timetable, failing which I am liable to be punished as deemed fit by the institute.
2. I will be regular and punctual to all the classes (theory/practical/drawing) and secure attendance of not less than 75% in each subject as stipulated by the institute. I am fully aware that attendance less than 75% in any of the subjects will result in detention from appearing at the ensuing semester examination.
3. I will conduct myself in a highly disciplined and decent manner both inside the classroom and in the campus, failing which suitable action may be taken against me as per the rules and regulations of the Institute.
4. I will concentrate on my studies, and attend all the tests to secure more than the minimum prescribed Class / Sessional Marks in each subject. I will submit the assignments given in time to improve my performance.
5. I will not use Mobile Phone in the College campus and I am fully aware that bringing mobile phone to the campus is an offence and punishable as per University rules/Laws.
6. I will pay tuition fees, examination fees and any other dues within the stipulated time as required by the Institute authorities.
7. I will not cause or involve in any sort of violence or disturbance both within and outside the college campus.
8. If I remain absent continuously for a week without knowledge of college, my parents will have to meet the concerned HOD/Principal.

## ACKNOWLEDGEMENT

We have gone through carefully the terms of the above undertaking and understand that following these are for our own benefit and improvement. I also understand that if we fail to comply with these terms; will be liable to suitable action as per institute / university rules and law. We hereby undertake that we will strictly follow the above terms.

Signature of Student \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Name : \_\_\_\_\_ Name: \_\_\_\_\_

Resi. Address : \_\_\_\_\_

	Student	Father	Mother
Email ID			
Mobile No.			
Landline Resi			
Landline Off			

# Late Comer and Absent Policy





- Be well prepared for every lecture.
- Get standard results before conduction of practicals.
- Give presentations to HoD and senior faculty on all Expt.
- Every semester add at least two new expts.
- Check journals/assignments regularly
- Switch off fans tubes /save electricity
- Begin your day with plan
- Join Subject expert groups.

# Subject Expert Group

## Objectives

- Improvement in the **subject knowledge**
- Formation of a **setup of Lab sessions** in the subject
- Identification of **latest trends** in the subject domain
- **Project counseling** to the Third and Final year students.
- **Seminars on special topics** by Industrial experts in that domain.
- Identification **Interdisciplinary projects**.
- Promotion of **various research initiatives** taken up by staff.

# Files to be maintained by each Faculty (Hard Copy)

- Course files, Teaching plan of course delivery, question papers, assignments, list of experiments etc.
- Course handouts/files along with Programme Evaluation Objectives (PEOs) ; list of additional topics to meet PEOs and outcomes.
- List of contents beyond syllabi and schedule in academic calendar, if any
- List of publication, R & D, Patents, Awards
- Number of Projects guided.
- Courses, workshops conducted / attended
- Result Analysis of last three years

# Files to be maintained by Dept Hard Copy

- Departmental academic calendar
- Departmental Library
- Result Analysis
- University Result Gazzets
- Class wise Admission
- Professional society activity, events, conferences, STTP
- Faculty file
- Infrastructure File
- Laboratory File
- Term-work/ Test/ Practical Exam.

Cont.

- Students File
- Notice File
- Departmental Meeting File
- Quotation File, Equipment Purchase/  
Repair File
- Students Achievement File(GRE/Gate/  
TOFEL/ Awards)
- Alumni Information file

# Leave Management System

- Faculties must apply for leave on LMS and get it approved in person from HOD.
- In case of emergency faculties should inform HOD about their leaves and get it approved immediately after resuming their duties.
- In case of unapproved leaves it will be financial loss and will be treated as discontinuation of services.



## Cont...

- Faculties must Specify Reason for leave and Load adjustments on LMS.
- Leave Report will be generated on 25<sup>th</sup> day of every Month at 5 PM.
- In case HoD is on leave on the day of report generation contact KIRAN DESHPANDE IN ROOM NO. 318.

# Software utilities @ APSIT

**A.P.SHAH INSTITUTE OF TECHNOLOGY**

**Kasarvadvali, Ghodbandar Road, Thane(W)-400615**

WebStore@APSIT

ONLINE FEEDBACK SERVER@APSIT

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++ MOODLE:E-LEARNING SERVER@APSIT
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## LEAVE MANAGEMENT SYSTEM FOR TEACHING STAFF

00 UPDATE YOUR INTERNET ACCESS PASSWORD @ APSIT

ONLINE LIBRARY MANAGEMENT SYSTEM@APSTT

003 003 CENTRAL REPOSITORY OF SW @ FTP SERVER

Authentication by A.P.SHAH INSTITUTE OF TECHNOLOGY Copyright © 2014. Developed by Sachin H. Malave & Kiran Deshpande

\*Please, use Google Chrome to access site.



A. P. SHINHA INSTITUTE OF TECHNOLOGY  
Approved by AICTE, Government of India, Affiliated to University of Mumbai  
(Autonomous Institute)

Mobile Apps



Social Networks



DR

UTTAM



Home

My Dashboard

My Courses

You are logged in as DR. UTTAM KOLI EX/18 (Logout)

HUMANITIES

Home

My home

Site pages

My profile

Current course

APP PHY1

Participate

Diaries

General

28 July - 1 August

4 August - 10 August

11 August - 17 August

18 August - 24 August

25 August - 31 August

1 September - 7 September

8 September - 14 September

15 September - 21 September

HOME COURSES HUMANITIES &amp; APPLIED SCIENCES (HIST. &amp; PHYSICS) SEM I (PHY1)

Course File Contents

Introduction

Physics Syllabus

Reference Books

Subject Objectives

Time Table

Teaching Plan

Academic Calendar

Physics Test &amp; Solution

28 July 1 August

SEARCH FEATURES

Go

Admin navigation

LATEST NEWS

Admin newsletter

(No news has been posted yet)

UPCOMING EVENTS

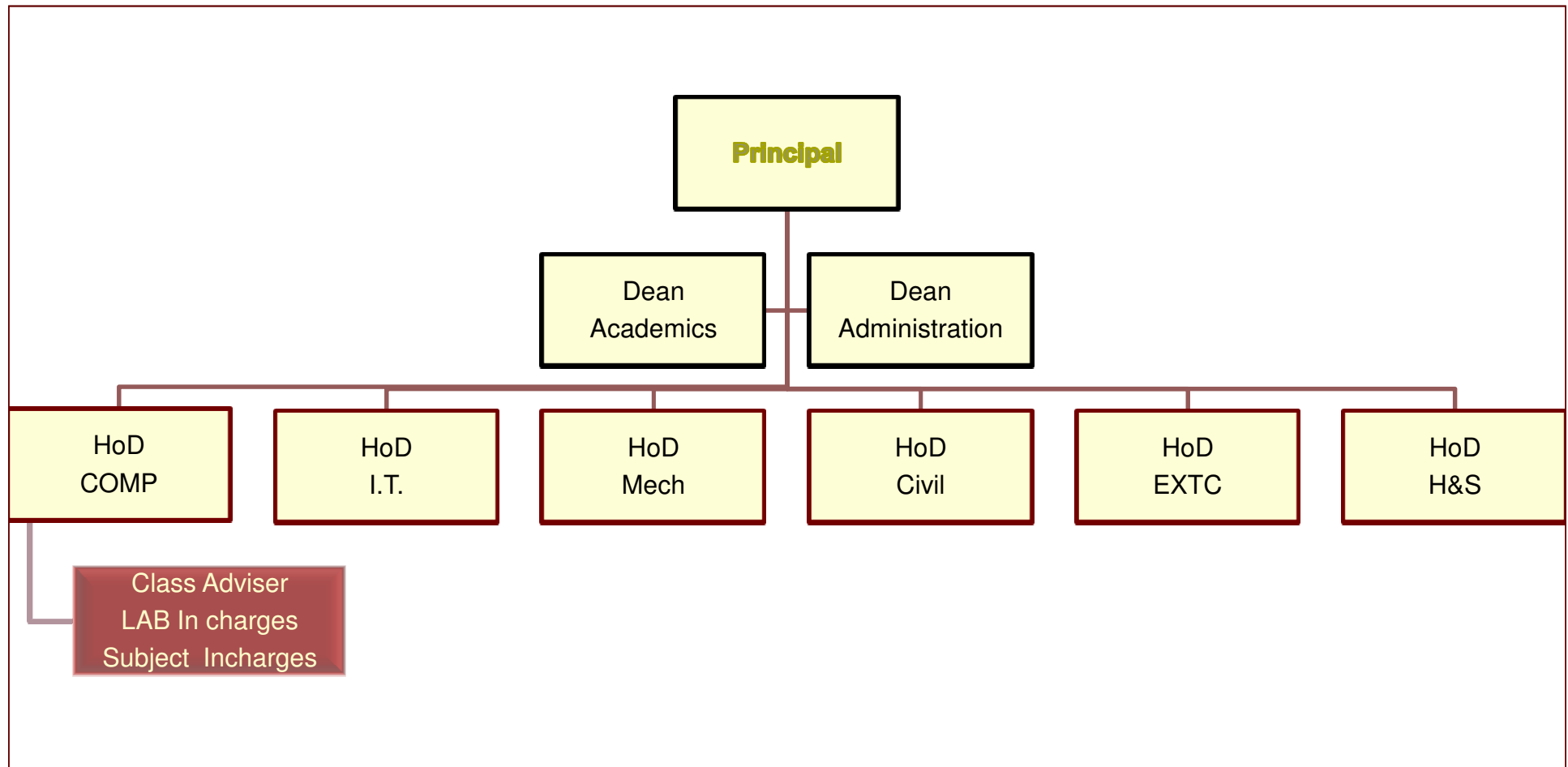
There are no upcoming events

Go to calendar..

More events..

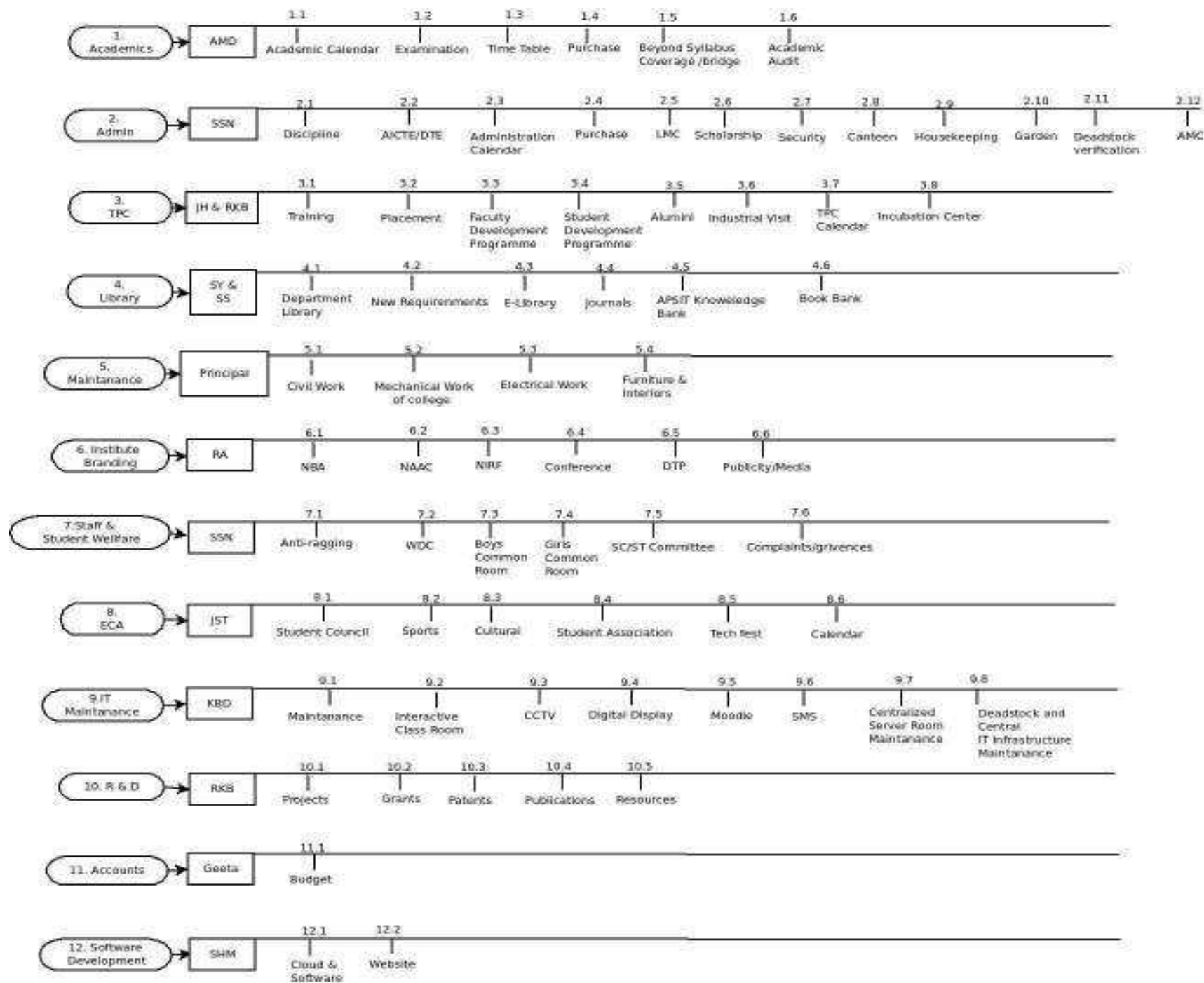
RECENT ACTIVITIES

# Organization Chart



# Operational Chart





# Teams @ APSIT

Name of Team	Team Leader
Academics	Prof A. M Deshpande
Administration	Prof Sameer Nanivadekar
TPC	Prof Rajesh Behra
Library	Prof Deelip Kunte
Maintenance	Prof Uttam kolekar
Institute Branding	Prof Rahul Ambekar
Staff Student Welfare	Prof Sameer Nanivadekar
Extra Curricular Activities	Prof J S Thombare
IT Maintenance	Prof Kiran Deshpande
Software development	Prof Sachin Malwe
R &D	Prof R K Behra
Accounts	Mrs Geeta

# Academic Activities at APSIT

- Since FE classes would begin late, the academic calendar of FE and higher classes would be different.
- Tentative academic calendar Higher classes (SE,TE,BE) academic calendar is circulated. Faculty can prepare course plan according to that calendar.
- Academic calendar has details of academic schedule, test schedule, diwali vacation, holidays and various celebrations within college.

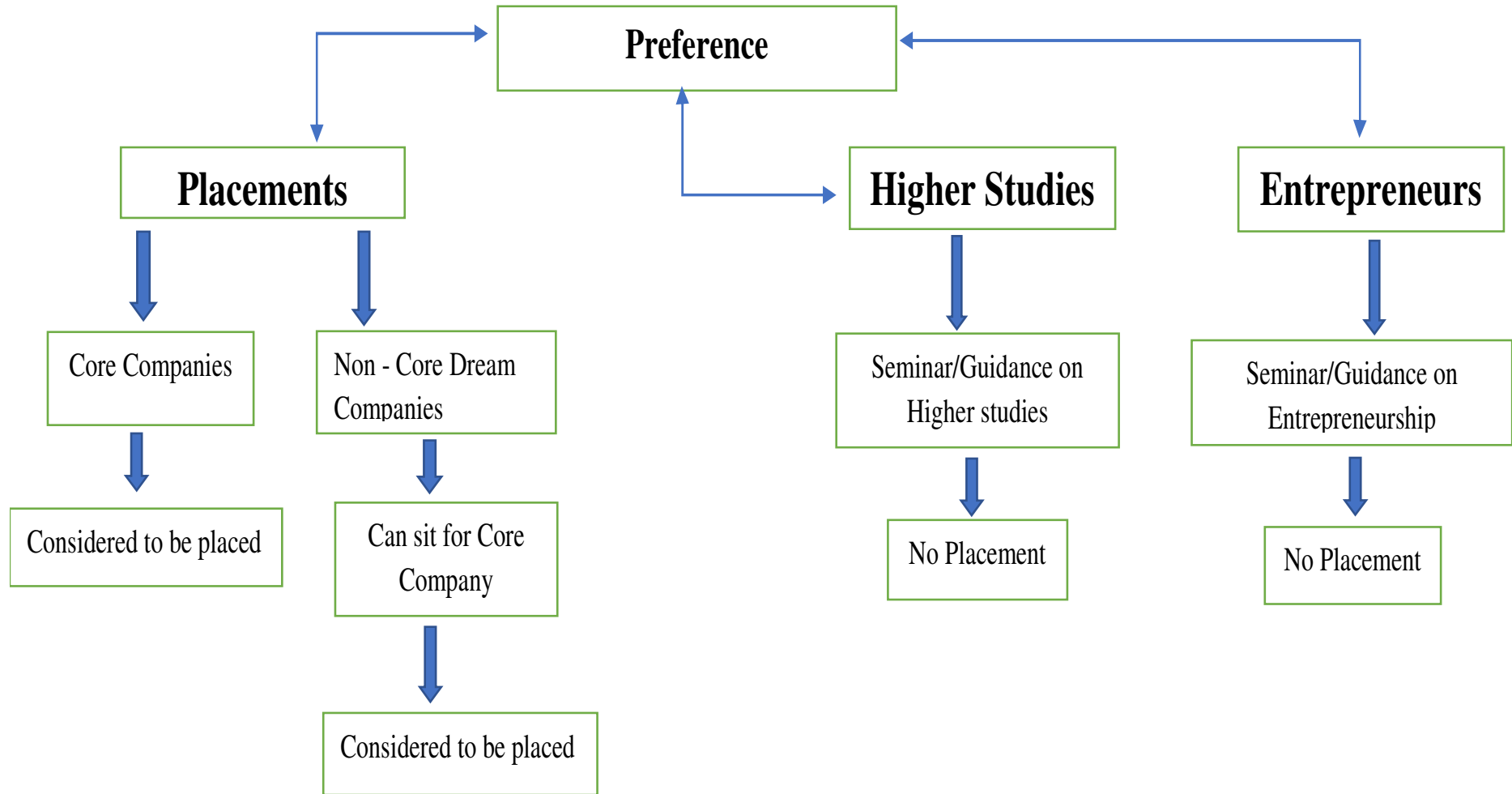
## Cont...

- Faculty is required to update lecture notes, ppt's and other course material on Moodle server so that students can access the material uploaded.
- Moodle activities of the faculty will be monitored by concerned HODs

# Administration

- Admin Calendar
- Academic Budget Preparation
- AICTE, DTE and University
- Discipline
- LMC
- Scholarship
- Purchase
- Security
- Deadstock Verification & AMC

# Training & Placement Cell



# Placement Policy

- Eligibility Criteria: 6.5 and above CGPA
- Attended Trainings: Technical/Aptitude/Mocks
- 75% Attendance in Trainings conducted
- Duly filled Placement Registration form to be submitted in soft and hard copy to T&P
- Adhere to rules and regulation of T&P cell
- Student has to opt for any of the below choice
  - ✓ Placements
  - ✓ Higher studies
  - ✓ Entrepreneurs



# Activities by T&P for SE/TE/BE

- Workshops during 8<sup>th</sup> week of semester start (minimum duration 4 days)
- Seminars during 4<sup>th</sup> week of semester start or as an when required
- Minimum 1 workshop and 1 seminar in every semester
- Technical and Non-Technical trainings during semester break after exam
- Industry visit in January 1<sup>st</sup> week
- T&P slot of 1 hour in timetable for each branch once in a week
- Designed Score card for students to keep a track of his activities

# SCORE CARD FORMAT

## Aptitude Training Attended

Sem	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Topic								
Sign								

## Workshops/Seminars Attended

SEM	1 <sup>s</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Topic								
Sign								

Library

Library

Library

# STATISTICS OF STACK SECTION

Course	Title	Volumes
TELECOMMUNICATION ENGINEERING	1427	8609
COMPUTER ENGINEERING	1292	5045
INFORMATION TECHNOLOGY	762	5068
MECHANICAL ENGINEERING	1211	4803
CIVIL ENGINEERING	280	1424
BASIC SCIENCES	558	3167
TOTAL	5530	28116

A joint venture by seven Indian Institute of Technology (IITs ) & Indian Institute of Science (IISc)

**e-Library section has numerous video lectures for following courses :**

- 1. Civil Engineering**
- 2. Computer Science & Engineering**
- 3. Core Sciences (For Sem I & II )**
- 4. Electronics & Communication Engineering**
- 5. Electrical Engineering**
- 6. Mechanical Engineering**
- 7. Metallurgy Engineering**
- 8. Ocean Engineering**
- 9. Biotechnology**

# INSTITUTE BRANDING TEAM

Prof Sameer Nanivadekar

**NBA ACTIVITY  
CALENDAR  
Second Half  
2017**

<b>Sr.No.</b>	<b>Activity</b>	<b>Expected Date of Completion</b>	<b>Name of the faculty incharge for the activity</b>
<b>1</b>	<b>1 day Introductory Workshop on NBA by Dr. Sanjay Kherde</b>	<b>07/07/17</b>	<b>Prof. R.K. Ambekar</b>
<b>2</b>	<b>Finalization of vision and mission statement of department &amp; institute</b>	<b>01/08/17</b>	<b>Dept. NBA Coordinators</b>
<b>3</b>	<b>Review of PEO's formulated by all department</b>	<b>01/08/17</b>	<b>Dept. NBA Coordinators</b>
<b>4</b>	<b>Review of PO's formulated by all department</b>	<b>01/08/17</b>	<b>Dept. NBA Coordinators</b>
<b>5</b>	<b>Submission of proposed title of research paper by all faculties</b>	<b>01/08/17</b>	<b>Dept. NBA Coordinators</b>
<b>6</b>	<b>Dissemination of vision and mission statement of department</b>	<b>08/08/17</b>	<b>Dept. NBA Coordinators</b>
<b>7</b>	<b>Review of work done of NBA crieteria 4 (student record)</b>	<b>08/08/17</b>	<b>Dept.NBA Coordinators</b>
<b>8</b>	<b>Review of work done of NBA crieteria 5 (faculty record)</b>	<b>16/08/17</b>	<b>Dept. NBA Coordinators</b>
<b>9</b>	<b>Collaboration with Premier institutes</b>	<b>16/08/17</b>	<b>TPO &amp; Dept Placement Coordinators .</b>
<b>10</b>	<b>Lab maintenance</b>	<b>23/08/17</b>	<b>Lab incharges</b>
<b>11</b>	<b>Review of Result Analysis at the department</b>	<b>01/09/17</b>	<b>Dept Exam coordinators</b>
<b>12</b>	<b>Seminar on how to write CO and mapping of CO with PO</b>	<b>04/09/17</b>	<b>Prof. R.K.Ambear</b>
<b>13</b>	<b>1<sup>st</sup> review of Research paper</b>	<b>05/09/17</b>	<b>HOD</b>
<b>14</b>	<b>Invited Talk at the Department</b>	<b>09/09/17</b>	<b>Dept. NBA Coordinators</b>



<b>Sr.No.</b>	<b>Activity</b>	<b>Expected Date of Completion</b>	<b>Name of the faculty incharge for the activity</b>
15	1 day Industrial visit by faculty & students of the department	16/09/17	TPO & placement coordinators
16	Submission of Course Outcomes by all Faculty	19/09/17	All Faculty
17	Activities beyond syllabus at the department	20/09/17	Class Coordinators
18	1 day visit to a Premier Institute by faculty & students of the department	23/09/17	TPO & placement coordinators
19	Parent Teacher Interaction Meeting (PTIM )	07/10/17	Class Coordinators
20	2 <sup>nd</sup> review of Research paper	10/10/17	HOD
21	Review of contribution of dept faculty in organising /participating workshops/conferences	12/10/17	HOD
22	STTP/FDP at the department	03/11/17	Dept. NBA Coordinators
23	Review of placements at the department	04/11/17	Placement coordinators
24	3 <sup>rd</sup> review of Research paper	15/11/17	HOD
24	Review of Dept policy for the brighter & weaker students	15/11/17	HOD
25	Distribution of Awards for the best department & performing faculties of the institute	20/11/17	Principal
26	Review of NBA files updation at the department	21/11/17	Dept, NBA Coordinators
27	Review of entrepreneurship development	21/11/17	Dept, NBA Coordinators

**EXTRA CURRICULAR  
ACTIVITY ( ECA )  
A.Y. 2017 - 18**

# EVENTS UNDER ECA

SL. No.	EVENT	ACTION PLAN	DATE
01	STUDENT COUNCIL	FORMATION OF COUNCIL	20 <sup>TH</sup> JUL. 2017
02	FOUNDER'S DAY CELEBRATION	FE STUDENTS ORIENTATION, BLOOD DONATION CAMP	1 <sup>ST</sup> AUG. 2017
03	TECHFEST 2017	TECHNICAL PAPER AND PROJECT	10 <sup>TH</sup> AUG. 2017
04	INDEPENDENCE DAY	FLAG HOISTING, STUDENTS EVENTS	15 <sup>TH</sup> AUG. 2017
05	ENGINEERS' DAY	TEACHERS AND ENGINEERS DAY TOGATHER CELEBRATION	14 <sup>TH</sup> SEPT. 2017
06	NAVRATRI (NAVAMI)	GARBHA (DANDIA) CELEBRATION	29 <sup>TH</sup> SEPT. 2017
07	SPORTS & CULTURAL	BEFORE THE START OF EVEN SEM.	FIRST WEEK OF JAN. 2018
08	REPUBLIC DAY	FLAG HOISTING, STUDENTS EVENTS	26 <sup>TH</sup> JAN. 2018

# ECA MEMBERS - FACULTY

ECA	HAS	EXTC	COMP	IT	CIVIL	MECH
<b>SPORTS</b>	NITESH C.	M. PANDEY	PRAVIN A.	VISHAL BADGUJAR	VISHAL M.	BHAGYESH K.
<b>CULTURAL</b>	SUMA S.	MAMTA K.	ALONI S.	RUJATA SARAF	PALLAVI P.	ARTI V.
<b>STUDENT CONUCIL</b>	NANCY N.	MANISHA S.	VAIBHAV N.	GANESH G.	PRAVIN J.	AMOL S.
<b>DEPT. ASSO.</b>	UDAY N.	S. ANEESH	PRAVIN A.	APEKSHA MOHITE	UMESH V	THOMBRE J.
<b>TECHFEST</b>	UDAY N.	KOLHE T.	MANISHA S.	APEKSHA MOHITE	BANSAL S.	RAJESH B.

**IT INFRA & MAINTENANCE**

# MOODLE: E-LEARNING PLATFORM

- HOD'S must update subjects and respective faculty names for Moodle enrolment by using google sheet shared on email after subject distribution.
- Faculties must update their course pages as per guidelines given. Documentation of same is given to faculties at the time of joining.
- HOD's must ensure that all faculties course pages are updated as per guidelines.

## Cont....

- HOD's must fill-up the report of Moodle Updation as per schedule by using Google sheet shared on their mail.
- HOD's will get gentle reminder of same through SMS.
- In case of any query Contact Moodle Team

# Procedure for IT Maintenance

- Faculties must contact Department Coordinator in case of any problem related to IT Resources.
- Department Coordinators shall initiate complaint by using Google Sheet shared on their Mail.
- Web Links related to IT Enabled services are available on Moodle Server



# Research & Development Cell

## Short Term :

- To create awareness and RESEARCH culture in APSIT.
- At least 04 paper **should be** published from each department per year.

## Long Term :

- Each faculty **should** publish at least 01 paper per year.
- 01 patent to be filed per year from institute.

- Project Lab will be combined with R&D cell of respective department
- Initiation of APSIT JOURNAL
- R & D department coordinator will be validating external/ outhouse training/ workshop attended by APSIT faculty member for reimbursement if any.

# Cont...

Also

- Project Lab will be combined with R&D cell of respective department
- Initiation of APSIT JOURNAL
- R & D department coordinator will be validating external/ outhouse training/ workshop attended by APSIT faculty member for reimbursement if any.

# Project Calendar

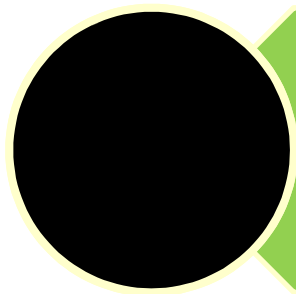
# Training Date

- Moodle Training 10 July 2017 at 4 pm.
- Interactive class training 11 July 2017 at 4 pm
- NBA Introductory Program 7 July 2017 at 1.30 pm.

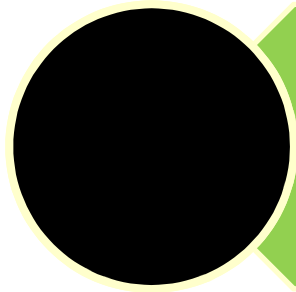
# Suggestions

- Faculties need to follow Institute rules strictly. Their decisions shall not be biased based on their past their past experience.
- Faculties are most invited for suggestions directly or indirectly for improvement in Academics
- Send your suggestion on Principal Mail ID
- The college expects more participation in coming semester

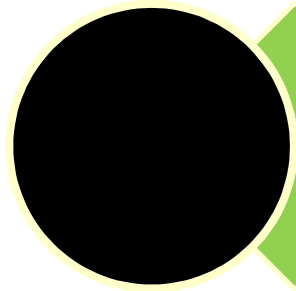
# Mechanism to avoid proxy attendance



Attendance Callout in beginning of Lect.



Mark absent no. by X



Circulate attendance to student for sign

# Format for suggestions

- Suggestion
- Advantages
- Limitations
- Implementation and Monitoring Mechanism



**WELCOME  
TO  
NEW ACADEMIC  
YEAR  
2017-18**

# Introduction of Newly Joined Faculty

- Name
- Department Joined
- Experience

# Thank You !

