

# **Government Polytechnic Mumbai**



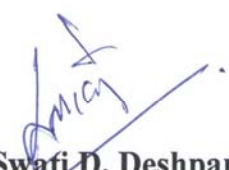
## **Curriculum Implementation and Assessment Guidelines (P-16 Outcome Based Curriculum)**

## Preface

Government Polytechnic Mumbai is academically autonomous institute of Government of Maharashtra. Being an autonomous institute, the curriculum is revised after every 3 to 4 years as per the demand of the industry and advance technology. In 2016 curriculum is revised which emphasizes on the philosophy of Outcome based education (OBE). OBE is student centric rather than teacher centric. In OBE, Programme Outcome, Programme specific outcome, Course outcomes are defined first and then course contents are designed to achieve these outcomes. During curriculum implementation the teacher will analyze the contents and then develop the learning experiences which will ensure accomplishment of outcome. OBE philosophy comprises of 5D approach Define the outcome, Develop the curriculum, Deliver the instructions and impart the skills, Document the result, Decide the future course of action for improvement.

The industry experts, being main stake holders are actively involved, while designing the curriculum. Outcomes are validated by industry experts, so it will produce industry ready pass outs and increase the employability of students.

The effective implementation of this curriculum requires curriculum implementation and assessment guidelines for teachers and students. Assessment and evaluation is not to prove but to improve. Assessment and evaluation of students should be in tune with program outcomes (POs) and course outcomes (COs) of program and every individual course. Any program consists of different learning experiences spread over different sites viz. classroom, laboratory, library, field, and other relevant sites. The achievements of students learning outcomes are measured through well-defined assessment whose purpose is to assess and provide feedback on student learning so that the student can improve his performance. The continuous feedback will be useful to the learner and also to the faculty so that faculty can change the methodology to ensure learning of students. Various formats to be used during implementation of curriculum and assessment are given in this document.

  
(Mrs. Swati D. Deshpande)  
Principal

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## VISION

TRANSFORM KNOWLEDGE INTO WORK

## MISSION

We are committed for

- Quality Education for lifelong learning,
- Need based educational programs through different modes,
- Outcome based curriculum implementation
- Development and up-gradation of standard laboratory practices
- Promoting Entrepreneurial programmes.

**We Believe in Ethical, Safety, Environment friendly practices, and  
Teaching learning innovations**

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**F1: Theory Attendance Format****GOVERNMENT POLYTECHNIC MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**Theory Attendance**

Name of the Department :-

Academic Year:

Term: EVEN/ ODD

Class &amp; Shift :-

Course Code &amp; Course Title:-

Name of Faculty: -

Sr. No.	Enroll. No	DATE											Total Att.	Att. %
		Name Of The Student	1	2	3	4	5	6	7	8	9	10		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
<b>No. of Students Present</b>														
<b>Topic Covered</b>														
<b>Signature of faculty</b>														

**F2: Practical Attendance Format****GOVERNMENT POLYTECHNIC MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**Practical Attendance**

Name of the Department :-

Academic Year:

Term: EVEN/ ODD

Class &amp; Shift :-

**BATCH:**

Course Code :-

Name of Faculty: -

Course Name:-

Sr. No.	Enroll. No	DATE											Total Att.	Att. %
		Name Of The Student	1	2	3	4	5	6	7	8	9	10		
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
No. of Students Present														
Experiment Number														
Signature of faculty														

**GOVERNMENT POLYTECHNIC, MUMBAI.**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

## CONTINUOUS ASSESSMENT FOR PRACTICAL/ TUTORIAL/ DRAWING

**Diploma Programme:**

**Class & Shift :-**

**Term : ODD / EVEN 20 -**

**COURSE CODE WITH TITLE:**

**TERM WORK MARKS SHALL BE BASED ON THIS CONTINUOUS ASSESSMENT SHEET**

Enrollment No.	No. 01				No. 02				No. 03				No. 04				No. 05				No. 06				No. 07				No. 08				No. 09				No. 10				Total Marks out of 100	Marks Out of (____)
	2	4	4	T	2	4	4	T	2	4	4	T	2	4	4	T	2	4	4	T	2	4	4	T	2	4	4	T	2	4	4	T										

Note : **Rubric** - Each Practical Carries.

- 1) 02 Marks for present, 00 Marks for Absent & 01 Marks for extra practical.
- 2) 04 Marks for Discipline & involvement in the Practical Expt.
- 3) 04 Marks for Accuracy for result & Neat clean presentation.

(Name & Sign. of Course Teacher)

(Sign of HOD)



**F4: Rubric & Evaluation Sheet For Oral/ Practical Exam**

**GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of \_\_\_\_\_**

**Rubrics for PR/OR**

**Rubric for Course Title:**

**Course Code:**

**Max Marks:**

<b>Criterion No</b>	<b>Rubric Criterion</b>	<b>CO</b>	<b>Max Marks (10)*</b>	<b>Not Satisfactory (1-4)*</b>	<b>Satisfactory (5-6)*</b>	<b>Good (7-8)*</b>	<b>Excellent (9-10)*</b>
1							
2							
3							
4							
5							

*\*NOTE- Rubric for the evaluation of ORAL/PRACTICAL Exam should be identified and written in the table above.*

*- Number of Rubric may get changed according to Course.*

*- Marks shown are indicative & can be changed as per the requirement of the Rubric Criteria.*

Signature of faculty

**F4: Rubric & Evaluation Sheet for Oral/ Practical Exam**

**GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of \_\_\_\_\_**

**Evaluation Sheet for ORAL/ PRACTICAL Exam**

**(According to Rubric)**

**Exam: Sumer/ Winter (20 )**

**Max. Marks: ( )**

**Class: I/ II/ III Yr.**

**Shift: I/ II**

**Course Code & Course Title:**

**Name of Faculty:**

Sr. No	Enroll. No.	Name of Student	Marks as per Rubric Criteria No.					Total marks
			1	2	3	4	5	

*# At the time of Term End PR/ OR Exam, the Examiner should fill up Marks as per the rubric for evaluation. And same should be submitted in Sealed Envelop to the HOD of respective department with signature.*

Cr. No	Rubric Criterion	Max marks
1.		
2.		
3.		
4.		
5.		

**Name & Signature  
(Examiners)**

**GOVERNMENT POLYTECHNIC MUMBAI**

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**Teaching Plan for Semester****Academic Year:****Name of Department:****Course Code****Name of Faculty:****Term : ODD/ EVEN****Class : I/ II/ III Yr.****Course Name:****Shift: I/ II**

<b>Sr. No.</b>	<b>Week</b>	<b>Planned Topic</b>	<b>CO</b>	<b>Date of Completion</b>	<b>Reasons for Deviation if any</b>	<b>Pedagogy&amp;/ Learning Resources Used</b>	<b>Lecturer's Signature</b>
<b>1</b>	<b>/ /</b> <b>TO</b> <b>/ /</b>						
<b>2</b>	<b>/ /</b> <b>TO</b> <b>/ /</b>						
<b>3</b>	<b>/ /</b> <b>TO</b> <b>/ /</b>						
<b>4</b>	<b>/ /</b> <b>TO</b> <b>/ /</b>						

**HOD**

## GOVERNMENT POLYTECHNIC MUMBAI

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

### Lesson Plan

**Faculty Name:**

**Program:**

**Lesson No.:**

**Course Code & Title:**

**Topic No:**

**Course Outcome:**

---

**1. Learning Outcomes:**

- a.
- b.
- c.

**2. Procedure:**

Teaching points	Teacher Activity	Student Activity	Teaching methodology / Aids	Time Allotted
a. Introduction				
b. Connecting with past knowledge				

c. Development				
d. Closure				

*\*- This is a sample lesson plan and can be changed as per the requirement of course.*

**Sign of Teaching Faculty**

**GOVERNMENT POLYTECHNIC MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**Practical Plan (Term : Odd/Even 20 - )****Department :-****Name of Lab :-****Class & Shift :-****Name of Faculty:-****Course Code & Title :-**

Sr. No.	Name of the Experiment/ Tutorial	Course Outcome No.	Apparatus required	Batch	Dates of performance		Remark
					Expected	Actual	
1				A			
				B			
				C			
2				A			
				B			
				C			
3				A			
				B			
				C			
4				A			
				B			
				C			
5				A			
				B			
				C			
6				A			
				B			
				C			

**Lecturer Incharge****Head of Department**

**GOVERNMENT POLYTECHNIC MUMBAI**

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**(Term : Odd/Even 20 - )****Practical Lab Plan****Faculty Name:****Program:****Practical No.:****Course Code & Name:****Topic No:****Course Outcome:****1. Learning Outcomes :**

- a.
- b.
- c.

**2. Procedure:**

	<b>Teacher Activity</b>	<b>Student Activity</b>	<b>Learning/ Aids</b>	<b>Time allotted</b>
Introduction to the experiment (Concept)				
Connect with theory knowledge				

Performance				
Result				

*\*- This is a sample practical plan and can be changed as per the requirement of course.*

**Sign of Teaching Faculty**





# Government Polytechnic, Mumbai

Name of Dept.:

Term: Odd/Even ---

## UNIT TEST I/II

Course:

Course code:

Duration: 1 hour 15 minutes

Marks: 30

Class:

**Q.1.** Attempt any **Five** (5\*2)

**10**

- a) (CO number, R/U/A)
- b) (CO number, R/U/A)
- c) (CO number, R/U/A)
- d) (CO number, R/U/A)
- e) (CO number, R/U/A)
- f) (CO number, R/U/A)
- g) (CO number, R/U/A)

**Q.2.** Attempt any **TWO** (2\*4)

**08**

- a) (CO number, R/U/A)
- b) (CO number, R/U/A)
- c) (CO number, R/U/A)

**Q.3.** Attempt any **TWO** (2\*6)

**12**

- a) (CO number, R/U/A)
- b) (CO number, R/U/A)
- C) (CO number, R/U/A)

CO no	CO1	CO2	CO3	CO4	CO5	CO6	Levels	R	U	A
Marks							Marks			

**GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**DEPARTMENT of** \_\_\_\_\_

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Result Analysis of Test**

**SEM:**

**Class: I/ II / III Yr.**

**Shift: I/ II**

**Date of Test :**

**Test I/II:**

**Max. Marks:**

**Course code & Title:**

**Name of faculty:**

Range of marks obtained	No. of students	% of students
Above 70%		
40%-70%		
Below 40%		

Total No. of students registered for the course:

Total No of students appeared:

Students below 40% marks are Weak students

Reason for poor performance: (Performance in exam of students may be considered as poor student)

Remedial measures/ Action suggested for improvement

Students above 70% marks are Bright students. Following are the Tasks/Targets given to Bright students for motivation:

- 1)
- 2)
- 3)

Name and signature of faculty

## GOVERNMENT POLYTECHNIC MUMBAI

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**Course wise Feedback Form****Programme Name:****Term: ODD/ EVEN****Course Code & Title:****Faculty Name:****Academic Year:****Shift: I/ II****Class: I/ II / III Yr.****A- Faculty related** (Kindly (√) mark in appropriate column)

Sr. No	Description	Average (1)	Good (2)	Excellent (3)
01	Coverage of the course curriculum			
02	Competence and commitment of faculty			
03	Communication of faculty (oral/written)			
04	Pace of the content covered by the faculty			
05	Relevance of the Content of curriculum			
<b>Total</b>				
<b>Total (1+2+3)=</b>				

**B- Course outcomes related** (Kindly (√) mark in appropriate column)

At the end of the course, I am able to:

Sr. No	Course Outcome	Average (1)	Good (2)	Excellent (3)
01	<b>CO1:</b>			
02	<b>CO2:</b>			
03	<b>CO3:</b>			
04	<b>CO4:</b>			
05	<b>CO5:</b>			
06	<b>CO6:</b>			
<b>Total</b>				
<b>Total (1+2+3)=</b>				

(Note: kindly mention COs of the course in above table)

**C- Facilities in the Department related to the Course** (Kindly (√) mark in appropriate column)

Sr. No	Description	Average (1)	Good (2)	Excellent (3)
01	Lab/infrastructure facility for the course			
02	Availability of the reference books in library			
<b>Total</b>				
<b>Total (1+2+3)=</b>				

Any suggestion for improvement of course content and Teaching learning:

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## GOVERNMENT POLYTECHNIC MUMBAI

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

Analysis of Course wise Feedback Form

Name of the Department:

Academic Year:

TERM: ODD/ EVEN

Class: I/ II/ III Yr.

Shift : I/ II

S. No.	Course Code	Course Name	Faculty Name	Faculty related Feedback (Total)	Course Outcomes						Facilities in the Department related to the Course (Total)	Other Rating (Total)	Total	HOD's Remark	Dated Sign of Faculty
					C O 1	C O 2	C O 3	C O 4	C O 5	C O 6					

Signature of HOD

**F13: Attainment Through Unit test****GOVERNMENT POLYTECHNIC MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**CO Attainment Through Unit test**

Name of the Department :-

Academic Year:

Term: EVEN/ ODD

Class &amp; Shift :-

Course Code &amp; Course Title:-

Enrollment Number	Question No 1							Question No 2			Question No 3		
	a 2M	b 2M	c 2M	d 2M	e 2M	f 2M	g 2M	a 4M	b 4M	c 4M	a 6M	b 6M	c 6M
CO number													
No of students attempted													
Target													
No of students above target													
% attainment													

$$\% \text{ attainment} = (\text{No. of students above target} / \text{No. of students attempted}) \times 100$$



Government Polytechnic, Mumbai

Department of : \_\_\_\_\_

Project & Seminar

I and II

Weekly Diary

**Rubric 1: for Project and Seminar I, Course Code:**  
**Max Marks :50**

**Oral**

Criterion No	Criterion	CO	Max Marks	Not Satisfactory (1-4)	Satisfactory (5-6)	Good (7-8)	Excellent (9-10)
1	Literature survey		10	Information is gathered from a single source.	Information is gathered from a limited number of sources.	Information is gathered from multiple sources.	Information is gathered from multiple, research-based sources.
2	Organization of presentation		10	Audience cannot understand presentation because there is no sequence of information	Audience has difficulty following presentation because student jumps around.	Student presents information in logical sequence which audience can follow	Student presents information in logical, interesting sequence which audience can follow.
3	Graphics (use of PowerPoint)		10	Uses graphics that rarely support text and presentation	Uses graphics that relate to text and presentation	Uses graphics that explain text and presentation	Uses graphics that explain and reinforce text and presentation
4	Elocution and eye contact		10	Mumbles and/or Incorrectly pronounces some terms/ Voice is low; difficult to hear	Voice fluctuates from low to clear; difficult to hear at times	Voice is clear with few fluctuations; audience can hear well most of the time	Voice is clear and steady; audience can hear well at all times
				Reads most slides, no or just occasional eye contact	Refers to slides to make points, occasional eye contact	Refers to slides to make points, eye contact majority of time	Refers to slides to make points, engaged with audience
5	Oral		10	Does not understand question /no answer to question	Answers some questions but not clearly and completely	Answers to most of the questions clearly and completely	Answers to all questions confidently

*\*Evaluation of oral in project and seminar -I will be based on above rubric 1*

**Rubric II: Project and Seminar II, Course Code:****TW****Max Marks : 50**

<b>Criterion No</b>	<b>Criterion</b>	<b>CO</b>	<b>Max Marks</b>	<b>Not Satisfactory (1-4)</b>	<b>Satisfactory (5-6)</b>	<b>Good (7-8)</b>	<b>Excellent (9-10)</b>
1	Problem Identification		10	Little or no background information is presented to help the audience understand the history and significance of the project.	Background information is provided, an explanation of why the project was undertaken, to help put the presentation in context.	Background information is provided, including references to the work of others and an explanation of why the project was undertaken, to help put the presentation in context.	Insightful and in-depth background information is provided to illuminate the issues through inclusion of history relevant to the presentation, a succinct description of the significance of the project.
2	Literature Review		10	Very few and not relevant	Few and relevant	Relevant information from multiple sources	Information is gathered from multiple, research-based sources.
3	Planning of Project Work And Team Structure		10	Time frame not properly specified, Inappropriate distribution of project work	Time frame properly specified, but not being followed, Distribution of project work un-even	Time frame properly specified and being followed Distribution of project work inappropriate	Time frame properly specified and being followed, Appropriate distribution of project work
4	Testing		10	Testing done not done properly , no correct method of testing	Testing done in single condition , required modification not done after testing	Testing done in multiple condition , required modification not done after testing	Testing demonstrates engineering skill , required modification done after testing
5	Project Report		10	Project report not prepared according to the specified format, References and citations are not appropriate.	Project report is according to the specified format but some mistakes In-sufficient references and citations	Project report is according to the specified format, References and citations are appropriate but not mentioned well	Project report is according to the specified format References and citations are appropriate and well mentioned

*\*Evaluation of TW for project and seminar II will be based on above rubric II*



**Rubric III: for Project and Seminar II, Course Code:**  
**Max Marks: 50**

**OR**

Criterion No	Criterion	CO	Max Marks	Not Satisfactory	Satisfactory	Good	Excellent
1	Description of Concepts and Technical Details		20	Inappropriate explanation of the key concepts, Poor description of the technical requirements of the project  <b>(1-8)</b>	Explanation of the key concepts In-sufficient description of the technical requirements of the project  <b>(9-12)</b>	Complete explanation of the key concepts, enough description of the technical requirements of the project  <b>(13-16)</b>	Complete explanation of the key concepts, Strong description of the technical requirements of the project  <b>(17-20)</b>
2	Project Demonstration		20	Modules are not in proper working form. Students are unaware of the problem  <b>(1-8)</b>	Modules are not in proper working form. Students are aware of the problem  <b>(9-12)</b>	Each module working well but not properly demonstrated  <b>(13-16)</b>	Each module working well and properly demonstrated  <b>(17-20)</b>
3	Conclusion and Discussion		10	Results are not presented in appropriate manner Project work is not properly summarized and concluded, Future extensions not mentioned  <b>(1-4)</b>	Results are presented in appropriate manner Project work is not properly summarized and concluded, Future extensions in the project not very relevant  <b>(5-6)</b>	Results are presented in very appropriate manner Project work is well summarized and concluded Future extensions in the project not very relevant  <b>(7-8)</b>	Results are presented in very appropriate manner Project work is well summarized and concluded Future extensions in the project are well specified  <b>(9-10)</b>

*\*Evaluation of OR, for project and seminar II will be based on above rubric III*

**F14-Weekly Diary for Project**

**GOVERNMENT POLYTECHNIC, MUMBAI**  
(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of \_\_\_\_\_**

**Details of Project Group**

Class: III Yr.

Shift: I/ II

Course: Project and Seminar Stage I / II. Course Code :

Name of Project: \_\_\_\_\_

Name of Guide Allotted: \_\_\_\_\_

Student's Information:

Sr. No	Enrollment No	Name of student	Email id	Contact No

**Type of project:** Based on latest technology/ based on research going on/Laboratory requirement/ Institute Requirement/Societal need ( Tick appropriate type)

If Industry sponsored project

Industry Name:

Name of industry guide:

Contact No:

Email id:

**F14-Weekly Diary for Project**

**GOVERNMENT POLYTECHNIC, MUMBAI**  
(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of \_\_\_\_\_**

**Action Plan for Course Title: Project and Seminar I, Course Code:**

**Name of Project:**

**Expected cost of project:**

<b>Sr. No</b>	<b>Week No (dates)</b>	<b>Activity to be done / performed</b>	<b>Responsibility</b>
1	Week 1		
2	Week 2		
3	Week3		
4	Week4		
5	Week5		
6	Week6		
7	Week7		
8	Week8		
9	Week9		
10	Week10		
11	Week11		
12	Week12		
13	Week13		
14	Week14		

**Name and signature of Members**

Member 1:

Member 2:

Member 3:

Member 4:

Member 5:

**F14-Weekly Diary for Project**

**GOVERNMENT POLYTECHNIC, MUMBAI**  
(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of \_\_\_\_\_**

**Action Plan for Course Title: Project and Seminar II, Course Code:**

**Name of Project:**

<b>Sr. No</b>	<b>Week No (dates)</b>	<b>Activity to be done / performed</b>	<b>Responsibility</b>
1	Week 1		
2	Week 2		
3	Week3		
4	Week4		
5	Week5		
6	Week6		
7	Week7		
8	Week8		
9	Week9		
10	Week10		
11	Week11		
12	Week12		
13	Week13		
14	Week14		

**Name and signature of Members**

Member 1:

Member 2:

Member 3:

Member 4:

Member 5:

**GOVERNMENT POLYTECHNIC, MUMBAI**  
(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of \_\_\_\_\_**

**Week-wise Progress Report**

**Course Title: Project and Seminar I, Course Code:**

**Week No:**

**Activity done \*:**

**Task / Suggestion given by guide:**

**Signature of Guide**

*Note: \* Activity can be literature survey, market survey, visit to industry/ Exhibition, learning new skill/software, preparation of seminar, seminar document preparation*

*(For week wise progress report, use as many page as required.)*

**F14-Weekly Diary For Project**

**GOVERNMENT POLYTECHNIC, MUMBAI**  
(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of \_\_\_\_\_**

**Week-wise Progress Report**

**Course Title: Project and Seminar II, Course Code:**

**Week No:**

**Activity done \*:**

**Task / Suggestion given by guide:**

**Signature of Guide**

*Note: \* Activity can be literature survey, market survey, visit to industry/ Exhibition, learning new skill/software, preparation of seminar, seminar document preparation*

*(For week wise progress report, use as many page as required.)*

**F15: Evaluation of Project –OR/TW According to Rubric**

**GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of \_\_\_\_\_**

**Evaluation of Project and Seminar I, Course Code: \_\_\_\_\_ –OR**

**(According to Rubric1 given in Weekly Diary)**

Class: III Yr.

Shift: I/ II

Max. Marks:

Sr. No	Name of Project	Guide Name	Date	Enroll. No.	Marks as per Rubric Criteria No.					Total marks	Faculty signature
					1	2	3	4	5		

Cr.No	Rubric Criterion	Max marks
1	Literature survey	10
2	Organization of presentation	10
3	Graphics (use of PowerPoint)	10
4	Elocution and eye contact	10
5	Oral	10

**\* Criterion of project evaluation (Rubric) may change as per curriculum of respective department .**

*# At the time of Term End PR/ OR Exam, the Examiner should fill up Marks as per the rubric for evaluation. And same should be submitted in Sealed Envelop to the HOD of respective department with signature.*

**Name & Signature  
(Examiners)**

**F15: Evaluation of Project –OR/TW According to Rubric****GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)****Odd/Even Term (----- to -----)****Department of -----****Evaluation of Project and Seminar II, Course Code: -----OR**

(According to Rubric2 given in Weekly Diary)

Class: III Yr.

Shift: I/ II

Max. Marks:

Sr. No	Name of Project	Guide Name	Date	Enroll. No.	Marks as per Rubric Criteria No.			Total marks	Faculty signature
					1	2	3		

Cr.No	Criterion	Max marks
1	Description of Concepts and Technical Details	20
2	Project Demonstration	20
3	Conclusion and Discussion	10

**\* Criterion of project evaluation (Rubric) may change as per curriculum of respective department**

# At the time of Term End PR/ OR Exam, the Examiner should fill up Marks as per the rubric for evaluation. And same should be submitted in Sealed Envelop to the HOD of respective department with signature.

**Name & Signature  
(Examiners)**



### F15: Evaluation of Project –OR/TW According to Rubric

**GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

Department of -----

### Evaluation of Project –TW

**(According to Rubric3 given in Weekly Diary)**

Class: III Yr.

Shift: I/ II

Max. Marks:

[illegible]

Cr. No	Criterion	Max marks
1	Problem Identification	10
2	Literature Review	10
3	Planning of Project Work And Team Structure	10
4	Testing	10
5	Project Report	10

*\* Criterion of project evaluation (Rubric) may change as per curriculum of respective department*

*# At the time of Term End PR/ OR Exam, the Examiner should fill up Marks as per the rubric for evaluation. And same should be submitted in Sealed Envelop to the HOD of respective department with signature.*

**Name & Signature  
(Examiners)**

**F16: Weekly Progress Report of Industrial Training**

**GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of -----**

---

**Weekly Progress Report of the Student during Industrial Training I**

---

Name of the Student \_\_\_\_\_ Enrollment No: \_\_\_\_\_

Dept./Plant/Section: \_\_\_\_\_

Week No.	Date		Brief weekly report of the work done/observations made	Attendance	Remarks from training supervisor: Excellent / very good / good/ average / below average /poor	Sign of Training Supervisor
	From	To				

# GOVERNMENT POLYTECHNIC, MUMBAI

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

ACADEMIC YEAR (-----)

Odd/Even Term (----- to -----)

Department of \_\_\_\_\_

## Industrial Training I & II Assessment Rubrics for Term Work

Course Code & Title :

Criteria on No	Criterion	CO	Max Marks	Not Satisfactory (1-8)	Satisfactory (9-12)	Good (13-20)	Excellent (21-25)
1	Weekly diary		25	Weekly diary maintained very poorly and not as per format & duly signed by supervisor	Weekly diary maintained but not as per format & duly signed by supervisor	Weekly diary maintained as per format & duly signed by supervisor	Weekly diary neatly maintained as per format & duly signed by supervisor
2	Industrial training report		25	Training report is not according to the specified format Reflects <ul style="list-style-type: none"> <li>• Use of tools and technology in industry</li> <li>• Work done and observations</li> </ul>	Training report is according to the specified format Reflects <ul style="list-style-type: none"> <li>• Use of tools and technology in industry</li> <li>• Work done and observations</li> </ul>	Training report is according to the specified format Reflects <ul style="list-style-type: none"> <li>• Good use of tools and technology in industry</li> <li>• Good work done and observations</li> </ul>	Training report is according to the specified format Reflects <ul style="list-style-type: none"> <li>• Excellent use of tools and technology in industry</li> <li>• Excellent work done and observations</li> </ul>

**GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of \_\_\_\_\_**

**Evaluation of Industrial Training I &II -TW (According to Rubric for TW)**

**Class: III Yr.**

**Course Code & Course Title:**

**Name of Faculty:**

**Shift: I/ II**

**Max. Marks:**

Sr.No	Name of Industry	Date of Presentation	Enroll. No.	Name of Student	Marks as per Rubric Criteria No.		Total marks
					1	2	

*# At the time of Term End PR/ OR Exam, the Examiner should fill up Marks as per the rubric for evaluation.  
And same should be submitted in Sealed Envelop to the HOD of respective department with signature*

Cr.No	Rubric Criterion	Max marks
1	Weekly diary	25
2	Industrial training report	25

**Name & Signature  
(Examiners)**

**F17: Industrial Training I & II Assessment Rubrics for Presentation and Oral****GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)****Odd/Even Term (----- to -----)****Department of \_\_\_\_\_****Industrial Training I & II Assessment Rubrics for Presentation and Oral****Course Code & Course Title:**

<b>Criterion No</b>	<b>Criterion</b>	<b>CO</b>	<b>Max Marks</b>	<b>Not Satisfactory (1-4)</b>	<b>Satisfactory (5-6)</b>	<b>Good (7-8)</b>	<b>Excellent (9-10)</b>
1	Quality of presentation		10	Audience cannot understand presentation because there is no sequence of information	Audience has difficulty following presentation because student jumps around.	Student presents information in logical sequence which audience can follow	Student presents information in logical, interesting sequence which audience can follow.
2	Graphics (use of PowerPoint)		10	Used very few actual on site photographs/videos/charts that reflects knowledge gained in industry	Used few actual on site photographs/videos/charts that reflects knowledge gained in industry	Better Use of actual on site photographs/videos/charts that reflects knowledge gained in industry	Excellent Use of actual on site photographs/videos/charts that reflects knowledge gained in industry
3	Oral Presentation Skill		10	Mumbles and/or Incorrectly pronounces some terms/ Voice is low; difficult to hear	Voice fluctuates from low to clear; difficult to hear at times	Voice is clear with few fluctuations; audience can hear well most of the time	Voice is clear and steady; audience can hear well at all times
4	Question answer in oral		20	Very few questions answered related to functioning of departments (1-8)	Few questions answered related to functioning of departments Properly (9-12)	Most of the questions answered related to functioning of departments Confidently (13-16)	All questions answered related to functioning of departments Confidently (17-20)

# GOVERNMENT POLYTECHNIC, MUMBAI

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

ACADEMIC YEAR (-----)

Odd/Even Term (----- to -----)

Department of -----

## Evaluation of Industrial Training I & II -ORAL ( According to Rubric for Presentation and Oral)

Class: III Yr.

Shift: I/ II

Course Code & Course Title:

Max. Marks:

Name of Faculty:

Sr.No	Name of Industry	Date of presentation	Enroll. No.	Name of Student	Marks as per Rubric Criteria No.				Total marks
					1	2	3	4	

Cr.No	Rubric Criterion	Max marks
1	Quality of presentation	10
2	Graphics (use of PowerPoint)	10
3	Oral Presentation Skill	10
4	Question answer in oral	20

# At the time of Term End PR/ OR Exam, the Examiner should fill up Marks as per the rubric for evaluation.  
And same should be submitted in Sealed Envelop to the HOD of respective department with signature.

**Name & Signature  
(Examiners)**

**GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**Employer Feedback Form****Name of Officer:-****Duration: 20 To 20****Name & Address of Office:****Kindly rate to what extent our students are able to:**(Kindly (√) mark in appropriate column)

Sr. No	Description	Average (1)	Good (2)	Excellent (3)
PO1	An ability to apply knowledge of mathematics, statistics, science and engineering as it applies to the fields of computer hardware and software.			
PO2	An ability to design hardware and software systems, components, or processes to meet identified needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.			
PO3	An ability to identify, to formulate, and to solve hardware and software problems using Computer engineering principles.			
PO4	An ability to use the techniques, skills, and modern hardware and software tools necessary for computer engineering practice.			
PO5	The broad education, necessary to understand the impact of computing and engineering solutions in a global, economic, environmental, and societal context.			
PO6	Understand the impact of the engineering (IT) solutions in societal and environmental contexts, and demonstrate the knowledge and need for sustainable development.			
PO7	Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering (IT) practices.			
PO8	An ability to function on multidisciplinary teams, working cooperatively, respectfully, creatively, and responsibly as a member of a team.			
PO9	An ability to communicate effectively by oral, written, and graphical means			
PO10	Recognition of the need for an ability to engage in lifelong learning, and ability to independently acquire and apply required information.			

How you rate our students for following skills

Sr. No	Description	Average (1)	Good (2)	Excellent (3)
1				
2				
3				
4				
5				

To meet the current job requirements, please specify the tools/technologies that should be introduced in the curriculum.

## GOVERNMENT POLYTECHNIC MUMBAI

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**Programme Exit Feedback Form****Programme Name: Diploma in****Duration: 20 To 20****At the end of Diploma Programme, I am able to:****A- Programme outcomes (POs):** (Kindly (√) mark in appropriate column)

Sr. No	Description	Average (1)	Good (2)	Excellent (3)
PO1	Apply the knowledge of basic mathematics, science and engineering fundamentals to solve engineering problems.			
PO2	Apply discipline - specific knowledge to solve core and/or applied engineering problems.			
PO3	Plan and perform experiments and practices and to use the results to solve engineering problems.			
PO4	Apply appropriate technologies and tools with an understanding of the limitations.			
PO5	Demonstrate knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to engineering practice.			
PO6	Understand the impact of the engineering solutions in societal and environmental contexts, and demonstrate the knowledge and need for sustainable development.			
PO7	Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice			
PO8	Function effectively as an individual, and as a member or leader in diverse/ multidisciplinary teams.			
PO9	Communicate effectively.			
PO10	Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the context of technological changes.			

**B-Programme Specific Outcomes (PSOs):** (Kindly (√) mark in appropriate column)

Sr. No	Description	Average (1)	Good (2)	Excellent (3)
PSO1	.			
PSO2				
PSO3				





GOVERNMENT POLYTECHNIC MUMBAI  
(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)  
**Alumni Survey/Feedback Form**

**Personal Information**

Name (in Full) :

Current Position :

Year of Diploma (passed out) :

Firm / Organization:

Email-id :

Mobile No. :

*For each question, please indicate with a (✓), the extent to which you agree with each of the following statement regarding your program.*

1. What is your general impression of the diploma program in your discipline?

**Excellent**

**Good**

**Average**

**Fair**

2. What is the impact of the study of Mathematics and Sciences in solving engineering problems?

**Strong**

**Moderate**

**Low**

**No**

3. Are you able to analyze a problem and formulate the computing requirements appropriate to its solution?

**Yes**

**Better**

**No**

4. Given a new tool or environment how Comfortable are you to utilize and develop with it?

**Extremely Good**

**Comfortable**

**Uncomfortable**

5. Do you follow any non-technical constraints such as environmental, social, political, ethical, health and safety, and sustainability?

**Yes**

**Better**

**No**

6. How comfortable are you in identifying and designing an appropriate solution for an engineering problem?

**Excellent**

**Satisfactory**

**Average**

**Poor**

7. Have you ever participated in NGO activities or any external social welfare activities?

**Yes**

**No**

8. How far you are able to self-learn new tools, algorithms, and/or techniques that contribute to the software solution of the given team project?

**Mostly**

**Somewhat**

**little**

**Not at all**

9. How frequently are you able to function effectively in teams to accomplish a common goal?

**Always**

**Frequently**

**Occasionally**

**Never**

10. Have you planned to continue on for Post graduate studies, either immediately or eventually?

**Yes**

**No**

11. Are you able to work effectively in multidisciplinary teams?

**Yes**

**Better**

**No**

12. Have you pursued any higher education? If “yes” please specify degree and passing year.

13. Are there any resources or services that you would like to see offered to diploma person?

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14. Could you provide suggestions for how to improve your diploma Program?

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---

15. If you are working in a Industry, During vacation period how many students can occupy in your industry for training (1 week, 2 week or more weeks)?

# Government Polytechnic Mumbai

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

## **COURSE FILE**

**COURSE CODE:-**

**COURSE TITLE:-**

## **INDEX**

- Vision and Mission of the Institute
- Vision and Mission of the Department
- Academic Calendar
- Time Table
- Course Registration List
- Curriculum
- Attendance Theory (F1)
- Attendance Practical (F2)
- Continuous Assessment (F3)
- Rubric for Oral/ Practical Exam (F4)
- List of Students having Less Attendance 1, 2 & Action Taken (F23)
- Teaching Plan for Semester (F5)
- Lesson Plans (F6)
- Practical Plan for Semester (F7)
- Practical Lab Plans (F8)
- Test Papers (F9)
- Test Mark Sheets
- Attainment of Tests, Term End Examination
- Result Analysis of Class Tests (F10)
- List of Weak and Bright Students & Action taken
- Action Taken to Fulfil Attainment Gap
- Course Feedback Analysis (F11)
- Parent's Meet Interaction Document
- Provisional Detention List (F24)
- Model Answer Papers for Test Papers
- Previous Year Question Papers with Model Answers/ Answer Key
- Learning Material

# Government Polytechnic Mumbai

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

## **COURSE FILE**

**COURSE CODE:-**

**COURSE TITLE:- Project and Seminar I/ II**

## **INDEX**

- Vision and Mission of the Institute
- Vision and Mission of the Department
- Academic Calendar of the Institute
- Time Table
- Curriculum of Project And Seminar I & II
- Project Outcomes and Mapping with PO and PSO
- List of Registered Students for Project and Seminar I & II
- List of Project Students Allotted to the Faculty/ Guide
- Details of Project Group
- Attendance of Students
- Evaluation Rubric for Project and Seminar I & II
- Continuous Assessment of Project
- Certificates Won by Project Students if any

**GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**ACADEMIC YEAR (-----)**

**Odd/Even Term (----- to -----)**

**Department of \_\_\_\_\_**

**List of students having less attendance**

**Class: I/ II/ III Yr.**

**Shift: I/ II**

**Course code & Title:**

**Name of faculty:**

**Period: From ----- to -----**

Following students are informed that they are having less attendance for the above mentioned period. They will be detained if they could not improve their attendance above 75%.

Sr. No	Enrollment No.	Name of students	Attendance	
			Theory	Practical
1				
2				
3				
4				
5				
6				

Name and signature of faculty  
Lecturer in \_\_\_\_\_

**Copy to : 1) Notice Board**

**2) HoD , \_\_\_\_\_**

**GOVERNMENT POLYTECHNIC MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**Provisional Detention List**

Name of the Department :-

Term: EVEN/ ODD

Course Code &amp; Course Name:-

Name of Faculty: -

Academic Year:

Class &amp; Shift :-

Sr. No	Enrollment No	Name Of The Student	Attendance		Submission of Term Work (Yes/ No)
			Theory	Practical	

Name and signature of faculty  
Lecturer in \_\_\_\_\_

**Copy to : 1) Notice Board****2) HOD , \_\_\_\_\_**

**GOVERNMENT POLYTECHNIC, MUMBAI**

(AN AUTONOMOUS INSTITUTE OF GOVT. OF MAHARASHTRA)

**Parent's Feedback Form****Diploma Programme:****Class & Shift :-****Term : ODD / EVEN 20 -**

Dear Sir,

The purpose of this feedback is to obtain input from parents, on the quality of education their wards (students) received and level of preparation they have had in \_\_\_\_\_ Program at Government Polytechnic, Mumbai. The feedback is meant to assess the Program Outcomes (POs) and Program Specific Outcomes (PSOs). As the part of Parents involvement and contribution in the development and the continuous improvement of \_\_\_\_\_ Program at Government Polytechnic, Mumbai, we seek your help in completing this feedback. Your response is a key part of our continuous improvement process. Your participation is greatly appreciated.

Name of Parent/Guardian \_\_\_\_\_

Email ID \_\_\_\_\_ Mobile.....

Name of your ward: \_\_\_\_\_ Enrollment No: \_\_\_\_\_

Please insert ✓ in the appropriate box to indicate the degree of your ward has achieved.

**1: Average, 2: Good, 3: Excellent**

Sr. No.	Program Outcomes (Pos)	1	2	3
<b>To what level students are able to:</b>				
PO1	An ability to apply knowledge of mathematics, statistics, science and engineering as it applies to the fields of computer hardware and software.			
PO2	An ability to design hardware and software systems, components, or processes to meet identified needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.			
PO3	An ability to identify, to formulate, and to solve hardware and software problems using Computer engineering principles.			
PO4	An ability to use the techniques, skills, and modern hardware and software tools necessary for computer engineering practice.			
PO5	The broad education, necessary to understand the impact of computing and engineering solutions in a global, economic, environmental, and societal context.			
PO6	Understand the impact of the engineering (IT) solutions in societal and environmental contexts, and demonstrate the knowledge and need for sustainable development.			
PO7	Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering (IT) practices.			
PO8	An ability to function on multidisciplinary teams, working cooperatively, respectfully, creatively, and responsibly as a member of a team.			
PO9	An ability to communicate effectively by oral, written, and graphical means			
PO10	Recognition of the need for an ability to engage in lifelong learning, and ability to independently acquire and apply required information.			
Sr. No.	Program Specific Outcomes(PSOs)	1	2	3
<b>To what level students are able to:</b>				
PSO 1				
PSO 2				
PSO 3				

Any other suggestions: How to improve? / Any other comments.

.....

Strengths of program:.....

Deficiencies of program:.....

Signature of Parent:.....