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- Winner of AICTE-CII Survey 2013 , 2014 & 2018 Award for Best Industry–Linked Institute.
- Recognized by **AICTE**, New Delhi and permanently affiliated to **P.A.H.Solapur University, Solapur**

## Best Practice: Faculty e-Course Book

### 1. Title of the Practice

“Faculty e-Course Book”- an in-house tailor-made digital product for maintaining record of faculty Course file and allied details.

### 2. Objectives of the Practice

- Digitizing the faculty academic records to make documentation easier and simpler for continuous improvement.
- Bringing uniformity in maintaining academic records
- Managing, monitoring and utilizing the data effectively for continuous improvement

### 3. The Context

In an Outcome Based Education, for an academic setup, a course file is essentially a document that includes all the necessary details regarding the delivery of the course. Course file generally includes information like the student details, course information, assignments, assessment metric and course outcomes etc. A course file becomes an integral part for academic and administrative audit. As, faculties are at the helm of the affair for course delivery and various related activities, maintaining the record by them is very obvious. However, maintaining a course file is time consuming and boring as there is lot of information to include and data to be processed. Moreover deriving various metrics from course file is challenging due to non uniformity of record keeping and other variations.

In view the above, Institute developed Faculty e-Course Book, which is an in-house tailor-made digital product leveraging Google Docs and Apps, to streamline the process for better governance through standardization for Outcome Based Education (OBE). It is a time saving and efficient tool for faculties and institute.

#### 4. The Practice

Faculty e-Course Book is used as tool for maintaining academic records by an individual faculty member, which serves as vital input to improve the quality of teaching-learning and continuous monitoring by authorities.

Faculty e-Course Book is in modular form relating to Outcome Based Education, Faculty Performance, Academic Schedule, Assessment Continuous Improvement, Personal details of a faculty member. These Modules allows faculty members to keep track of the attainment of Program Outcomes (POs) and Course Outcomes (COs) with their mappings with Programme Educational Objectives (PEOs). Faculties keep their details & other information and Planning of Academic schedule for the semester. Records pertaining to continuous evaluation of course delivery, records of corrective measure taken to improve attainment of CO's based on student's feedback and student's performance are also maintained in Faculty e-Course Book. Faculty e-Course Book is being incrementally extended to improve usability experience and ease of use.

At commencement of every semester, Faculty e-Course Book coordinator creates individual copy of Faculty e-Course Book (taking into account all suggestions and grievances received) for every faculty of the respective department and assigns 'right to view' to Head of the department and Principal of the institute, this facilitates Head & Principal to monitor the activities in the department and also facilitates to review the information provided and filled by faculty from time to time.

The Faculty e-Course Book is visible to only concerned faculty member, Head of Department and the Principal.

Faculty e-Course Book efficiently serves the objective of marinating the various records digitally by faculty members, which enables compiling the information digitally and archival of the same in future for calculating the various matrices by institution and for submitting the information to various authorities as and when required digitally, leading to green engineering and paperless model

##### Structure of Faculty eCourse Book

- Head
  - Departmental e-Course Book Coordinator
    - Class Coordinator
    - Course Teacher
      - Course 1 (Main eCourse Book)
      - Course 2 (Annexure)

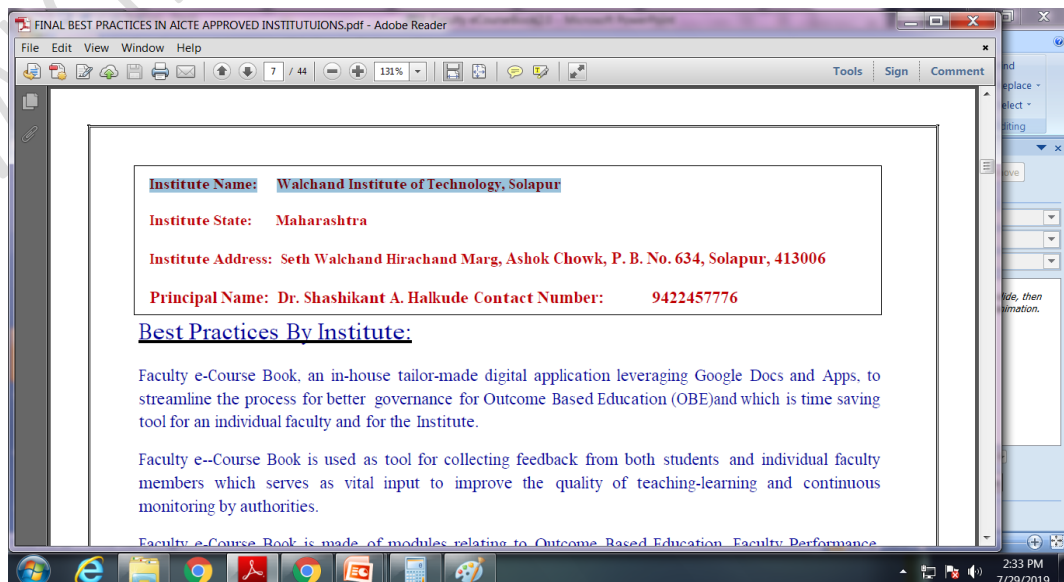
##### Faculty eCourse Book Contents

- Personal details
- Time table
- POs & PEOs
- Course details

- Attendance: Theory/Practical/Tutorial attendance module with improved data entry system for ease of use with reporting feature
- ISE, ICA evaluations
- Examination work
- Research publications
- Conference/Workshop details
- Departmental/University work
- ET and LCM activity details with easy entry of data and reporting
- Student profile module to present one page view of student's progress

## 5. Evidence of Success

- Faculty e-course book is one of the approved best practices of AICTE. All faculty members from our institute are using this e-course book for maintaining academic records.



- Our institute has received “Clean & Smart Campus Award-2019” for the best practices followed in the institution.



## 6. Problems Encountered and Resources Required

- Initially during the development phase Domain creation and content generation took more time
- Collaboration and testing
- For non IT background faculty training is essential
- Regular follow-up & facilitation was required for the successful completion of activity

### Resources required

- Product development expertise.
- Coordinators for regular follow ups
- Google mail and drive access

## 7. Contact Details:

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