	<b>MADANAPALLE INSTITUTE OF TECHNOLOGY &amp; SCIENCE</b>		
	<b>SOP FOR ACADEMIC PERFORMANCE MONITORING</b>		
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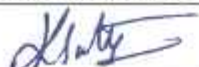


**Objective:** To elaborate the procedure for Academic performance monitoring of faculty.


**Responsibility:**

- All the teaching staff members
- Heads of the respective Departments
- Principal

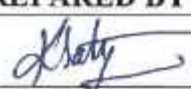


**Procedure:**

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of course information for academic year	Concerned subject teacher	1 <sup>st</sup> week of April
2.	Verification and approval of course information	HoDs	2 <sup>nd</sup> week of April
3.	Preparation of course content for 60% of syllabus	Concerned subject teacher	Real time
4.	Sharing the course plan and course information with students through MOODLE Platform	Concerned subject teacher	4th week of June
5.	Implementation of class room lecture delivery	Concerned subject teacher	1st week of July
6.	Monitoring class room lectures of each faculty by respective HoD'S/Academic coordinator.	Principal	Continuous
7.	Preparation of question paper for continuous internal assessment based on revised blooms taxonomy	Concerned subject teacher	4th week of July
8.	Evaluation and distribution of answer sheets on stipulated time.	Concerned subject teacher	Within 3days from commencement of exam
9.	Capstone components should be assigned and evaluated through appropriate tools	Concerned subject teacher	As scheduled in course plan
10.	Preparation of question bank	Concerned subject teacher	2nd week of October
11.	Receiving feedback from students	HoDs	4th week of October

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

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Sl. Activities	Responsibility	Target dates/days
12. Mapping of end semester examination result with CIA ( Continuous Internal Assessment to figure out the attainment level	Concerned subject teacher	After announcement of end semester result

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