



ACADEMIC MONITORING CELL

Session: 2012-13

Annual Report

Date: 30/04/2013

1. Following Resolution have been passed:

- Academic Calendar with the plan of activities: The HODs of respective departments must submit the duly verified calendar to AMC.
- Subject file and lab manual monitoring: PQAC coordinators shall ensure the prescribed formats for attendance of the students, Class and series test marks are followed by all faculties also identify and submit their respective Teaching plan for the semester in the given format.
- Attendance monitoring: The PQAC incharges to monitor the said issues and stand responsible for Collection of Monthly Cumulative Attendance Report.
- Students assessment record monitoring : Verification of Faculty Dairy for the
 1. Syllabus Coverage,
 2. Identification of below and above average performers.
 3. Attendance Entry,
 4. Class and Series Test Marks
- Project monitoring: The topics for projects should also be verified and submitted with AMC.
- Counseling/Mentoring records : The counseling of the students should be conducted by their respective mentors twice in a month.
- Feedback Analysis and action taken: Timely corrective decisions are to be made accordingly for the desired outcome.
- Compulsory guest lecture and Industry Visit from Industry: The HODs of respective departments must submit the plan of Guest Lectures and Industry Visits to be conducted to AMC. Mock interviews must be conducted for guiding students.
- Training & Placement Monitoring: Training activities must be planned and executed through department.

2. The following points (complains) were discussed and implemented:

- All the HODs need to mail their verified copy of academic calendar to AMC.
- The respective PQAC incharges of all the departments shall confirm the availability and the files to be maintained in the respective departments.
- The reports to be verified by AMC and to be maintained in the departments.

- Course plan and daily delivery report shall be maintained in the department
- The PQAC incharges to collect the information of the same from all the departmental incharges of projects and report to AMC.
- All PQAC incharges shall report the same to AMC
- All types of feedback reports with their action taken reports must be submitted to AMC.
- The Guest Lecture and Industry Visit conduction report must be submitted to AMC
- Plans and Reports to be submitted to AMC.

3. No .of Quality Initiatives Done: 09

- Academic Calendar with plan of activities
- subject file and lab manual structure and continuous monitoring
- Attendance Monitoring
- Students Assessment Record Monitoring
- Project Monitoring
- Counseling / Mentoring Records
- Feedback Analysis and action taken
- Compulsory guest lecture and Industry Visit from Industry
- Training & Placement Monitoring

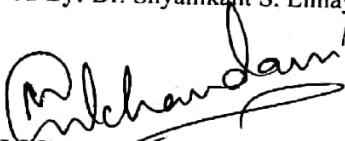
4. Details of new Academic System Implemented:

- Project monitoring: The topics for projects should also be verified and submitted with AMC.
- Compulsory guest lecture and Industry Visit from Industry: The HODs of respective departments must submit the plan of Guest Lectures and Industry Visits to be conducted to AMC. Mock interviews must be conducted for guiding students.

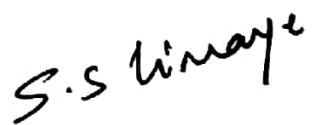
5. Major Issues Found

- Students Assessment may get delayed due to session exam assessment.
- Paper Publication may get delayed.
- Subject file submission was not done on the given deadline.
- Student mentoring file was incomplete.
- Topic finalization for the project was delayed.
- PUT solution should be added to subject file

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AMC CO-ORDINATOR




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