



ACADEMIC MONITORING CELL

Annual Report

Session: 2013-14

19/05/2014

Annual Report of AMC is categorized into following points-

1st AMC Meeting was held on:10/06/2013

1. Following Resolution have been passed:

- a) Academic Calendar with the plan of activities : The HODs of respective departments must submit the duly verified calendar to AMC.
- b) 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.
- c) Attendance monitoring: The PQAC incharges to monitor the said issues and stand responsible for Collection of Monthly Cumulative Attendance Report.
- d) Project monitoring : The topics for projects should also be verified and submitted with
- a) Students assessment record monitoring : Verification of Faculty Dairy for the following:
 1. Syllabus Coverage,
 2. Identification of below and above average performers.
 3. Attendance Entry,
 4. Class and Series Test MarksAMC.
- e) Counseling/Mentoring records : The counseling of the students should be conducted by their respective mentors twice in a month.
- f) Feedback Analysis and action taken : Timely corrective decisions are to be made accordingly for the desired outcome.
- g) Compulsory guest lecture by Industry expert and Industry Visit : The HODs of respective departments must submit the plan of Guest Lectures and Industry Visits to be conducted to AMC.
- h) NPTEL Videos & spoken tutorial Monitoring : Students must be encouraged to appear for the online tests and get certified for NPTEL/Spoken Tutorials, etc.

- b) Training & Placement Monitoring : Training activities must be planned and executed through departments. Mock interviews must be conducted for guiding students.
- c) University Exam Records : Plans for the following issues to be made and to be verified by Principal –
 1. Teachers to be identified for Invigilation Duty
 2. Rooms to be identified for Seating Plan
 3. Requirement of furniture (if any)
 4. Budget & Expenses.

2. The following points where complains and implemented:

- a) All the HODs need to mail their verified copy of academic calendar to AMC.
- b) The respective PQAC incharges of all the departments shall confirm the availability and the files to be maintained in the respective departments.
- c) The reports to be verified by AMC and to be maintained in the departments.
- d) Course plan and daily delivery report shall be maintained in the department.
- e) The PQAC incharges to collect the information of the same from all the departmental incharges of projects and report to AMC.
- f) All PQAC incharges shall report the same to AMC.
- g) All types of feedback reports with their action taken reports must be submitted to AMC.
- h) The Guest Lecture and Industry Visit conduction report must be submitted to AMC
- i) Plans and Reports to be submitted to AMC.
- j) New OIC was appointed for University Exam Winter 2013 along with other committee members.
- k) HODs to keep track of adequate number of guest lectures/ spoken tutorial trainings imparted must be documented

3. No .of Quality Initiatives Done: 11

- a) Academic Calendar with plan of activities.
- b) Subject file and lab manual structure and continuous monitoring
- c) Attendance Monitoring
- d) Students Assessment Record Monitoring
- e) Project Monitoring
- f) Counseling / Mentoring Records
- g) Feedback Analysis and action taken
- h) Compulsory guest lecture and Industry Visit from Industry
- i) University exam records and continuous assessment
- j) Training & Placement Monitoring
- k) NPTEL Videos and Spoken tutorials Monitoring

4. Details of new Academic System Implemented:

- University Exam Records : Plans for the following issues to be made and to be verified by Principal –
 1. Teachers to be identified for Invigilation Duty
 2. Rooms to be identified for Seating Plan
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- NPTEL Videos & spoken tutorial Monitoring : Students must be encouraged to appear for the online tests and get certified for NPTEL/Spoken Tutorials, etc.

5. Major Issues Found

- a) Students Assessment may get delayed due to session exam assessment.
- b) Evaluation of some UT was pending.
- c) Some mentoring forms were incomplete.
- d) Paper Publication may get delayed.
- e) Subject file submission was not done on the given deadline.
- f) Student mentoring file was incomplete.
- g) Topic finalization for the project was delayed.
- h) PUT solution should be added to subject file

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