

ACADEMIC MONITORING CELL

Annual Report
Session: 2014-15

19/05/2015

Annual Report of AMC is categorized into following points-

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 :
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 following:
 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.
 - Guest Lecture from Industry :
The HODs of respective departments must submit the plan of Guest Lectures to be conducted to AMC.
 - Industry visits : The HODs of respective departments must submit the plan of Industrial Visits to be conducted to AMC .

- Library Utilization Records:
Record of books issued and returned to be maintained in the software.
Record of footfall to be maintained in a register.
- University Exam Monitoring: 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 (complaints) were discussed and implemented:**
 - Training & Placement Records : Training activities must be planned and executed through departments. Mock interviews must be conducted for guiding students
 - 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 conduction report must be submitted to AMC
 - Industry Visits conduction report must be submitted to AMC
 - All types of records must be maintained in library
 - New OIC was appointed for University Exam Winter 2014 along with other committee members.
 - Plans and Reports to be submitted to AMC.
- 3. No .of Quality Initiatives Done: 12**
 - Academic Calendar with 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 from Industry
 - Compulsory Industrial Visits
 - Library resource utilization and continuous monitoring
 - University exam records and continuous assessment
 - Training & Placement Monitoring

4. Details of new Academic System Implemented:

Library Utilization Records : Record of books issued and returned to be maintained in the software. Record of footfall to be maintained in a register.

5. Major Issues Found

- Availability of guest lecture.
- Industrial Visits date may change according to the availability.
- Need extra time for submission of subject file, course file and lab manual.
- Paper Publication may get delayed.
- PUT solution should be added to subject file
- Mentoring file was not updated.

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AMC CO-ORDINATOR




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