



ACADEMIC MONITORING CELL

Session: 2015-16

Date: 19/5/2016

Annual Report of AMC is categorized into following points-

1. Resolution passed:

- Academic Calendar with activities:
HODs of respective departments must submit the duly verified calendar to AMC.
- Subject file and lab manual structure and continuous monitoring :
PQAC incharges must 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 must 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:
HODs of respective departments must submit the plan of Guest Lectures to be conducted to AMC.
- Industrial Visits:
HODs of respective departments must submit the plan of Industrial Visits to be conducted to AMC .
- Library resource utilization and continuous monitoring:
Record of books issued and returned to be maintained in the software.
Record of footfall to be maintained in a register.

- University exam records and continuous assessment.
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.
- Training & Placement Monitoring:
Training activities must be planned and executed through departments. Mock interviews must be conducted for guiding students.
- NPTEL Videos, online course enrollment for students in SWAYAM, etc:
Students must be encouraged to appear for the online tests and get certified for NPTEL/Spoken Tutorials, etc.

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 in charges 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 in charges 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
- Plans and Reports to be submitted to AMC.
- HODs to keep track of adequate number of video lectures/ spoken tutorial trainings imparted must be documented

3. No .of Quality Initiatives Done: 13

- 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
- NPTEL Videos, online course enrollment for students in SWAYAM, etc

4. Details of new Academic System Implemented:

- Nptel, 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

- Minor changes in date of conduction of events.
- Students Assessment may get delayed due to session exam assessment.
- Availability of guest lecture.
- Industrial Visits date may change according to the availability.
- Paper Publication may get delayed.
- Need Extra Lecture for some subjects.
- Some subjects need more programming practice.

Conducted By: Principal, JIT


AMC CO-ORDINATOR




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