



AMC - Annual Report
Session: 2016-17

Date: 12th May, 2017

Annual Report of AMC is categorized into following points-

1. Resolutions Passed:

- Academic Calendar with the plan of Co/Extra curricular activities:
HODs of respective departments must submit the duly verified calendar to AMC.
- Subject file, Course file & Lab manual preparation:
All HODs must ensure that the subject teachers should follow the prescribed formats subject file contents, paper valuation & marks.
- Attendance monitoring:
The HODs to monitor the said issues and review the shortage of attendance of students with Principal, Submit Monthly Cumulative Attendance report to AMC.
- Students assessment record monitoring:
Verification of Faculty Dairy on following points:
 - a. Attendance Entry,
 - b. Class and Series Test Marks,
 - c. Syllabus Coverage,
 - d. Identification of slow learners and above average performers.
 - e. HOD Authentication
- Project monitoring:
The necessary steps must be initiated and the progress must be reported to AMC every month or during audits.
- Counseling/Mentoring records:
The counseling of the students must be conducted by their respective mentors on a regular basis.
- Feedback Analysis:
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.

- Nptel. spoken tutorial & guest lecture monitoring:
Students must be encouraged to appear for the online tests and get certified for NPTEL/Spoken Tutorials, etc.
- Training & Placement Records:
Training activities must be planned and executed through departments.
Mock interviews must be conducted for guiding students.
- 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.
- Student Progression Reports:
GATE classes must be conducted for students appearing for GATE exam.
Other entrance training sessions must be arranged for the students interested in higher studies.
EDP cell to guide interested students for becoming entrepreneur.

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

- All HODs to mail their verified copy of academic calendar to AMC.
- HODs of all the departments shall confirm the availability of all academic departmental files to be maintained in the prescribed formats.
- Monthly conduction reports must be submitted to AMC.
- Submission of report to the AMC for Course plan and delivery verification.
- Monitoring of the projects, students in teams and the guide faculty and all the related details should be fairly recorded and documented.
- Mentoring records are to be properly maintained by each department.
- 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.
- HODs to keep track of adequate number of guest lectures/ spoken tutorial trainings imparted must be documented.
- Plans and Reports to be submitted to AMC.
- All types of records must be maintained in library.
- New OIC was appointed for University Exam Winter 2016 along with other committee members.
- Aptitude/Other trainings to be planned in the upcoming GATE classes scheduled in regular time table session. EDP cell to guide interested students for developing entrepreneurship skills.

3. No .of Quality Initiatives Done: 14

1. Academic Calendar with the plan of Co & extra Curricular activities
2. Structured subject file, Course file and lab manual integrating ICT and continuous monitoring
3. Attendance Monitoring
4. Students Assessment Record Monitoring
5. Project Monitoring
6. Counseling / Mentoring Records
7. Feedback Analysis and action taken based on Analysis
8. Compulsory guest lecture from Industry
9. Compulsory Industrial Visits
10. Efficient Library resource utilization and continuous monitoring
11. University exam records and continuous assessment
12. Continuous Monitoring on usage of NPTEL and spoken tutorial.
13. Training & Placement Monitoring
14. Student Progression Reports with evidences

4. Details of new Academic System Implemented: s

- Nptel, spoken tutorial & guest lecture monitoring:
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Plans for the following issues to be made and to be verified by Principal –
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5. Major Issues Found

- Students Assessment got delayed due to session exam assessment.
- Availability of guest lecturer on specified date.
- Industrial Visits date changed according to the availability.
- Paper Publication may got delayed.
- Required Extra Lecture for some subjects.

Conducted By: Principal, JIT



AMC COORDINATOR



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NAGPUR