

Smt. Chandibai Himathmal Mansukhani College

Principal: Dr. Manju Lalwani Pathak

Date: 4th July, 2018

POLICY FOR ACAMEDIC MONITORING COMMITTEE (AMC)

1. **Purpose/ Objective/ Significance:** Purpose is to monitor the educational process adopted by the departments/ college and suggest corrective measures for effective curriculum delivery.
 2. **Mechanism:** Is to monitor engagement & non engagement of lectures through individual teacher's timetable, teaching plan and daily report submitted by the floor peon regarding lectures. It involves both Qualitative & Quantitative analysis of Academic process.
- Qualitative and Quantitative.:**
- Qualitative (Interaction with HOD, concerned teachers and students), Quantitative (Attendance Report, engagement & non engagement of lectures). Key Indicators or formats to be given to AMC.
3. **Collection:** a. To collect attendance, report every month from the attendance committee. After assessment of the attendance, AMC to communicate the same to departments for measures to be taken to improve the attendance. b. engagement & non engagement report and analysis to be submitted to the Incharge Vice Principal of AMC.
 4. **Analysis and Interpretation:** Analysis to be based on teaching plan, engagement & non engagement of lectures, discussion with HOD, and remarks to be reported to Administration.
 5. **Action and Decision making:** AMC, Concerned HOD and Administration.
 6. **Presentation:** AMC to present and submit a report at the end of each semester to IQAC and administration.
 7. **Dissemination to students:** During Induction programs AMC can brief the students.
 8. All communication should be formal.

COMPOSITION OF AMC

- One Vice Principal as the Over-all-In charge.
- One senior faculty as the chair person
- Four faculty members across discipline as Co-chairperson.
- Other members may be appointed as per the requirement by AMC.

Qualitative Indicators:

Name of Department

Use of ICT	
Field / Industrial Visits	
G.D	
Role Play	

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Case Study	
Experiments	
Worksheets	
Class test/ Remedial	
Film screening/ You tube	
Research Papers	
Synopsis	
Bibliography	
Any other	

REVISION OF ACADEMIC MONITORING POLICY

The Context:

With the focus of education shifting from **Teaching** to **Teaching – Learning**, there is need to expand the scope of functioning of the Academic Monitoring Committee. Academic monitoring needs to expand its ambit from **Quantitative Monitoring of lectures** to include **Qualitative aspects** like,

- Pedagogies adopted by the teachers
- ICT Tools used by the teachers and
- the participative commitment of the Learners
- Assessment of Learning Outcomes.

In view of the same, the IQAC of the College proposes that

- Academic monitoring Committee be an **Umbrella** under which sub committees be formed as follows:
 - i. Lecture Monitoring Committee- to check regular engagement of lectures, and pedagogies and tools used in teaching (Survey of teachers, calling data with supporting docs)
 - ii. Attendance Committee – generate attendance records of Learners and intimate parents / guardians (through SMS/ mail) and Mentor teachers regarding default.
 - iii. Continuous Internal Evaluation Committee – To ensure that CIE is adopted by all Departments and to coordinate the mapping of PSOs and POs.
- **Provisions suggested for smooth functioning of the committee**
 - i. Attendance capturing may be automated
 - ii. Analysis of data for lectures engaged (Quantitative data) may be made software based.


