Rayat Shikshan Sanstha's

KARMAVEER BHAURAO PATIL COLLEGE, VASHI

Best Practice II

1. **Title of the Practice:** Internal Academic Monitoring

2. **Goal:** The Internal Academic Monitoring is an integral part of every Institution. It is used to check the performance and hence to improve and develop beyond the curriculum contents to assist students. For this purpose our college has formed a committee called as Internal Academic Monitoring Committee (IAMC). The objectives of IAMC are as listed below:

      i. Continuous Evaluation Process

      ii. Quality assurance in academics

      iii. Monitoring the attendance and punctuality of the students as well as faculty.

      iv. Mentor mentee Scheme

      v. Provide Add on facilities

3. **The Context:**

Academic Monitoring System is a diagnostic approach and cross referencing between curriculum & instructional elements. It provides guidance & support in improving the implementation of curriculum at the institute level. The committee understands the academic programs and supervises the teaching learning process on

a routine basis which commits to establish quality goals. These cover academic performance and ensure its adoption by the academicians and staff and strive for continuous improvement in the quality of education and educational services offered. It helps to cooperate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation.

4. The Practice:

IAMC of our college plays vital role to develop outcome based learning in our college. It ensures smooth functioning of academic activities of college i,e. teaching, learning and evaluation. IAMC visits each and every department in the college, in twice a year. Checklist during the IAMC visit is as follows,

Sr. No.	Name of the File
1.	Department Profile [Include evaluative report, Academic calendar, Work Load, Work Distribution, Time Table, Individual Time Table etc.]
2.	Minutes of BOS meeting
3.	Syllabi
4.	Short Term Courses conducted/ SBCs
5.	Faculty Profile
6.	Research Projects
7.	Publications
8.	Conferences/workshops/ seminars attended/Presented
9.	Consultancy
10.	Awards/Recognitions/Achievements
11.	Conferences/workshops/ seminars organized
12.	Placement
13.	List of books in departmental library

14.	List of subject related journals
15.	Financial assistance to students
16.	Student enrichment programs
17.	Social responsibility & extension activities
18.	SWOC analysis of department & future plans
19.	Results
20.	Alumni
21.	Collaboration
22.	List of equipment/instruments
23.	Annual plans and Teaching plans
24.	Remedial Coaching
25.	Advance learners
26.	Students Profile
27.	Test
28.	Question Banks
29.	Online Students Feedback
30.	Meeting Record
31.	Lecture Observation
32.	Annual Evaluative Report of the Faculty
33.	Master File [For ISO Purpose]

All the above files are checked strictly by the committee chairman along with the assigned committee member. IAMC of our college is composed as follows,

Composition of IAMC:

1. Hon. Principal.
2. IQAC Coordinator
3. IAMC Chairman- Faculty member.
4. Member-Criterion I Chairman.
5. Member- Criterion II Chairman.
6. Member- Criterion III Chairman.
7. Member- Criterion IV Chairman.
8. Member- Criterion V Chairman
9. Member- Criterion VI Chairman
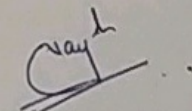10. Member – Member Criterion VII Chairman

5. Evidence of Success:

Before the commencement of academic session, action plans are discussed with the Hon. Principal, all IAMC members and Heads of various departments for delivering effective teaching learning process. Format of all the documents are used to distribute to all the HOD's. Classes are regularly monitored and hence it improved quality and punctuality. Due to this monitored work of IAMC, all the required documents get ready in time. Also the queries of the students as well as faculty members regarding academics are solved under the guidance of Principal of our college.

Approved By,

Dr. Shubhada Nayak
I/C Principal