SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107

ACADEMIC MONITORING

Policy

Version 2.0

SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)
NOTIFICATION

Ref: **SMVEC / IQAC / ACAD / JAN 2023**   Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Academic Monitoring. This will come into force with immediate effect.

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Dr.V.S.K. Venkatachalapathy
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DIRECTOR CUM PRINCIPAL
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POLICY FOR ACADEMIC MONITORING OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

INTRODUCTION

The Academic Monitoring Committee (AMC) is headed by Dean Academics and comprises of Heads and Programme Academic Coordinators (PAC) of all the departments. AMC is responsible for planning and ensuring the overall academic operations, activities, procedures and its functioning. Also, AMC is maintaining all relevant documents and files in association with various departments.

FUNCTIONS OF ACADEMIC MONITORING COMMITTEE

- To provide guidelines for curriculum planning and implementation as per the changing needs of industry and National Education Policy NEP 2020.

- To ensure the conduction of Curriculum Advisory Committeeand Board of Studies meeting and minute the meeting.

- To extend the support for conduction of Academic Council and Governing Body meeting. Also, support to Head of the Institutionfor the preparation of agenda and minutes of meeting.

- To prepare the academic Calendar before the commencement of semester and ensure its effective implementation.

- To ensure the academic workload of individual faculty, preparation & display of class and individual timetables.

- To ensure the availability of all the books in the library as per syllabi before the commencement of semester.

- To ensure the effective teaching-learning processes carried out throughout the semester.

  - Collection and verification of course plan, materials and PPT.

  - Ensuring the content beyond the syllabus taught for theory and lab courses

  - Verification of upgraded lab manual.

  - Collection of syllabus coverage and student's feedback before every Continuous Assessment Test examination.

  - Conduction of quality circle meeting

  - Conduction of industry guest lectures.

- o Conduction of industry guest lectures.
- To ensure effective conduction of continuous assessment test and its evaluation to support teaching-learning process.
    - o Verification of Question Papers through scrutinizing committee to ensure Blooms taxonomy.
    - o Verification of valuated answer scripts to ensure the correctness of evaluation
    - o After Internal Assessment, analyzes of students performances and the remedial measures
- To ensure that slow learners and advanced learners are taken care as per their needs.
- To ensure that students are mentored for academic as well as personality development.
- To ensure the attainment of course outcomes and eventually the program outcomes.
- To analyze the performance of the students in the End Semester Examination and to collect feedback from failed students to do the cause and effect analysis through fish bone diagram.
- To collect the feedbacks from the various stakeholders regarding curricula, syllabi and program outcomes for periodic updation.
- To support and verify the conduction of Guest lectures / Seminars/Workshops/Conferences etc., in recent technologies for the benefits of students and faculty.
- To extend the support for extension activities.
- To support for the conduction of Employment Enhancement Courses/ Value Added Courses / skill development courses / Mandatory courses etc.,
- To ensure the quality in conduction of faculty recruitment process if required.
- To validate the performance of faculty through Self Appraisal form
- To ensure the conduction of periodic department meeting to discusses the department development activities.
- To support for the conduction of Department Advisory committee meeting.
- To support for the conduction of the Best Teacher award, Distinguished Alumni award Graduation day/College day/Alumni meeting/Sports day etc.,
- To validate the preparation of panel of examiners, valuation process etc.,