



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi
Tal: - Malegaon, Dist: - Nashik 423208.
(Affiliated to Savitribai Phule Pune University, Pune)



ACADEMIC MONITORING COMMITTEE A.Y. 2023-24

The academic monitoring committee (AMC) is headed by Principal of the college, and comprises of heads of all departments. Academic Monitoring Committee is responsible for planning and monitoring of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department.

Vision

To cultivate and motivate students to strive for academic excellence.

Mission

Regular monitoring of various academic activities of institute for their smooth functioning and to enhance efficiency maintaining the harmony with all the departments.

Objectives

The objective of the academic committee is to monitor the academic activity of the institute, review and make recommendations to the institute's administration about academic programs and strategic priorities.

To achieve its objectives the committee:

- To provide clear guidelines to all teaching staff regarding curriculum planning and implementation.
- To ensure that the academic programs are running smoothly and in a uniform manner.
- To look after overall attendance, class schedule and practical.
- To ensure that the academic quality issues remain a top priority of the institution.
- To ensure that all departments have done proper planning before the commencement of semester for conduction of lectures and practical's.
- To ensure the attainment of course outcomes and eventually the program outcomes.
- 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.

Roles and Responsibilities:

- To conduct regular meeting i). Before the beginning of semester - for academic planning and ii). At the end of the semester- Review of the academic process.
- To provide guidelines regarding preparation of course files to all faculty members
- To allocate subjects for teaching among all staff members
- To distribute the workload as per norms of Savitribai Phule Pune University
- To prepare monitoring sheet to track the progress of academic activities.
- To provide guidelines regarding mentorship programme.
- To appoint the mentors and allocate mentees
- To check whether all lectures are conducted as per the time table
- To arrange remedial lectures for slow learners
- To write minutes of meeting of academic monitoring committee
- To submit record of academic monitoring committee to IQAC

Composition of Academic Monitoring Committee

Sr. No.	Name	Position
1.	Dr. U. J. Tupe	In-charge Principal
2.	Mr. S. K. Chavhan	IQAC Co-ordinator
3.	Mr. G. S. Nikam	NAAC Co-ordinator
4.	Mr. S. B. Harpade	AMC Co-ordinator
5.	Mr. N. B. Sonje	Representative of Art's Faculty
6.	Mr. C. D. Pawar	Representative of Science Faculty
7.	Mr. N. B. Bhavsar	Representative of Commerce Faculty