



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
(Empowered Autonomous)

**Criterion VII – Institutional Values and
Best Practices**

Key Indicator - 7.2 Best Practices

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice II

Nurturing Excellence through the Effective Internal Academic Monitoring

Title of the Practice: Nurturing Excellence through effective internal academic monitoring

Objectives of the Practice: In addition to upholding the status quo, this academic monitoring actively promotes an excellence culture. Our college believes in monitoring the many facets of an institution's academic operations using a systematic and planned manner. For this purpose our college has established a committee named as Internal Academic monitoring Committee (IAMC). The objectives of IAMC are as listed below:

- i. Review and enhancement of the curriculum
- ii. Quality assurance in academics
- iii. Faculty Development
- iv. Services for Student Support
- v. Research and Innovation
- vi. Continuous Feedback Mechanism

1. The Context:

IAMC supervises teaching learning process on a routine basis which commits to establish quality goals.

- **Review and enhancement of the curriculum:** To review and update the curriculum on a regular basis to make sure it keeps up with evolving academic research, technology breakthroughs, and industry trends.
- **Quality assurance in academics:** It is done by keeping eye on the learning resources, and assessment techniques used by teachers.
- **Faculty Development:** To fulfil this objective Asst. Prof./Asso. Prof./Professors are encouraged to embrace cutting-edge teaching techniques and stay current in their disciplines.

- **Student Support Services:** Setting up methods to assist students in succeeding academically and overcoming obstacles, such as academic advising, counselling, and tutoring. Continuous student's feedback mechanism is monitored monthly to enhance the quality teaching.
- **Research and Innovation:** To promote a culture of academic excellence by encouraging staff and students to participate in research and innovation initiatives. This enhances the reputation of institution.

2. The Practice:

Though it seems to be a routine practice of the educational institutions, the way we are following is vigorous and innovative. IAMC ensures smooth functioning of academic activities of college i.e. teaching, learning and evaluation. IAMC visits each and every department in the college twice in a year. Checklist during the IAMC visit is as follows,

Sr. No.	Name of the File
1.	Departmental Presentation
2.	Vision and Mission of the department
3.	Five Year Perspective Plan of the department (2018-19 to 2022-23)
4.	New programs/ courses started [excluding Skill Based Certificate Course]
5.	Programs /courses where syllabus revision was done
6.	POs, PSOs and COs displayed on the website and given to teachers & students and covered in department first meeting minutes
7.	Evaluation of attainment of POs, PSOs and Cos
8.	Courses having focus on employability/ entrepreneurship/ skill development
9.	Curricula with integration of cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics
10.	Skill based / Value-added certificate courses imparting transferable and life skills and No. of students enrolled
11.	Documentation of the courses given in no.9
12.	No. of students undertaking internships/OJT
13.	Knowledge Assessment Test (F.Y / S.Y and T.Y. Class)
14.	Programs for advanced learners

15.	Programs for slow learners
16.	Student centric methods: <ul style="list-style-type: none"> • Experiential learning • Participative learning • Problem solving
17.	No. of Teachers using ICT <ul style="list-style-type: none"> • E-learning resources • Learning Management Systems • Any other
18.	Mentor-Mentee Program And follow-up students difficulties
19.	Annual Calendar
20.	Separate academic plan Plan for F.Y./S.Y./T.Y and P.G. I/II
21.	Teaching plans of faculty members
22.	Grid for CIE for every class and every subject
23.	Rubrics of marking for every method of CIE
24.	Roles and responsibilities of every faculty member
25.	Time table [Including Theory, Practical's, Library Hours, Field Visit, SDP, Online Lecture] (Separate time for Veranda Supervision)
26.	Workload Distribution Table
27.	SOP of every activity
28.	Self-Development Program involvement of teachers
29.	Online courses offered by department (min. 30 Hours)
30.	Student Association Activities of the department
31.	Departmental Meeting records
32.	Invited talks/ Workshop/Seminar/FDP/ Conference Conducted by department
33.	Workshop/Seminar/FDP/ Conference/ Refresher/ orientation course Attended by teachers
34.	Industrial visits/ Study Tour/ Field Visit
35.	Star college activities [if applicable]
36.	Lecture observation by Head
37.	Result analysis and topper list prepared by examination Dept
38.	Social responsibility activity
39.	Extension activity
40.	Feedback on syllabus by Students, Alumini, Peer teacher and employer)
41.	Placement
42.	Functional MOU
43.	Students Registration of Academic Bank Credit (ABC)
44.	Academic Diary
45.	Preparedness for NEP 2020 by department

All the above files are checked strictly by the committee chairman along with the assigned committee member.

Composition of IAMC:

1. The 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-Criterion VII Chairman

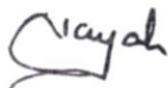
3. Evidence of Success:

Through the internal academic surveillance firstly it is assured that academics in the institution is going in the prescribed and hence in the right direction. Daily lecture monitoring gives the successful and regular commencement of the lectures, practical and it results in achieving the required qualities in students.

Along with the classes all the essential academic activities documentation for NAAC, ISO, and NIRF is checked thoroughly. The required formats for documentation are given by IAMC to all the departments and in the IAMC visit, this documentation is checked and confirmed by the IAMC members. If there is any non-compliance, it is asked to complete within a week and again checked by IAMC. This overall process assures timely completion of all the documentation and confirms smooth functioning. It helps in enhancing and enriching the quality of education. IAMC motivates all the faculties by guiding them for working in proper direction to improve academic as well as administrative qualities in them. All the feedbacks received from IAMC gives proper understanding of the issues and difficulties of the departments in completion of academic work and documentation. This helps in taking the quick decisions and actions under the guidance of the Principal.

The entire IAMC process aids in the efficient performance of academic audits and the accomplishment of the goals of the Academic and Administrative Audit (AAA).




I/C PRINCIPAL
KARMAVEER BHAURAO PATIL COLLEGE
VASHI, NAVI MUMBAI - 400 703.

Visited Dept.	Photograph
Economics	 <p>नवी मुंबई, महाराष्ट्र, India COMMERCE CLASSROOM, KARMAVEER BHAURAO PATIL COLLEGE, KBP College Rd, जुहू नगर, सेक्टर-16, वाशी, नवी मुंबई, महाराष्ट्र 400703, India Lat 19.076673° Long 73.002335° 28/09/22 11:47 AM GMT +05:30</p>
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Geography



Chemistry



Psychology



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