



**Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College,
Vashi, Navi Mumbai
[Autonomous]**

**Policy Document on
Internal Academic Monitoring**





Policy Document on Internal Academic Monitoring

Document No: KBPCV/FD/PL/ Cr.VII-04

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Date:	Date:	Date:
Governing Body Approval	Date:	
Released by IQAC	Date:	



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Policy on Internal Academic Monitoring

Preamble:

This policy document is recognized as the “**Policy on Internal Academic Monitoring**” of the Rayat Shikshan Sanstha’s, Karmaveer Bhaurao Patil College, Vashi (Autonomous). Through this policy the college pronounces its assurance to maintain academic excellence amongst faculties and students and ensure smooth functioning of academic activities of college i.e. teaching, learning and evaluation.

While the pursuit of excellence is embedded in the vision and mission of the college, the quality commitment of the college is clearly enunciated which commits the college 'to establish quality goals covering academic performance and, ensure its adoption by the academicians and staff and strive for continuous administration improvement in the quality of education and educational services offered'.

It also recognizes the vital role that the teaching faculty plays in the pursuit of excellence and in this context, evokes the spirit of the code of professional ethics in the COVID-19 pandemics which inter alia calls upon teachers to cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the universities, 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.

This policy also realizes the importance of the Model Student Charter developed by the National Assessment and Accreditation Council (NAAC), which not only makes the quality of educational experience provided to learners the 'responsibility of higher education institutions' but also underscores that 'the students have a unique role to play in ensuring quality of higher education institutions'. This policy of the college endorses the students' rights 'for quality education' and demonstrates their commitment to quality education by accepting their responsibilities'.

This Internal Academic Monitoring Policy document is integral to the setting of the Internal Quality Assurance Cell (IQAC) in the college in accordance with the UGC guidelines, college and issued with the approval Governing Body of the college and its full and unstinting support which emphasizes the essential need for 'an internal mechanism for sustenance, assurance and enhancement of the quality culture of education imparted' by higher education institutions and adds that 'every College should have an internal academic monitoring system, with appropriate structure and processes with enough flexibility to meet the diverse needs of the stakeholders'.



Policy:

- To facilitate, promote and maintain an institutional culture which is aligned with the vision and mission of the college and is capable of honest, transparent and critical self-evaluation and adoption of ethical practices;
- To implement and sustain an Internal Academic Monitoring System (IAMS), which will ensure compliance with relevant regulations and standards;
- To create the motivating and facilitating conditions for improving the quality of teaching with the help of human resource management initiatives and professional development opportunities and programmes;
- To empower the faculty and staff to update their knowledge from time to time for aligning teaching-learning with the real world requirements.
- To create the conditions for improving the quality of the learning experience by ensuring the optimal availability and utilisation of learning resources and by continuously monitoring and evaluating the quality of teaching- learning, co-curricular and extra-curricular activities;
- To provide supportive services and a stimulating teaching-learning climate which encourage student retention and achievement;
- To establish and maintain a quality assurance system which ensures the continuous improvement of teaching, learning and all support systems at the College;
- To provide mechanisms for feedback from students and other stakeholders in order to improve its services;
- To take review about progress of the coverage of the syllabus of each class.
- To monitor the overall attendance of the students of each class.
- To ensure the adherence to the dates mentioned in the academic calendar for conducting various activities by each department
- To establish an integrated planning and quality assurance cycle which is effectively communicated throughout the Institute and which guides all college operations;
- To ensure responsibility and accountability in all relationships with its stakeholders including: students, faculty, staff, partners, the government and local communities.
- To conduct internal academic audits once in every semester.
- To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning.
- To monitor online lectures conducted by all the departments of College.



- To conduct general surveillance of classrooms in conducting discipline, regularity and punctuality of teachers.
- To Visit the departments and monitor academic excellence.
- To prepare Consolidated report of online lectures conducted and report on monitoring of online lectures conducted
- To ensure the attainment of course outcomes and eventually the program outcomes.

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Statement of Policy

- This policy is an expression of the desire and commitment of the college to achieve excellence in education through continuous monitoring and improvement in the quality of its services. It emphasize constant enhancement in the standards of performance consistent with its vision and missions as well as the regulations and guiding principles of the university and Rayat Shikshan Sanstha, Satara by creating and facilitating a quality culture across the entire institution involving the management, teaching faculty and the entire staff. With the help of a transformational approach for enabling the students to realise their full potential and serving them and other stakeholders in the best possible manner.
- K.B.P. College Vashi will assure that the quality of its functions and services and the practices and procedures adopted thereof meet the requirement to comply with and uphold the relevant academic standards. The specific areas of quality assurance commitment include processes and practices as well as resources and services relating to teaching, learning and research; assessment and evaluation; academic support and student progression; interactions with stakeholder and the community; governance and leadership and the adoption of innovations.
- K.B.P College, Vashi will use evaluative mechanisms to monitor, review, measure and improve the quality of delivery in all facets of the college including academic and administrative sectors, to ensure that the Vision and Missions of the college is achieved. These mechanisms will also be subject to the formal scheduled periodic review for continuous improvement.
- As a constituent college of the University, the college will actively participate in the initiatives taken by the university with respect to curricular aspects.



Policy Implementation:

- The college has established an Internal Quality Assurance Cell (IQAC) to be driving force for achieving excellence through continuous monitoring and improvement in quality in accordance with UGC guidelines to help achieve the commitments made in the Internal Academic monitoring policy statement.
- The core responsibilities of IQAC will include the following:
- It will develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- It will channelize and systematize the efforts and measures of the college towards academic excellence.
- It will promote measures for institutional functioning towards continuous quality enhancement through internalization of quality culture and institutionalization of best practices.
- Its goal will be to ensure that whatever is done in the college for “education” is done efficiently and effectively with high standards.
- It will establish procedures and modalities to collect data and information on various aspects of institutional functioning for enabling easier and faster decision making
- It will evolve mechanisms and procedures for ensuring i) Timely, efficient and progressive performance of academic, administrative and financial tasks; ii) The relevance and quality of academic and research programmes; iii) Optimization and integration of modern methods of teaching and learning; iv) The credibility of evaluation procedures; v) Adequacy, maintenance and proper allocation of support structure and services; vi) Sharing of research findings and networking with other institutions in India and abroad.
- It will promote enhanced interaction between students and faculty as the core requirement of the quality system by directly focusing on improving the learning experience of students.
- It will bring about greater coordination among various departments and activities of the institution and institutionalization of all good practices so as to give the quest for quality the benefits of collective synergy.
- It will act as key driver of continuous improvement in quality by adopting continuous cycles of planning, live testing, checking and studying their effects through proper



analysis of test results, implementing the plan in full and then take up further planning for the next cycle of improvements

- Besides shouldering the broad responsibilities, IQAC will also be responsible for specific functions required to respond to internal and external stakeholders.
- IQAC will prepare the Annual Quality Assurance Report (AQAR) covering all the quality parameters/assessment criteria prescribed by UGC and NAAC and submit these to all the concerned supervisory bodies after due approval by the Governing Body.

Scope:

- Ensure smooth functioning of academic activities of college i.e. teaching, learning and evaluation.
- Preparation Curricula Development and delivery policy and Internal Academic monitoring & evaluation Policy.
- Check departmental academic activities like Annual academic plan of department, Teaching plan, syllabus completion, attendance record, mentor-mentee programme, Knowledge Assessment Test, Continuous Internal Evaluation System- planning, frequency, variety, outcome, Use of student centric methods- Experiential learning, participative learning, problem solving methodologies, Use of ICT, E-learning resources, Learning Management Systems, Use of innovative teaching methods and Use of innovative evaluation methods –open book exam, online exam etc. Conduct internal academic audits once in every semester.
- Maintain records in prescribed format.
- Provide formats to the departments for providing information.
- Submit report of every monitoring round to IQAC.
- Conduct general surveillance of classrooms regarding presence of teachers in the class, discipline, regularity and punctuality of teachers.
- Take occasional oral feedback from students about teaching, learning and evaluation. If any flaws are noticed, inform the authority immediately.
- Submit all the records in the form of a file at the end of the year.



Composition of IAMC

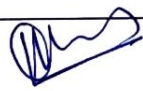


1. Hon. Principal.
2. IQAC Coordinator
3. IAMC Chairman- Faculty member.
4. Member-Criterion I Chairman.
5. Member- Criterion II Chairman.
6. Member- Criterion III Chairman.
7. Member- Criterion IV Chairman.
8. Member- Criterion V Chairman
9. Member- Criterion VI Chairman
10. Member – Member Criterion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

Mechanism of monitoring of Internal Academic Monitoring:


1. Preparation of annual plan of the Internal Academic monitoring committee.
2. 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.
3. Preparation of all formats through which information has to be submitted has distributed to HOD's of all departments.
4. Preparation of Schedule of Academic monitoring of classes of IAMC Member.
5. Issue of notices to HOD's regarding submission of consolidated report of online lectures taken by the departments in proper format in every month.
6. Issue of notices to IAMC members regarding submission of consolidated report of online lectures monitored by them in proper format in every month.
7. Preparation of Consolidated report of online lectures conducted by college and submission to Hon. Principal of the college every month.
8. Conduct of Internal Audit in every semester.
9. Conduct general surveillance of classrooms regarding presence of teachers in the class, discipline, regularity and punctuality of teachers.
10. Take occasional oral feedback from students about teaching, learning and evaluation. If any flaws are noticed, inform the authority immediately.
11. Preparation of departmental visit schedule for the first half of academic year and notified to the HODs.



12. Preparation of list of documents to be checked during visit and informed to HODs.
13. Allotment of responsibilities to all IAMC members of this visit.
14. Visit two departments per day as per schedule and checking documents as per list.
15. Submission of feedback of this first visit to Hon. Principal and IQAC coordinator.
16. Follow up of non-compliance from all the departments. of this first visit.
17. Action plan on non-compliance of the departments. Reviews the effectiveness of these action plans as well as suggest measures for improvement.
18. Preparation of departmental visit schedule for the second half of academic year and notified to the HODs.
19. Preparation of list of documents to be checked during visit and informed to HODs.
20. Allotment of responsibilities to all IAMC members of this second visit.
21. Visit two departments per day as per schedule and checking documents as per list.
22. Submission of feedback of this Second visit to Hon. Principal and IQAC coordinator.
23. Submission of Annual report of Internal Academic Monitoring Committee to Hon. Principal of the college.

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