# **Academic Monitoring Committee (AMC) Procedure**

### **AMC**

- 1. Preparing of Institute Academic Calendar
- 2. Planning for execution of course file audit
- 3. Faculty Appreciation
- 4. Counseling for average and defaulter students

### DAC

- 1. Regularly ID card and uniform checking of students.
- 2. Regularly Lab audit and course file audit
- 3. Counseling students and staff.
- 4. Confirmation of attendance randomly.
- 5. Feedback to AMC

## Class In Charge

- 1. Preparation of Roll Call List
- 2. Monitoring strong, average and weak learner students activities
- 3. Review of syllabus coverage
- 4. Regularly taking feedback of students
- 5. Making group of students on social media for updating regular academic activities
- 6. Result analysis of students
- 6. Feedback to DAC

#### **GFM**

- 1. Conducting parents meet
- 2. Students undertaking and declaration
- 3. Maintain record of Co-Curricular and extra-curricular activities of students
- 4. Regularly taking feedback of students
- 5. Making group of students on social media for updating regular academic activities
- 6. Feedback to Class in Charge