



Jagdamba Education Society's

# SND COLLEGE OF ENGINEERING & RESEARCH CENTRE,

A/p- Babhulgaon, Tal- Yeola, Dist- Nasik, 423401(MH)

" Office Order "

Date: 12/09/2022

To,

All the AMC Members,

SND COE & RC Yeola.

Dear All,

Undersigned is pleased to inform you that, you all are nominated as an Academic Monitoring Committee (AMC) members for respective departments w.e.f. 12/09/2022 till further order.

Further, you are informed to follow the guidelines provided by undersigned, Head of Department & Dean Academics timely, you will be reporting daily to the Head of Department, Dean Academics.

  
Dr. D.M. Yadav

Principal

SND College of Engineering &  
Research Centre

Babhulgaon, Yeola, Dist- Nasik (M.S.)

Following Faculties are nominated as an AMC members

Sr. No.	Name of AMC Member	Department
01	Dr. Tambe S.N.	Information Technology
02	Prof. Karale S.A.	Civil Engineering
03	Prof. Aher S.S.	Mechanical Engineering
04	Prof. Dharam S.A.	First Year Engineering
05	Prof. Shejwal C.K.	Electrical Engineering
06	Prof. Kurhe P.V.	Computer Engineering
07	Prof. Manekar A.U.	Master of Business Administration

Copy To,

1. All HODs
2. Dean Academics & All AMC members
3. Registrar & Office

01/03



### ✦ Role & Responsibilities of Academic Monitoring Committee

1. All AMC members have to follow & work as per guidelines provided by undersigned, Head of Department & Dean Academics timely for smooth conduction of academics.
2. All AMC members should strictly monitor academics in concern with the head of department.
3. All AMC members should prepare departmental academic calendar well in advance before commencement of each semester in concern with Head of Department & Dean Academics. Submit soft & hard copy to the Department, Dean Academics, Website Coordinator timely.
4. All AMC members should daily monitor the conduction of classes as per timetable displayed and submit daily student's class attendance to HoD & dean twice in a day. AMC should observe misconducting of classes (TH & PR) and if happening should report undersigned through HoD & Dean Academics.
5. All AMC members should monitor alternative arrangement of load of concern class if any.
6. All AMC members should daily stand & monitor late coming students in college/Department porch at 9.45am to 10.15am, should note & keep record of late coming students in a notebook/file.
7. All AMC members should daily monitor wearing of student's uniform, ID-Cards & shoe's and should communicate to students whoever is not following.
8. All AMC members should submit copy of CR-LR details in prescribed format to Head of Department & Dean Academics during first week of each semester.
9. All AMC members should take students daily absentee report class wise, lecture/Pr wise and submit report copy to Head of Department for further action. Also for first class hour absentee roll numbers should circulate to Departmental TG coordinator.
10. All AMC members should take weekly syllabus completion report and submit copy to Head of Department & Dean Academics timely.
11. All AMC members should collect monthly cumulative attendance report & submit hard copy to Head of Department & Dean Academics timely up to third day of month. Also should display on notice board for students information. Prepare action plan for students having below 75% attendance with concern of Head of Department & Departmental TG Coordinator. Collect provisional, final detention list & submit copy to Head of Department & Dean Academics timely.

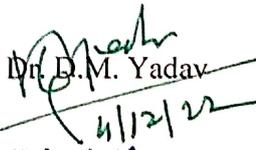


02/03



12. All AMC members should check course file contents as per index 15days before commencement of each semester and submit report to Head of Department & Dean Academics well in advance.
13. All AMC members should monitor use of ICT platform & implementation strictly.
14. All AMC members should collect & make a replica file of teaching plan & practical plan of each subject teacher, should be kept in HOD cabin on every Friday for filling, and should present in weekly AMC meeting.
15. All AMC members should collect each subject teacher attendance register (TH, PR, and Tutorial) & should present in weekly AMC meeting.
16. All AMC members should prepare & complete Academic Audit Report 03 times in each semester and submit copy to Head of Department & Dean Academics timely.
17. All AMC members should collect copy of internal examination marks (Unit test, university internal exam) from Departmental Exam in charge and submit copy to College examination officer, Dean Academics timely.
18. All AMC members should collect copy of CO-PO attainments from each subject teacher and submit file with 01 copy each subject to Dean Academics.
19. All AMC members should prepare Departmental newsletter semester wise and submit to Head of Department.
20. All AMC members should submit demand for Seminar, conference, FDP, guest lectures, hands on training sessions to respective Head of Department.
21. All AMC members should submit Departmental Minuets of meeting soft & hard copy to undersigned & Dean Academics through Head of Department.
22. All AMC members should submit records asked by undersigned, Head of the Department & Dean Academics timely.
23. All AMC members should prepare action taken report for activity assigned to you, any misconducting and submit copy to Head of Department & Dean Academics for any misconducting.
24. All AMC members should complete internal & external audit report of respective department in each semester and submit copy to Head of Department & Dean Academic timely.
25. All AMC members should prepare letter to be send to the students/parents and send it at the end of the month including all the information like attendance, performance etc.



  
Dr. D.M. Yadav  
4/12/22  
Principal  
SND College of Engineering & Research Centre  
Babhulgaon, Yeola, Dist-Nasik (M.S.)

03/03