



R.C.P.E.T.

Trust Reg. No. F-4102 (Mumbai)
Year of Establishment - 1997

R. C. Patel Educational Trust's

INSTITUTE OF MANAGEMENT RESEARCH & DEVELOPMENT, SHIRPUR.

Approved by AICTE New Delhi - F.No.-MS-001 (MCA) ET/2000 & Affiliated to North Maharashtra University, Jalgaon

• Hon. Shri. Amrishbhai R. Patel President, SES
• Hon. Shri. Rajgopal C. Bhandari Chairman

• Hon. Shri. Bhupeshbhai R. Patel President, RCPET
• Mrs. Vaishali Patil Incharge-Director

Out Ward No : / /20

Date - 12/06/2012

Internal Quality Assurance Cell

Notification

As per IQAC suggestions, the Academic Monitoring Committee (AMC) is formed for the decentralization of academics and smooth conduction of teaching learning process.

The Academic Monitoring Committee (AMC) is constituted following members:-

Sr. No.	Name	Designation
1	Mrs. Vaishali B. Patil	Chairman
2	Mr. Manoj N. Behere	Member
3	Mr. Manoj B. Patel	Member
4	Mr. Tushar R. Patel	Member

Objectives :

1. To monitor the academic functioning of institute.
2. To ensure smooth, efficient and fruitful execution of teaching and learning processes.
3. To review and restructure the teaching – learning process, as per need of the institute.

Roles and Responsibilities :

1. To approve the Academic Calendar, Activity planning, Time Table etc.
2. To observe the academic related processes such as lectures and practicals, various curricular, co-curricular, conduction of tutorials, assignments etc.
3. To check syllabus completion status, exam schedule, students performance in theory and practical examination etc.

Mrs. Vaishali B. Patil
(Chairman-IQAC)

Near Karwand Naka Shirpur Dist-Dhule 425405 (M.S.)

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Academic Monitoring Committee (AMC)

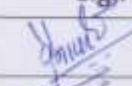


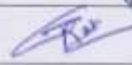
Minutes of Meeting

Date of Meeting : 10/06/2017
Time : 11.00 am
Venue : Director Cabin

Agenda of meeting : Commencement of First Half of A.Y. 2017-18

In the meeting following points were discussed:-

1. The review of previous meeting was conducted.
2. Result Analysis A.Y. 2016-17.
3. Action plan for NAAC Accreditation Process in A.Y.2018-19 (As per IQAC Suggestions).
4. Preparation of Academic Calendar.
5. Discussion on Code of Conduct of Certificate courses.
6. Reformation of various Committees and their Roles and Responsibilities. Discussion on Various Committees action plan.
7. Discussion on Training and Placement Committee and CSI Committee action plan.
8. Discussion on action plan for Soft skills and Technical skills activities.
9. Discussion on action plan for Project Incubation Center.
10. Discussion on Action plan by Research Motivation Committee.
11. Discussion on Faculty Empowerment activities like FDP, Research paper publication in National, International journals, Ph.D. Registration and Faculty welfare schemes.
12. Academic and Student Development activities to be conducted in First Half are finalized.
13. The Extracurricular activities to be conducted are finalized.
14. Discussion on exam reformation.
15. Discussion on action plan for Faculty Academic Diary.
16. Action plan: First Half of AY 17-18. (as per IQAC Suggestions).
17. The subject distribution of the staff is finalized.

Sr. No	Name	Sign
1	Dr. Vaishali B Patil	
2	Mr. Manoj N. Behere	
3	Mr. Manoj B. Patel	
4	Mr. Tushar R. Patel	



Academic Monitoring Committee (AMC)

Minutes of Meeting

Date of Meeting : 05/10/2017





Time : 11.00 am

Venue : Director Cabin

Agenda of meeting: Closing of First Half of A.Y. 2017-18

In the meeting following points were discussed:

1. The review of previous meeting was conducted.
2. Review on activities conducted as per Academic Calendar.
3. Review on activities implemented as per action plan of various committees.
4. Review on execution of NAAC Accreditation Process in A.Y. 2018-19.
5. Review on implementation of activities as per Training and Placement Committee and CSI Committee action plan.
6. Review on conduction of Certificate courses.
7. Review on activities conducted as per action plan for Soft skills and Technical skills development activities.
8. Review on action plan for Project Incubation Center.
9. Review on activities conducted by Research Motivation Committee for faculties as per action plan.
10. Review on Faculty Empowerment activities as per action plan.
11. Review on regular record keeping in Academic Diary by faculty members.
12. Review on exam reforms and proper functioning of it.
13. Review on Extracurricular activities conducted.
14. Review on Syllabus Completion status.
15. Extra efforts taken for slow learners.
16. Instructions about online Feedback by students.

Sr. No	Name	Sign
1	Dr. Vaishali B Patil	
2	Mr. Manoj N. Behere	
3	Mr. Manoj B. Patel	
4	Mr. Tushar R. Patel	



Academic Monitoring Committee (AMC)

Minutes of Meeting

Date of Meeting : 04/12/2017





Time : 11.00 am

Venue : Director Cabin

Agenda of meeting: Commencement of Second Half of A.Y. 2017-18

In the meeting following points were discussed

1. The review of previous meeting was conducted.
2. Review on execution of NAAC Accreditation Process in A.Y. 2018-19.
3. Discussion Action plan for soft skills and Technical skills activities.
4. Discussion on Action plan for Training and Placement activities and Project Incubation Center action plan for institute -industry interaction.
5. Discussion on Action plan for Research Motivation Committee.
6. Academic and Student Development activities to be conducted in Second Half are finalized.
7. The Extracurricular activities to be conducted are finalized.
8. Discussion about Prize Distribution and Annul Function Conduction.
9. Action plan: Second Half of AY 2017-18 (as per IQAC suggestions).
10. The subject distribution is finalized.

Sr. No	Name	Sign
1	Dr. Vaishali B Patil	
2	Mr. Manoj N. Behere	
3	Mr. Manoj B. Patel	
4	Mr. Tushar R. Patel	



Academic Monitoring Committee (AMC)

Minutes of Meeting

Date of Meeting : 03/04/2018


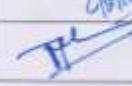

Time : 11.00 am

Venue : Director Cabin

Agenda of meeting : Closing of Second Half of A.Y. 2017-18

In the meeting following points were discussed :-

1. The review of previous meeting was conducted.
2. Review on activities implemented as per action plan of various committees.
3. Review of Syllabus completion status and exam reforms.
4. Review on Extra efforts taken for slow learners.
5. Review of Faculty Academic Diary completion.
6. Review on NAAC Accreditation Process in A.Y.2018-19.
7. Discussion on Academic and Student Development activities.
8. Review on conduction of Certificate courses.
9. Review of Training and Placement activities conducted during the year.
10. Review of Project Incubation Center.
11. Review on Action plan for soft skills training activities.
12. Review of research activities by faculty members.
13. Review of Extracurricular activities conducted.
14. Conduction of Students Feedback.

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1	Dr. Vaishali B Patil	
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