



Jayawant Shikshan Prasarak Mandal's
JSPM Narhe Technical Campus

S. No. 12/2/2 and 14/9, Narhe, Tal : Haveli, Dist.: Pune – 411041

Phone : +91 20 2460 8700, 701, 702 Email : director@jspmntc.edu.in Web : www.jspmntc.edu.in
Affiliated to Savitribai Phule Pune University. Approved by AICTE New Delhi and DTE Maharashtra.

DTE Code : 6755 PUN Code : CEGP019070 AISHE Code : C-45874



Prof.(Dr.)T. J.Sawant

D.E.E., B.E.(Electrical),Ph.D., MISTE
Founder - Secretary

Prof.(Dr.) R.K.Lad

B.E.(Civil),M.E.(Env.Engg.) Ph.D.(Engg.)
DIRECTOR

Ref. JSPM/NTC/AMC/2020-21 /Audit

Date: 11/03/2020

ACADEMIC MONITORING COMMITTEE

CIRCULAR

As per the Academic Calendar 20-21 (Sem II), All Deans, HODs and DACs are requested that be prepare for the Academic Audit

The audit will be conducted by AMC as per the given schedule.

Dr. Sajid Shaikh
AMC, Head

Dr. R.K. Lad
Director

Enclosures:

1. Audit Schedule.
2. Check List.



Copy to

1. ALL Heads/Deans
2. All Coordinators
3. All Section Heads

ACKNOWLEDGE OF NOTICE

Dean/Head		Signature	Coordinators		Signature
1.	DEAN MBA		1.	NAAC	
2.	DEAN MCA		2.	IQAC	
3.	HOD, Civil		3.	AMC	
4.	HOD, Computer		Section Head		
5.	HOD, E&TC		1.	Office Superintendent	
6.	HOD, Mechanical (I-Shift)		2.	TPO	
7.	HOD, Mechanical (II-Shift)		3.	Workshop Superintendent	
8.	FE Coordinator		4.	COE	
9.	Librarian				



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ACADEMIC MONITORING COMMITTEE

SCHEDULE

Sr. No	Department	Auditor	Date	Time	Venue
01.	Computer	1. Mr D.D. Mohite 2. Mr N.M. Gaikwad	18/03/2020	11:00am	Computer Department
02.	E&TC	1. Mrs P.S. Patil 2. Mr S.B. Hankare	19/03/2020	11:00am	E&TC Department
03.	Civil	1.Mrs. R. Yadav 2.Mrs. H.N. Patil	18/03/2020	11:00am	Civil Department
04.	Mechanical I shift	1. Mr D.D. Mohite 2. Mr N.M. Gaikwad	19/03/2020	11:00am	Mech –I Department
05.	Mechanical II shift	1.Mrs. R. Yadav 2.Mrs. H.N. Patil	19/03/2020	11:00am	Mech –II Department
06.	First Year	1. Mrs P.S. Patil 2. Mr S.B. Hankare	18/03/2020	11:00am	First Year Department
07.	MBA	1.Mrs. D.A. Sarwate	19/03/2020	11:00am	MBA Department
08.	MCA	1. Mr. Jayant Kulkarni	18/03/2020	11:00am	MCA Department


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ACADEMIC MONITORING COMMITTEE

CHECKLIST

Sr. No	Content	Status	Incomplete Remark
1.	Vision and Mission of Institute and Department		
2.	Institute academic calendar & Departmental academic calendar		
3.	PEOs, POs, PSOs, COs, TLOs and ELOs		
4.	Syllabus Structure, Course Syllabus		
5.	Class Time Table & Individual Time Table		
6.	Student database (Roll no, Name, Contact Details, Student Classification-S/A/W)		
7.	Last three years Subject Result of SPPU		
8.	Teaching Plan of Theory		
9.	Practical plan		
10.	Content beyond prescribed Syllabus.[Practical]		
11.	Unit wise Assignment/Tutorial		
12.	Practical Evaluation Sheet (CAS per practical-per batch)		
13.	Remedial Lectures record		
14.	Guest Lecture Record		
15.	Industry Visit record (if any)		
16.	Unit wise Teaching – Learning Material :		
17.	Student Attendance Records (Theory, Practical, Defaulter List, GFM records)		

Note: Maintain the records as per QAC formats





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Academic Audit Summary Report [A.Y 2020-21]

As per AMC action plan, AMC Committee members had been Assessed Course File:

1. Dr Sajid Shaikh (AMC Head)
2. Prof. P. S. Patil (Computer Department)
3. Prof. A.S.Patil (E&TC Department)
4. Prof. R.. A.Yadav (Mechanical First Shift Department)
5. Prof. S.G. Chitnis (Mechanical Second Shift Department)
6. Prof. S.S.Ambare (First Year Department)
7. Prof. V.J.Muthker (Civil Department)

Following are the Key Observations found during the audit

1. Department of Mechanical Engineering (First Shift)

- Some documents are not authorized by department coordinator & HOD.
- Some faculties need to update course file documents for the current semester.
- Some faculties need to update course file content.
- Preventive maintenances records of some labs not available.
- Some labs are under maintenance.

2. Department of Mechanical Engineering (Second Shift)

- Last 3-years result is not available in few course file.
- As timetable is not prepared. So date in Teaching & Practical plan is not updated.
- Unsolved numerical/ case studies are not available with faculties.

3. Department of Computer Engineering

- As timetable is not prepared, date in Teaching & Practical plan is not updated.
- New question paper should be prepared for the present semester.
- Unsolved numerical/ case studies are not available with faculties.
- Lab In – Charge is not having the practical reading records for the current semester.

4. Department of Electronics and Telecommunication Engineering.

- Institute Calendar is not available with all faculties.
- Content beyond syllabus is not available with some faculties.
- Subject result target for present semester is not available.
- Labs are updated and all required documents in the lab are available.





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5. Department of Civil Engineering

- Departmental Academic Calendar is not available with faculties.
- As the timetable as not ready faculties cannot update the teaching & practical planed dates.
- New Unit Test question paper should be prepared for the present semester.
- Lab In – charge hand over documents with the summary of the lab is not available in the new lab In-charge.
- Lab In – charge is not having the practical reading record for the present semester required the signed copy.

6. Department of First-Year Engineering.

- Institute Academic Calendar which is provided by Central FE Coordinators was not available.
- All reading of practical are available but not authorized by HOD.
- Physic Lab is completely updated.
Some faculties are not having an updated roll call list.


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AMC, Head


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