

**P. R. Pote (Patil) Education & Welfare Trust's Group of Institutions College of Engg. & Management, Amravati**

**Internal Quality Assurance Cell (IQAC)  
Academic Monitoring Report**

Department of \_\_\_\_\_ Dated: \_\_\_\_\_

Sr. No.	Name of File	File Type	Academic Year			Remark
			2015-16	2016-17	2017-18	
1	Vision, Mission, POs, PEOs	Hard/Soft				
2	Scheme of Exam & Syllabus	Hard				
3	Academic Calendar	Hard				
4	Teaching load or work load	Soft				
5	Time table	Soft				
6	Roll list of student	Hard/Soft				
7	Project / Seminar	Hard/Soft				
8	Faculty details (List of teaching and non-teaching faculty and their profile, Appointment letters, joining report, resignation letter, Leave record, etc)	Soft				
9	Inward file/Outward File/Notices	Hard				
10	Course file & Personal file	Soft/Hard				
11	Teaching Plan	Soft				
12	Student Attendance Record	Soft				
13	Sessional Exam Record	Soft				
14	Syllabus coverage report	Soft/Hard				
15	Result Analysis (University Exam, Sessional Exam)	Soft				
16	Internal Marks Assessment	Soft				

17	Details of R & D consultancy, projects, etc.	Soft/Hard				
18	Industry Institute Interaction (Industrial tour, MOU signed)	Soft/Hard				
19	Student feedback Analysis	Soft				
20	Parents meet, letters to parents, Counseling record	Soft/Hard				
21	Lab Manual	Hard				
22	Departmental Annual Report	Hard				
23	Training & Placement Record	Soft/Hard				

**Name & Signature of Monitoring Authority**

- Prof. \_\_\_\_\_ (Chairman) \_\_\_\_\_
- Prof. \_\_\_\_\_ (Member) \_\_\_\_\_
- Prof. \_\_\_\_\_ (Member) \_\_\_\_\_
- Prof. \_\_\_\_\_ (Member) \_\_\_\_\_

**Copy to:**

- H'ble Principal
- Head of Department, EXTC Deptt.
- Coordinator, IQAC Cell