

**Academic Monitoring Prativedan
for Polytechnic
Affiliated with SBTE, Bihar**



विज्ञान एवं प्रौद्योगिकी विभाग

Dept. of Science & Technology, Govt. of Bihar

State Board of Technical Education, Bihar

4th Floor, Technology Bhawan, Bisveshraiya Complex

Patna-800 015

State Board of Technical Education, Bihar, Patna.
Academic Monitoring SUMMARY SHEET for AICTE Approved Diploma Courses
For the Session.....
(To be filled in by Academic Monitoring Committee.)
Guidelines given at the foot note of formats for Institute & department.

Name & Address of the Institute: – _____

Instt. Code –

Status of the Principal – *Regular / Incharge

Sr No	Component	Gradation						Over all Perform ance
		V	G	S	P			
	Department	Civil	Mech.	Elect.	Electro.	C. Sc.		
1.	Faculty Strength							
2.	Faculty Profile							
3.	Students' attendance							
4.	Curriculum Coverage							
5.	Continuous Assessment							
6.	Learning resources utilization							
7.	Books & Library Facilities							
8.	Result analysis							
9.	Laboratory standards							
	Overall Performance							

*Regular staff means, the staff whose appointment is approved by the competent Authority & verifiable from Book of Accounts.

Previous Discrepancies	Met Out	Not Met Out

Signature, Name
 Designation of the
 Chairman AMC

Member

Member

Note: Very good – V (4), Good – G (3), Satisfactory – S (2), Poor – P (1)
 Overall Performance per course --- Maxm. Score --- 36,
 V --- 32 & above G --- 21 to 31, S --- 14 to 20, P --- below 13

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA INSTITUTE PROFILE

1. Name of the Institute: Instt. Code No.

2. Year of Establishment:

3. Address : _____

Email ID: _____

Website : _____

Landline - Principal : _____

Mobile - Principal : _____

Landline - Office : _____

4. Date of Monitoring :

5. Courses offered:

S. N.	Title of the Course	Course Code	Intake	AICTE Approval No	SBTE Affiliation No

6. Land Acquired: Acres

7. Civil Works in Sq.m.

Sr. No.	Particulars	Required as per AICTE norms		Available		Measures taken in case of short fall
1.	Class Rooms					
2.	Drawing Halls					
3.	Library					
4.	A/V Aid Center/ Seminar hall					
5.	Work Shop					
6.	Computer Centres					
7.	Laboratories					

8. Library Books and Technical Magazines: -

S.N.	Name of the Department	No. of Books available	No. of Technical Magazines available	Added current year		Shortage / Excess(as per AICTE)	
				Books	magazines	Books	magazines

9. Library Facilities.

S.N.	Book Bank	Open access	Extended Library services	Computerised Library Services	Reading Room		Internet Facility	Reprography Facility
					Staff	Students		

Note: - Tick (√) for Yes and (x) Cross for No

10. Facilities and Amenities

- | | |
|--|----------|
| 1. Canteen | Yes / No |
| 2. Co- operative Stores | Yes /No |
| 3. Play Grounds | Yes /No |
| 4. Gymkhana Facilities | Yes /No |
| 5. Girls Common Room | Yes / No |
| 6. Any other information Principal wants to highlight. | |

Name & Signature of the Principal

Place :

Date :

Verified:

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA

Academic Monitoring

Department Profile

(Use separate format as below for each Department)

Name & Address of the Institute :- _____

Name of the Department :- _____

Academic Year :-

Date of Monitoring :-

1. Admission Status: (Number of Students Enrolled)

S. N.	Name of Course	Course (Code)	Year of Commencement	Sanctioned Intake	I/II Semester	III/IV Semester	V/VI Semester

2. Faculty Strength:-

S. N.	Requirement as Per A.I.C.T.E. Norm(HOD+Lecturer)	Filled		Vacant	Remarks
		Regular	Ad-hoc		

- i) Only regular staff to be considered for assessing faculty strength.
- ii) Regular staff means the staff whose appointment is approved by competent authority.
(Note:- Office orders & book of accounts to be verified)
- iii) Remarks in the summary sheet on the basis of 4 point scale V= 100% G=90 to 99%
S=80 to 89% P= below 80%

3. Faculty profile :-

S. N.	Name	Designation	Qualification	Experience In yrs	No of Trainings attended in last 2 Yrs.	Conferences/ Seminars/ Work shops attended	Papers published
1							
2							
3							
4							
5							
6							
7							
8							

Regular & Ad-hoc Teaching Staff to be considered.

Visiting faculties on hourly basis should not be considered.

The remarks to be given on the basis of subjective.

Observations on 4 point scale.

Give details of training programs, seminar attended & paper published/ presented on a separate sheet

V G S P

6. Details of learning Resources Available: -

S. N.	Types of learning Material/Resources	No. available	No. Added Current Year	Total
1	Video Cassettes			
2	CAI Packages			
3	Transparencies			
4	Charts			
5	Models			
6	Slides			

V G S P

The AMC will confirm the use of teaching aids & will offer the remarks subjectively

7. Audio Visual Equipment

Sr. No.	Name of the Equipment	No. Available
1	OHP	
2	Slide Projector	
3	LCD Projector	
4	Any Other	

Only equipment in order to be considered
Overall utilization of the learning resource package

V G S P

8. Result Analysis: -

1	2	3	4	5	6	7	8	9
S. N.	Semester	No. appeared	No. Passed	No. Promoted	No. passed + Promoted	No. Fail	% Result of passing	Remarks V, G, S, P
1	I							
2	II							
3	III							
4	IV							
5	V							
6	VI							
Overall result of The department (Passed without Promoted)								

For first term academic monitoring over all results of previous II, IV & VI semester examination to be considered and for second term, I, III, & V Semester results to be considered.

The remarks to be given on the basis of 4 point scale as below:

- 1) V-80% & above 2) G – 60 to 79% 3) S – 40 to 59% 4) P – below 40%

For the failure of students the corrective measures taken to improve their performance.

- 1) Extra classes conducted Y/N
- 2) Question papers solved Y/N
- 3) Regular teacher appointed Y/N
- 4) Personal attention to average students Y/N
- 5) Library facility provided Y/N

9. Co- curricular activities.

1	2	3	4	5	6	7
S. N.	Nature of activity	Number Planned	Actual Arranged	Deficiency	Remarks	Overall Remarks
1	Industrial Visits					
2	Experts Lectures					
3	Industry Based Projects					
4	Learning Resources Development					
5	Industrial Trainings deputations					
6	Other Trainings deputations					
7	Trainings Organised					
8	Technical Quiz Participations					
9	Any Other					

Note: Fill in the information of earlier term
Subjective Assessment

10. Equipment/Machinery Laboratory wise:-.
Academic monitoring committee should verify the status of Major / Essential equipment to cover the curriculum. The expert committee members should carry the list of equipment required for the course for which they are going for monitoring.

10.1 No of the Laboratory required for conduction of Practicals as per curriculum.

S. N.	Name of the Laboratory	Particulars & Specifications of Major / Essential Equipment required for conduction of practical as per curriculum.	No. Required	No. Available	Working Condition No.	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Laboratory Standard

V G S P

Use separate format as above for each laboratory.

AMC will verify the status of the existing equipment & will give the remarks subjectively.

11. Any other point (Please Specify)

.....
.....
.....

12. Deficiency enumerated by Previous Inspection Committee / AMC

.....
.....
.....

Name & Signature of the H.O.D.

Name & Signature of the Principal

Detail remarks of the AMC

Academic Monitoring Committee Members

1.

2.

3.

Student's Feed Back

- | | |
|--|---------|
| 1) Whether the Academic Calendar of SBTE was displayed before the beginning of the term? | Yes/No. |
| 2) Whether the progressive skill test / class tests are conducted as per SBTE Calendar.? | Yes/No. |
| 3) Whether the test marks are displayed on the notice board within 15 days from the date of test.? | Yes/No. |
| 4) Was 100% Curriculum Covered during the last term? | Yes/No. |
| 5) Whether the students deputed for paper presentation? | Yes/No |
| 6) Whether technical quiz competitions held in the Institute? | Yes/No. |
| 7) Whether all Laboratory equipment & machinery are kept in working order all the time for practical ? | Yes/No. |
| 8) Are you being continuously assessed for Laboratory work on index sheet. | Yes/No. |
| 9) Do know your class test mark at the end of the term. | Yes/No. |
| Remarks of AMC on the basis of subjective interpretation – | V/G/S/P |

Note:- 1. The questionnaire to be filled in by two students from each class and to be collected by the Chairman AMC directly from them.

Instt. Code: _____

Academic Monitoring Committee Report (Optional to AMC)

In addition to the main summary sheet the chairman Academic Monitoring Committee will give the detail remarks on the following components.

1) Space

(Class rooms, Laboratories, W/S)

2) Faculty strength & profile

3) Academic Laboratory standards

4) Teaching plan preparation

(Theory & Practical)

5) Laboratories set up &

Equipment Availability

6) Library

(Space, availability of books & Periodicals)

7) Any other point worth

Mentioning.

Chairman AMC

Write max. 3 lines to describe feelings of the committee on the parameter.

Please give specific remarks for overall evaluation.

Use bullets. No sentences.