

# **POLICY DOCUMENT**

## **Academic Monitoring Committee**

**Deomornoi Degree College,**

**Deomornoi, Darrang**



**Prepared by IQAC, Deomornoi Degree College**





# INTERNAL QUALITY ASSURANCE CELL

## DEOMORNOI DEGREE COLLEGE

Deomornoi, Darrang (Assam), Pin-784147

Email ID- iqacddc2022@gmail.com

Ref. No.....

Date .....

### **Mechanism and policy document**

**Academic Monitoring Committee**

**Deomornoi Degree College**

#### **Preface**

Academic excellence is the cornerstone of any higher educational institution. To ensure quality education, effective teaching, and fair assessment, continuous academic monitoring is essential. In alignment with the goals of Deomornoi Degree College and the standards set by the affiliating university and regulatory bodies, the **Academic Monitoring Committee (AMC)** has been constituted as a structured mechanism to supervise and support all academic and examination-related processes.

This policy document outlines the composition, objectives, roles, and operational framework of the AMC. The committee plays a crucial role in overseeing syllabus coverage, evaluating teaching methodologies, ensuring timely conduct of examinations, and maintaining academic discipline and standards across departments. Additionally, the committee serves as a bridge between academic planning and implementation, providing timely interventions and recommendations for improvement.

Through this document, the college affirms its commitment to fostering a culture of accountability, transparency, and academic integrity. It also aims to create an environment where both faculty and students are encouraged to perform to the best of their potential, thereby contributing to the institution's mission of holistic education and continuous improvement.

#### **1. Composition of the Committee**

- The committee shall be formed under IQAC and with the approval of the Principal.
- It must include:
  - A Chairperson (typically the Vice-Principal or senior faculty member)
  - Heads of major departments
  - One or two senior faculty members
  - Examination Officer (if applicable)
  - Member Secretary (appointed by the Principal)
  - Members from office (Two or three)

#### **2. Objectives:**

- Ensure smooth and efficient conduct of all academic and examination-related activities.
- Monitor, evaluate, and enhance the teaching-learning process.
- Maintain academic standards as per affiliating university and UGC guidelines.
- Identify gaps in academic practices and recommend strategic improvements.
- Promote a student-centric academic environment focused on continuous learning.

#### **3. Academic Responsibilities:**

- Supervise implementation of academic calendar, time-tables, and schedules.
- Track and review syllabus completion reports from departments.
- Monitor classroom teaching, practicals, and tutorial sessions.
- Ensure faculty punctuality and adherence to scheduled hours.





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- Maintain and periodically audit student attendance and recommend interventions for shortfall.
- Encourage remedial classes and academic support for slow learners.
- Promote use of ICT and innovative teaching methods.

### Examination Responsibilities:

- Coordinate the planning, execution, and review of internal and university examinations.
- Ensure fair, transparent, and unbiased conduct of exams.
- Assist in the preparation of question papers and exam schedules.
- Ensure secure storage, handling, and distribution of exam materials.
- Supervise evaluation and timely declaration of results.
- Maintain a database of exam outcomes and performance trends.
- Ensure timely submission of internal assessment marks to the university.

### 4. Meetings and Reporting:

- The committee shall meet at least twice per semester—once before internal exams and once before semester-end exams.
- Special meetings may be called during critical academic or exam phases.
- An Annual Academic Report detailing teaching outcomes, examination results, and performance analysis will be submitted to the IQAC.

### 5. Code of Conduct:

- Maintain confidentiality, neutrality, and integrity in all functions.
- Avoid bias, favouritism, or conflict of interest in evaluation or academic decisions.
- Ensure transparent documentation and communication of committee proceedings.

### 6. Review and Improvement:

- Conduct annual academic reviews and departmental audits.
- Recommend faculty development programmes, workshops, or policy updates.
- Collect and analyse feedback from students and faculty to drive continual academic enhancement.
- Suggest integration of academic best practices for teaching, assessment, and learner engagement.

### IMPLEMENTATION AND REVIEW:

The policy was implemented on 10/04/2023, as per recommendation of the hon'ble Governing Body of Deomornoi Degree College and review on July, 2025

The policy is subject to periodic review by the concerned authority.

Dr. Ajit Kumar Sarma  
Coordinator, IQAC  
Deomornoi Degree College

Date .....

Dr. Gitali Kalita  
Principal  
Deomornoi Degree College

Principal  
Deomornoi Degree College  
Darrang