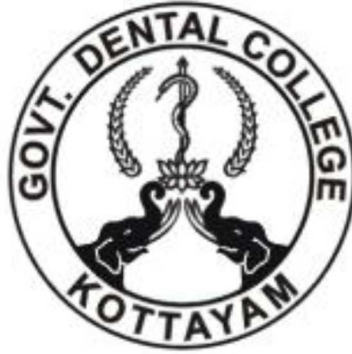




Standard Operating Procedures Academic Monitoring Cell

Govt. Dental College, Kottayam



Our Vision

“Quest for excellence in dental education and service to humanity”

1. INTRODUCTION

The Kerala University of Health Sciences (KUHS) is committed to ensuring and upholding the quality of health science education in its affiliated institutions. Academic Monitoring Cell (AMC) is an important initiative in strengthening the academic framework of the University. The Academic Monitoring Cell (AMC) develops scientific criteria and strategies for effective curricular implementation.

The Academic Monitoring Cell is envisaged as a two tier system. The first tier is the Institutional Academic Committee (IAC) and the second tier is the AMC situated at the KUHS Head Quarters.

The Institutional Academic Committee is formulated in the affiliated institutions of KUHS to make an objective assessment of the ongoing academic programs in the institution in a systematic and periodical manner as per the regulations, syllabi and other guidelines of the University. Bi-Annual periodical reports regarding the conduct of the academic programs, including examinations from all the departments of the institution have to be collected, compiled and submitted online as the '**Institutional Academic Committee Report**' to the AMC at KUHS Head quarters.

The AMC situated at the KUHS Head Quarters will receive the periodical reports from the institutions through an online portal. When an institution submits the data a detailed report is generated in the portal and a receipt will be issued to the concerned institution. These Bi-Annual AMC reports are mandatory for the continuation of institutional affiliations in the future.

KUHS may constitute a team and conduct academic institution to the institutions randomly selected, to physically verify the activities shown in the reports. These academic inspections will be of non-punitive and proactive in nature, meant to give broad guidelines and directions to rectify the deficiencies and lacunae in the implementation of KUHS Academic programs and directives. It will also take into account the achievements and unique initiatives of the institutions as part of recognising excellence.

2. SCOPE OF THIS POLICY DOCUMENT

This document will provide **guidelines to ensure international quality in overall academic curriculum of the institution.**

Course Description: The standards and quality of education in Govt. Dental College, Kottayam is governed by the principles and policies of the KUHS as well as regulations of DCI. This includes BDS, MDS and Ph.D. in selected specialty.

The guidelines mentioned in this document will help in

- Effective planning and adopting innovative and dynamic strategies in teaching, learning and assessment.
- Equipping the students for academic excellence, knowledge enhancement, and critical thinking capabilities
- Enable to assess the attainment of course outcome.
- Enriching positive interactions among faculty and students.
- Exploring an environment conducive for learning and skill enhancement.
- Enhancing quality improvement initiatives for faculties
- Ensuring academic excellence of the institution

3. OBJECTIVES OF THE COMMITTEE

The objectives of the committee are

- To ensure that all departments have done proper planning before the start of the academic year for conduction of academic activities like lectures , clinical postings and tentative examination dates
- To ensure that effective teaching – learning is taking place throughout the academic year.
- To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning
- To ensure that slow learners and advanced learners are taken care as per their needs
- To ensure that students are mentored for academic as well as personality development
- To ensure the attainment of course outcomes and eventually the program outcomes.

4. STRUCTURE OF ACADEMIC MONITORING COMMITTEE (AMC)

4.1. Constitution of AMC:

Academic monitoring committee constitutes the Principal, Vice Principal, a convenor along with academic coordinators of each Department as members. All members of the committee shall be involved in policy making process, designing of schedules and formats, customising the formats for their respective departments, monitoring of academic processes defined. The prime role of committee is to ensure the effective implementation of all academic work processes defined in this manual. All heads of departments support the committee members in implementation of policy. All faculty members, class teachers and mentors are the pillars of the committee in achieving the quality academics.

4.2. Roles and Responsibilities of Committee Members

4.2.1. Coordinator of Committee:

- Preparation of academic manual, rules, guidelines and academic formats.
- Conducting meetings regularly with all members to plan and monitor the academic processes defined in the manual
- Timely release of formats to all academic departments
- Continuous monitoring of academics
- Informing non-conformities to heads of departments and principal regularly
- Proposing corrective measures
- Preparation of minutes of meeting and circulating to respective people

4.2.2 Members:

- Attending meetings conducted by the co-coordinator of the committee.
- Assisting the coordinator of the committee in preparation of manuals, guidelines and formats.
- Customising the common formats for their respective departments.
- Monitoring of academic process of departments at specified intervals.
- Maintaining absentee report and daily class conduction report of all classes of department.
- Reporting the monitoring status to coordinator of the committee.
- Submission of academic calendars, time tables to coordinator of the committee at least one week prior to start of academic year.
- Ensuring the presence of non participating students of any workshops, seminars in lectures /clinical sessions.

- Daily monitoring of attendance of students of all classes, informing parents of defaulter students and reporting about students with very less attendance to head of department.
- Ensuring the preparation of clinical/preclinical manuals by each faculty member prior to academic commencement.

5.FUNCTIONING OF ACADEMIC MONITORING COMMITTEE (AMC)

The Institution ensures effective curriculum planning, delivery and evaluation through a well defined process as prescribed by the respective regulatory councils and the affiliating University.

5.1. Rules and guidelines

- It is mandatory to attend the meetings conducted by coordinator by all committee members.
- It is expected that no member schedule any other activity during meeting hours.
- First meeting to be conducted 15 days before the start of academic year to discuss the planning of academic activities.
- Conduction of meetings at regular intervals throughout the academic year for planning and monitoring activities.
- Conveying the monitoring schedules to departments well in advance to enable the departments to be ready with their preparations.
- Timely release of all formats to departments
- Following the hierarchy of the committee while communicating the messages within and outside the committee.
- In absence of coordinator of committee, the next senior faculty of the committee will take care of activities of academic planning and monitoring committee.
- Monitoring the academics as per the schedules conveyed to departments at various stages of the academic year
- Proper maintenance of all records.
- Regular class visits to ensure attendance of students / conduction of lecture / practicals as per schedule.

5.2. Periodic Meeting of the Academic monitoring Committee

- The committee will meet periodically to plan and monitor the curriculum
- An objective assessment of the ongoing academic programs from all the Departments will be made.
- Each Head of the Department must ensure that the academic programs are planned, implemented and documented in a manner envisaged in the regulations and syllabus of KUHS
- Appropriate steps will be taken to rectify the defects and inadequacies if any.
- Annual academic calendar is made every year before the commencement of the academic session. The Theory and Clinical curriculum is delivered through structured time tables.
- The minutes of the meeting will be prepared and circulated among the HODS.
- Detailed reports will be filed online to KUHS AMC as Institutional Academic Report/ Internal Academic Audit Proforma) twice a year.

6. CRITERIA FOR ACADEMIC MONITORING

A well designed proforma for academic monitoring consists of assessment criteria divided into Five Major Domains and 35 sub domains. (Annexure I)

The five major domains are

- I. Training
- II. Faculty Development & Student Assessment
- III. Student Welfare
- IV. KUHS parameters
- V. Institutional Excellence

Each of the domains and sub-domains are explained in detail below

6.1. Training

It is the teaching —learning processes including assessments taking place within the institution. Various parameters which are measurable have been included here.

6.1.1. Master Time Table

It is the time table for the whole academic year for each course which is to be kept in the office of the Principal/ Head of the Institution. It will also indicate the examinations (internal and University examinations) and the holidays/vacation if any. This will enable the Head of the Institution to monitor the Academic Activity real time. Publication of this master time table will help the teachers and the students to prepare their Academic Schedules in advance.

6.1.2. Annual Academic Plan

It is the outline of the Academic Programs proposed to be conducted in the next Academic Year in the various departments of the Institution. It includes theory, practicals, Clinicals, Seminars and CDEs

6.1.3. Monthly Academic Plan

It is the outline of the Academic Programs proposed to be conducted in the various departments of the Institution presented in the ensuing (next) month.

6.1.4. Monthly Academic Report

It is the report of the Academic Programs conducted in the previous month in the various departments of the Institution. It should indicate whether the monthly academic plan in monthly academic plan has been implemented. If not reasons should be given.

6.1.5. Theory & Practical/Lab/Clinical work Status

The following criteria are to be followed

- I. Theory:
 - a. Comprehensive coverage of KUHS syllabus
 - b. Timely Completion of topics

c. Conduct of internal Assessment Examinations

d. Timely publication of results

Remedial programs and interventions based on internal Assessment

II. Practical/Lab/Clinical work Status:

a. Con-iphensive coverage of KUHS syllabus

b. Timely. Completion of topics

c. Timely conduct of practicals and clinical classes

d. Adequate lab/clinial facilities and staff

e. Adequate teacher student ratio

6.1.6. Student Projects

Student project work may be optional or as stipulated in the syllabus. This should be guided by appropriate teachers and made ready for assessment.

6.1.7. Professional / Industrial Interaction

As stipulated in the syllabus or otherwise specified by the statutory councils.

6.1.8. Library usage

The central library and departmental libraries may be used adequately. Reprographic facilities are to be utilised. Library timing are to be displayed and the services of the librarian provided.

6.1.9. Net Based Learning

Internet facility with adequate speed should be provided, National Knowledge Network (NKN)- may be provided wherever applicable.

6.1.10. Community Academic Programs

Programs as stipulated by the KUHS syllabus or independent Institutional initiatives if applicable.

6.2. Faculty development & student assessment

6.2.1. Internal Assessment

The following parameters are to be observed.

- Number of internal assessment examinations conducted.
- Timely publication of results
- Objectivity of the examinations
- Whether KUHS mode{ has been followed
- Remediation programs and interventions based on internal Assessment

6.2.2. Pass percentage in University Examinations

- Number of students registered for examinations
- Number of students appeared for examinations
- Pass percentage
- Number of first class and Distinctions
- Comparison with immediate preceding two years

6.2.3 University Toppers: If any and details

6.2.4 Institutional Academic Calendar

This should be published at the beginning of each academic year and should show the details like internal assessments, tentative examination date, University examinations, holidays for arts festival and other important events.

6.2.5 Continuing Educational Programs

These are meant for enhancement of awareness, in the respective field of study/speciality. The number of external faculty, number of delegates from within and outside the institutions, number of credit hours from the respective councils/KUHS, a sample of certificate of participation issued may be included.

6.2.6 Seminars, Workshops; Conferences or others were conducted

These are State/National/International level programs meant for enhancement of awareness in the respective field of study/speciality, where there should be significant number of faculty and participants from outside the institution. The number of external faculty, number of delegates from within and outside the institutions, number of credit hours from the respective councils/KUHS, a sample of certificate of participation issued may be included. Programs of two days or more duration will be given more importance.

6.2.7. Teachers as Office Bearers of Professional Bodies

Office. Bearers of state/National level professional bodies are to be considered. Service organisations and trade unions are not included.

6.2.8. Programs in Educational Technology

These are meant purely for enhancement of teaching quality. Standard curricula are to be followed. Accredited programs of national bodies like NTTTC, MCI, NAAC ,NABH etc, are to be given due importance.

6.3. STUDENT WELFARE

6.3.1. Co-Curricular Activities &Extra Curricular Activities

Co-Curricular Activities include debate, quiz, competitive examinations etc.

Extra-Curricular activities include Arts, sports, literature etc.

6.3.2. Placement programs

Facilitation of placement of the students in reputed institutions through placement cell of the Institution. The number of students thus placed and their employer are to be mentioned.

6.3.3. Programs for dealing with Poor Performers [Scholastic Backwardness]

The details of institutional policy and programs conducted for poor performers and low achievers are to be documented along with the outcomes.

6.3.4. Quality assessment of Classrooms, Labs, Clinical /preclinical classes

Adequacy of teaching learning equipment, furniture, student comfort in the above areas including facilities in the examination hall.

6.3.5. Quality assessment of Common Rooms, Transportation, Toilets, Canteen

The numbers and cleanliness of the rooms and adequacy of vehicles and quality of food served in the canteen are to be considered.

6.3.6 Mentoring / Tutorial System

A student friendly mentoring system with a maximum of five students under a teacher may be useful. Periodicity of meetings between the mentor and the mentees to be mentioned. Any special outcome may be mentioned

6.3.7 Grievance Redressal Programs

Establishment of Grievance Redressal units under the principal or designated faculty member and student support and guidance cell are to be considered.

6.4 KUHS PARAMETERS

6.4.1 Faculty Qualification & Numbers

As per the Regulations of KUHS or respective councils as applicable.

6.4.2 Academic Staff College Training status of Faculty are adequate

Number of faculty members trained under Academic Staff College of KUHS, or other recognised institutions are to be specified.

6.4.3 Periodical Institutional Faculty Appraisal Programs

Whether feedback is taken from the students in structured format, analysed and necessary modifications effected in the Academic Programs /Departmental Administration.

6.4.4 Faculty Development Programs

Quality improvement initiatives for teachers: In-house or extra institutional.

6. 4.5 Disciplinary issues of Students/Faculty if any [give details]

Whether any serious issuer, of academic malpractice or personal misconduct were reported and whether effective remedial measures were taken.

6.5 INSTITUTIONAL EXCELLENCE

6.5.1 Vision & Mission Statements of the Institution

To be displayed prominently at the Head Quarters Building

6.5.2 Awards & Achievements for the Institution [Details]

Especially Awards et Achievements of State/National/ International importance

6.5.3 Research, Publications Patents/ Projects of the Institution [Details]

Mention whether publications were in indexed journals or State/National/International/purely online journals. Impact factor to be mentioned.

6.5.4 Accreditations: University/NAAC [Details including validity period]

6.5.5 Funded Research projects

Details to be provided including whether they were multi centric.

7. INSTITUTIONAL INTERFERENCE FOR FILING OF IAC REPORT

Procedure For E-filing of Report of Institutional Academic Committee(IAC) (Internal Academic Audit Performa)

STEP: 1 Accessing the Portal

Colleges can submit their internal academic audit Proforma through the KUHS portal

STEP: 2

By logging on to the KUHS Academic Monitoring Cell website it will possible to view the drop down menu “Institutional Academic Committee Proforma” of AMC. All courses under the respective institution will be displayed. Institutions have to submit one proforma for each course listed under the college.

STEP: 3 Filling Up The Proforma

The Proforma can be filled by using toggle buttons. A toggle button is provided for each parameter of the Proforma.

They remain in the ‘NO’ position by default. It will have a Grey background in this position. Slide the button to the right, if required, and the background will change to green.

Partial Entry:

There is a facility for partial entry. The Proforma can be accessed at a later time for filling.

STEP: 4 Submitting The Proforma.

Submitting the proforma is two step procedure.

After the initial entry user has to save the form before final submission.

A text box is provided against each parameter. It is mandatory to fill the remark textbox if the the answer is “NO”. User can click on the final submit button if the entry is completed and verified.

STEP: 5 Taking Printout

Users can take printout/ download the completed form by clicking on the course name in green colour.

8. CONCLUSION

AMC is an innovative initiative of KUHS to improve the academic performance of affiliated institutions in a proactive manner. It is a powerful tool which can be employed by the institution to improve upon the existing levels of excellence, which will positively reflect on its stature in the academic arena.

9. ANNEXURES

Annexure I

University Order No.17383/Dean AC (B)/KUHS/2017 issued in this regard issued by the Registrar, KUHS

KERALA UNIVERSITY OF HEALTH SCIENCES

Abstract

KUHS - Dean (Academic) - Academic Monitoring Cell – Constituted - Orders issued

OFFICE OF DEAN (ACADEMIC)

No. 17383/Dean AC (B)/KUHS/2017

Thrissur, Dated 30/12/2017

- Read: 1) Decision No. 17.10 of 17th Academic Council dated 03/11/2017
2) Decision No. 42.21 of 42nd Governing Council dated 20/11/2017
3) U.O. No. 1316/AC 1/Gen//A1/2017 dated 13/12/2017.

ORDER

As per KUHS Act 2010, Chapter II.6 (xx) the University has to monitor and evaluate the academic performance of the affiliated institutions. At present, the University has no effective mechanism to monitor the academic activities. There are several reported instances where the Regulations and University Orders of Academic nature are not implemented in time by the concerned institutions. This often results in genuine difficulties and consequent complaints from students regarding these. In view of this it was proposed to constitute a sub-Committee of the Academic Council representing all the seven faculties.

The proposal was placed before the 17th meeting of the Academic Council dated 03/11/2017 and the Academic Council vide decision No. 17.10 decided to constitute an Academic Monitoring Cell with Pro Vice Chancellor as Chairman, Dean, Academic as Convenor and Deans of various Faculties as members.

The Academic Council also resolved to authorize the Hon'ble Vice Chancellor to nominate Chairman of Board of Studies or member of Board of Studies or Member of Faculty as special invitees to the Academic Monitoring Cell on a case to case manner.

The minutes of the Academic Council was placed before the 42nd meeting of the Governing Council and the Governing Council vide paper read (2) above approved the minutes of Academic Council. The decision of the Governing Council in approving the minutes of the Academic Council was implemented vide order read (3) above.

Academic Monitoring Cell shall meet on a quarterly basis and monitor the academic activities of the institutions. The guidelines regarding the functioning of Academic Monitoring Cell shall be formulated by the members. The members of the committee shall be paid TA and Honorarium as per rules.

The decision of the Academic Council is thus implemented. Orders are issued accordingly.

Sd/-

REGISTRAR

Annexurell

AC Agenda No. 17.10: - Constitution of Academic Monitoring Cell

As per KUHS Act 2010, Chapter II.6 (xx) the University has to monitor and evaluate the academic performance of the affiliated institutions. At present, we have no effective mechanism to monitor the academic activities. There are several reported instances where the Regulations and University Orders of Academic nature are not implemented in time by the concerned institutions. This often results in genuine difficulties and consequent complaints from students regarding these.

In view of this it is proposed that a sub-committee of the Academic Council representing all the seven faculties may be constituted, which should meet on a quarterly basis and monitor the academic activities of the institutions. This may be named 'Academic Monitoring Cell' with Dean, Academic as Convenor and chaired by Pro Vice Chancellor. This committee will also look into academic complaints from faculty, students and parents and suggest remedial measures to the Hon'ble Vice Chancellor and the same to be reported in the next Academic Council.

AC Decision: - The Academic Council decided to constitute an Academic Monitoring Cell with Pro Vice Chancellor as Chairman, Dean, Academic as Convenor and Dean of Faculties as members.

The Academic Council also resolved to authorize the Hon'ble Vice Chancellor to nominate Chairman of Board of Studies or member of Board of Studies/Member of Faculty as special invitees to the Academic Monitoring Cell on case to case manner.

Annexure III

Agenda No. 18.06- Constitution of Academic Monitoring Cell The first meeting of the Academic Monitoring Cell was conducted on 19/01/2018. It was suggested to constitute a two-tier system for functioning of Academic Monitoring Cell. Accordingly every institution shall have an Academic Monitoring Council which will be chaired by the Principal and co-chaired by the Vice-Principal. The Committee will have all Heads of Departments, Unit Chiefs, Course/Programme Co-ordinators as members. The Academic Monitoring Council will monitor the academic parameters specified by the Academic Monitoring Cell of the KUHS which is the upper tier. The Academic Monitoring Cell of the KUHS will monitor the functions of these councils in order to ensure compliance with the regulations and syllabi and the University Orders and guidelines issued from time to time. This will be done in a paperless manner through a software designed for the purpose by the KUHS IT section. These electronic reports will be filed online by the institutions through the Academic Monitoring Councils in 6 months intervals. This biannual certificate submitted to the KUHS will be mandatory for submission during the periodic KUHS inspections.

Decision: - Approved the proposal with following suggestion to include Vice Principal or HoD as Co-Chairman.

Annexure IV

GC AgendaNo.44.36: -

1. KUHS Staff Basic Life Support Training

It is proposed to conduct a workshop on Basic Life Support (BLS) for KUHS Administrative Staff. This will be conducted in collaboration with Government Medical College, Thrissur.

2. Health Check-Up for University Administrative Staff

It is proposed to conduct a Health Check-up for KUHS Administrative Staff. This will be conducted in collaboration with Government Medical College, Thrissur.

3. Academic Credit System (ACS)

The Academic Credit System has been presented before the 18th Academic Council (decision no.18.05) and was approved. Permission may be given for its implementation.

4. Academic Monitoring Cell (AMC)

As approved by the 42nd GC, the first meeting of the Academic Monitoring Cell (AMC) was conducted and the parameters have been worked out. This was presented before the 18th Academic Council (decision no.18.06) and was approved.

GC Decision:- The GC granted permission for implementation of item nos. 1,2,3& 4

Members of Academic Monitoring committee:

Sl.No	Members
1.	Dr. Beena V T, Principal, GDC, Kottayam
2.	Dr. S Mohan, Vice Principal, GDC, Kottayam
3.	Dr Bindu V Bhaskar, Asst. Professor, Dept. Of Public Health Dentistry (Convenor)
4.	Dr Suja Ani, Professor & Head, Dept. Of Orthodontics
5.	Dr Raseena Beevi, Professor & Head, Dept. Of Periodontics
6.	Dr Sobha K, Professor & Head, Dept. Of CD
7.	Dr Latha Mary Cheriyan, Professor & Head, Dept. Of Oral Pathology
8.	Dr AnupamKumar, Professor & Head, Dept. Of Pedodontics
9.	Dr Susan Thomas, Professor & Head, Dept. Of PHD
10.	Dr Indu Raj, Associate Professor, Dept. Of Prosthodontics
11.	Dr Twinkle S Prasad, Associate Professor, Dept. Of OMR
12.	Dr Jacob Varghese, Associate Professor, Dept. Of Periodontics
13.	Dr George Philip, Associate Professor, Dept. Of OMFS