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**AL-AMEEN COLLEGE OF LAW**

Affiliated to Karnataka State Law University and Recognised by Bar Council of India

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**ACADEMIC  
MONITORING  
SYSTEM  
AT  
AL-AMEEN  
COLLEGE OF LAW**

## ACADEMIC MONITORING COMMITTEE AAC



SL NO	NAME OF THE MEMBER	DESIGNATION	Signature
1.	Mr. Umar Ismail Khan	Chairman	
2.	Dr. Waseem khan	Co-Ordinator  Principal	
3.	Prof. Yasmeen  Tabassum	Convenor	
4.	Mrs. Jayalakshmi	Member	
5.	Mr. Syed Suhail	Member	
6.	Mrs. Sahela Begum	Member	



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## **ACADEMIC MONITORING SYSTEM AT AL-AMEEN COLLEGE OF LAW**

The Academic Monitoring System outlined above seems to be a comprehensive framework for monitoring and enhancing the academic performance of students.

**Following are some key aspects of the system:**

### **1. Continuous Evaluation Process:**

#### **1. Evaluation Parameters:**

The system incorporates various parameters for evaluating student performance, including assignments, unit tests, surprise tests, mock practical exams, and presentations/group discussions. This multi-faceted approach ensures a holistic assessment of students.

#### **2. Support for Weak Students:**

The provision of extra lectures and model answers for weak students and remedial coaching for those who fail indicates a commitment to addressing individual learning needs and fostering improvement.

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### **3. Add-on Facilities:**

#### **1. Legal related courses:**

The inclusion of add-on courses, guest lectures, and expert lectures bridges the gap between academic curriculum and requirements, enhancing students' legal knowledge compatibility.

### **2. Quality Assurance**

#### **1. Staff Audit:**

Conducting staff audits, academic audit and preparing academic summary reports contribute to quality assurance. This approach helps in monitoring the efficiency and effectiveness of the teaching staff.

#### **2. Feedback System:**

Involving multiple stakeholders, including students, parents, alumni, and advisory board, in the feedback system is crucial for identifying areas for improvement and ensuring continuous quality enhancement.

### **3. Attendance Monitoring Process:**

#### **A. Strict Attendance Norms:**

The emphasis on strict attendance norms aligns with the understanding that regular attendance is crucial for knowledge acquisition and a deeper understanding of subjects.

Implementing online attendance through the Nedu Soft online platform, with features for parental alerts and periodic instructions, is a commendable step.

Here's a suggested approach for leveraging these functionalities:

  
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## **B. Parental Absent Alerts:**

### **1. Integration with Parental Communication:**

- Ensure that the Nedu Soft platform is integrated with a communication system that allows automatic alerts to be sent to parents when their child is marked absent.

### **2. Real-Time Notifications:**

- Configure the system to send real-time notifications to parents when their child's attendance is marked absent. This could be through SMS, emails, or a dedicated mobile app.

### **3. Clear Communication:**

- Communicate to parents about the implementation of online attendance and the purpose of the absent alerts. Provide instructions on how they can access and interpret these notifications.

### **4. Parental Portal Access:**

- If applicable, offer parents access to a portal within the Nedu Soft platform where they can view detailed attendance records and other relevant information about their child.

## **C. Periodic Instructions to Parents and Students:**

### **1. Automated Messaging System:**

Utilize the Nedu Soft platform's messaging system to send periodic instructions to parents and students. This could include reminders about important dates, upcoming events, or any changes in academic schedules.

  
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## **2. Customizable Message Templates:**

Explore if the platform allows the creation of customizable message templates. This feature can be handy for sending standardized yet personalized messages to parents and students.

## **4. Event Reminders:**

Send reminders to parents and students about significant academic events, parent-teacher meetings, submission deadlines, and any other relevant activities.

## **5. Academic Tips and Resources:**

Include periodic tips for academic success and share educational resources that can help students enhance their learning experience.

## **6. Feedback Mechanism:**

Implement a feedback mechanism within the Nedu Soft platform to gather input from parents and students regarding the effectiveness of the periodic instructions. Use this feedback to make improvements.

## **7. Emergency Announcements:**

In the event of emergencies or unexpected changes, use WhatsApp as a platform to send immediate announcements to parents and students. Ensure that urgent messages are communicated promptly.

## **8. Encourage Parental Engagement:**

Encourage parents to actively engage with the platform and take advantage of the information and resources provided. This could contribute to a collaborative and supportive academic environment.



## 9. Accessibility Considerations:

Confirm that the instructions and communications sent through the Nedu Soft platform are accessible to all parents and students, considering various communication preferences and accessibility needs.

## 10. Continuous Monitoring and Feedback:

### 1. Regular Evaluation:

- Regularly evaluate the effectiveness of the absent alert system and periodic instructions. Analyze attendance trends and the responsiveness of parents and students.

### 2. Adjust Based on Feedback:

- Based on feedback received from parents, students, and faculty, make adjustments to the frequency and content of instructions to better meet the needs of the college community.

### 3. Training and Support:

- Provide ongoing training and support for parents and students to ensure they are comfortable and confident in using the Nedu Soft platform and understanding the information provided.

By implementing these strategies, Al-Ameen College of Law can enhance the effectiveness of online attendance tracking, promote better communication with parents and students, and create a more engaged and informed academic community.

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## **11. Teacher Guardian Scheme:**

### **1. Individualized Support:**

The teacher guardian scheme, with assigned teachers following students throughout their academic journey, provides personalized support, fostering a sense of belonging and continuity.

### **2. Communication Channels:**

Regular meetings between teacher guardians and students, along with communication with parents through telephonic calls/SMS and scheduled parent meetings, strengthen the support system.

The AMS outlined appears to be a robust system, covering various aspects of academic monitoring, support, and quality assurance. The integration of feedback from different stakeholders and the emphasis on relevance contribute to the effectiveness of the system. The Teacher Guardian Scheme, in particular, ensures a personalized approach to student support and communication. Regular assessments and support mechanisms for weak students demonstrate a proactive approach to academic success.

## **12. Policy for Theory Subjects**

### **1. Subject Distribution**

- 1. Importance of Allocation:** Proper distribution of teaching workload, including subjects, practical's, seminars, and projects, is highlighted for effective knowledge impartation and improved results.
- 2. Timely Distribution:** Emphasis on distributing teaching work immediately after the term end to allow staff sufficient time for thorough preparation and completion of course files before the next semester.





3. **Adherence to Syllabus:** Allocation of subjects and practical's should align with the syllabus structure provided by the University, ensuring that the workload meets or exceeds the prescribed standards.
4. **Senior Staff Involvement:** Encouragement for senior staff to teach difficult subjects demonstrates a strategic approach to utilizing expertise within the department.
5. **Extra Support:** Allocation of extra lectures/tutorials for difficult subjects acknowledges the need for additional support.

### **13. Lecture Preparation**

1. **Preparation Guidelines:** Clear guidelines on preparing lesson plans, session plans, and lecture notes before the start of the term are outlined.
2. **Use of Standard Textbooks:** Emphasis on using standard textbooks for each subject and promoting this habit among students ensures quality study material.
3. **Resource Sharing:** Encouraging the formation of a resource pool and sharing materials across both the courses enhances collaboration and resource utilization.

### **14. Conduction of Lectures**

1. **Preparation:** Carrying lesson/session plans and handwritten notes to classrooms ensures organized and structured delivery.
2. **Punctuality:** Arriving early and engaging the class for the entire duration conveys commitment and encourages punctuality among students.
3. **Interactive Sessions:** Promoting interaction through case studies and problem-solving maintains student interest, with limited use of PowerPoint presentations.

## Conduction of Remedial Classes, Internal Tests and Assignments

1. **Problem Design:** Careful planning of assignments and tutorials to avoid repetition and ensure a diverse set of questions.
2. **Quality Control:** Minimizing "describe, compare, and explain" type of questions ensures the focus on problem-solving and practical application.
3. **Class Wise Assignments:** Assignments structured on a batch-wise basis per unit provide a systematic approach to learning.

## **15. Student Performance Improvement**

### Extra Lectures and Remedial Classes

- Identifying weak students and arranging extra lectures.
- Deciding on remedial classes based on difficulty, decreasing results, or specific thresholds.
- Creating question banks from university papers and conducting unit tests for improvement.

### Expert Lectures

- Organizing at least one 2-hour expert lecture for every subject by legal experts.
- Focusing on content beyond the syllabus, research opportunities, career prospects, and real-life experiences.

### Resource Pooling

- Forming interdepartmental resource pools for common courses.
- Conducting at least three interdepartmental lectures within a semester.



## Slow Learner and Advanced Learner

- Identifying students based on qualifying marks, performance, and internal evaluations.
- Providing special treatment for slow learners through extra sessions and assignments.
- Grouping advanced and slow learners during practical sessions for effective learning.

## **16. Policy for Continuous Evaluation**

### **1. Unit Test**

#### **1. Regular Unit-wise Tests:**

- Emphasizes the importance of conducting unit-wise tests to gauge students' understanding and progress.

#### **2. Comprehensive Question Bank:**

- Preparation and availability of a comprehensive question bank for each unit and experiment, ensuring varied and challenging assessments.

#### **3. Reference to Previous Years' Papers:**

- Encourages the use of previous years' university question papers for creating the question bank, promoting alignment with the examination pattern.

#### **4. Model Answers:**

- Providing model answers for the questions ensures clarity and sets a standard for students to follow.

#### **5. Performance Records:**

  
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- Keeping records of student performance in class and unit tests, enabling the monitoring of individual progress.

#### **6. Action Record for Improvement:**

- Maintaining a record of actions taken based on unit test results, such as reappearing for tests or additional assignments, demonstrating a commitment to continuous improvement.

#### **1. Assignments**

Concerned teacher will allot the assignment to the students and the marks will be allotted based on the quality of assignment and the assignment marks are very important part of academics which will be added to final marks from the semester examinations. University will add the marks of internal assessment submitted by college through online portal.

The policy for continuous evaluation establishes a systematic approach to assessing students' understanding and progress. By incorporating comprehensive question banks, referencing previous years' papers, and providing model answers, the policy ensures the quality and consistency of assessments. The use of technology for assignment uploads adds efficiency to the evaluation process. The commitment to record-keeping and taking actions based on assessment results reflects a dedication to fostering continuous improvement in student learning.

### **17. Policy of Monitoring Academics**

#### **1. Responsibilities of Principal**

##### **1. Daily Monitoring Rounds:**

Principals, is expected to conduct daily rounds to monitor ongoing lectures, emphasizing their active involvement in academic activities.



## 2. Random Classroom Presence:

Encourages random seating in ongoing classes to assess the quality of lectures and provide constructive feedback for improvement.

## 3. Academic Audit:

- Principal, and IQAC committee should conduct regular academic audits to ensure adherence to academic standards and identify areas for enhancement.

## 18. Responsibilities of Academic Coordinator

### 1. Maintenance of Academic Files:

Ensures the proper maintenance of departmental academic files according to the specified format.

### 2. Academic Calendar Preparation:

Develops and maintains the departmental academic calendar, ensuring timely planning and execution of academic activities.

### 3. Attendance and Discipline:

Ensures timely reporting before classes, monitors attendance, and maintains discipline in collaboration with class teachers.

### 4. Monitoring Class Teachers:

Oversees the work of class teachers and teacher guardians to ensure the smooth conduction of academic activities.

### 5. File and Records Audit:

- Conducts audits of course files, teacher guardian files, and G-apps records twice per semester, submitting detailed reports.

## 6. Interdepartmental Audits:

- Conducts interdepartmental audits per semester to ensure consistency and quality across departments.

## 7. Observation of Lectures:

- Observes faculty members' lecture conduction along with senior faculties to assess teaching quality.

## 8. Discipline Maintenance:

- Takes measures to maintain discipline among both staff and students within the academic environment.

### 5.3 Responsibilities of Class Teacher

#### 1. Maintenance of Class Teacher File:

- Class teachers are responsible for maintaining class teacher files according to the provided format.

#### 2. Timely Reporting and Discipline:

- Reports 10 minutes before classes, ensuring discipline in corridors and waiting areas.

#### 3. Attendance Management:

- Manages lectures and practical sessions in case of faculty absenteeism and prepares monthly defaulter lists with lab assistants' assistance.

#### 4. Submission of Attendance Reports:

- Submits daily attendance reports and displays monthly defaulter lists, final detention lists, and takes corrective actions.



#### 5. **Continuous Attendance Monitoring:**

Monitors the attendance of each student, contacts parents for continuous absenteeism, and involves teacher guardians as needed.

#### 6. **Uniform and I-card Checks:**

Conducts regular checks on student uniforms and I-cards, maintaining a disciplined appearance.

#### 7. **Discipline Enforcement:**

Takes action against students using mobile phones on campus and maintains overall discipline among students.

#### **Conclusion:**

This policy establishes a clear framework for the continuous monitoring of academic activities, involving key stakeholders at various levels. The emphasis on regular audits, discipline maintenance, and collaborative efforts among staff contributes to the overall quality and effectiveness of the academic environment.

This comprehensive policy addresses various aspects of teaching, ensuring alignment with the university curriculum, utilizing expertise within the department, promoting collaboration, and offering personalized support for student improvement. The emphasis on relevance through expert lectures and resource pooling enhances the overall quality of education.

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### Attendance Form

Teachers are requested to provide accurate attendance details for candidates participating in the Student Council Election 2023. This information is crucial for candidate eligibility. Your prompt assistance in completing the attendance form is highly appreciated.

Sl. No.	Subject	Percentage	Signature

Signature of the Class Teacher

(.....)

  
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## No Fee Dues Certificate

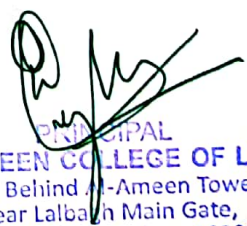
This is to certify that Mr./Ms....., a student of....., B.A LL. B/LL. B has no outstanding fees as of [specific date] ..... The Accounts Department has thoroughly reviewed their financial records, confirming full settlement of all dues. We issue this No Fee Due Certificate in support of Mr./Ms ..... candidacy for the Student Council Election 2023. This certificate is granted with the signature of the Accounts Department, affirming their eligibility for participation in the election.

Signature:

Name of Accounts Department Representative:

Designation:

Date:

  
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**No Objection  
Certificate for  
Disciplinary  
Committee**

This is to certify that Mr./Ms

.....  
a

student of .....BA. LL. B/LL. B is eligible to contest the Student Council Election 2023. The Disciplinary Committee has reviewed their conduct and academic standing, finding them in compliance with college regulations. We hereby issue this No Objection Certificate (NOC) with confidence in their suitability for the election. This certificate is granted with the signature of the Disciplinary Committee, endorsing Mr./Ms. .... for active participation in the democratic process of the Student Council Election 2023.

Signature:

Name of Disciplinary Committee Member: Designation:

  
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