Best Practice 1:

1. Title of the Practice: Academic Monitoring

2. Objectives of the Practice:
The objective of academic monitoring is to ensure the timely completion of academic tasks such as workload distribution among faculty, preparation and dissemination of timetables, regular conduct of lectures and practicals, adjustments for alternate workloads, continuous assessment administration, and soliciting and evaluating student feedback. This practice aims to oversee the entire teaching-learning process to guarantee that students receive optimal knowledge and skill development.

3. The Context:
This practice is motivated by the necessity to ensure that the teaching-learning process aligns with predefined objectives, thereby ensuring desired outcomes. Key objectives include maintaining
- clarity in the academic schedule for faculty and students;
- timely completion of prescribed syllabi according to session plans;
- allocation of appropriate time to each subject as per syllabus recommendations;
- accurate attendance tracking;
- gathering student feedback to enhance the educational system.

The primary challenge was to effectively monitor multiple academic facets continuously.

4. The Practice Execution:
Academic monitoring is overseen by the Academic Monitoring Committee, comprising the Academic In-charge (HoD), M. Pharm & B. Pharm Class Teachers & student class representatives. The practice involves:
- Preparation and communication of timetables by the Academic Monitoring Committee, following directives from the HoD regarding faculty workload.
- Conducting Course Review Committee (CRC) meetings for each class to verify covered topics and organizing remedial measures if necessary. The committee is headed by the Dean of the Faculty of Applied Sciences & Technology.
- Preparation of Continuous Assessment (CA) schedules for all subjects, displayed for students.
- Review of meeting records by the HoD.
- Gathering student feedback on faculty performance from each semester,

As per recommendations of the University Grant Commission, "Higher Education in India: Issues, Concerns and New Directions" academic monitoring and involvement of students in the process and seeking their feedback is recommended. The practice being followed in the institute is aimed to achieve objectives of these recommendations. Uniqueness of the practice lies in giving more importance to students in the monitoring system and implementing their feedback.

5. Evidence of Success:
Academic monitoring has enhanced the overall quality of the teaching-learning process, ensuring preparedness through conveyed session plans and timely record entries. Continuous assessment aids in identifying student weaknesses, addressed through counseling. Student feedback drives improvements in teaching quality and facilities, reflecting in positive changes to the timetable,

infrastructure, and teaching methods. Success is evidenced by academic records and the department's standing at various levels.

6. Problems Encountered and Resources Required:

Challenges include limited time due to the semester pattern and continuous assessment system, delays in government admission processes affecting academic days, and initial student hesitancy in participating. Adequate resources and proactive measures are necessary to address these challenges effectively.

Continuous monitoring is crucial to ensure adherence to objectives and timelines in the teaching-learning process. Involvement of all stakeholders fosters transparency and comprehensive evaluation. This practice ensures excellence in teaching-learning and is recommended for implementation across institutes.