

KERALA UNIVERSITY OF HEALTH SCIENCES



Academic Monitoring Cell

HAND BOOK

2018

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Message from the Vice Chancellor

Academic Monitoring Cell (AMC) is an important initiative in strengthening the academic structure of the University. It is a proactive intervention to promote academic excellence in the affiliated institutions. It is hoped that this program will instil renewed enthusiasm in the academic scenario of the University.

I am expressing my deep sense of appreciation for the sincere efforts of all those who participated in the process.


Prof. [Dr] MKC Nair
Vice Chancellor

Kerala University of Health Sciences




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Principal
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MESSAGE FROM REGISTRAR

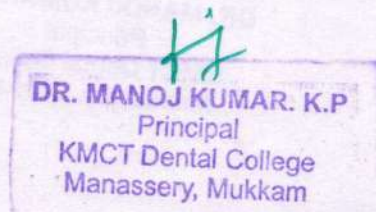
It is gratifying that an Academic Monitoring Cell (AMC) of Kerala University of Health Sciences is coming to existence. It is hoped that this will strengthen the academic support system of the University.

This has been formulated after extensive discussions in the academic bodies and approved by the Senate. This book is intended to act as a guideline for effective implementation of AMC. I hope that the affiliated institutions will find this program academically beneficial and will result in further excellence.

Dr. M.K. Mangalam

Registrar

Kerala University of Health Sciences



Persons involved in the preparation of this document

Statutory Officers of KUHS

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Prof. Dr. A Nalinakshan (Pro Vice Chancellor)

Prof. Dr. M K Mangalam (Registrar)

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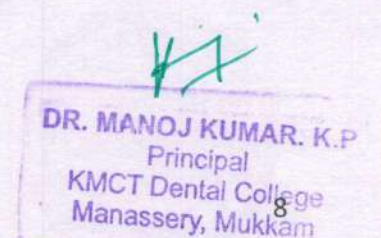
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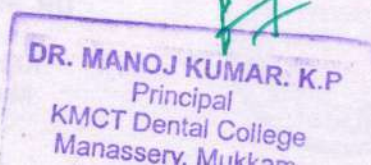
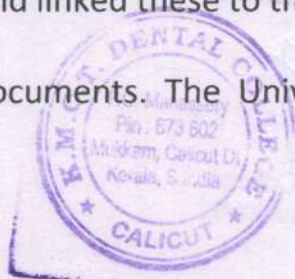


Introduction

One of the fundamental functions of a University is to provide specific guidelines regarding teaching, Learning and assessment and ensuring that these are properly materialised.

The Kerala University of Health Sciences is committed to ensuring and upholding the quality of health science education in its affiliated Institutions. It has a vision based approach in this regard, whereby the various processes are implemented on a system based and time-bound manner.

As part of this vision Course Regulations were Gazetted on a time- bound manner and the entire syllabi of the courses under the University were thoroughly reviewed in the academic year 2016-17. However, there are several reported instances where the Regulations and University Orders of Academic nature are not implemented in time by the concerned institutions. This has often resulted in genuine difficulties and consequently, complaints from the students regarding these have been received. As a result, Examinations had to be postponed predisposing to course lag. The examination Regulations have been readied for Gazetting. The KUHS undertook an extensive initiative to collect and document the basic data regarding the faculty members of institutions affiliated to KUHS and linked these to their AADHAR and PAN numbers after verifying the original documents. The University will be starting Schools, Academic Staff



Objectives of AMC

1. To formulate a fair and objective System for the functioning of the Academic Monitoring Cell of the University.
2. To develop scientific criteria and strategies for its effective implementation

Structure of the AMC

The Academic Monitoring Cell is envisaged as a two tier system (Annexure I).

TIER-I

The first tier is the Institutional Academic Committee (IAC) of the Institution. It consists of the Principal (Chairman), Vice –Principal (Co-Chairman), Heads of Departments, Unit Chiefs, Course Co-Ordinators and Co-Ordinators of the House Surgeoncy and PG Programs as members. This Committee will meet periodically and make an objective assessment of the Academic Programs including examinations taking place in the Institutions with special regard to the Regulations, Syllabi and such other guidelines of the University. The committee will take necessary steps to rectify defects and inadequacies if any. Periodical reports will be filed electronically (online) to the KUHS AMC as the Institutional Academic Committee Report (Internal Academic Audit Proforma) twice a year.

From a practical point of view each Heads of Department shall ensure that the academic programs are planned, implemented and documented in the manner envisaged in the Regulations and Syllabus of KUHS and reported to the Institutional Academic Committee in a regular manner and compiled for submission in the electronic format



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Criteria for AMC

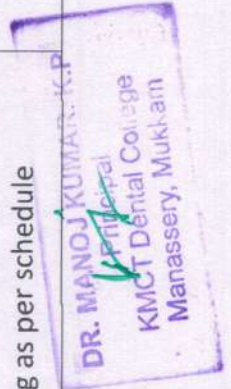
The committee constituted for developing criteria for AMC identified five major domains and 35 sub domains. These are given below as tabular column.

INTERNAL ACADEMIC AUDIT PROFORMA

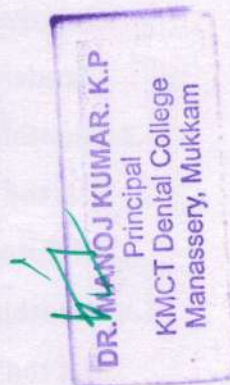
for the period from April to September/ October to March

[Submit one Proforma for each Course/Program of the Institution]

Domains	Parameters	Yes	No	Details
1. TRAINING	Whether			
	1. Master Time Table Published			
	2. Annual Academic Plan is prepared			
	3. Monthly Academic Plan is prepared			
	4. Monthly Academic Report is prepared			
	5. Theory & Practical/Lab/Clinical work Status is satisfactory			
	6. Student Projects are progressing as per schedule			
	7. Professional / Industrial Interaction conducted [wherever applicable]			
	8. Library usage is adequate			
	9. Net Based Learning is being practiced			
	10. Community Academic Programs are progressing as per schedule			



4. KUHS PARAMETERS	Whether: 1. Faculty Qualification & Numbers are adequate 2. Academic Staff College Training status of Faculty are adequate 3. Periodical Institutional Faculty Appraisal Programs are implemented 4. Faculty Development Programs are conducted 5. Disciplinary issues of Students/Faculty if any [give details]		
5. INSTITUTIONAL EXCELLENCE	Whether 1. Vision & Mission Statements of the Institution is displayed 2. There were any Awards & Achievements for the Institution [Details] 3. There were any Research, Publications, Patents, Projects of the Institution [Details] 4. There were any Accreditations: University/NAAC/NABH/ NABL/NBA/ ISO Institution [Details] 5. There were any Funded Research projects		



Practical/Lab/Clinical work Status:

- a. Comprehensive coverage of KUHS syllabus
- b. Timely Completion of topics
- c. Timely conduct of practicals and clinical classes
- d. Adequate lab facilities and staff
- e. Adequate teacher student ratio

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.

1.7. Professional / Industrial Interaction

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

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.

1.9. Net Based Learning

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

1.10. Community Academic Programs

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

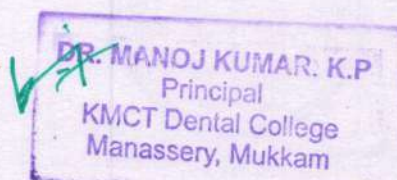
2. FACULTY DEVELOPMENT & STUDENT ASSESSMENT

2.1. Internal assessment

- a. The following parameters are to be observed
- b. Number of internal assessment examinations conducted
- c. Timely publication of results
- d. Objectivity of the examinations
- e. Whether KUHS model has been followed
- f. Remediation programs and interventions based on internal Assessment

2.2. Pass percentage in University Examinations

Number of students registered for examinations



3. STUDENT WELFARE

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.

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.

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.

3.4. Quality assessment of Classrooms, Labs, Clinical classes

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

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.

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 and the mentor and the mentees to be mentioned. Any special outcome may be mentioned

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.

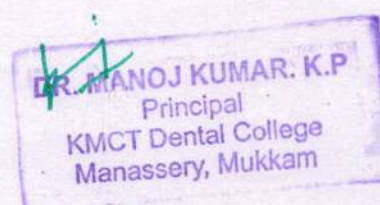
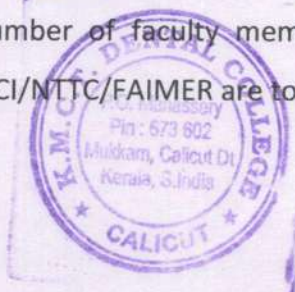
4. KUHS PARAMETERS

4.1. Faculty Qualification & Numbers

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

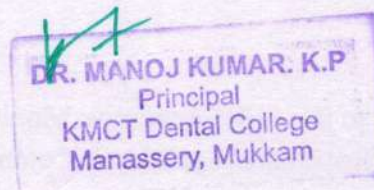
4.2. Academic Staff College Training status of Faculty are adequate

Number of faculty members trained under Academic Staff College of KUHS, or MCI/NTTC/FAIMER are to be specified.



Academic Monitoring Cell

Institutional Interface for filing of Institutional Academic Committee Report



Institutions have to submit one proforma for each course listed under their college.

Institutional Academic Committee Report
For the period 2017-18 Term 1
[Submit One proforma for each course/program of the institution]

188 - Ezhuthachan College of Pharmaceutical Sciences, Thiruvananthapuram

Entry Completed Entry Started, Not Completed Entry Not Started

* You can take printout of the form after final submit by clicking on the corresponding course name.

B.Pharm B.Pharm (Lateral Entry) M.Pharm - Pharmaceutics
M.Pharm - Pharmaceutical Chemistry M.Pharm - Pharmacology Pharm.D
M.Pharm Pharmaceutics & Pharmacology

Figure 2

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.

[Figure 3]



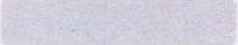
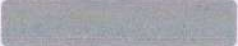
Accordingly, the Figure 2 may be interpreted this way.

For the period 2017-18 Term 1
[Submit One proforma for each course/program of the institution]

188 - Ezhuthachan College of Pharmaceutical Sciences, Thiruvananthapuram

Entry Completed	Entry Started/Not Started/Completed	Entry Not Started
* You can take printout of the form after final submit by clicking on the corresponding course name.		
B.Pharm	B.Pharm (Lateral Entry)	M.Pharm - Pharmaceutics
M.Pharm - Pharmaceutical Chemistry	M.Pharm - Pharmacology	Pharm.D
M.Pharm Pharmaceutics & Pharmacology		

Figure 2

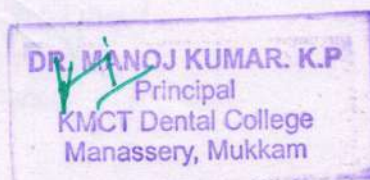
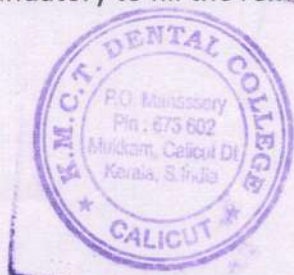
	B.Pharm [Lateral Entry], M.Pharm [P/C, P&P, Pharmacology] Pharm-D: Entry not started by college
	B Pharm Entry started but not completed
	M Pharm [Pharmaceutics] Entry Completed

Step 4: Submitting the proforma

Submitting the proforma is two step procedure. After initial entry user has to save the form and can edit the form before final submission.

A text box is provided against each parameter.

It is mandatory to fill the remark text box if the answer is 'NO'



Sample Print-out of Report generated



KERALA UNIVERSITY OF HEALTH SCIENCES

INTERNAL ACADEMIC AUDIT PROFORMA [For the period from April to september/ October to march]

College : Ezhuthachan College of Pharmaceutical Sciences, Thiruvananthapuram CIN - MP007
 Course : M Pharm - Pharmaceutics

PARAMETERS	YES / NO	DETAILS
TRAINING		
1 Master Time Table Published	YES	
2 Annual Academic Plan is prepared	NO	
3 Monthly Academic Plan Is Prepared	YES	
4 Monthly Academic Report Is Prepared	NO	
5 Theory & practical/Lab/Clinical work status is satisfactory	YES	
6 Student projects are progressing as per schedule	YES	
7 Professional / Industrial Interaction conducted [whether applicable]	NO	
8 Net based learning is being practiced	NO	
9 Community academic programs are progressing as per schedule	YES	
FACULTY DEVELOPMENT & STUDENT ASSESSMENT		

Page 1/3

Figure 4

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 upon its stature in the academic arena.

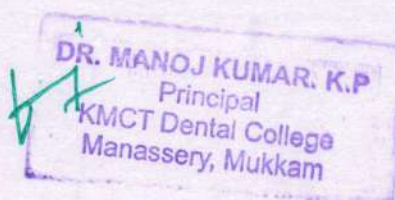
Support

For any technical support the following E-mail id may be used

academicmonitoringcell@kuhs.ac.in

dean.academic@kuhs.ac.in

Contact Number: 0487-2207625



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.

