



Ref.No.VVP/Estt./2022-23/ 435/4

Date: 21-07-2022

Internal Academic Monitoring Committee

The following committee is constituted for **Internal Academic Monitoring** to provide clear guidelines to all teaching faculties regarding curriculum planning and implementation. All members should carry out the responsibilities as mentioned below:

Sr.No	Name of the Staff	Position	Designation
01	Dr. V. R. Rathi	Principal	Chairman
02	Mr. N. M. Garad	Vice Principal	Co ordinator
03	Mr. A. S. Shirsath	Lecturer	Member Secretary
04	Mr. S. K. Gorde	Lecturer	Member
05	Mr. D. W. Tathe	Lecturer	Member
06	Mr. A. A. Shaikh	Lecturer	Member
07	Mrs. P. R. Gavhane	Lecturer	Member
08	Mr. R. P. Kumawat	Lecturer	Member
09	Mr. M. B. Thorat	Lecturer	Member

Roles and Responsibilities

- Provide guidelines to department academic coordinators and collect information from department academic coordinators and convey it to the Principal for corrective measures, if required.
- Prepare institute Event Calendar in accordance with Academic Calendar and submit the same to Principal for approval and same is to be forwarded to all the departments at least 15 days before commencement of semester.
- Ensure that slow learners and advanced learners are taken care as per their needs.
- In consultation with Principal and the heads of departments, should circulate the following information for smooth conduction of academics.
 - Semester start and end dates
 - Public holidays
 - Dates for CIE Tests and Semester End examinations
 - Schedule of student feedback
 - Schedule of Industrial Visits, Guest Lectures
 - Dates for annual events (e.g., Annual day, Sports meet, etc.)



(Dr.V.R. Rathi)
Principal

PRINCIPAL

Padmashri Dr. Vitthalrao Vikhe Patil
Institute of Technology & Engineering