

OFFICE OF THE COORDINATOR
INTERNAL QUALITY ASSURANCE CELL
PRESIDENCY COLLEGE, MOTBUNG, MANIPUR

Reference No. PC/IQAC/18-No/25

Date: 3rd Feb. 2020

Notice

With the approval of the principal, the following departments are selected by lot, as Monitor Departments (MD) of the departments indicated against them for the academic sessions 2020-21 and 2021-22 in the interest of bringing quality assurance in the functioning of the different Departments of the college. The concerned departments will make available to the counterpart MD all documents and records for the above academic year for the assessment purposes, whenever asked for, by the MD. Each academic year for monitoring purposes will cover from February to January.

Sl. No.	Department	Monitor Department (MD)
1	Anthropology	Botany
2	Botany	Mathematics
3	Chemistry	Political Science
4	Economics	English
5	Education	Economics
6	English	Education
7	History	Chemistry
8	MIL (Hindi, Manipuri, Nepali, Thadou)	Physics
9	Mathematics	MIL (Hindi, Manipuri, Nepali, Thadou)
10	Political Science	Anthropology
11	Physics	History
12	Zoology	Zoology

(Dr. N. Premananda Singh)

Co-ordinator, IQAC

Presidency College, Motbung

N.B.:

A. The assessment will be carried out in 10 categories which consist of 1. Regularity of Teachers Attendance 2. Effective Teaching-learning process 3. Application of innovative teaching methods 4. Coordination of Teachers and Students 5. Examination and evaluation system 6. Translation of decisions taken in departmental meetings into action 7. Teachers' participation in career improvement programmes and research works 8. Computers and IT applications in teaching learning process and departmental activities 9. Office management and records keeping 10. Conduct of seminars/ workshop/ field visits etc. for experiential learning of students.

B. The MD will monitor the department whole academic year and give points from 0 to 5 (Low to High) according to the level of quality achieved in the criteria mentioned above. MD will give points at the end of every 3 months (i.e. February to April, May to July, August to October and November to January). CGPA (Cumulative Grade Point Average) will be calculated by dividing the total scores in the 10 criteria in the year divided by 2.

C. Format for Assessment is as follows:

Criteria	Feb-April (1 to5)	May-July (1 to5)	Aug-Oct (1 to5)	Nov-Jan (1 to5)	Total
Regularity					
Effective					
.....					
Conduct					

Grand Total:

CGPA = Grand Total/2

Signature of HoD of MD