



TEERTHANKER MAHAVEER UNIVERSITY
(Established under Govt. of U. P. Act No. 30, 2008)
Delhi Road, Moradabad (U.P)

Phone No :	9837933666	Email :	registrar@tmu.ac.in
Ref. No :	TMU/R.O./2024-25/Adm/023	Date:	07.08.2024
SOP No :	12.0	Issued By:	Registrar
Total Pages :	02	Approved By:	Vice Chancellor

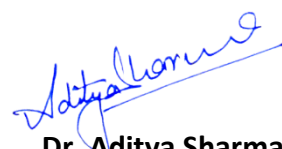
Standard Operating Procedure (SOP)

Academic Review Visits in Colleges

To further enhance the smooth functioning and coordination of academic activities across the University, regular visits by the Dean Academics/Associate Dean Academics/any senior authority nominated by Vice Chancellor to each of the constituent colleges to be conducted. These visits will provide valuable opportunities to:

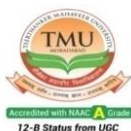
- Review current academic practices and identify areas for improvement to ensure alignment with University-wide standards.
- Facilitate direct interaction with faculty and students to address concerns, gather feedback, and foster a collaborative environment.
- Examine the utilization of academic resources and infrastructure to optimize their effectiveness and support academic excellence.
- Enhance communication and cooperation between Colleges, promoting best practices and consistent academic policies across the university.

These visits will be instrumental in identifying key areas for development and ensuring that the academic activities run smoothly and effectively. The proposed days for these visits will be communicated by Dean Academic office time to time. Report of such visits to be prepared in a prescribed format (**Annexure-1**) and to be submitted to Vice Chancellor office and Dean Academics office for further review and necessary action.


Dr. Aditya Sharma
(Registrar)

Enclosures:

1- Annexure-01



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Annexure-1

Academic Visit Report

Name of the College.....

Date..... Day..... Time: From.....To.....

S.No.	Category	Criteria	Poor 1	Average 2	Good 3	Very Good 4	Excellent 5
1.	General Ambiance	Organization and Cleanliness					
		Professionalism of Staff maintain dress code					
		Overall Environment					
2.	Hygiene Standards	Cleanliness of Facilities					
		Sanitation Practices					
		Maintenance of Classrooms					
3.	Lab Engagement and Facilities	Student Engagement in Labs					
		Condition and Maintenance of Lab Equipment's					
		Availability of Resources/Chemicals					
4.	Library Management	Organization and Accessibility					
		Quality of Resources					
		Support Services					
5.	Mentor- Mentee Records	Record-Keeping Accuracy					
		Frequency of Interactions with Mentee					
		Quality of Mentorship					
6.	Students Feedback	Overall Student's Satisfaction					
		Feedback on Academic Support					
		General Observations					

Overall Visit Rating: (1 – 5)

Any Specific Observation

-
-
-

Signature:



Name of the Visitor: (.....)