

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR ACADEMIC REVIEW MEETING**

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/26

Issue Date: 01/06/2023

Revision Date: 00/00/0000

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**Objective:** To elaborate the procedure to conduct academic review meeting.**Responsibility:**

- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Mentors
- Principal

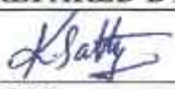
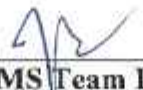

**Procedure:**

Sl.	Activities	Responsibility	Target days
1.	Planning of academic review meeting	Principal, HODs	After the end of Internal test I & II (Twice in a semester)
2.	Intimation through circular from the Head of the institution with regards to conduct of academic review meeting	Principal	Last day of Internal test I & II
3.	Mentors have to intimate the parents in regards to meeting through phone	Mentors	Seven days prior to the meeting
4.	Mentors have to prepare the consolidated marks (Internal test & end semester exam), individual academic performance and attendance percentage of students	Mentors & HOD	Three days after the completion of Internal test I & II
5.	Discuss about the performance of the students	Parents, Mentor and Faculty members handling the classes, HOD	Day of Academic review meeting
6.	Getting feedback from parents	Mentors	Day of Academic

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL

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<b>Sl. Activities</b>	<b>Responsibility</b>	<b>Target days</b>
7. Venue Preparation	AO	The day before the meeting
8. Arrangement of refreshments and food	AO	Day of Academic

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<b>EOMS Team member</b>	<b>EOMS Team Leader</b>	<b>PRINCIPAL</b>