



IARE

**INSTITUTE OF
AERONAUTICAL ENGINEERING**

**STANDARD OPERATING PROCEDURE
FOR
ACADEMIC REVIEW MEETING**

STANDARD OPERATING PROCEDURE FOR ACADEMIC REVIEW MEETING

Objective:

To elaborate the procedure to conduct academic review meeting

Responsibility:

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

S. No	Activities	Responsibility	Target Dates/Days
1	Planning of academic review meeting	Deans and 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 / telegram	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 and HOD	Three days after the completion of Internal test I and II
5	Discuss about the performance of the students	Parents, Mentor and Faculty members handling the classes and HOD	Day of Academic review meeting
6	Getting feedback from parents	Mentors	Day of Academic meeting
7	Venue Preparation	Admin (AO)	The day before the meeting
8	Arrangement of refreshments and food	Admin (AO)	Day of Academic meeting