



ACADEMIC POLICY

The Academic policy has been approved by the College Development Committee and will be implemented from the academic year 2016-17.

1. Composition of Internal Assurance Cell (IQAC):

There shall be an academic committee headed by the Principal. The IQAC Co-ordinator shall work as member secretary of this committee. The following shall be the members of this committee

- a. Principal – Chairperson
- b. Five Senior Teachers
- c. One Senior Administrative Officer - Member
- d. Two external experts on Quality Management/ Industry/Local Community – Member
- e. Director / Coordinator – Member Secretary

2. Review of academic activities:

The committee shall take a review of academic activities carried out in a semester, outcome of the academic policies at the end of every semester.

3. Responsibilities of IQAC:

The following responsibilities shall be distributed among the members.

- a. Verification of subject distribution for forthcoming semester within one week after end of the each semester
- b. Preparation of college academic calendar in line with academic calendar of University.
- c. Verification of course files and laboratory materials before commencement of semester
- d. Supervision on preparation of Timetables.
- e. Daily/weekly/monthly attendance monitoring and remedial measures.
- f. Analysis of University results and remedial measures.
- g. Monitoring on execution of academic activities as per academic calendar.
- h. Assessment of monthly and semester end report of teaching learning process.
- i. Assessment and analysis of class test results and remedial measures.

The activities in view of the above mentioned responsibilities shall be carried out as follows.



Verification of subject distribution for forthcoming semester within one week after the end of the each semester:

- a. At the end of every semester, the allotment of theory courses and laboratory courses for the next semester shall be done by head of the department. While doing this work, the head shall consider the choice of all teachers. Workload distribution shall be done in common meeting. In some cases where choices are not matching, head can execute his/her power staff.
- b. Before commencement of vacation, IQAC Co-ordinator shall take feedback from all heads of the department and shall report the same to the Principal. The Head of the department not completing this work in given time frame shall be held responsible and vacation program of the department shall be approved only after the workload distribution.

Preparation of the college academic calendar in line with academic calendar of UNIVERSITY/:

- a. The IQAC Co-ordinator shall prepare the college academic calendar in line with the academic calendar of University.
- b. The academic calendar shall consists of commencement and end of the term, slots for unit tests, list of holidays, university examination schedules, dates semester activities with a liberty to departments to prepare their academic calendars in line with academic calendar of the institute.

Verification of course files and laboratory manuals before commencement of semester:

- a. The IQAC shall assess the course file and laboratory materials in all respects before the commencement of semester. The report shall be submitted to the Principal for review and necessary action.
- b. However, a time frame of one month shall be given for the newly introduced subjects in the curriculum of UNIVERSITY/COLLEGE.

Supervision on preparation of timetables:

- a. The IQAC shall review the timetables prepared by the time table committee.
- b. The IQAC shall ensure that the timetable committee prepares the timetables 15 days before the commencement of semester.
- c. After review of the timetables by HoD, the timetable committee shall enter the same in ERP and convey it to HoD and concerned teachers.

Daily/weekly/Monthly attendance monitoring and remedial measures:

- a. The IQAC shall take review of daily attendance in the first two weeks of semester and take necessary steps to improve the attendance. The same shall be communicated to the Principal.
- b. From third week onwards IQAC shall take review of weekly attendance and ask HoDs to take necessary steps such as calling parents of students remaining consistently absent. The same shall be communicated to the Principal.
- c. After every month, the IQAC shall take review of monthly attendance and ask HoDs to take necessary steps such as preparing monthly defaulter list, sending letters to parents

of students having attendance less than 75%, arranging parent meet. The same shall be communicated to the Principal.

- d. The IQAC shall monitor the preparation of detention list and forward the same to the Principal for necessary action.

Analysis of University results and remedial measures:

- a. After declaration of results of the examinations conducted by University/College in previous semester, the IQAC shall prepare detailed analysis of the same.
- b. The IQAC shall conduct a meeting of all HoDs with Principal for the discussion and necessary steps to be taken for possible improvement in results.
- c. The IQAC shall plan in consultation with HoDs for remedial classes for not more than two subjects with poor results.
- d. The IQAC shall forward the list of teachers giving results better than and less than the benchmark to the Principal for necessary action such as appreciation letters for good results, asking for written explanation/justification for poor results.

Monitoring on execution of academic activities as per academic calendar:

The IQAC Coordinator and department academic coordinators shall monitor the execution of the activities mentioned in the academic calendar after every two weeks.

Review of monthly and end semester assessment reports of teaching learning process:

- a. The IQAC shall monitor the monthly assessment reports submitted by the teachers. After assessment of first monthly report, the IQAC shall take necessary steps for possible improvement such as counseling of teachers, recommendation for arranging teaching aids required if any.
- b. After assessment of second monthly report, the IQAC shall take necessary steps such as asking HoDs to arrange expert lectures.
- c. The IQAC shall monitor the semester end assessment reports submitted by the teachers and take necessary steps for possible improvement such as asking HoDs to arrange the remedial crash courses by internal or external subject experts.

Monitoring on conduction of class tests, assessment and analysis of class test results and remedial measures:

- a. The IQAC shall ensure that the class tests are conducted as per the institute/department academic calendar.
- b. Department class test coordinator shall forward the class test results duly signed by HoDs within three days after the last paper.
- c. The IQAC shall do rigorous analysis of class test results and take necessary steps such as asking HoDs to conduct retests for failure and absent students, arranging remedial classes for difficult topics.

4. Duties and responsibilities of teachers in different capacities:

A. Duties and responsibilities of a teacher:

- a. Teaching the given subjects with full efficiency and honesty and guiding students for seminar and projects.
- b. Imparting social and ethical values to the students.
- c. Maintaining the attendance records and forwarding the same to departmental academic coordinator once in a month.
- d. Conducting all theory and laboratory session with utmost punctuality.

- g. Conducting the class tests as per schedule and forwarding the results to departmental academic coordinator.
- f. Preparing the course file and updating it regularly.
- g. To identify weak students and counsel them.
- h. Involvement in University related examination work such as assessment of term work, practical and oral examination, junior / senior supervisor duty, paper assessment in CAP conducted by the UNIVERSITY/COLLEGE and other work assigned by the University time to time.
- i. Active participation in workshops/conferences/STTP/FDP organized by other colleges/organizations by delivering Guest lecture, expert lecture.

B. Responsibilities of Head of the department:

- a. To become a bridge between staff of the department and the Principal.
- b. To prepare annual budget of the department.
- c. To implement institute policies at the department.
- d. To co-ordinate co-curricular and extra-curricular activities in the department.
- e. To monitor the academics in the department.
- f. To counsel the teachers, non-teaching staff and students in the department.

C. Responsibilities of Laboratory incharge:

- a. To consolidate the requirement for conduction of laboratory courses in the laboratory
- b. To prepare the annual budget of the laboratory
- c. To monitor the laboratory courses in the laboratory
- d. To get quotations for purchase and maintenance of the equipments in the laboratory with the help of subject teachers.
- e. To keep all equipments in the laboratory in working condition
- f. To inspect periodically (before commencement of each semester) the dead stock and working condition of all equipments
- g. To repair the equipments. If needed
- h. To inform the head of department regarding the instruments beyond maintenance
- i. To maintain and upgrade the laboratory manuals of all laboratory courses conducted in the laboratory
- j. To show the updated laboratory information regularly

D. Responsibilities of Class teacher:

- a. Work as a bridge between students and department administration
- b. Study monthly attendance report and identify irregular students. Handover the monthly attendance record to guardian, faculty member for further action (counseling of students, meeting with students, send information to parents)
- c. Collect personal information (Address, mobile number and parent's mobile number) of the student
- d. Interact with the students in the allocated batch and know their problems
- e. Try to resolve the problem if the solutions are in his / her capacity. Otherwise put their problems to class teacher and head of the department
- f. Identify the defaulter students and counsel them. Also, inform the parents about the poor attendance/ performance of their ward on telephone.



Conduction and assessment of laboratory courses:

The teachers shall conduct the laboratory courses with following guidelines.

- a. A teacher should give clear theoretical background of the experiment.
- b. Prior to perform the experiment, the teacher shall explain the aim of experiment, functionality of operating instruments and procedure of the experiment.
- c. The experiments shall be performed in a group of students not more than five. For the laboratory courses involving software implementation, every individual student shall perform the experiments
- d. The teacher shall correlate the results and conclusions with theoretical concepts.
- e. Deadlines must be specified for performing the experiment (in case of absent students) and assessment of the experiment (Student shall be allowed to perform next experiment if the earlier experiment is completed and corrected in all aspects).
- f. For the laboratory courses having term work, IQAC shall develop a formula based on factors such as attendance, class tests, assignments, submission and continuous assessment to calculate marks of term work. The formula for calculating the term work marks shall be communicated to students at the commencement of semester. IQAC shall take review of continuous assessment format once in a year and modify the same if necessary.

6. Identification of advanced learners and grooming them for academic excellence:

- a. HoDs, academic coordinators and teachers shall identify advanced learners through proactive interaction with the students, student participation in classroom discussions, performance in the internal tests, questioning ability, University results.
- b. HoDs and teachers shall motivate these students to participate in workshops, symposia, and seminars giving them exposure to the latest developments.
- c. These students shall be encouraged to develop study models and mini projects under the guidance of the faculty members.
- d. They shall be provided with the extra exposure by organizing competitions on paper presentations, projects, games, software development etc.
- e. Advanced learners shall be encouraged to take active role in functioning of the students' associations for organizing various activities.
- f. Support in terms of special coaching for GATE and other competitive examinations shall be provided to advanced learners.

7. Identification of slow learners and remedial measures:

- a. HoDs, academic coordinators and teachers shall identify slow learners based on University results, performance in class tests, attentiveness and ability to answer the questions in classrooms and laboratories.
- b. The teachers shall form groups of these students (group size shall be 8-10) and assignments shall be given to them for practice. The teachers shall take follow up and guide them in solving the assignments. One advanced learner shall be assigned for each group to help them in solving the assignments.
- c. The teachers shall conduct remedial lectures for these students.

8. Consideration of curricular, co-curricular and extra-curricular activities undertaken by the students.

Student participation in curricular, co-curricular and extra-curricular activities shall be motivated with following conditions.

- a. A student wishes to participate in any activity shall take prior permission from head of the department.
- b. A student wishes to participate in any activity shall be permitted only for 7 days in every semester provided that his / her attendance records and previous results are satisfactory.
- c. No consideration shall be given if prior permission is not taken.

9. Efforts for improvement in theory classes and laboratory courses

To have above 75% attendance of all students in each division UG students of every department the following steps are proposed

- a. Attendance record keeping book shall be brought back to improve student teacher interaction
- b. Thorough implementation of existing system of tracking the absent students by subject teacher, GFM and class teacher
- c. Introducing concept of mid - term defaulter list and calling their parents to meet HoD and sign the undertaking.
- d. It is observed that the problem of absenteeism becomes severe from second semester of first year onwards. Hence it is necessary to cultivate the academic environment and importance of attendance among the students. To achieve this, experienced teachers shall be appointed to teach the subjects in first year.
- e. The effects of absenteeism shall be reflected in term work assessment.
- f. The students remaining absent for more than 50% in any week shall be detained for one extra hour in the next week to complete the task assigned by subject teachers. These extra hours shall be considered only for term work assessment.
- g. After completion of each unit, the teacher shall identify the students with attendance less than 75% for that particular unit and detain them for one extra hour till they cover the unit. During this extra hour the teacher shall assist them in grasping the concepts.

10. Non granting term of a student


After following the steps in sub point 9, the term of a student shall not be granted if he / she fails to

- a. make his / her attendance more than or equal to 75% in theory classes and / or
- b. perform all experiments in all laboratory courses and / or
- c. complete the journal for all laboratory courses

The attendance of the student for the following shall be taken into consideration while calculating the percentage of attendance for the purpose of non-granting the term.

- a. Detention period as mentioned in sub point 9
- b. Participation in curricular, co-curricular and extra-curricular activities (strictly adhering to sub point 8)
- c. Medical leave (not exceeding by 15 %)




Principal
Babasaheb Vengulekar