



# ACADEMIC POLICY



IQAC Department  
Janata Shikhan Prasarak Mandal's  
**Marturaoji Ghule Patil Art's, Commerce And Science College**  
Ahmednagar Maharashtra India 414111



## ACADEMIC POLICY DOCUMENT

### ❖ Policy Statement

Marutraoji Ghule Patil Art's, Commerce and Science College strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the Academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would Cater to the human welfare and sustainability.

### ❖ Objectives

The Academic policy discloses the principles used for quality teaching at Marutraoji Ghule Patil Art's, Commerce and Science College and defines the procedures for the multiple levels of accountability in teaching and learning.

The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the Campus.

The institute/department stands responsible for ensuring quality of its educational environment. This includes

1. Academic accountability
2. Ensuring the quality of technical education including
  - i. Prescribing its own courses and syllabi in accordance with the need of the society and the professional requirements.
  - ii. Preparation of the course materials with adequate standard
  - iii. Delivery of course contents adopting appropriate technologies
  - iv. Assessment to enable quality.
  - v. Continuous improvement through quality assurance.

## ❖ Action Plan

Step by step process of the Academic activities is listed.

1. **Subject Allotment**- Before the commencement of the semester the subjects are allocated to the faculty members after collecting their preferences.
2. **Publishing of the MGPC Academic Calendar**- An Academic Calendar is published which includes all the Academic , co-curricular and extra- curricular activities.
3. The **Lecture Plan and Course Information Sheet** is prepared by the faculty which is then verified by the Module Coordinator.
4. Review of the **attainment of COs** of the previous batches and devising techniques to improve the attainment.
5. Preparation of the **course material and content delivery**. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more student centric. The teaching Learning Centre (TLC) of MGPC organizes various workshops at regular intervals to improve the effectiveness of teaching for the faculty of MGPC and other institutions.
6. **Seminar** coordinator and the **project** coordinator ensures that all activities related to seminar and project take place in the stipulated time.
7. Conduct of **assignments/tutorials** and class work according to the plan. Publishing of the attendance at regular intervals.
8. Conduct of the **Internal Examination** and its assessment. The Question papers and the answer keys are verified by the module coordinator to ensure that the standard is maintained and that portions are covered appropriately.
9. Publishing of the assessment marks.
10. Conduct of **class committee and course committee** to address any issues related to the class/course.
11. Conduct of **Advisor and advisee meeting** every two weeks and the minutes are reported to the Head of the Department.
12. Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes and the programme outcomes.
13. Organizing various **skill development workshops** by the professional societies and the department associations.

The Academic policy is linked with the B.Tech and M.Tech Regulations, Examination Manual and the rules for assigning the activity points of Marutraoji Ghule Patil Art's, Commerce and Science College .

#### ❖ **Academic Monitoring and Student Support**

Various committees have been formed to ensure proper monitoring of the Academic activities and to provide support to the students.

1. Class/Course Committee-The committee is responsible to monitor the conduct of all the courses, adherence to the course plan and the time schedule in the Academic Calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students and recommend for necessary remedial actions, if any.
2. Mentor-Mentee system : For every class there is a staff co-ordinator and staff advisor. Staff Coordinator will be nominated for the entire class. There will be one Staff Advisor for every 20-25 students. One among the Faculty Advisor shall be nominated as Staff coordinator. The Advisor maintains all documents related to the Academic and non-Academic matters of the students under an advisory group. They are the primary contact of students and parents for all kinds of advices, clarifications and permissions on Academic matters. They are responsible to mentor the students. The staff coordinator makes arrangements for the meetings with students and parents as and when required to discuss any matters for the progress of the students. They also Carry out the result analysis and arrange for remedial activities, if required. They are also responsible to Carry out the consolidation of the activity points, attendance, internal marks in their advisory group.
3. Various other committees like Student Welfare committee, Grievance Redress Committee, Disciplinary Action Committee are also formed for student support.

#### ❖ **Academic Auditing**

Academic Auditing is Carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the Academic activities including the internal evaluations and examinations. A subcommittee of the same termed as the Internal Audit Cell (IAC) is responsible for Carrying out the Academic audit in stipulated intervals as suggested by the University. The IAC has a coordinator and representatives from all departments to Carry out the audit. The audit also covers the co-curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditation such as NAAC and NBA and also periodical reporting to UGC. IQAC will also keep the relevant data on website up to date as required by the UGC.

❖ **Teaching -Learning Center (TLC)**

The TLC has been formed to inspire, support and strengthen new directions in pedagogy and learning at MGPC. The TLC facilitates the preparation of contents in the form of Video lectures and courses through structured workshops. It enables sharing of good teaching practices and Innovation in teaching methods among faculty. The TLC organizes various Faculty Development programs on a regular basis to enable continuous learning and improvement for faculty and Staff.

❖ **Academic Committee:**

- **Committee Chairman**

**Principal**

- **Committee Member**
  - Vice-Principal
  - IQAC Co-ordinator
  - Faculty In-Charge Arts
  - Faculty In-Charge Commerce
  - Faculty In-Charge Science
  - Faculty In-Charge

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