

**Pravara Rural Education Society's
College of Pharmacy (For Women), Chincholi
Tal: Sinnar, Dist: Nashik**



ACADEMIC POLICY

One Purpose, One Mission, One Dream.

INTRODUCTION

Academic is the integral part of College. The policies are defined for smooth conductance of academics in the College. Academics includes Academic Calendar, Academic Time Table, Attendances of students, Academic Progress Report, Guest Lectures, Examination, Continuous Internal Evaluation, Teaching Learning Process, Result Analysis, Parents and Teachers Meeting, Feedback of Students and Teachers.

PRES's College of Pharmacy (For Women), Chincholi strongly values the principles of academics. Maintaining academic policy includes:

- Creating and expressing your own ideas and work
- Properly citing and referencing other people's ideas and work, giving appropriate credit
- Seeking appropriate, approved assistance from outside sources or persons (e.g. Guest Lectures)
- Acknowledging collaboration
- Performing with honesty during examinations, avoiding collusion, collaboration and/or the use of unauthorized resources.

Academic Committee

The main objective of the academic committee is to oversee the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities. The members of the committee sit together at regular intervals of time to develop the ways and means to ensure that quality teaching-learning process should remain the topmost priority. This Committee also formulates the guidelines, rules and regulations of all Academic affairs of the College. The Academic Committee is formed with the following members under the chairmanship of Principal, Academic Dean, Member from each Department, College Exam Officer, Class Representatives of each class.

Functions

- Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect.

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- Review the academic and other related activities of the college.
- Review the students and faculty development programs.
- Visualize and formulate perspective plans for the development and growth of the college.
- Prepare and review Academics Calendar and Class Routine for the college.
- Review and update the College Prospectus.
- Draft Concise Leave Rule for the teaching and non-teaching staff of the College.
- Decide the introduction of Students Uniform in the College.
- Promote research and extension activities in the college campus.
- Plan for sustaining the quality of education, quality improvement and accreditation of the college.
- Keep vigilance on the attendance of teachers and regularity in taking the classes.
- Review student's attendance/malpractices in examinations.
- Oversee the internal examinations/evaluation/recording.
- Take disciplinary action to the students for violation and disobedience to the college rule.

Academic Schedule Identifies significant dates for Industrial Visits, terms, course schedules, examinations and College holidays.

Academic Term A period of time within the Academic Year.

Term I June to December

Term II January to May

Academic Year (June to May) Identifies the start and end of the College's operational year.

1. The Academic Calendar is produced and made available at the starting of each semester to students and teachers.
2. The university calendar is available on the university webpage.
3. The Academic Year is defined by the Academic Schedule and will be published in the Academic Calendar.
4. The Academic Committee or designate is responsible for the development of the Academic Schedule.

Academic Calendar:

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Academic Calendar includes the commencement of programme. It is mandatory to follow the academic commencement for every programme. College adheres the Academic Calendar for the conduct of every event mentioned in the Academic Calendar. Academic Calendar proposed the dates of in house activities to be taken for current academic year.

Academic Time Table:

A **timetable** is a table for coordinating these four elements:

- Learners
- Teachers
- Rooms
- Time slots (for Lectures)

Academic Time Table is prepared to understand the date and time of theory and practicals to be conducted. Every staff and students should follow the time table. Minimum lectures and practicals should be taken by respective subject incharge as prescribed by the University.

Time Table includes time of lectures, practicals, mentoring, Remedial Classes and Tutorials.

Attendance of every student should be taken at the end of the lecture. As per university guidelines every students should have minimum 80% of attendance in every semester, then only he/she is eligible for examinations. Class teachers have to monitor the attendance of students every end of the month.

Academic Progress Report has to be filled by every subject incharge. Academic progress report includes percentage of completion of syllabus of theory and practicals. It is mandatory for Academic Dean to check the Academic Progress Report in every month end meeting.

Guest Lectures are arranged for each class as per mention in Academic Calendar. Eminent Speakers from industries and academics are called to share their knowledge with students. Guest Lectures will be arranged as per the availability of resource person.

Examinations: Internal Exam or Sessional Exam should be carried out after the completion of 50% of syllabus. There should be minimum one or maximum two Sessional Exams carried out in each semester. Practical exam should be carried out after completion of Sessional Theory exam. External exam should be carried out as per University prescribed Examination Schedule.

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Continuous Internal Evaluation or **Continuous assessment** is a form of educational examination that evaluates a student's progress throughout a prescribed course. It is often used as an alternative to the final examination system. Proponents of continuous assessment argue that the approach allows tracking of progress and has a chance of offering students more support, guidance, and opportunities to improve during the course or programme. Continuous assessment will often include some form of formative assessment. The formative assessment covers the range of informal diagnostic tests a teacher can use to assist the process of learning by their students. This may include activities such as weekly pop quizzes or preparatory assignments. Prescriptive but ungraded feedback enables students to reflect on what they are learning and why. The goal is to improve performance and achieve successful outcomes. There should be atleast two Continuous Assessment in each semester.

Teaching and Learning Process: Teaching and learning is a process that includes many variables. These variables interact as learners work toward their goals and incorporate new knowledge, behaviors, and skills that add to their range of learning experiences. Teaching, learning and assessment are aspects of the curriculum for which lecturers take responsibility. Having a shared understanding of these aspects is important. **Teaching** can be defined as engagement with learners to enable their understanding and application of knowledge, concepts and processes. It includes design, content selection, delivery, assessment and reflection. To teach is to engage students in learning; thus teaching consists of getting students involved in the active construction of knowledge. A teacher requires not only knowledge of subject matter, but knowledge of how students learn and how to transform them into active learners. Good teaching, then, requires a commitment to systematic understanding of learning. The aim of teaching is not only to transmit information, but also to transform students from passive recipients of other people's knowledge into active constructors of their own and others' knowledge. The teacher cannot transform without the student's active participation, of course. Teaching is fundamentally about creating the pedagogical, social, and ethical conditions under which students agree to take charge of their own learning, individually and collectively.

Result Analysis is based on the final result of the End semester examinations. The result of each class should be analyzed according to subject and class. Result analysis comprised the data of

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total number of students present for exam and number of student appeared for exam. It also should show the number of students who failed in examinations. This data gives overview of all students' performance in examinations.

Parents and Teachers Meeting should be conducted after the announcement of result. In PTM there should be discussion on result of students and academic progress of student. Parents should be present for every PTM. Parents should discuss the various problems faced by the students while learning so as to overcome the learning methods. There should be action taken plan after every PTM.

Feedback should be:

- **Transparent:** such that all parts of the feedback process are explicit and readily accessible.
- **Equitable:** so that all feedback is fair, taking account of learning requirements and actively removing barriers to achievement, and operates through consistent application of criteria.
- **Valid:** so that feedback is seen as integral to student learning and fit for purpose, particularly in relation to level, content and intended learning outcomes.
- **Reliable:** such that the judgements derived from feedback are accurate, verifiable, agreed and consistent, criterion-referenced and moderated.
- **Just:** so that there are effective mechanisms that deal with breaches of feedback regulations and can resolve appeals against assessment decisions.
- **Enabling:** so that all students have the best possible opportunity to demonstrate their learning to the best of their potential.

Feedback from students should be regularly conducted after the end of semester. For feedback all students should be present and has to give marks to respective subject incharge for his efficiency in teaching throughout the semester. Students may impose the various issues in the feedback which should be solved by the academic committee. There should be feedback taken from staff on academic schedule, workload and academic time table. The workload of staff should fulfill the academic responsibility.

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Phangale

Prepared by

Phangale

Checked by

S

Approved by



Principal
College of Pharmacy, Chincholi
Tal. Sinnar, Dist. Nashik 422102

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