

Guidelines for the conduct of Academics at the College

Purpose:

The purpose of this document is to inform faculty members regarding their roles and responsibilities for the conduct of curricular and co-curricular activities at the College to ensure the achievement of higher standards.

Scope:

This document describes the conduct of theory, practical, tutorials, assignments, open books tests teaching plans and activities to bridge the curricular gaps and overall academic process at the College.

Objective:

The objective of this document is to ensure smooth, efficient and orderly conduct of curricular and co-curricular activities in the College as per recommendations of IQAC, the guidelines by Savitribai Phule Pune University, Pune and Pharmacy council of India, a statutory authority from time to time.

Conduct of Curricular activities:

The teaching and learning process in the College shall be planned and monitored by Academic Committee. At the start of the year, Academic committee shall prepare an academic calendar, in accordance with SPPU calendar. At the start of the semester workload distribution and the subject allocation to the faculty shall be done at departmental level. Accordingly Time Tables shall be prepared and circulated to faculty.

Academic committee members shall monitor academic practices as conduct of prescribed theory and practical classes by subject teachers, course content and its effective delivery. Committee reviews different teaching methods, unbiased continuous assessment, syllabus completion and attendance of students..

Subject teacher should conduct tutorials, assignments, open book tests on regular basis. Subject teacher should take revision in the form of discussion and assignments. Subject Teachers should discuss end semester university question papers and suggest content of model answer. Subject teachers shall conduct Practice Paper and special attention should be given for critical concepts.

Guidance for Time management during examination, scoring higher marks should be given by subject teacher. Guest lecture can be arranged as per topic needed for students.

Class teacher and mentor mentee system shall be an integral part of the academic committee. Class teacher shall keep the track of students' attendance and should ascertain whether there is any correlation between their attendance and performance. Overall, faculty should boost students' confidence.

