

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

New Arts, Commerce and Science College, Shevgaon

Dist. Ahmednagar- (MS)-414502 (INDIA)

Internal Quality Assurance Cell (IQAC)

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ACADEMIC POLICY

Introduction:

New Arts, Commerce and Science College, Shevgaon strives to be recognized as a premier institute that provides quality education in the vicinity. It provides all inclusive affordable education to needy people irrespective of their caste, creed, religion or sex. It strives hard to sustain and enhance its academic standards. Hence, a well-wrought academic policy is apparent.

Statement of Policy:

NACSCS strives to sustain and enhance its academic excellence through integration of ICT in teaching-learning, continuous assessment and review of the academic activities, promotion of research so as to realize holistic development of students. NACSCS is committed towards its students for the development of their professional skills, language skills, creativity, disciplinary knowledge and ethical standards. The present policy document states the academic objectives of the institution and strategies envisaged to achieve them.

Objectives:

Institutional academic policy envisages principal objectives of the institution and defines procedures, strategies to be implemented for ensuring quality in its academic endeavors.

- To sustain and enhance academic excellence of the institution
- Design and implement curriculum of Add on/ Certificate/ Diploma courses that caters to the local needs of students
- To collect feedback from various stakeholders and use them for improvement
- To implement innovative teaching-learning strategies to make students' learning experience enjoyable
- To improve teacher quality through promotion of research culture

- To create state of the art infrastructure and ambience conducive to innovative teaching learning process
- To inculcate social responsibility among students
- To provide necessary academic support to students

Benchmarks for Academic Excellence:

- Every academic department should introduce add on/ certificate course as per the local needs
- IQAC in consultation with various stakeholders should develop a well - wrought feedback mechanism
- Faculty members should use ICT tools in teaching-learning process.
- Every faculty members should deliver at least 40% content of the courses taught through online platform
- Faculty members should participate at least in one FDP/ Orientation/ Refresher programmes a year
- They are supposed to prepare MOOCS, and four quadrant modules to facilitate distance learning
- Every faculty member should publish at least two research papers per year
- Eligible faculty members should submit proposal for financial assistance to UGC, ICSSR, DST- Fist, ICHR etc. to undertake minor and major research projects
- IQAC should devise rigorous curriculum planning and delivery mechanism
- Faculty members need to pursue doctoral research
- All students need to be encouraged to participate in Extra-curricular activities
- College in its entirety would be responsible for holistic developments of its students
- Heads of Department/ Administration should clearly state the POs, PSOs, and COs for all programmes and communicate them to students by various means
- Academic and Administrative audit should be conducted every three years for proper organization of administrative documentation and academic functioning of college.

Distribution of Academic Responsibilities:

Academic responsibilities of different administrative and academic authorities are in accordance with rules and regulations laid down by University Grants Commission, Affiliating University and Governing Council of the parent institution.

- Local administration of the college would be responsible for effective implementation of various policies and procedures for smooth functioning of academic and administrative activities. It will ensure that institutional vision and mission gets translated through various academic programmes and administrative actions.
- The head of the institute, in consultation with IQAC will ensure development and implementation of quality assurance policies.

- The office superintendent of the college is responsible for maintaining all kinds of record with the assistance of Head Clerk, Sr. Clerk, Jr. Clerk and support staff.
- Principal and Vice-Principal of the college will monitor the functioning of various academic departments, Cell, and Committees. They will also manage the affairs of non-teaching staff
- Principal, Vice-Principal and Office Superintendent will also look after planning and organization of various academic and non-academic activities for the holistic development of its students
- Academic planning committee comprising of head of the departments will look after the preparation of Academic Calendar including CIE, Institutional Time Table, teaching plan format, syllabus completion report format etc.
- Head of the departments will ensure the effective functioning of departmental activities. They will look after preparation of departmental academic plan, workload distribution, finalization of departmental time table, student centric teaching- learning methods to be employed, organization of conferences/ Seminars/ and Workshops etc.
- The faculty would be responsible for quality teaching in the classroom, timely completion of syllabus, preparation of teaching plan, conducting internal evaluation/ assessment, maintaining teachers' diary, E-content development and assigned administrative duties.
- NSS programme officer ensures effective implementation of Regular and Special Camp activities. He/ She looks after organization of various awareness rallies, street plays, cleanliness drives, rallies for sensitizing students towards cross cutting issues, tree plantation and environment consciousness initiatives, Blood donation camps, Special Winter camps etc.
- NCC officer sees to it that proper cadet enrollment procedure is carried out. He/ She also look after organization of various social and military activities.
- Student Welfare officer ensures that students receives all kind of support including financial support under Earn and Learn Scheme. He/ She also motors holistic development of students through organization of Personality development Workshops, Cultural Programme, *Nirbhay Kanya Abhiyan*, Workshop on Disaster Management etc.
- Coordinator of Placement Cell will ensure organization of campus placement drives, soft skill development workshops, deputing students for off the campus placement and establish linkages and collaborations for on the job training, internship and placement.
- Controller of Examination ensures timely conduction of internal and external examinations as per the rules and regulations laid down by affiliating university. He/ she also responsible for devising CIE and Examination Related Grievance Redressal Policy, organization of Central Assessment Camps, Forwarding student's grievances to the University, managing both internal and External Examinations etc.
