

ACADEMIC POLICY

Academic policies and procedures allow faculty and students to clearly understand their rights and responsibilities with regard to academic matters. The faculty and students are expected to familiarize themselves with all academic policies formulated within the institution.

A. Teaching and Learning

1. All Teachers should strictly adhere to the Academic Calendar prepared every year.
2. Proper records are to be maintained by each teacher for tutorials, internal evaluation and remedial courses.
3. Use of ICT as a support to regular curriculum transaction is mandatory.

B. Examination System

There should be an Examination Coordinating Cell with a Controller of Examinations for both Internal Exams and University Exams.

1. The Controller of Examinations shall help in the conduct of all University examinations in accordance with the Mahatma Gandhi University examination norms.
2. University examinations shall be supervised by the Principal.
3. The Controller of Examinations shall also coordinate all Internal examinations in accordance with the Academic Calendar.
4. The Controller of Examinations should prepare an Examination schedule in accordance with the Academic calendar for the conduct of internal exams.

C. Learner-oriented Programmes

1. The Principal shall promote learner-centric Government initiatives like scholarships and e-grants.
2. The staff in charge should maintain proper registers and documents of the same.

D. Mentoring

1. A Coordinator for Mentoring shall be delegated by the Principal.

2. All teachers should be given a proper training regarding Mentoring.
3. Each student has to be allocated with a faculty member as mentor.
4. Mentor-mentee ratio should not exceed 1:10.
5. Mentor should render academic and personal support to the mentee and should promote confidence and self-esteem.
6. A confidential report on mentoring should be kept by the mentor.
7. The Principal should periodically monitor the mentoring system in the departments.

E. Departmental Requirements

1. Each department should organize a minimum of one departmental sensitization / extension activity.
2. Each department should organize a minimum of one student-centered learning activity annually.
3. Each department should collect feedback from stakeholders based on curriculum annually.
4. Feedback formats should be made available by IQAC.
5. The Teachers-in-Charge should supervise and ensure that all departmental files are updated.

F. Survey and Feedback

1. The IQAC should initiate Student Satisfaction Survey annually.
2. The faculty should collect feedback from the students on the effectiveness of the pedagogical practices.
3. Each department should collect feedback from students on the general functioning of the department.
4. Efforts should be taken to collect, codify and assess the feedback collected from all stakeholders on various parameters through IQAC and undertake measures to make necessary amendments and improvements if needed.
5. The faculty should collect suggestions for improvements in curriculum, based on stakeholders' feedback. This should be conveyed to the Board of Studies of the University through any one of the faculty of the institution.