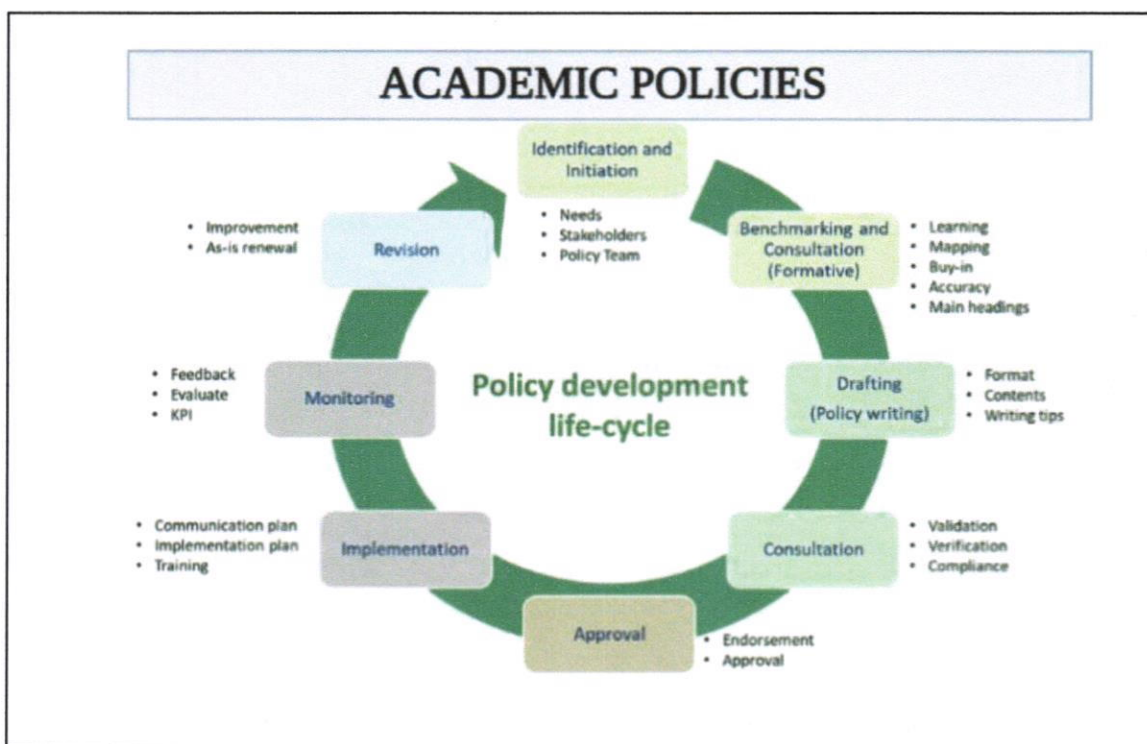




**Gokhale Education Society's**  
**Sir Dr. M. S. Gosavi College of**  
**Pharmaceutical Education and Research,**

**Prin. T. A. Kulkarni Vidyanagar, College Road, Nashik-**  
**422005, MS, INDIA**



**ACADEMIC POLICIES**



## Academic Policy

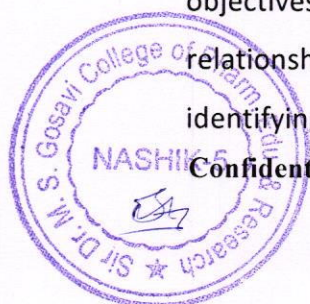
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The purpose of this document is to serve as a reference for all policies and processes that have an effect on the college's academic conduct. The Savitribai Phule Pune University (SPPU), Pune; Maharashtra State Board of Technical Education (MSBTE), Mumbai and Pharmacy Council of India (PCI), New Delhi provides processes and guidelines for its creation.

The college's academic objectives and time constraints will be taken into consideration as these policies are open to review and modification. Any modifications will be announced and implemented without bias.

For its students, the college offers cutting-edge facilities. All of these amenities significantly contribute to creating the ideal environment for educational activities. It has large, well-ventilated classrooms with superb atmosphere and audio-visual equipment to give students a great learning environment. The college's teaching process, which blends traditional methods with ICT-enabled instruction, enhances learning, engagement, and performance. The diverse faculty at MSGCOPER is composed of the brightest brains in academics and industry. Diverse backgrounds and immense experience of the faculty members provides valuable insights and facilitate the honing of student's individual capacities to the optimum level and play an important role in shaping the student's personality, knowledge and career. The successful completion of theoretical and practical assignments, as well as tutorials, remedial lessons, and orientation/expert lectures, contributes to the effectiveness of the teaching-learning process. MSGCOPER supports the principles of equal opportunity in education. The college seeks to ensure that no student will encounter discrimination in education.

As per the regulatory guidelines the college has constituted Anti ragging committee. A proactive internal compliant committee (ICC) ensures safety of female students and employees. Overall student's development is monitored by mentoring system with the objectives to provide guidance and support to the students, to improve student- teacher relationship, to improve overall performance of the students and to help students in identifying various options for their career and future. Taking into consideration student





centric learning process and in order to bridge the curricular gaps, various curriculum enrichment programs through add-on courses, guest lectures, seminars, workshops, etc. shall be designed in discussion with IQAC.

### **I. Academic Advisory Committee**

The Teaching and Learning process in the college shall be planned and monitored, which constitutes of Principal, Academic co-ordinator, HODs, Class in-charge.

#### **Academic Calendar**

At the start of the semester, academic coordinator of the college shall prepare an Academic Calendar, in accordance with SPPU calendar and management planner. The calendar shall summarize planning of various teaching / learning, examinations, seminar, conference, co-curricular, extra-curricular and training and skill development activities. The probable dates for all the activities to be conducted in the academic year shall be discussed and displayed in co-ordination with respective committee in-charges. The actual execution as per plan shall be monitored by the academic committee on monthly basis and the review of activities conducted should be submitted to the Principal.

#### **Subject Distribution and time table**

At the start of the semester, the workload distribution and the subject allocation to the faculty shall be done at the department level. Accordingly, time tables shall be prepared and displayed by the academic coordinator for the students and circulated amongst the faculty members.

#### **Academic Monitoring System**

Academic advisory committee and HODs shall monitor academic practices for:

- Conduct of prescribed theory and practical by subject teacher
- Course content and its effective delivery
- Usage of different pedagogical teaching methods
- Syllabus completion
- Student attendance
- Improvement in Student Performance



## **II. Academic Delivery**

The number of theory and practical hours for each subject and number of working days for the semester shall be completed as prescribed by regulatory guidelines.

The learning outcome will be prepared by the designated faculty. A course plan should be created by the subject teacher based on the suggested number of teaching days. After being verified by the department head and authorized by the principal, each faculty member must submit a term-by-term teaching plan to the academic coordinator for their respective subjects (theory and practical).

The record of the conducted theory, tutorial and practical shall be maintained by the subject teacher which shall be verified periodically by Head of the Departments, Academic coordinator and Principal. The syllabus completion report shall be submitted to the academic section after completion of the semester. In case, if the required number of working days is not met due to unavoidable reason, the academic committee shall plan extra working hours to complete the portion in the stipulated time frame. Subject teacher should conduct tutorial classes for students and also should identify slow and advanced learners based on performance in class and during practical and on the basis of marks scored in continuous assessments and sessional examinations.

### **Subject Teachers Should**

- Take revision in form of discussion, MCQs and assignments.
- Discuss university question papers and guide students for model answers
- Special attention towards slow learners to cope with the difficult concepts
- Submit the records of tutorials at the end of semester
- Expert lectures should be conducted by senior faculty with sound subject knowledge.
- Adequate lectures shall be planned by the subject teacher in concern with the expert.

## **III. Induction programme**

Academic coordinator shall conduct induction programme for Fresher students (First year students of all courses) to explain them about the college and the course.



Interactive sessions shall be conducted by the committee in charges to introduce all faculties, class in charge, various activities conducted at the college and the campus.


#### **Code of conduct for students**

All the students of the college shall strictly follow the below mentioned rules and regulations:

1. Ragging is strictly prohibited within / outside campus. Defaulters will be dealt as per Maharashtra Anti- Ragging Act, 1999.
2. Students shall fill up enrolment form / eligibility form as per the schedule notified after completion of admission process
3. Students should sign anti-ragging affidavit as per guidelines
4. Student shall collect identity card and library cards.
5. 80% attendance (As per PCI norms) for both theory and practical classes separately shall be mandatory to appear for sessional (Internal) and University end semester examinations. If necessary, students should get the leave sanctioned from class teacher. If more than 3 days leave, students need to get it sanctioned by Principal.
6. In case of medical leave, application with medical certificate needs to be submitted.
7. In case of confide reason, the college authority should be informed well in advance about probable absentee with a mandatory condition to maintaining minimum 80% attendance.
8. Every student shall carry valid college I-Card in the college and campus premises.
9. No student shall come late or leave earlier without prior permission and must follow the time table.
10. Every student will have one allotted class teacher and mentor to address academic / personal problems.
11. Students should issue practical journal from the stores.

12. In lab hours, students should be in lab coat and cap along with their lab record book.
13. Unless Journal is completed for the earlier exercise he/she will not be allowed in the practical lab for next practical.
14. Students with certified journals will only be eligible for SPPU practical examination.
15. The use of mobiles is strictly prohibited in the laboratories, classrooms, library and corridors. In case of emergency, use of mobiles in the common room is allowed.
16. The students should be in college uniform.
17. Students are advised to see the academic, examination and account notice board and official WhatsApp group daily.
18. Tobacco chewing and spitting in the campus is strictly prohibited.
19. Students should to maintain discipline and decorum in the classrooms, laboratories, and library and within the college premises. Any kind of misbehaviour in the college campus will not be entertained.



  
**Principal**  
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