

शिक्षणातून पुनर्रचना



पुनर्रचनेतून शिक्षण



University of Mumbai

Kharepatan Panchakroshi Shikshan Prasarak Mandal, Kharepatan's

ARTS, COMMERCE AND SCIENCE COLLEGE, KHAREPATAN

(Affiliated to Mumbai University No. ICM / 1 / 558 / 2012 - 13)

Swatantrya Sainik Guruvarya Veer Shankarrao G. Pendharkar Educational
Campus, Kharepatan

Tal. Kankavli, Dist. Sindhudurg - 416 703 - (MS) India

Dr. Atmaram D. Kamble (M. A., Ph. D.)
Principal

1.1.1. Policy Document of effective curriculum delivery.

The institution ensures effective curriculum delivery through a well-planned and documented process.

Arts, Commerce and Science College, Kharepatan adheres to the following academic procedure to ensure excellent curriculum delivery through a well-planned and documented process.

Vision, Mission and Objectives:

Arts, Commerce and Science College, Kharepatan's Academy policy outlines the standards for high quality instruction and lays out the process for several levels of responsibility in teaching and learning.

The goal of the policy is to ensure that all teaching and learning related activities across the campus are conducted in accordance with clear rules.

It is the institution's or department's responsibility to make sure the learning environment is of the highest caliber.

All student are effectively informed of Vision and Mission.

The following channels are used to convey the college's vision, mission and objectives.

College website: www.acsckharepatan.edu.in


Notice Board Display

Admission Brochure

Roll and responsibilities:



Management	Inform the Institution of the opinions held by the broader public to make sure that it is well-informed and aware of a range of view points
Principle / Vice Principal	Creating and carrying out policies and practices for quality assurance
Examiner	<ul style="list-style-type: none">• Conducting all examination and collecting of results from the evaluation.• Verification and valuation of results.• Publication of final results.• Issue of grade card and certificates.
Head of the Department	<ul style="list-style-type: none">• Ensure that all issues presented by students are resolved properly and conduct activities to carry out the department goal and objectives.• Every semester, subject selection for faculty is done while accounting for numerous necessary responsibilities.• Approval of the faculty's prepared teaching plan and schedule as well as tracking the delivery of the course.• Holding frequent staff meeting to evaluate the progress of the teaching learning process and other departmental task.• Reviewing how the teaching learning process is going while putting corrective actions in place.• Checking the result of the continuous assessment marks calculation
Course Instructor	<ul style="list-style-type: none">• The maintenance of the specified course academic integrity.• Facilitating the exchange of knowledge regarding excellent practices in education.• Enabling a setting that is focus on the learner.• Preparation of assignment tutorial internal test question paper and answer is and conduct of the same.• Accurately calculating the session marks and evaluating the assign course impartially.• Evaluation of the course outcomes (COs) which are a prerequisite for achieving the program outcomes (POs) and program specific outcomes (PSOs) as well as their attainment.• providing remedial instruction as needed making the course material or making changes to them



<p>Librarian</p>	<ul style="list-style-type: none"> • They shall guide the students in respect of selection of books. • They shall deal with the books deal with the books and readers matching their interest and needs. • They shall play crucial role in the procurement classification cataloging of books and in offering personal assistant to readers. • They shall assist the researcher, teachers and student. • They shall attend to the routine in clerical duties of accession and issue of books. • They shall discharge such other duties as any may be entrusted to them by the principal from time to time.
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The academic activities step by step progression is listed.

Academic calendar:

- The institution strictly adheres to the academic schedule that the university and commission on Collegiate Education (CCE) have published.
- The principal Overseas the efficient implementation of the calendar through formal meetings with Head of Departments and as necessary informal discussions with faculty.
- The Head of Departments conduct the meetings to distribute workload, allot subjects, plan the activities of the departments and review the complete syllabus.

Time Table:

- The time table committee is made up of the college.
- The responsible departments create the time table.
- The time tables are posted on the notice board and the college website.

Teaching Plan:

- Each faculty member create a teaching plan at the start of the academic year.
- Periodic assessment of the curriculum delivery is conducted by IQAC through Head of Departments.
- The faculty keeps track of their records and schedules extra time for practice as needed.

Teaching Aids:

- Along with chalk on a board the faculty also employs regular use of the internet, computers, LCD projectors and models and specimens.

- Techniques include seminars, group discussions and internal examination test for efficient content delivery.
- Study materials, notes and question banks are provided in the class and through WhatsApp.
- Educational field visits, industrial visits and tours are organized.
- Group assignments are given to students to help them learn cooperation, team work and presenting and research abilities.
- Social media platform like WhatsApp, YouTube and other are employed for efficient instruction the college website has been updated with ICT best information.
- Departmental alumni Serve as mentors and deliver their lectures and expert talks.



Library:

- The college maintain a library to allow students access to the most recent books on the subjects and topics they are interested in.
- The books are issued to the students as and when needed by them by following the conditions given.
- The record of the same is maintained by library.

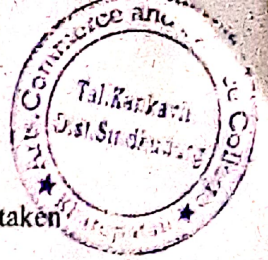
Teachers Support:

- The institutions encourages the professors to take orientation and refresher courses to keep up with the latest development in the field.
- The college invite faculty members to attend BOS meetings and seminars on syllabus reform.
- The college takes the initiative and gorgeous employees participate in seminars held by the University for Successful adopting the CBCS method of Curriculum delivery.
- The Choice Best Credit System (CBCS) is implemented for enabling choice for selection of elective papers to the students.

Feedback:

- The college collects the feedback from students, faculties and alumnus.
- Throughout the academic session multiple level of inputs is gathered the yearly academic feedback provided by students.
- the college graduates who have gone on to work in industry or pursue higher education also provide comments on how their time at the institution has impacted, how will I perform they perform in their current places of employment or study.

- The collected feedback is then analyzed by using different parameters and the performance of the students, faculty and institution are assessed.
- Any discrepancies identified are considered for correction and suggestions are taken for improvement.
- Teachers evaluate their student by using a variety of methods including daily attendance check assignment discussion and conduction of examination.



Place: Arts, Commerce and Science College, Kharepatan.


PRINCIPAL

Arts, Commerce & Science College, Kharepatan,
A/p, Kharepatan, Tal. Kankavli, Dist. Sindhudurg.