



Mahatma Gandhi Vidyamandir's

**Mahilaratna Pushpatai Hiray Arts, Science and Commerce Mahila
Mahavidyalaya, Malegaon Camp, Dist. Nashik, Maharashtra**
Affiliated To Savitribai Phule Pune University, Pune

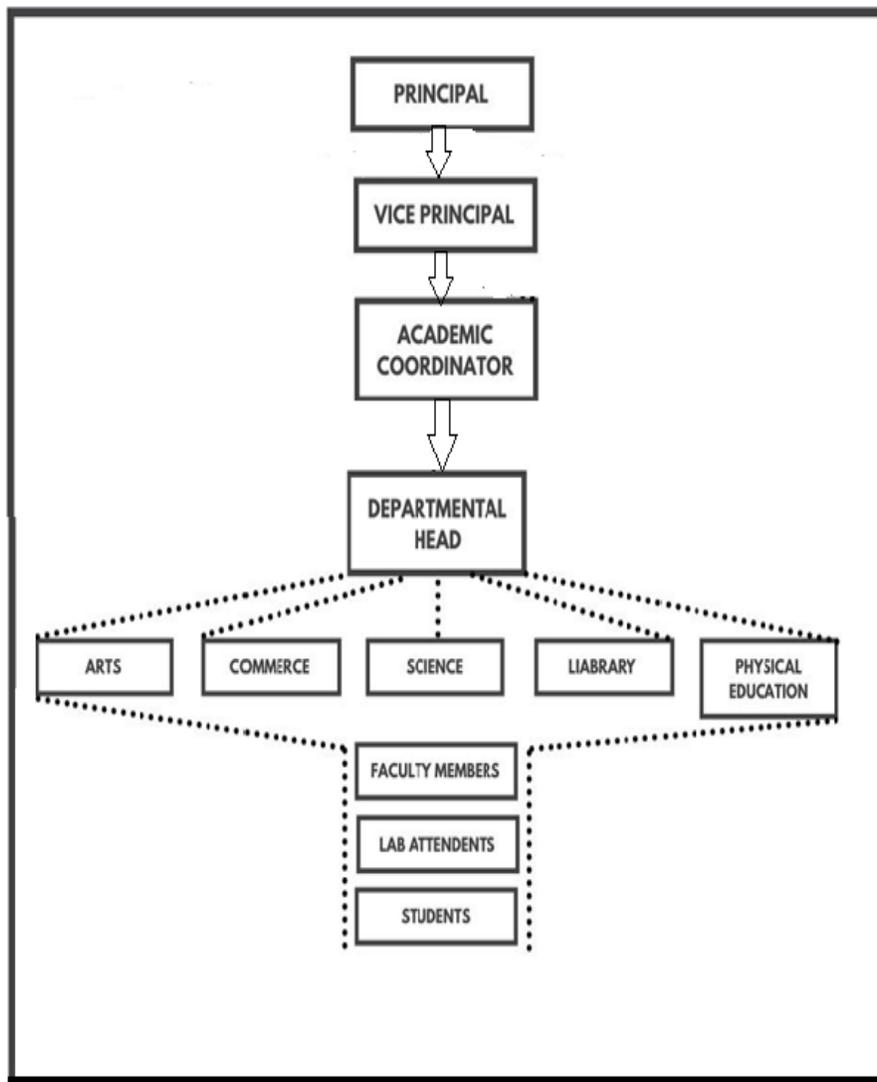
ACADEMIC POLICY



Introduction:

Planning of all academic tasks is a systematic process. When implemented correctly, it ensures the attainment of the letter and spirit of academic objectives within the overall goals of the institute. The present academic policy identifies and lays down in exhaustive detail, all aspects of this holistic process with a view to establish a vibrant teaching, learning and examination culture

ORGANIZATION CHART:



Aims and Objectives:

1. Develop and manage comprehensive academic support program.
2. Provide guidance to students on academic goals and educational issues.
3. Coordinate with teachers to develop lesson plans and materials.
4. To observe college various activities for instructional content, teaching personnel, and curriculums.
5. To observe and evaluate staff performance regarding teaching and learning.
6. Prepare and maintain student records of exam, attendance, result etc according to university policy.

ACADEMIC RESPONSIBILITIES:

As per the guidelines given by MGU, for the smooth conduction of academic and administrative work, Mahatma Gandhi Vidyamandir has appointed Academic Supervisor in the college. The main objective to appoint academic supervisor is to facilitate smooth functioning and implementation of various academic activities.

- ❖ To supervise all the academic activities of the college
- ❖ To record and verify the academic activities of the college and report the same to higher authorities as and when required
- ❖ To assist the vice-principal in organizing FDP, conference, seminar, workshop etc.
- ❖ To verify the College academic calendar.
- ❖ To verify the time table and its implementation.
- ❖ Monitoring activities conducted by all Departments.
- ❖ Collection and submission of weekly reports from time to time.
- ❖ To check activities done by departments.
- ❖ To check all HOD's daily diary..
- ❖ To allot role and responsibilities of academic monitoring committee.
- ❖ To define objectives and role of a mentor coordinator.
- ❖ Monitoring on curriculum delivery.

- ❖ Monitoring the lecture, syllabus, activities, exam
- ❖ To monitor academic monitoring processes.
- ❖ To conduct smoothly university examinations.
- ❖ To assist to conduct meetings in a smooth and organized manner.
- ❖ Monitoring of infrastructure and available resources.
- ❖ To assist in implement and monitor the code of conduct for students and staff members.
- ❖ To collect the semester examination result analysis from the head of the departments.
- ❖ To collect, compile and forward the weekly reports i.e. syllabus completion, extension activities conducted, HODs reports to the concerned.
- ❖ To work as a mediator between faculty and college authorities for attending FDP, conference, seminar, workshop etc. in other institutions.
- ❖ Follow the code of conduct of management.

Functions:

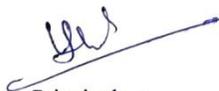
- To ensure ICT enabled teaching techniques
- E-Content Development should be priorities and systematize for the smooth conduct of online teaching and learning
- To upload the e-content material on YouTube channel of the college.
- To motivate staff for creating their own You Tube channels
- To enroll more students in N-List
- To create Google class rooms and WhatsApp groups of individual teachers
- To arrange Industrial /Field visits by various department
- To obtain systematic feedback from various stakeholders and to prepare action taken report.
- To collaborate and sign MoUs with other institutions/industrial organizations.
- To ensure these MoUs are functional by organizing various activities
- To organize Department-wise webinars on current issues of syllabi.

- To conduct Internal and External Academic and Administrative Audit (AAA) of the college.
- To conduct more extension activities
- To organize Faculty Development Programs on Research Methodologies
- To organize workshop on IPR
- To organize staff training programs and workshops on handling of various modules of campus360.
- To organize workshop and lectures on National Educational Policy 2020.
- To motivate the faculty to attend the Online FDPs like Orientation, Refresher and short-term courses.
- To develop botanical garden in the campus.
- To organize Parents' Meets and Alumni Association Meets.

Academic Supervisor


Academic Co-ordinator
M.P.H. Mahila Mahavidyalaya
Malegaon Camp Dist. Nashik

Principal


Principal
M.P.H. Mahila Mahavidyalaya
Malegaon Camp-423 105 (Nashik)