

Shri Tilok Jain Dnyan Prasarak Mandal's

Shri Anand College, Pathardi

District: Ahmednagar (MS), 414102.

Policy on Academic Monitoring and Evaluation

Prepared by

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Introduction:

The Academic Policy on Monitoring and Evaluation establishes guidelines and procedures for assessing academic performance, ensuring quality education, and promoting continuous improvement at Shri Anand College, Pathardi. This policy encompasses various aspects of academic monitoring and evaluation to uphold institutional standards and enhance the learning experience for students.

Statement of Policy:

Shri Anand College, Pathardi is committed to maintaining high academic standards through effective monitoring and evaluation practices. This policy aims to establish transparent procedures for assessing student progress, evaluating faculty performance, and enhancing the overall quality of education delivered by the institution.

Objectives of the Policy

- Ensure consistency and fairness in academic evaluation processes.
- Promote a culture of continuous improvement in teaching and learning.
- Enhance student engagement and academic success.
- Facilitate timely intervention and support for students and faculty.
- Uphold institutional accountability and transparency.

Continuous Internal Evaluation Process:

- Continuous internal evaluation encompasses periodic assessments, quizzes, class participation, and other formative evaluation methods.
- Faculty members are responsible for designing and implementing internal evaluation activities aligned with course objectives and learning outcomes.
- Evaluation results are used to provide feedback to students, identify areas for improvement, and inform instructional strategies.

Attendance Monitoring Process:

- Regular attendance is mandatory for all students, and faculty members are responsible for monitoring and recording attendance.
- Absences are addressed through established procedures, including counselling and academic support interventions.
- Attendance records are maintained and may impact students' eligibility for academic credits and participation in examinations.

Mentor Scheme:

- The mentor scheme pairs students with faculty mentors who provide guidance, support, and academic advice.
- Mentors monitor students' progress, address academic concerns, and facilitate personal and professional development.

- Regular mentorship meetings are conducted to discuss academic goals, challenges, and opportunities for growth.

Subject Distribution of a Teacher:

- The subject distribution of teachers is determined based on their expertise, qualifications, and teaching workload.
- Faculty members are assigned subjects in accordance with departmental needs and academic requirements.
- Balanced subject distribution ensures effective teaching and learning outcomes across disciplines.

Lecture Preparation:

- Faculty members are responsible for preparing lectures that are well-structured, engaging, and aligned with course objectives.
- Lecture materials, including slides, handouts, and multimedia resources, are prepared in advance and reviewed for accuracy and relevance.
- Lectures incorporate active learning strategies, student interaction, and opportunities for clarification and discussion.

Conduction of Lecture:

- Lectures are delivered in accordance with the scheduled timetable, and faculty members ensure punctuality and adherence to allocated time slots.

- Instructional methods, such as lectures, discussions, demonstrations, and group activities, are employed to enhance student understanding and engagement.
- Faculty members encourage participation, address student questions, and provide feedback on performance.

Conduction of Assignments, Tutorials:

- Assignments and tutorials are designed to reinforce learning objectives, promote critical thinking, and assess student understanding.
- Faculty members provide clear instructions, deadlines, and evaluation criteria for assignments and tutorials.
- Feedback on assignments and tutorials is provided in a timely manner to facilitate student learning and improvement.

Experimental Learning:

- Experimental learning opportunities, such as laboratory exercises, fieldwork, internships, and projects, are integrated into the curriculum to enhance practical skills and real-world application of knowledge.
- Faculty members oversee and supervise experimental learning activities, ensuring safety, relevance, and academic rigor.
- Assessment methods for experimental learning may include reports, presentations, and evaluations of practical skills.

Policy for Continuous Assessment:

- Continuous assessment encompasses a variety of evaluation methods, including quizzes, tests, assignments, projects, presentations, and class participation.
- Assessment criteria are transparently communicated to students, and evaluation results contribute to overall course grades.
- Continuous assessment fosters ongoing feedback, identifies areas for improvement, and encourages active student engagement.

Policy for Students:

- Students are expected to adhere to academic regulations, attend classes regularly, and actively participate in learning activities.
- Academic integrity is paramount, and any form of academic dishonesty, including plagiarism and cheating, is strictly prohibited and subject to disciplinary action.
- Students are encouraged to seek support from faculty mentors, academic advisors, and support services to address academic challenges and achieve their educational goals.

Policy for Timetable Preparation:

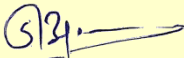
The timetable is prepared by the Academic Department in consultation with faculty members, taking into account course requirements, faculty availability, and student preferences.

- The Principal of the college and Heads of Departments (HODs) are responsible for overseeing the timetable preparation process and ensuring compliance with institutional policies and academic standards.
- Timetables are communicated to students and faculty in advance to facilitate planning and scheduling.

This Academic Policy on Monitoring and Evaluation serves as a framework for promoting academic excellence, accountability, and continuous improvement at Shri Anand College, Pathardi. All stakeholders are expected to uphold the principles and procedures outlined herein to ensure the quality and integrity of the educational experience.


Co-Ordinator
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