M.C.E. Society's

M. A. Rangoonwala Institute of Hotel Management and Research

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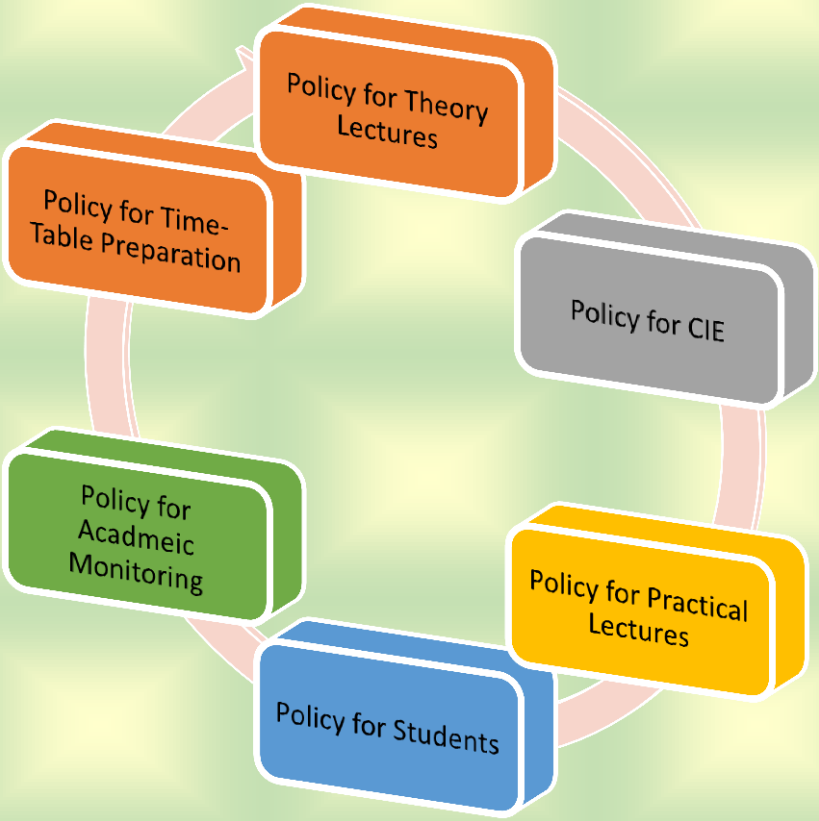
ACADEMIC POLICY MANUAL



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ACADEMIC MONITORING SYSTEM

The academic monitoring system is a monitoring mechanism, designed and deployed by the college to identify, track, and drive improvements in the quality of education. Academic Monitoring System provides a framework to keep a check on the teaching-learning procedures in the college. It can be used by the college to maintain the records of students easily. It tracks all the details of a student from the day one to the end of the course which can be used for all reporting purpose, tracking of attendance, progress in the course. Several quality parameters are continually measured and tracked.

POLICY FOR CONTINUOUS INTERNAL EVALUATION PROCESS

The Continuous Evaluation procedures apply to all elements of student assessment except final examinations. Continuous assessment may include practical exercises and examinations, written assignments, projects, oral presentations, performances, reflective papers, portfolios, work placement assessments and tests, depending on the programme of study and on individual courses making up a programme.

The continuous internal evaluation (CIE) regulations are governed by the principles of the SPPU Assessment and Learning Policy https://intmarks.unipune.ac.in/. It recognizes that assessment is an integral part of the learning process and not simply a measurement of it.

The college's indigenous internal assessment is transparent with due formative and summative evaluation. For effective implementation of Continuous Internal Evaluation (CIE) system the college takes the following initiatives -

- The schedule for assessment would be fixed by the examination committee before the start of the term and the basic eligibility for evaluation process shall be made known to students through notice boards and class counseling.
- Parents also to be informed about the evaluation process through orientation program and parents teacher meetings which would be conducted every semester.
- College shall notify evaluation process and related documentation on the notice board as well as on institute website. This includes distribution of marks and schedule of internal evaluation.
- College shall also notify the criteria for allocation of term work marks through notices and class counseling.
- Staff meetings to be conducted periodically to review the evaluation process.
- The marks scored by the students in the class tests conducted every month would be discussed with the students and the marks of every internal exam conducted each semester to be discussed and then displayed on the institute notice board.

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- The term work marks at the end of each semester for students' information shall be displayed on the college notice board.
- Two internal examiners would be appointed for each subject to evaluate final internal marks.
- At the end of each semester, the principal shall verify the internal marks for all the students.
- The internal assessment for theory subjects to be done with the use of evaluation tools such as internal marks (preliminary exams), class tests, assignments, field visit reports, etc. so that the entire process of assessment is transparent and robust in terms of frequency and mode.
- Practical assessment also to be conducted as per the Continuous Internal Evaluation (CIE) where the students are marked on their performance in every practical. Practical assessment is also done through practical projects, assignments and practical work.

Maintenance of Continuous Assessment Records:

- Responsibility for managing the receipt of assessment rests with the lecturer. Lecturers must maintain accurate and verifiable records of assessment submissions and of continuous assessment marks, in each component for each student in their courses. Such records should be made available to Principal on request.
- Students will have the opportunity to discuss their cumulative continuous assessment marks for a course on an ongoing basis with their lecturers and are entitled to an explanation of how their overall continuous assessment mark is calculated.
- Each lecturer will provide an opportunity for his or her students to view the record of their cumulative continuous assessment marks during the semester.
- Every reasonable effort will be made to ensure that all continuous assessment work is completed, submitted and marked prior to the end of the course, so that the mark recorded at this time is the final overall continuous assessment mark in the course.
- Notification of legitimate verifiable absence from assessment or late submission of assessment.
- A student who is absent from a continuous assessment exercise, or misses an assessment deadline for what he/she considers to be legitimate verifiable reasons and should inform the lecturer prior to the assessment completion date or as soon as possible thereafter. They must apply in writing to the College Office with supporting / substantiating documentation, where possible, within 5 working days following the date of the assessment or deadline.
- Student should provide documentation to support that which he/she considers to be valid reasons for the absence. This should be retained by the College Office.
- Late applications will only be considered in the event of an absence from a continuous assessment element where valid reasons for this absence exist and where this absence continues for more than 10 working days after the date of the assessment/deadline. The Subject Teacher will review the application, decide on the matter and inform the student of the outcome of their application.

Submission of Assessment

- Each application will be considered on an individual basis. Where it is accepted that an absence or non-submission of an assessment is valid, and depending on the circumstances, the nature of the course and of the assessment in question, the lecturer will have discretion to decide which of the following actions will be taken in the case of recoverable assessments

❖ If the assessment is not submitted or submitted late:
  - ➢ The deadline for submission of the assessment will be extended, without penalty.

❖ If the student is absent from an assessment event:
  - ➢ The student will be required to repeat the assessment that was missed;
  - ➢ The student will be given an alternative assessment opportunity in lieu of the missed assessment.

❖ In some cases it may not be feasible or practical to repeat the assessment or submit it late, in which case the other continuous assessment elements may be re-weighted for that student to take account of the missing assessment mark.

Dealing with Absences from Continuous Assessments or Non-submission of Continuous Assessments Which Are Not Considered Valid

- In this case, a result of zero will be recorded against the student for that element.

1. **Dealing with the late submission of continuous assessment.**

- Where a student submits work after the submission deadline without agreement from the lecturer the following provisions will normally apply:
  - ✓ Material submitted four weeks after the due submission date or after the start of the examination period at the end of the relevant semester will not be marked.
  - ✓ The marks awarded to the assessment element will be reduced by 20% for material submitted up to one week following the submission date.
- If an assignment is overdue by more than one week but is submitted within four weeks of the due date it should be marked as above but the maximum mark attainable is 40%.

Reviewing Continuous Assessment Marks

- Where a student does not agree with the continuous assessment mark awarded, they may request a review of the mark to the subject teacher.
- Prior to submitting a request for a review, the student should have obtained feedback on the assignment from their lecturer(s).
- If the student remains unsatisfied with the mark awarded they can appeal the Examination Committee as per the internal marks grievance procedure.
- All review requests are followed by an administrative recheck of the recording and calculation of the marks awarded. Following the recheck, the teacher determines whether an appeal of the academic decision is warranted.

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- If the teacher is satisfied that grounds for an appeal are not established, the original mark or grade will stand.
- If the Teacher determines that an appeal of the academic decision is warranted, he will tell the external examiner for review.
- The decision of the external examiner stands and no further review is permitted.

POLICY FOR THEORY LECTURES

Subject Distribution

Teaching work distribution is an important phase in Teaching Learning Process. Appropriate allocation of subjects and practical to teachers improves imparting of knowledge to students and also helps to improve the results.

1. Teaching work distribution involves distributing subjects, practical, seminar, projects etc. It is done at the end of each term. This ensures that, faculty gets sufficient time to thoroughly prepare the assigned subjects and practical and completes the course file before commencement of the next semester.
2. Teaching work distribution should be done as per the norms of UGC. The entire workload of the department for the semester is as prescribed by the University.
3. Senior staff of the department must be encouraged to teach difficult subjects and junior classes as well.
4. Extra lecture/tutorial should be assigned for difficult subjects.

The Principal and the Academic Coordinator ensures that subject distribution among the departmental staff is fair and according to expertise or thrust area of the staff.

Extra Tutorial / Lecture / Practical

It is well known that, Teaching Learning through Tutorial is more interactive and involve students participation. This gives freedom to the tutor to create interest and impart essential knowledge and insights about the particular topic of the subject.

Tutorial of 50 Mins per subject per batch is to be included for most of the subjects in the teaching load distribution and should reflect in the classroom and lab time table. In case, tutorial is not introduced for a subject, then extra lecture hour or practical hour need to be introduced.

Following methodologies can be used for conducting tutorials:

1. Revision of chapters
2. Case study based learning
3. Activity based learning (Role play etc.)

Lecture Preparation

1. Keep lesson plan, session plan & lecture notes and ICT material ready before start of term. Post the study material on Google Classroom.

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2. Handwritten Lectures Notes should be prepared. It should be reviewed by peer or Academic Coordinator.
3. While preparing lecture notes- make use of ONLY Standard text books and reference books. Students should be encouraged to refer good reference books.
4. Prepare subject wise list of standard books, circulate to all colleagues & students. It should be verified by Academic Coordinator every semester.
5. While preparing session plan, highlight chapters from standard books, so that students will be forced to refer to these books.
6. Supplement your Lectures/Practical/Tutorials with brain teasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions.
7. Form a resource pool from or across department. Share lecture notes, assignments, practical etc. across departments.
8. Arrange expert lectures by Industry persons on upcoming technology or career opportunities in the respective subject.

Conduction of Lectures

1. Carry lesson Plan and handwritten notes in the classroom.
2. Engage class for entire duration of 50 min.
3. Reach the classroom 5 min before the schedule. This sends a strong message to students regarding your commitment & makes them to come on time.
4. Allow latecomers to enter class till 5 minutes.
5. Keep the door closed while conducting Lecture/Tutorial so that you can conduct class without interruptions.
6. Ensure readable, large & neat writing on blackboard.
7. Make restricted use of the PPTs (no more than 15 min in 50mins) this ensures student participation.
8. Make session interactive by discussing case studies and problem solving.

Conduction of Tutorials, Homework, Assignments

1. All the Assignments/Tutorials to be given to students in advance and later discussed and solved by respective subject teachers.
2. Make exhaustive list of problems for every assignment.
3. Minimize/Avoid - Describe, Compare and Explain type of questions.
4. Tutorial/Assignments are given as per the syllabus.
5. Each Assignment must be of minimum 10 marks.
6. If possible, give batch wise assignments per unit.
7. Make extensive use of standard books for this activity.

Student Performance Improvement

1. Extra Lectures

i. Identify weak students and arrange extra lectures after college hours.
ii. Arrange extra lectures for difficult subjects.

2. Remedial Coaching

i. Decision of conducting remedial classes for subjects should be taken by subject teachers in consultation with Academic coordinator based on:
   a. Difficulty of subject
   b. Subject result is decreased compared to previous year result analysis and university result
   c. Subject result is low specified threshold (Ex. Result is below 75% etc.
   d. For slow learners identified at the beginning of the academic year

ii. For every unit prepare question bank using University question papers with model answers and marking scheme.

iii. Discuss questions and answers with students in one lecture

iv. Conduct one unit test per unit from the question bank. Let's assume, if you have a question bank of 20 questions per unit then prepare a test paper with 8 questions and allow students to solve any five.

v. Conduct 2 remedial lectures per unit.

3. Expert Lecture

Academics, Industrial visits, co-curricular activities are important aspect in knowledge building of the students. Along with this, the college has recognized that there is one more realm where students can learn a lot from expert lectures delivered by experts in their area. Hence, expert lectures play a very important role to understand opportunities, industry perspective of the subject.

Following guidelines should be used to arrange the expert lecture in the department

1) At least one 2-hour expert lecture should be organized for every subject delivered by the Industry experts.

2) Expert lecture should be conducted by Industry experts who have worked on that area. Preferably our experienced alumni should be called as expert.

3) Expert lecture should be conducted on the following topics:

- Content beyond syllabus of the subject.
- Research opportunities in the subject.
- Career opportunities in the subject.
- Any other topic based on case study or real life experiences of the experts on the subject.

4) The Subject teacher should prepare semester wise plan of the expert lecture and should make budgetary provisions before commencement of the semester.

It is the strength of the college to conduct excellent quality expert lectures to improve alumni connection and Industry-Institute Interaction. Hence, Academic coordinator should encourage faculty members of the college to conduct excellent quality expert lecture. Academic Coordinator can help and guide the staff to identify experienced and renowned experts in the subject.

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POLICY FOR CONDUCTION OF LAB PRACTICAL

Practical Preparation/Setup

1. Assign a Laboratory in-charge for each Lab Practical
2. Laboratory in-charge should set up plates of raw vegetables for the practical on his/her own to ensure setup is ready & functioning well.
3. All equipment should be tested, and functioning as per the standard and prepare standard operating procedure of each equipment.
4. Lab Practical assignment list should be according to the syllabus specified by SPPU and contain some innovative Practicals.
5. Ensure lab manuals are updated before the start of every term.
6. The experimental manuals should be neatly typed. It should be error free and reviewed by the Academic Coordinator.
7. Add new experimental setup / innovation in practical assignments with the consultation of senior faculty members.
8. Follow the standard procedure for writing Lab Manual Preparation and keep the uniformity across all subjects.

Lab Conduction

1. Staff member should be present in the lab for entire session.
2. Complete practical assignment and its write-up in the stipulated time, so that students (and teacher as well) need not carry the burden till the end of term.
3. Evaluation of the practical should be conducted in a group of 2 students while checking the Manual assignment
4. Avoid poor quality of submission by strict on time assessment.
5. Keep Journals in the custody of students and ask the students to sit in the Labs for completing the journal, if not completed.

POLICY FOR MONITORING ACADEMICS

Responsibilities of Principal

1. Principal should daily take round to monitor the lecture.
2. Principal is encouraged to randomly observe the on-going classes and monitor quality of the lecture and suggest for improvements.

Responsibilities of Academic Coordinator

- Prepare Academic Calendar.
- Report 5 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher.
- Make sure that daily attendance report of each class is filled properly before submitting.
- Monitor work of teacher for smooth conduction of academics.
- Conduct audit of lesson plan session plan weekly planner, mentor file & Google class records twice in a semester (at the beginning & at the end).

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- Conduct subject audit per semester.
- Observe lecture conduction of faculty member along with senior faculties.
- Maintain discipline among staff & students.

Responsibilities of Mentor /Class Counsellor:

- Maintain Teacher Attendance Muster Booklet.
- Maintain batch wise student roll call list.
- Keep contact details of students & parents.
- Record of previous semester result.
- Record of Mentor-Student meeting (Once in a month).
- Provide information about students to the each teacher whenever required.
- Student counseling should be done whenever required.
- Maintain record of monthly defaulter list.
- Send letters to parent for parents meet.
- Telephonic call record of defaulter students should be maintained.
- Leave application form of students along with necessary documents should be kept.
- Maintain record of monthly undertakings of defaulter students
- Maintain data of students achievements
- Maintain discipline among students.
- Conduct term-wise student feedback survey, analysis, interpretation and provide recommendation.

Academic Audit Policies:

Following files/data should be kept ready at Teacher level:
1. Lesson Plan files of all staff
2. Hard copy of Practical Manuals
3. Mentor-mentee files
4. Monthly attendance sheet file
5. Daily attendance register
6. Google- class report
7. Academic Monitoring checklist

Audit report should be submitted to Academic Coordinator with following enclosures at the end of session:
1) Syllabus Completion
2) Counselling/Mentoring sheet
3) Attendance Register
4) Class Attendance
5) Subject Attendance
6) Academic Activity Reports new format
7) Field Visits new format
9) Journals
10) Class test Records
11) Internal Marks
12) Lesson Plan

13) Session Plan
14) Training & Placement Records
15) Inventory Register
16) Result Analysis
17) Teachers Appraisal
18) Academic Calendar Activity Reports
19) Committees Registers
20). Staff Calendar Activity
21) Chef Of The day FP/ Duty Lunch Service Register F&B
22) Feedback Analysis and Interpretation- Students
23) Feedback Analysis and Interpretation- Parents
24) Feedback Analysis and Interpretation- Employers
25) Feedback Form-Teachers
25) Vriddhi notes Soft Copy
26) Google Class soft copy
27) Course Structure

It is conducted at the end of semester which will ensure conduction of academics as per plan. Academic summary report is prepared by Academic Coordinator.

Audit Outcomes

1. Quality assurance in Academic Monitoring System.
2. Uniformity in policy implementation throughout the Institute.
3. Area for improvements may be identified.

Corrective Action

The staff is given stipulated time for overcoming the deficiency if any, reflected in their work.

POLICY FOR TIME TABLE PREPARATION

After subject distribution to Teaching staff, time table is prepared

- Class time table
- Practical time table

Following guidelines should be used to prepare all the above time tables:

1) Class time table should include Theory Subject, Practical.
2) Individual time table must include Subject, Practical, Seminar, Project work load along with slots for TG, meeting, Research, whichever is relevant
3) There should not be any teaching load during teachers and principal meeting time slot. Hence, every staff will be free during the departmental meeting.
4) Class and Practical Lab time table should reflect its utilization. Utilization can be calculated as the ratio of total weekly teaching time slot in the class to the weekly academic time

Utilization = Classroom or Lab total hours engaged / Weekly academic time

5) Academic Coordinator should ensure that,

- All the time table must be prepared and class time tables must be displayed on the notice board and institution website before commencement of the semester

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- Classrooms and labs must be fully utilized for teaching learning and imparting knowledge to the students.

POLICY FOR STUDENTS

1. Make use of ONLY Standard text books (called as Bibles of the respective subject).
2. View/Listen/Use NPTEL; Recent papers published, white papers from industries website for extra material/notes.
3. Always be present on time for every lecture and practical.
4. Always come prepared for every lecture and practical using study material uploaded on Google classroom.
5. Students should perform practicals & complete the write ups in practical session.
6. Regular checking of Files/Journals within the time slots of practical is required.
7. Journals will be kept in the custody of lab assistants and students should sit in the classroom for completing the journal, if not completed.
8. Students should not sit in the corridors and/or on stair case for File/ Journal completion.
9. Submit the class assignments given by the respective subject teachers within prescribed time.
10. 75% Attendance is compulsory.
11. Reduce the rate of absenteeism. Take prior permission from mentor before leave.
12. Do not spend spare time in - reading newspapers, chatting, talking/texting on mobile or netsurfing. Use this spare time for anything which adds value to your candidature like- reading research journals, reading technical articles from magazines kept in library etc.
13. Maintain discipline in the Institution premises.
14. Wearing Uniform and I-card is mandatory.
15. No use of mobiles in Corridors/College.