






ACADEMIC POLICY

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Prepared by	Verified By	Approved By

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002





STATEMENT

The upgradation of knowledge, skills, research and learning are essential for the creation of practical and adaptable solutions in the field of Pharmacy. Therefore, the purpose of this academic policy is to render guidance on academic programmes and services provided to students as well as those that support the faculty's academic and professional lives.

SCOPE

This policy applies to all faculty, staff, and students of the institute.

PROCEDURE

Academic calendar: The academic calendar shall be prepared by IQAC in line with the affiliated University Academic Calendar. Academic calendar shall be published one week prior to the commencement of classes. All the activities shall be strictly adhered to the academic calendar.

Time table: General Timetable shall be published one week prior to the commencement of classes. General Timetable shall be prepared by the Timetable coordinator nominated by the Principal. Department timetable shall be published two weeks prior to the commencement of classes. Department timetable shall be prepared by the timetable committee nominated by the Head of the Department.

Subject groups: In every Department, the subject groups shall function to monitor the Outcome Based Education. At the start of every semester, subject group meetings shall convene to discuss and finalize the Course/Lesson Plan containing learning outcomes, CO –PO mapping, course delivery plan (Date wise), ICT usage and content beyond syllabus.





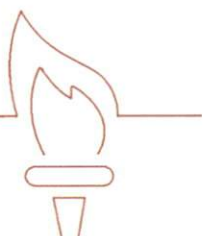
Class / Course committee: Meeting of the class committee consisting of HoD, Academic coordinator, advisors, faculty handling courses for the semester and student representatives, shall be conducted two times in a semester. Remedial actions shall be taken based on the class committee reports.

Attendance Requirements and Shortage of Attendance: 80% of attendance is mandatory for internal exams including labs. Attendance shall be calculated three working days prior to the series test. In case of medical emergencies/genuine reasons if a student fails to attain 75 % attendance, the case shall be considered by principal upon reports/recommendations from HoDs. Senior advisor/advisor shall inform the shortage of attendance (monthly) to respective student/parent/guardian.

Assignments: Students shall do assignments as per regulations. The assignments questions shall include complex/open ended problems and the students are encouraged to use modern software/ hardware tools.

Examination Policy: Internal and end-semester examinations are conducted as per affiliated university norms. Students are to report to the examination hall at least 5 minutes prior to the commencement of the examination. No student will be permitted to enter the examination hall 15 minutes after the commencement of internal examination. It is the responsibility of the invigilator to collect the answer book from the student before leaving the examination hall

Role of Advisory system: There shall be a Senior Advisor and a team of advisors for a batch nominated by the Head of the Department. Personal and academic data of the students shall be updated and maintained by the advisory team. Performance of the students shall be sent to the parents after the first series test by the senior advisor with the help of advisors. Advisors shall ensure the teachers' evaluation by the students in every semester. Advisors shall support and mentor the students. Slow performers shall be identified at the beginning of the semester itself and proper care shall be given to address their grievances. Students and parents shall be informed about the relevant notifications from the Principal/Head of the Department by the Senior Advisor.



Library Usage: Faculty and students shall utilize the facilities of the main library as well as Department libraries for their academic work. The faculty and students are also encouraged to use digital library facilities.

Remedial Class: Every semester, remedial classes shall be arranged for academically weak students.

Seminar/ Project: Students are encouraged to present seminars from lower semester itself on selected topics. Direct them to select seminar topics, mini projects and final year projects based on different aspects of a unique / state of the art problem. For curriculum seminar students are directed to select seminar topics from peer reviewed journals. Students are encouraged to take up quality projects leading to publication of paper(s) in conferences/journals. Poster presentation of final year UG projects and selection of Best UG project for all the branches shall be done. All the publications are to follow the standards including avoiding plagiarism and adhering to ethical principles.

Faculty Research and Publications: Faculty shall be given appreciation for publications in peer reviewed journals, funded projects and research collaborations.

Faculty Development Programmes / QIP: It is highly desirable that faculty members shall attend at least one FDP conducted in pharmacy colleges or equivalent national level institutions. Faculty members are encouraged to conduct in-house Faculty Development Programmes. Faculty shall avail QIP facility to acquire PhD following Pharmacy Council of India and government norms.

Supporting academic activities: All laboratories shall be open, upon student request at the interest and convenience of students. Active teaching methods/novel methods of content delivery such as Mini projects, Expert talk, NPTEL are encouraged in the campus. Students are encouraged to register and get certificates for online courses.

