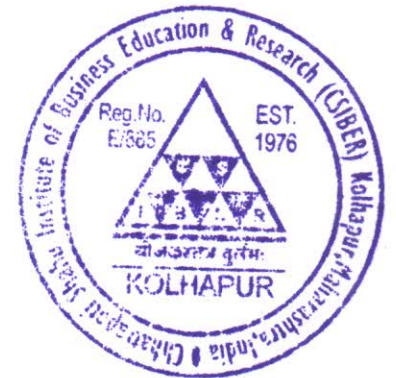
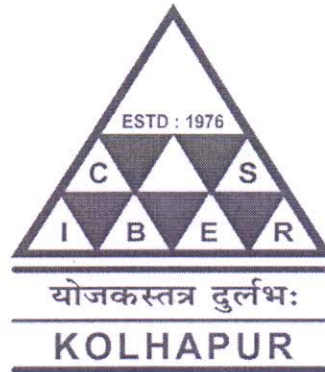


**CHHATRAPATI SHAHU INSTITUTE OF BUSINESS
EDUCATION AND RESEARCH (CSIBER)
(An Autonomous Institute)
University Road, Kolhapur- 416004(MS-India)**

ACADEMIC POLICY



**CHHATRAPATI SHAHU INSTITUTE OF BUSINESS
EDUCATION AND RESEARCH (CSIBER)
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CHHATRAPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (C.S.I.B.E.R.), Kolhapur-416004

(An Autonomous Institute)

ACADEMIC POLICY

I. Statement

C.S.I.B.E.R. strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower students to evolve as self-reliant citizens of the global village who would cater to the human welfare and sustainability.

II. Objectives

The academic policy discloses the principles used for quality teaching and defines the procedures for the multiple levels of accountability in teaching and learning.

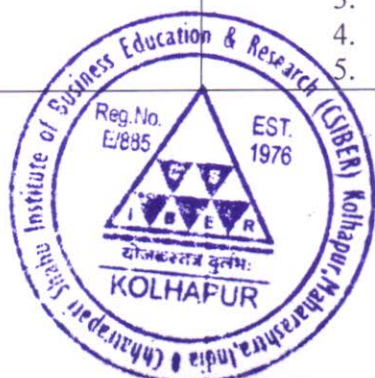
The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.

The institute/department stands responsible for ensuring quality of its educational environment. This includes

1. Academic accountability
2. Ensuring the quality of education including
 - i. Prescribing its own courses and syllabi in accordance with the need of the society and the professional requirements.
 - ii. Preparation of the course materials with adequate standard
 - iii. Delivery of course contents adopting appropriate technologies
 - iv. Assessment to enable quality.
 - v. Continuous improvement through quality assurance.

III. Roles and Responsibilities

Roles	Academic Responsibilities
Management	1. Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions.
Director	1. Developing and implementing quality assurance policies and procedures.
Controller of Examination	<ol style="list-style-type: none">1. Conducting all Examination2. Collecting of results from the Evaluations3. Verification and Valuation of results.4. Publication of Final Results.5. Issue of Grade Card and Certificates.



Head of the Department	<ol style="list-style-type: none"> 1. Ensure that the courses promote the development of the department and the graduates. 2. Ensure proper redress of the concerns raised by students in all matters. 3. Take up initiatives to achieve the mission and vision of the department. 4. Subject allocation for faculty for every semester keeping in view various extraneous duties. 5. Approval of Lecture plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery. 6. Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities. 7. Arranging student feedback of the faculty and initiating corrective measures. 8. Review of the progress of teaching- learning process and institution of remedial measures. 9. Verification of the computation of Continuous evaluation marks.
Faculty	<ol style="list-style-type: none"> 1. Ensuring academic integrity of the course assigned. 2. Facilitating information sharing on best practice in teaching and learning. 3. Facilitating a learner centric environment. 4. Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same. 5. Impartial and proper assessment of the assigned course and computation of the sessional marks. 6. Conduct of the remedial classes as and when required. 7. Preparation/modification of the course materials. 8. Responsible for completion of the syllabus. 9. Providing opportunities for students to develop the Graduate attributes (GAs) relevant to the course of study. 10. Seek feedback from student for improvement in course delivery.



IV. Academic Process

Step by step process of the academic activities is listed.

1. **Subject Allotment**- Before the commencement of the semester the subjects are allocated to the faculty members after collecting their preferences
2. **Academic Calendar**- An academic calendar is prepared by the Departments and placed before the Academic Council for approval.
3. The **Lecture Plan** is prepared by the faculty before commencing the regular class.
4. Preparation of the **course material and content delivery**. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more student centric.
5. **Seminar** coordinator and the **project** coordinator ensures that all activities related to seminar and project take place in the stipulated time.
6. Conduct of **assignments/tutorials** and class work according to the plan. Publishing of the attendance at regular intervals.
7. Conduct of the **Internal Examination** and its assessment
8. Publishing of the assessment marks.
9. Organizing various **skill development workshops** by the professional societies and the club associations.

V. Academic Monitoring and Student Support

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students.

1. **Class/Course Committee**-The committee is responsible to monitor the conduct of all the courses, adherence to the course plan and the time schedule in the academic calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students and recommend for necessary remedial actions, if any.
2. **Coordinators**: For every class there is a Faculty and Class coordinator. Faculty Coordinator will be nominated for the entire class. There will be one Faculty Mentor for every 20-25 students. They are responsible to mentor the students. They are also responsible to carry out the consolidation of the activity points, attendance, internal marks in their advisory group.
3. Various other committees like Grievance Redressal Committee, Discipline Committee are also formed for student support.



V. Academic Auditing

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities including the internal evaluations and examinations. The IQAC has a coordinator and representatives from all departments to carry out the audit. IQAC will also keep the relevant data on website up to date as required by the UGC.

