



Gokhale Education Society's
H.P.T. Arts and R.Y.K. Science College, Nashik-05
Prin. T. A. Kulkarni, Vidya Nagar, Nashik- 422005
"Higher Education for All"



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Permanently Affiliated to Savitribai Phule Pune University (ID No.: PU/NS/AS/001(1924))

NAAC Re-Accredited: 'A' Grade, ISO 9001:2015 Certified College, Best College award by SPPU 2019-20

Internal Quality Assurance Cell



Policy and Procedures for Curriculum Delivery

Introduction

H.P.T. Arts & R.Y.K. Science College, Nashik is committed to delivering a high-quality education that prepares students for success in the 21st century. To achieve this goal, the college has established a comprehensive policy and procedures for curriculum delivery, which is aligned with the curriculum set by Savitribai Phule Pune University.

Policy Objectives

- To ensure the smooth and effective delivery and implementation of the curriculum.
- To provide a comprehensive and interdisciplinary education that emphasizes critical thinking, problem-solving, and communication skills.
- To support student success through various initiatives, including mentoring programs, career counselling, and extracurricular activities.
- To establish partnerships with local businesses and organizations to provide students with opportunities for internships, research projects, and other practical experiences.

Procedures

- **Calendar of Events:** The Internal Quality Assurance Cell (IQAC) prepares a calendar of events for the entire academic year, which is implemented under the supervision of the Principal.
- **Faculty Appointments:** The Principal appoints faculty members to monitor curricular, co-curricular, and extra-curricular activities.
- **Staff Meeting:** A staff meeting is held at the beginning of the academic year to discuss the effective implementation of the curriculum, and staff members are informed about any changes in the curriculum.
- **Committees:** Various committees, such as the Timetable Committee, Lecture Monitoring Committee, BA Coordination Committee, and Discipline Committee, are formed to facilitate effective curriculum delivery.
- **Departmental Responsibilities:** Heads of departments are responsible for carrying out academic responsibilities and maintaining academic records regarding the curriculum.
- **Teacher Development:** Teachers are motivated to participate in seminars, workshops, conferences, refresher courses, orientation courses, and to organize lecture series to enhance their teaching skills. The college also encourages faculty to participate in industry-relevant training and development programs to ensure that they are aware of the latest industry trends and requirements.
- **Research and Extension Activities:** The college supports teachers in participating in research and extension activities.
- **Add-on and Skill-based Courses:** The college offers add-on and skill-based courses that are designed to meet the specific needs of the industry. These courses are developed in consultation with industry experts and are regularly updated to reflect changing industry needs.

- **Classroom Teaching Methods:** Various teaching methods, such as
 - ✓ PPT presentations,
 - ✓ ICT-enabled teaching-learning methods,
 - ✓ lecture methods,
 - ✓ experiential learning,
 - ✓ seminars,
 - ✓ project works,
 - ✓ presentations,
 - ✓ on-the-job training/internships,
 - ✓ field visits / industrial visits /surveys,
 - ✓ group discussions,
 - ✓ presentations, and
 - ✓ blended learning are used to deliver the curriculum effectively.
- **Monitoring and Evaluation:** The IQAC monitors all academic activities and issues regular notices and directions to heads of departments regarding the curriculum.
- **Course Outcomes:** The IQAC asks heads and teachers of all subjects to finalize Course Outcomes (COS), Program Outcomes (POs), and Program Specific Outcomes (PSOs), which are displayed on the college website, notice boards, and social media platforms.
- **Measurement of Attainment:** The IQAC provides a mechanism and guidance for measuring the attainment of COS, POs, and PSOs.
- **ISO Audits:** The college conducts ISO audits periodically, including internal and surveillance audits, and prepares an Action Taken Report (ATR) based on the findings.
- **Teaching Plans:** Teachers maintain teaching plans and teaching execution on a weekly basis, which are verified by heads of departments and the Principal at the end of every term.
- **Feedback:** Feedback is collected from faculty, students, alumni, and employers at the end of every year, which is analyzed by the feedback committee, and an Action Taken Report is prepared.
- **Cross-Cutting Issues:** The college initiates activities focused on cross-cutting issues like democracy, constitutional obligations, gender equality, and environmental awareness.
- **Assessments and Evaluations:** Regular assessments and evaluations are conducted by the IQAC to ensure that the college is meeting its goals and objectives.
- **MOOC/Self-Learning Courses:** College encourages students to participate in courses allied to their curriculum on MOOC platforms. Students have been informed about it through orientation programmes.
- **Induction Programmes:** College regularly conducts 'Induction Programmes' for first year students as well as 'Orientation Programmes' for other students. Through these programmes, students are made aware about the college ambiances, library and other resources, CBCS structure, nature of internal examination and various co-curricular activities conducted. They are also informed about code of ethics for students.

Conclusion

H.P.T. Arts & R.Y.K. Science College, Nashik is committed to providing a high-quality education that prepares students for success in the 21st century. By implementing an effective policy and procedures, using innovative methods, and supporting students' success, the college will achieve its mission of creating lifelong learners who are competent to perform at the global level and conscious about the national spirit.



Dr. P. U. Ratnaparkhi

(Coordinator, IQAC)



Dr. V. N. Suryawanshi

(Principal)

