



MAHATMA GANDHI VIDYAMANDIR'S  
**PHARMACY COLLEGE**

**Approved by :** All India Council of Technical Education (AICTE), Pharmacy Council of India, New Delhi.  
**Recognized by :** Director of Technical Education, Mumbai and Govt. of Maharashtra.  
**Permanently Affiliated to :** Savitribai Phule Pune University, Pune (CPHN017660)  
NBA Accredited (B Pharmacy), AISHE Code -C- 41939


*1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment*

**1.1.1.1 Academic Policy**

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**PRINCIPAL**  
MGV's Pharmacy College  
Panchavati, Nashik-422 003



**MAHATMA GANDHI VIDYAMANDIR'S**  
**Pharmacy College, Mumbai Agra Road, Panchavati**  
**Nashik, Maharashtra- 422003**  
**Approved by: AICTE and PCI, New Delhi**  
**Recognized by: DTE, Mumbai, Govt. of Maharashtra**  
**Permanently Affiliated to: SPPU, Pune (CPHN017660) and Affiliated to 2(f)&12(B) of the**  
**UGC act,1956**  
**B.Pharm Program accredited by NBA upto June 2022**  
**ISO Accredited: 9001:2015**

## **ACADEMIC POLICY**



## ACADEMIC POLICY

Mahatma Gandhi Vidyamandir's Pharmacy College, Panchavati, Nasik, is permanently affiliated to Savitribai Phule Pune University Pune, since its inception in 1993. All the courses B. Pharmacy, M. Pharmacy (five specializations), Pharm D and Ph.D are affiliated to Savitribai Phule Pune University Pune. MGV's Pharmacy College, Panchavati, Nasik, follows the syllabus prescribed by the Savitribai Phule Pune University Pune. As per regulations of University B.Pharm duration is of four years (8 semesters) and M.Pharm of two years (4 semesters). Pharm D has 6 years of annual pattern, including last year as internship. The University continues with the credit pattern for the evaluation and the award of B.Pharm & M.Pharm degree, whereas marks system for Pharm D course.

Academic Policy for Planning and monitoring:

- Before start of academic year Savitribai Phule Pune University releases the circular for commencement and conclusion of 1<sup>st</sup> and 2<sup>nd</sup> Term as per Course, faculties and year.
- University academic circular should be used as a reference for preparation of Institute academic calendar.
- It will be prepared by academic committee along with discussion and input from the examination, co- curricular, extra curricular committee and various other committees of the Institute.
- It will cover various points such as planned terms, college timings, academic working days, minimum no. of theory and practicals to be conducted per week and per semester course wise, examination schedule, holidays as per University, observance days, celebration, activities, co-curricular/ extra curricular activities, certificate courses, skill development courses, industrial training, industrial visits/ hospital visits & postings and NSS activities.
- Finally academic calendar of Institute will be approved by Principal.
- HOD of all departments will distribute the workload amongst faculty as per current applicable course pattern.
- All HOD must submit the workload detail to academic committee in described format only.
- Academic committee will justify the distribution of workload among all department faculty.
- For elective subject selection students will be provided choice form for subject selection and final choice results must be clearly notified to students, faculty and examination section.
- Timetable committee will prepare detailed working timetable year, semester and division wise.
- Timetable duly signed by committee will be displayed to faculty and students.



- After assigning workload all faculty will refer the Savitribai Phule Pune University Pune course structure of current pattern for syllabus and prepare teaching plan.
- The teaching plan must be displayed in the respective department for students.
- Assigned subject course outcome must be reframed with reference to Bloom's taxonomy and mapped with program outcomes. Each topic of the course outcome should have learning outcomes and should be communicated to students during topic delivery.
- Each teaching plan must include additional topic which will be identified as 'Gap' (content beyond syllabus) which integrates with academics for enrichment of knowledge of subject. The identification of 'Gap' can be done with industrial inputs and discussion amongst the faculty and alumni.
- HODs of individual departments can communicate the curricular 'Gaps' if any to their respective BOS members.
- Student orientation for subjects, teachers, syllabus and examination to be conducted before start of academics of each year.
- For newly joined faculty general orientation to be executed to acquaint them about the institutional policies regarding academics, research, and examination. These orientation programs help newly appointed faculties to plan and execute effective curricular delivery.
- Faculty must use conventional as well modern pedagogy tools for teaching learning process. Faculty can adopt blended mode of teaching (online & offline) as per requirement. Faculty must use ICT enabled teaching ie. Google classroom, Power point presentation, templates, e-content various quiz apps, gamification tools (Kahoot Socrative, Quizz.com, Teachmint, Test Moz). Various forms of learning should be implemented like Active/Passive/ Experiential/ Participative/ Peer / Self/ Collaborative learnings.
- All faculty has to maintain teaching attendance records as per institute format.
- If needed extra lectures or makeup lectures will be planned by subject teachers along with class teachers for syllabus coverage and number of lectures as per course structure. The same will be displayed to students, executed and records must be maintained.
- At the term end, all faculty should submit syllabus completion report in prescribed format.
- Course file must be maintained as per prescribed format faculty wise.
- At Institute level academic monitoring will be done every week through 'WTR- Weekly Teaching Report' as per format given by management. WTR will be thoroughly evaluated by academic committee and management. WTR is to be used as management policy and it is to be filled by each faculty every week.



- WTR format will have Excel file format and will be shared to faculty via. mail. It's contents include : date of the week, academic week no., faculty name, course year, course name, theory, practical, batch, subject name, subject code, subject teacher name, topic covered, time of conduction of period, topic covered lecture or practical wise, % weekly covered syllabus, % semester syllabus covered, on time or lagging, teaching mode, student attendance and remark.
- Program committee comprises of representative students of each class and division, faculty as per course structure of Savitribai Phule Pune University Pune . The committee will review the syllabus covered and suggest for improvisation of academics.
- Academic committee along with program committee and examination committee will review % syllabus covered before internal and external examination and as per need. The subject incharge should ensure that the syllabus should be divided equally for each of the two internal sessional exam as far as possible.
- Faculty members must undergo FDP's/MOOC/ industrial training sessions/ pharmacy practice training to upgrade themselves with current advancement in curricular content and its delivery.
- Syllabus orientation workshops arranged by University or other colleges must be attended by faculty for better implementation of syllabus.
- The weak and bright students are identified based on result analysis, interactions during classroom sessions and observations during practicals.
- A list of weak students is identified to form Remedial study club in each class. Weak students are counseled by subject in charges, class teachers and mentors. They discuss on studying tips, self-motivation, and dedication to encourage them to improve performance thus creating an ambience of feel free approach with faculty to solve any doubts at any time.
- Based on their performance in academic year (CGPA)/ marks, or having a special dimension of learning skills; bright students are ranked as first, second and third for each academic year. Their success acknowledgment is taken in college magazine. These students are felicitated by management in CDC meetings, Annual Gathering or on any special occasion.
- Students showing an aptitude for specific subject are encouraged to prepare projects and present those projects at various seminars or conferences. They are motivated to participate in various inter-college and intra-college competitions. They are also groomed for appearing various competitive exams.
- As per course structure, necessary industrial visits should be arranged for better understanding of curriculum. Similarly industrial training / hospital posting for students should be planned, executed and documented.



- For enrichment of curriculum skill development certificate courses should be planned and conducted year wise.
- Continuous internal assessment
  - For B.Pharm course, it is to be carried out as per course structure & examination policy wise which includes assignment, open book test, attendance, student teachers interaction, journal evaluation, sessional examination.
  - For M.Pharm course it is to be carried out as per course structure and examination policy wise which includes seminar, assignments, attendance, student teacher interaction, journal evaluation, journal club, research and discussion seminar.
  - For Pharm D course it is to be carried out as per course structure and examination policy wise which includes attendance, journal, behaviour and attitude of students, performance and viva, maintainance and cleanliness in lab.
- Feedback about teaching staff and facilities will be collected for each semester/ year for all courses through Google feedback form. All students shall participates. The feedback further evaluated by feedback committee.
- Other feedbacks collected from students include entry level feedback for freshers, exit level for final years, for conferences/workshops/activities/guest lectures.
- If a faculty wishes to go on leave, adjustment of theory/practical sessions should be with appropriate staff and should be notified to academic committee.



A handwritten signature in blue ink, appearing to be "S. S. S.", written over a horizontal line.

**PRINCIPAL**  
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