



Since 1994



## ACADEMIC PLANNING AND ADMINISTRATION POLICY

### Objective

- ❖ Academic Planning and Administration Policy of IMERT is defined to guide academic programs and services to students and facilitate the academic performance of the faculty. Academic policy outlines an Institute's overall academic goals and procedures to accomplish those goals.

### Scope

- ❖ The Institute's faculty, staff, students, and academic programs are all covered by this policy. It includes procedures for teaching, learning, evaluation and providing academic support services.

### Functions / Responsibilities (to be completed before commencement of academics)

- ❖ IQAC along with the HOD and Director shall prepare the Academic Calendar and the same needs to be communicated to all the staff and students.
- ❖ HOD, IQAC, Course coordinators, student representative along with the Director of the Institute should finalize the subject basket from the list of courses offered by university before the commencement of semester and the same should be communicated to students.
- ❖ Subject allocation to faculty members should be done based on their specializations.
- ❖ Time Table for the respective semesters should be prepared and communicated to faculty members and students before the commencement of lectures.
- ❖ Faculty members should prepare their teaching plan along with the concurrent assessment plan and submission of the approved plan should be done to IQAC, HOD and students.
- ❖ Respective I<sup>st</sup> and II<sup>nd</sup> year Course coordinators should plan different domain related certifications for the students which will help in their academic and professional development.
- ❖ MOOCs and the value-added modules should be identified and executed by faculty members and course coordinators for the different courses across all semester.

### Functions / Responsibilities (to be completed during academics)

- ❖ Induction program for the newly admitted students should be planned and executed by the HOD and induction program planning committee before the actual teaching of course starts.
- ❖ Planning and execution of foundation course/ bridge course for academically weak students and students with different background (e.g. Finance for Non finance) should be coordinated by HOD and Course Coordinators.

Prepared by Dr. Jitendra Bhandari HOD	Reviewed by Dr. Mangalgouri Patil IQAC coordinator	Approved by Dr. Shubhangee Ramaswamy In charge Director



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- ❖ Faculty members should use proper pedagogical tools for effective and quality delivery of curriculum and conduct the concurrent evaluation for their respective courses during and at the end of semester.
- ❖ Semester end examination for all course should be planned and conducted at the end of semester as a part of CIE as well as for the better preparation of students in forthcoming SPPU Exam.
- ❖ CEO and HOD should plan for the internal semester end exam as well as for external SPPU Examination.
- ❖ Internal marks are finalized based on the CIEs conducted for the course and same should be displayed and communicated to the students for their information. If any grievance observed /noticed, same should be rectified as per policy regarding internal marks. After that faculty should finalize and communicate these marks to course coordinator for compilation of the same, which are then sent to CEO.
- ❖ All faculty members should identify and plan extra sessions for the Weak Learners for their respective courses as well as remedial classes.
- ❖ All faculty members should identify and plan additional inputs/certifications for the Bright Learners for their respective courses.
- ❖ Faculty members should provide all required inputs/course material which can provide opportunities for Self-Learning to the students. For sharing such study material provision of subject wise division wise google classroom to be made. All faculty to be strictly adhere to the requirement of google classroom and ensure content are uploaded on it as listed below;
  - a. Course Syllabus copy.
  - b. Teaching Plan for the course
  - c. PPTs for all Units
  - d. E-Notes
  - e. CIE and related records
- ❖ Mid Semester review of such created google classroom will be conducted by HOD, whereas end semester review will be conducted by HOD, IQAC and Director.
- ❖ Provision of standard assessment test to be made in SEM-I for identification of Advance, Moderate and Weak learners through the assessment test like First Naukri, AMCAT, Self-assessment Test and Placement Grading Test of IMERT.
- ❖ Faculty members should provide Guidance to the students for preparation of Summer Internship Projects as per the University guidelines. Accordingly, three phases for the SIP evaluation to be planned and record of the same to be maintained in SIP progress report card.

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### **Functions / Responsibilities (to be completed after completion of Academics)**

- ❖ Faculty members should Plan and conduct remedial classes for students who are failed in the previous examination.
- ❖ Faculty members should perform COPO attainment for the course after declaration of university final examination result for their respective courses.
- ❖ All faculty members should complete the documentation in course file and submit the same to IQAC at the end of semester.

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### **Other Roles and Responsibilities:**

- ❖ HOD, IQAC, Course teachers, Course coordinators, CEO and Director should make the planning, coordination and execution of the various above-mentioned tasks.
- ❖ Course teachers should conduct and maintain all required documents as per the NAAC, NBA and other statutory committee's requirement.
- ❖ The HOD and Director should carry out the Internal Academic Audit for all courses.
- ❖ At the end of each academic year the committee should carry out Academic and Administrative Audit (AAA).

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