



KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: info@kashiit.ac.in. Website: <https://kashiip.ac.in>

1800-123-321-123

Date:- 04/07/2022

ACADEMIC POLICY

1. **Academic Calendar:** Academic calendar of Kashi Institute of Pharmacy will strictly be in line with AKTU calendar.
2. **Faculty Feedback from Students and eligibility criteria:**
 - ❖ 1st Feedback: Taken by Faculty, within 10 working days from commencement of classes with 65% Attendance criteria.
 - ❖ 2nd Feedback: Taken by HOD, on or before 20 working days from commencement of classes with 75% Attendance criteria.
 - ❖ 3rd Feedback: Taken by Director, on or before 30 working days from commencement of classes with 75% Attendance criteria.
 - ❖ For all official purposes, Director's feedback shall be used.
 - ❖ Faculties showing poor performance, Counselling by Director will be initiated, the process may be repeated for faculties, if performance not improved. All such faculties, whose performance does not improve, three months' notice will be served prior to closing of academic session.
 - ❖ The counselling of weak performers has to be performed after every feedback and documented.
 - ❖ Classes conducted by Training and Placement department will also be included in all the feedbacks taken by HOD, Director and the Management.
3. **Conduction of Classes:** The classes for Odd/Even Semester will commence as per AKTU calendar.
 - a. Normal Class Time: 9:00 AM to 4 :30 pm (Including Lunch Break)
 - b. Registration - No students should be allowed to attend the classes without registration.
 - c. Tele-calling (On **Saturday**) by mentors will be done for students whose attendance is less than **75 %** on last working day of every week.
 - d. All faculties should start effective teaching from very first class and not to waste their respective classes on mutual introduction or general discussions as an excuse for low attendance in the class.
 - e. Weekly tele-calling report must be checked and signed by HOD.
 - f. **Parallel classes for detained students:** During Sessional and PUT all detained students will be counselled and motivational lecture by Director to attend classes regularly.
4. **Instructions and Undertakings:** The required instructions (university statutes) are to be displayed before the commencement of the academic year.



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- a. All undertakings are required to be completed at the time of registration
 - b. All students to sign a common letter stating that min 75% attendance will be maintained to appear in sessional, PUT & End Semester University exams.
 - c. All students are referred to sign an affidavit, about their commitment & responsibility to maintain 75% attendance or as per AKTU attendance policy for being able to appear in all sessional /PUT and university exam, or else they stand detained from the above exams.
5. **List of Slow Learners:** Weak students need to be identified, either based on the performance in University examinations or 1st Sessional marks, whichever is available earlier. Special consideration will be given by faculties to weak students in terms of their lectures, labs and learning of subjects based on evaluation of their weekly performance. Weak students should be given extra attention in the classes in way of personal attention of their understanding the subject, other queries, writing notes etc.
6. **Smart Classes:** Where-ever the smart classroom is available, HOD must ensure that, once in a week on the rotation basis, every section must have all the classes in the smart class room, as per the availability. HOD to ensure effective utilization of board for whole week.
7. **Director's Meeting with Class Coordinators:** To ensure the quality of education and smooth conduction of academic activities, Director meets with all Class Coordinators fortnightly. He also discusses and checks the performance of the events.
8. **Quality Teaching:**
- a. Carrying book in the class room and reproducing the material as it is from the book on blackboard is the main cause of losing interest in the subject contents. Avoid carrying text books to the class.
 - b. Students must be motivated to ask questions during the last 5-6 minutes of lecture. Students may be asked to use blackboard for explaining some deliberation or their problems.
 - c. Delivery of lecture must be in English to a large extent. However, discussions can be in Hindi also. The English content is to be: (1) In first year as per demand (2) 50% in 2nd year (3) 75% in 3rd year and (4) 90% in 4th year.
 - d. Free and fearless homely environment should be provided to all students.
 - e. Faculty by their hard work and knowledge must ensure that all students give better academic feedback.
 - f. All faculties to reach their respective classes 5 minutes in advance.
 - g. Before taking attendance, the class teacher has to ensure proper organization of the class.
 - h. Revising previous lecture contents for 5-10 minutes before commencing next lecture, so as to ensure continuity of thought.



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- i. Group interaction, counseling with faculty & students should be on Saturday afternoon session.
 - j. However total freedom is given to the faculty to conduct the classes.
 - k. HOD should ensure the condition of the classroom / common amenities are clean and in hygienic condition.
9. **Revision of Course:** Based on actual course covered the revision classes required are to be planned by respective HOD in consultation with respective faculty member. It should be mandatory for all faculties to ensure revision of courses after completion of every Unit.
- a. Neither practical labs to be converted in lecture classes nor sections can be merged without prior approval from the Director.
 - b. After completing each unit, the numerical/question from question Bank/assignment should be solved in the class. Subsequently written solutions to be provided for the same.
 - c. Class notes of lectures missed by absentee students, should be provided to such students by the concerned faculty.
10. **Assignments, Preparatory classes and Class Test:** From each unit, at least one assignment (5-10 questions) and one class test / quiz (for 40-45 minutes) should be conducted. Preparatory classes can be arranged where it to be needed. Good quality questions must be given as per university question papers. It should not be treated as a formality. Date of delivery to students, date of submission by the students must be written on the above. A copy of each of the above must be submitted to the head and one copy must be available in faculty course file. All the above after critical evaluation must be submitted to Head for checking and for verification by college authorities. A copy of the assignment grading and class test marks must be submitted to the HOD for record. In numerical subjects only the unsolved questions should be given in assignment.
11. **Monitoring of Academic Policy:** Director/Academic Coordinator/HOD/Class coordinators will be checking the effective implementation of academic policy, by inspecting the following activities/ documents in all classes/ courses. Any flouting of the same, will automatically invite “disciplinary proceedings” leading to show-cause notices/penalties/even termination.
12. **Markings of Attendance in Register:**
- a. First lecture attendances have to be marked within first 10 minutes and in subsequent lectures within first 5 minutes.
 - b. Attendance should be marked in alphabet P (Present) and A (Absent).
 - c. The absent students to be marked preferably in red ink, as “A” only.
 - d. The last two lines of attendance register sheet should represent: “Total no. of absent:” and “Total no. of present:” in the class”.



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- e. The last line should be signed by faculty of that course, counter-signed by HOD on weekly basis and Director/HOD on monthly basis or as & when they visit the class at the time of attendance.
- f. As students' attendance in any classes quite poor during semester, it is mandatory for faculty to ensure that every fortnight the department displays the student's attendance status.
- g. Each day the attendance is to be recorded and submitted in consolidated section /class wise form to the Director for 1st & 6th lectures.
- h. **Excel sheet for calculation of cumulative attendance % on daily basis:** Faculty members have to ensure that attendance for all classes is compiled properly to keep a check. The cumulative attendance % is calculated on weekly basis and if attendance is 75 % and above, no call should be made to parents, even though the student may be absent on/more than 3rd consecutive days. Weekly consolidated list to be prepared duly signed by HOD. Respective parents of all the absent students will be tele-called by respective mentors on Saturday.
- i. For any mass bunk, the concerned faculty member should inform the HOD immediately and the HOD should convey the information to Director immediately. HOD should immediately ask the class coordinators to call to parents informing about their ward's absence from the class and produce the tale calling report, with comments of the father/parents about the same, in the standard form.
- j. The tele-calling and its report, with proper remarks of the father/guardian, is to be submitted by all class coordinators to HOD, on the same day.

13. Conduction of Labs/Practical Classes and their conversion to class lectures:

- a. Faculty should always be present in the lab, during conduction of experiments.
- b. All experiments have to be guided by the faculty of lab concern, and not by lab technicians/ instructors.
- c. At least ten experiments are to be performed by students or as prescribed by AKTU/PCI.
- d. Faculty should ensure that all experiments are completed before PUT.
- e. Respective Lab manuals to be prepared and made available. Lab time should not be used for copying lab manuals/ practical records/files.
- f. The record file should be checked and graded; observation taken by students must be written in lab record not in rough note book. The same to be signed by faculty with date.
- g. Students are to be motivated to write the lab record on their own.
- h. Post-experimental quiz questions (3-5) related with the concerned lab experiment must be given to each student and they should be asked to write the answers in the Lab record itself. FAQ for each experiment should be prepared and shared with the students.



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- i. In lab, no copying of lab report from lab manuals is allowed and project report is to be suitably marked in scale of, say, 10 marks, after asking relevant viva-voce. FAQ should be developed for each lab experiments by associated faculties and students to be prepared for the same.
- j. Director/HOD must be on round when practicals are going on in laboratories.
- k. Lab manuals should be upgraded by faculty, as per requirement.
- l. Directors / HOD will monitor thoroughly the conduction of Labs and Viva-Voce.
- m. **Question Banks:** Students should be provided question bank and solutions. For question bank, 10 to 20 Questions per unit have to be prepared including questions from last three years university papers. This may also consist of other important questions, which faculty consider important from university examinations point of view, should be provided. These questions have to be used for tutorials, assignments, practice & revision etc.
- n. A model question paper, on university pattern, has to be solved in the class after completing the syllabus before PUT.

14. Status of Syllabus coverage before every sessional exams: All class coordinators should provide the current status of each course with

- a. % of syllabus covered
- b. No. of experiments completed
- c. Status of corrected lab records
- d. Syllabus to be covered before the commencement of 1st sessionals: 50%
- e. Syllabus to be covered before the PUT: 100%

15. Extra Classes, Assignments & Test: Notes to be provided in question-answer format, thereby avoiding any requirement of providing separate question bank (which most of the time contain only questions not their answers), and model paper at the end.

- a. Emphasis should be given on practical applications of the course.
- b. Revision classes to be conducted as and when required.
- c. Separate attendance sheet is to be prepared for slow learners.
- d. Standard questions as per AKTU's pattern & tough marking for all sessional /PUT exams.

16. Detention & Attendance Cut Off %: Detention list to be finalized based upon actual attendance %. Special cases may need policy directions from higher authority, for some students. Such cases to be brought forward with all required details by respective HOD for inclusion/exclusion from detention list.

- a. For all sessional exams, attendance cut off is to be always 75%, while students to be told to maintain minimum 75% attendance conforming to AKTU/PCI guidelines.
- b. It should be announced in the beginning of semester, in each class, that all students through advisors/mentors have to sign such notice making them aware of 75% as cut off % for attendance.



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- c. A specific date is to announced from COE to consider as attendance cut off date, i.e. from start of the session till the time of examination, excluding those who register late due to clearing of their back papers, after declaration of AKTU result.
- d. Detained List has to be prepared as per the guidelines and submitted to the university before the last date.
- e. No student below 60% attendance will be allowed to participate in any activity, be it an industrial visit or any cultural/sports activity.
- f. **Undertaking by parents/students for detained students:** For detained students, HOD have been advised to call the respective father/parents and tell them about detention of their ward and invite them to visit the college and meet HOD/Director, so as to sign an undertaking for being responsible for possible detention from PUT / final examination, if attendance found less than 75%. The HOD to be ready with the parents' feedback regarding date of their arrival in the campus.

17. Progress Report to parents: The "Progress Report" is to be sent to parents of students having low attendance and also to slow performers.

- a. After every Sessional examination, a copy of attendance record and sessional marks must be sent to parents by registered postal letters, signed by advisor, HOD and Director, with a clear intent that parents are kept in loop for pressurizing their wards to maintain at least 75% attendance and also to improve their academic performance.
- b. No Call / SMS / Letter is to be sent to students above 75% attendance / marks.

18. Mentor System: For ensuring better understanding of personal/professional problems of students, Mentors are to be appointed in each class, with assigned responsibilities as delineated below:

- ❖ More effective interaction/relationship with students & their parents/guardians with specific responsibilities.
- ❖ Counselling of the students for all problems including personal and related to academic performance, Sessional/ university examination results, fee, fines and all other academic-related issues.
- ❖ Dispatch of Progress Report to parents after Sessional examination.
- ❖ Rectify the changed/altered/fake mobile nos. of students' parents and submit such updated list, with email ids & postal address to HOD with a copy to Registrar and Director.
- ❖ Tele calling to be done by Mentors on **Saturday** and on same day if there is a mass bunk of classes.
- ❖ Attendance compilation on regular basis.
- ❖ Compilation of results of Sessional, PUT and Semester exams.
- ❖ Counselling tele-calling should be done for all classes/years except for final year students.
- ❖ Mentor/advisor should submit the report of the counselling once in 15 day.



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19. Counselling reports: To be submitted with explicitly delineated problems faced by students after sessional exam in pre defined format, by mentors to solve them. After 15 days, HOD will take a follow-up and or provide complete solutions to pending problems /issues, if any.

20. Final Year projects: The students have to submit Project synopsis/report, based on literature survey as undertaken by students, on their already pre-allotted project titles by some prefixed date. It is further understood and agreed upon that the department will ensure the following:

- ❖ Project Guide and title of the project to be decided & finalized for students and submitted to HOD.
- ❖ 8th Semester is utilized for the final year Projects as per the time table, but not at the cost of academics.
- ❖ Students to be resisted from purchasing readymade projects from the market.
- ❖ They should be inspired to think creatively, so as to make their projects as unique, innovative, interesting and thought-provoking.
- ❖ They should be persuaded to do things on their own.
- ❖ They should be asked to undertake literature survey on their respective projects
- ❖ They should be guided more closely by their respective guides on daily basis, so as to provide regular progress reports to their respective department.
- ❖ They should also be motivated to prepare FAQs for their Projects.
- ❖ Research paper based on the Project report to be published in reputed journals.
- ❖ HOD should ensure and monitor that all the projects are made by students themselves and the progress of projects should be reported on regular basis.

21. Industrial visit/PDP classes by T&P Cell:

- ❖ Students with 60% & above attendance only are permitted for industrial visits and that too in formal dress only.
- ❖ Industrial visit will as per syllabus norms industrial visit will arranged by HOD and T&P cell.
- ❖ For 2nd year students, English activities classes will be conducted, four class per week during semester.
- ❖ The Institute should display the list of placed students in their main notice board, including the name of the company and the package. There should also be a display board that will cover all the institutional activities including newspaper cutting.

22. Time Table Format for 1st year:

- ❖ New Time Table timings will comprise of 7 lectures. First 4 lectures will be of 60 minutes duration, 1 will be of 45 minutes duration and remaining 3 of 60 minutes duration.
- ❖ All practical classes shall be performed preferably in the afternoon session.



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- ❖ Time table should be judiciously done by HOD and approved by Director at commencement of semester. Difficult courses in each department are identified and only senior/experienced faculties are to teach them. Senior faculties are to teach 2nd & 3rd year and junior ones to teach 4th year.
- ❖ 50% teaching load shall be counted for faculties engaged in labs/Seminars of the total duration in the Time-Table.

23. Course File: Before going to the classes all faculties to finalize the Course Files in desired Format for respective course as per NAAC format and to include:

- a. Lecture plan
- b. one assignment per unit
- c. one tutorial per unit (as per point 9)
- d. course notes
- e. Unit wise question bank
- f. previous (3Years) AKTU question papers
- g. 1 model paper
- h. Before going for the vacation at the end of the semester, faculty members have to submit the course file to HOD, duly signed by the HOD & Director.

24. Result: The target result for any course should be 5% to 10% high in comparison from the previous result of AKTU. Target fixing & Result analysis:

- a. Every faculty is given individual target for the course they teach.
- b. Target to be fixed based on previous semester result and students performance in Sessional and PUT.
- c. Faculty who achieves the target may be recommending for incentives.
- d. Every department has to prepare the critical analysis of the result and document it for record purpose.

25. Faculty Development: Institute has to undertake FDP preferably every semester/year, so as to maintain faculties' performance level at its highest. It should be done by mock demonstration by each faculty in front of respective HOD & Director and graded for 10 attributes in a scale of 1-10 and creating overall performance index by vector addition, which is to be arranged in a descending order. All such faculties who perform less than 60% in FDP, are to be given another opportunity for Demo. If the performance is still less than satisfactory, the faculty concerned would invite some administrative action to be decided by the Director.

26. R&D Cell: All faculties are to be counselled by the HOD/Directors to ensure a creative research environment in the college/labs. R&D Chief, in coordination with HOD would ensure that each faculty publishes at least one research paper every year in refereed Journals. On the other hand, it has become mandatory for all faculties to ensure that they add at least one good publication in their professional accomplishments, every year.



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- a. The faculties are also encouraged to publish books on respective course for which they will be rewarded as per R&D Policy.
- b. Institute should arrange one International/National Conference, FDP, workshop every year for/by industry.
- c. Each faculty is encouraged to file patents for innovation.
- d. Industry interface is encouraged and invited.
- e. Consultancy by faculty to/from industry is invited.
- f. Projects financed by industry and sponsorship are to be actively sought.
- g. FDP, Seminar, Workshop (Minimum 1 week) Motivation to students for GPAT & guidance for same.
- h. Institute has to prepare financial budget if any for the above said R&D activities and get it approved from competent authorities through Directors well in advance.

27. Personality Development Program (PDP): Its syllabus is prepared for the whole year for each branch. The HOD and academic coordinators must ensure that the classes are running timely and with highest efficiency as per syllabus.

28. Startup & ED CELL: For enhancing skill development and developing entrepreneurship in students for setting up their own industries/businesses/start ups, the **Startup & Entrepreneur Development Cell (ED)** is working in the institution. It has to submit its monthly report to the Director.

❖ **IQAC:** Internal Quality Assurance Cell (IQAC) has to work for creation, development, sustenance and improvement of high quality standards of a various academic processes, on continuous basis.

It will include teaching/learning of various courses, Labs/workshops experiments, faculty improvement, R&D activities, Projects, industrial training, PDP, professional communication, soft skill set enhancement, mock interviews, so that not only making our students place able, but actually ensuring their placement, in various companies/corporate.

29. Research Papers by Students: Motivating students to participate and publish research papers in reputed research journals/conferences. It is mandatory for final year students, before submission of the project. Students involved in research must be reasonably encouraged while awarding marks, after due verification by Head, R&D.

30. Director's Meeting with CRs: Director will have monthly meeting with Class Representatives (CRs).

31. Faculty Role in R&D: Each faculty has to publish one research paper/year and to participate in QIPs/FDPs/workshop, organized by various government institutions, in summer session break.



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32. Department's Role: Each department has to organize/arrange:

- a. Minimum two guest lecture per semester, one from industry and one from academia.
- b. One national/international conference preferably sponsored through reputed agencies.
- c. Minimum one external FDP and one workshop according to norms.
- d. One 2 days workshop
- e. One patent per year.
- f. To receive one grant /per semester for research project.
- g. Publishing of one book per year and 5 - 10 % of faculties should be encouraged for the registration for Ph. D. from reputed universities every year.

33. Weak Student/Slow Learners Policy: It is applicable for 1st year only to focus on the following:

- a. Separate classes for slow learners and extra classes whenever required after three weeks of commencement of classes.
- b. Special notes covering important topics should be provided to weak students/slow learners, along with unit wise question banks with solutions.
- c. Only important/Difficult subject extra classes will be organized.

34. Counselling/problem Solving Sessions: It will be organized by a committee comprising Director, HOD and IQAC representative twice in a semester i.e. first one after Sessional and second before PUT for students with less than 40% attendance and weak students, for assessing the reasons of their absence from the class/mass bunk/ poor marks in Sessional/performance.

35. Min. cut off attendance of 75%: All students should be counselled by HOD to maintain at least 75% attendance, so as to be eligible to sit in Placement activities. In special circumstances it may be lowered up to 60%, after taking permission from higher authorities.

36. Additional Points for 1st year:

- a. Practical classes may be emphasized in the starting of the session and faculties are advised to complete all practical before PUT.
- b. Assignment will be given by faculty members as per syllabus coverage of individual subject.

37. Miscellaneous Points: Composition of committee is permitted to be changed as per the requirement.

38. The revised AKTU/PCI Guidelines/Norms i.e. for syllabus and examination pattern is to be updated by the HOD regularly.



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39. **Target & Rewards:** To be among the Top 10 Under Graduate Pharmacy Institute in U.P.

40. The members of committee of Kashi Institute of Pharmacy are stated below:

Sr. No.	Name	Designation	Committee Position
1.	Dr. Ashutosh Mishra	Director	Chairman
2.	Mr. Manoj Kumar Prajapati	Registrar	Member
3.	Dr. Vivek Keshari	HOD	Member
4.	Mr. Kumar Alok	Academic Coordinator	Member
5.	Mr. Sachchidanand Pathak	NAAC Coordinator	Member




(Registrar)


(HOD)


(Academic Coordinator)


(NAAC Coordinator)