



An Institution of
the Society for the Higher Education
of Women in India

Sophia College for Women
Empowered Autonomous

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Academic Governance Policy

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| 1. | Administrative Policy Number (APN): SCWAPN/01 | Functional Area: Framework for Quality in Academic-Governance, Teaching, Learning & Evaluation. |
| 2. | Brief Description of the Policy: | Purpose: Promoting quality in Academics, to bring consistency and standardization of processes and standard operating procedures. Audience: All stake holders of the organization. |
| 3. | Policy Applies to: | Departments, Teaching fraternity, students, examination section and related areas. |
| 4. | Effective from the Date: | 26 th November 2018 |
| 5. | Approved by: | Governing body of Sophia College for Women |
| 6. | Responsible Authority | Principal |
| 7. | Superseding Authority | Management |
| 8. | Last Reviewed/ Updated: | New policy |
| 9. | Reason for the policy | Organized academic governance for smooth transaction of curriculum. |
| 10. | References for the policy | SHEWI /Maharashtra Public Universities act 2016, UGC / University/ Higher Education Department, etc. |

1. Reason for Academic Governance Policy:

The Academic governance policy provides a systematic framework to ensure transparent decision-making, accountability, and delineation of roles concerning faculty and student rights, curriculum implementation, and the development of short-term courses. It promotes adult learning principles, facilitates clear alignment and achievement of course and program objectives, and improves the accuracy of learning assessments.

2. Areas of Policy Governance:

1. Planning and Executing Curriculum: Includes scheduling, academic calendars, teaching plans, and attendance policies.
2. Faculty Recruitment, Rights, and Advancements: Covers faculty appointments, their entitlements, and promotion criteria.
3. Continuing Professional Growth: Encompasses training, faculty development initiatives, workshops, and conference participation.
4. Pedagogical Approaches, Technological Integration, and Alignment with Course and Program Objectives: Focuses on teaching methodologies, leveraging technology, and mapping and achieving course and program outcomes.
5. Compliance with UGC Directives and Associated Considerations.
6. Embracing Diversity and Ensuring Inclusivity.
7. Engaging with the Community.
8. Evaluating Student Progress and Reporting Results

3. Curriculum planning & Implementation:

Curriculum will be followed as per the recommendations of UGC guidelines for Autonomous Colleges with due reference to regulations by Maharashtra state government and university of Mumbai by the competent authority of the college. The pattern is CBCS semester pattern. Choices available, marking scheme, pattern of

examination and beginning and completion of academic calendar will be as per the decision taken by the institution with due reference to the parent university.

3.1 Academic Calendar:

The academic calendar will be prepared by the institution on an annual basis. It will consist of the dates for the beginning and end of each term, as determined by the institution in consultation with the parent university. Prior to its implementation, the academic calendar will be made available on the website. Additionally, important institutional events and activities must be included in the calendar. The preparation and implementation of the academic calendar will be monitored by the IQAC.

3.2 Time table:

The timetable committee will be responsible for preparing the academic timetable, categorized by faculty, subject, and hall. They will ensure its timely implementation. The timetable will be created annually at the start of the academic year.

3.3 Teaching Plan:

Every teaching faculty will prepare his/ her own teaching plan. This plan will be verified by the Head of the department. The implementation of the plan will be monitored by the head of the department.

3.4 Attendance Policy:

Regular attendance, analysis of attendance, Defaulters list, mentoring for better understanding of the subjects. 75% attendance as per the University guidelines is followed.

3.5 Feedbacks:

1.5.1: Feedback on curriculum is collected from the students, teachers, Alumni, Parents and employers is collected, analysed and discussed in the IQAC.

1.5.2: Entry point Feedbacks for the students

1.5.3: Exit Feedbacks for the students

1.5.4: Internal Peer Assessment of Teachers

1.5.5: Self-assessment by teachers

1.5.2: Teacher Assessment feedbacks by the students.

4. Faculty Appointments, Faculty rights, Faculty promotions:

4.1 Faculty Appointments, Faculty rights, Faculty promotions:

Faculty appointments, Faculty rights and faculty promotions are as per the rules and regulations setup by UGC and government of Maharashtra and state Universities act 2016. Appointments are carried out as per the procedures and qualifications.

5. Professional development:

5.1 Training: institution will facilitate and encourage teachers to participate in training programs like orientation programmes conducted by relevant academic bodies. As and when required the college may also undertake training programmes relevant to its faculty.

5.2 Faculty Development Programs, workshops, conferences: The institution will facilitate and encourage teachers to participate in Faculty Development programs for ongoing enhancements. The institution will organize and assist teachers in updating their knowledge and presenting at conferences and workshops by providing the required support.

6. Teaching methods and CO- PO Mapping & Attainments:

6.1 Andragogical Teaching Methodologies & Technology based learning:

The institution will encourage the adoption of Andragogical methods for teaching and learning, emphasizing experiential, participatory, and problem-solving approaches to improve student understanding. Additionally, there will be a strong emphasis on leveraging a variety of technological tools.

6.2 Blooms Taxonomy: Course objectives will be crafted using Bloom's taxonomy and its six cognitive learning stages, ensuring that each course is equipped with its own set of outcomes.

6.3 The program outcomes: of the institution will be mapped and attainments will be an important part of the learning culture for the purpose of quality enhancement.

6.4 Student Assessment & Results:

The students' assessment is taken care through a dedicated examination cell with a CEO in place. The examination committee and the SOPs will monitor the process effectively which includes conduct of continuous internal examinations, practical examinations, variety of examination methods, external examinations, assessments, result analysis and declaration of results. Result analysis will relate to attainments.

7. UGC Quality mandate and its considerations:

The institution is bound to the provisions made by UGC quality mandate and will follow all the five aspects to bring it into practice.

8. Inclusivity:

8.1: Inclusive approaches for diverse community needs:

The institution will cater to and will provide to the needs and support of various types of disabilities such as physical disabilities, type – 1 (permanent disability such as limb loss, spine, amputations, congenital disorders. type – 2, disabilities including acid survivors, cerebral Palsy, Leprosy cured, dwarfism, muscular dystrophy, visual disabilities, hearing disabilities, speech disability, autism, intellectual disabilities, etc.

8.2 LGBTQ community in learning:

For supporting LGBTQ community, various forms of assistance can be provided to support the LGBTQ community, such as fee waivers, physical accompaniment, rest facilities, assistance during practical sessions, flexibility in scheduling, aid with journal writing, accommodations during examinations, and recorded lectures, among other forms of support.

9. Community involvement:

Learning with community. Internships, Projects, solo small activities to involve students in the community will be encouraged to be a part of learning.

A.P. Patil

IQAC Coordinator

**Coordinator
IQAC
Sophia College**



Handa

Principal

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