

Policy Code: **A C P 0 1**

ACADEMIC POLICY

1. INTRODUCTION

In the classical language Sanskrit, Naipunnnya means ‘expertise’ or ‘mastery’. Naipunnnya, as the name signifies, aims at professionalism, discipline and holistic development of the student. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. Naipunnnya School of Management, Cherthala (NSMC), a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnnya became synonymous with academic and professional excellence.

2. POLICY DOCUMENT

Naipunnnya School of Management strives to achieve academic excellence, by providing quality education through excellent teaching learning activities, research pursuits and continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare and sustainability.

Objectives:

The academic policy discloses the principles used for quality teaching at NSMC and defines the procedures for the multiple levels of accountability in teaching and learning. The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.

The institute/department stands responsible for ensuring quality of its educational environment. This includes;

- i. Academic accountability
- ii. Ensuring Top most quality of technical education including
 - a) Preparation of the course materials with adequate standard
 - b) Delivery of course contents adopting appropriate technologies
 - c) Assessment to enable quality.
 - d) Continuous improvement through quality assurance.

3. DUTIES AND RESPONSIBILITIES - ACADEMIC EMPLOYEES

3.1 Duties and Responsibilities of The Teachers

The Teachers are required;

- i. To accord all possible cooperation to the respective Head of the Department in academic, non-academic and extracurricular activities of the College

- ii. To follow the instructions of the Head of the Department concerned in respect of efforts to ensure maximum admissions;
- iii. To express the views, opinions and options regarding the the class and subject allotment to the Head of the Department (The final decision in the matter is in the jurisdiction of the Head of the Department concerned under the control of the principal)
- iv. To note that the Head of the Department is empowered to take decisions related to all activities (academic, non-academic and extracurricular) under the control of the principal and to supervise work of all teachers he/she is concerned with
- v. To note that Head of the Department concerned is empowered to give instructions to teachers of the department as and when required
- vi. To accept the substitution directed by Head of the Department caused due to absence of any teacher
- vii. To submit semester Teaching Plan at the commencement of the semester to the Head of the Department
- viii. To maintain Academic Dairy every day and to get it checked by the Head of the Department concerned every Saturday
- ix. To attend the meetings convened by Head of the Department every fortnight to take stock and discuss the Academic functioning
- x. To express their difficulties and problems to Head of the Department and seek solutions from him/her
- xi. To ascertain the difficulties and the problems of the students and convey the same to Head of the Department through the class teacher

- xii. To render all possible cooperation in ensuring maximum attendance of the students in the theory and practical periods and maintain proper records of the same.
- xiii. To accord all possible cooperation to Head of the Department for smooth conduct of internal tests, semester examination and all other examinations and perform all examination related activities as per the instructions of Head of the Department concerned
- xiv. To submit application of leave, whenever necessary, atleast one day in advance to Principal through the Head of the Department concerned
- xv. To attend all Training Programs and Faculty Development Programs organized
- xvi. To fill in Self-Assessment Form and submit the same to Head of the Department by 31st March for onward submission to Principal every year
- xvii. To accord all possible cooperation to Head of the Department and Principal in maintaining discipline in the campus
- xviii. To perform all other duties entrusted by Head of the Department and other Authorities
- xix. To approach Principal in case of problems and difficulties beyond the jurisdiction of Head of the Department through Head of the Department concerned

3.2 Duties and Responsibilities of The Class Teachers

The Class Teachers are required;

- i. To accord all possible cooperation and assistance to Head of the Department in all activities of the College
- ii. To implement the procedure of teaching and learning laid down in the Department
- iii. To monitor Academic working of the class under the control of Head of the Department
- iv. To ensure that there is no discrimination amongst the students and every student is looked after equally by the teachers
- v. To maintain the record of the students of the class concerned with their phone numbers, email id and phone numbers of parents/guardians
- vi. To understand every student of the class and monitor the progress of all the students of the class
- vii. To discuss with the students about their problems and solve the problems at his/her level. If any problem is beyond the jurisdiction of the class teacher, he/she should approach the Head of the Department and with his/her guidance should solve the problem
- viii. To communicate the names of the students who remain absent for three consecutive days without permission to the Head of the Department
- ix. To maintain discipline and a hygienic atmosphere in the class
- x. To ensure that the students attend the College in neat, clean and pressed uniform

- xi. To identify the students who are weak in studies in the class and take remedial measures for improvement of such students
- xii. To identify the students for various Committees/Cells/Clubs and to encourage them to organize various activities
- xiii. To identify the students for hosting the programs as well as for participation in the competitions held externally
- xiv. To collect outstanding fees from the students at the time of clearance before the examination
- xv. To help Head of the Department and make him/her aware of the details of the students when internal marks are to be given to the students. In this process the class teacher will provide Head of the Department with statistical information about the students
- xvi. To perform other duties and responsibilities entrusted by Head of the Department, Principal and other Authorities.

3.3 Duties and Responsibilities of The Head of The Department

The Heads of the Departments are required;

- i. To accord all possible cooperation and assistance to the Principal in Academic, Non-Academic and Extra-Curricular activities of the College
- ii. To ensure maximum admission to the college by making all concerted efforts and monitor
- iii. To implement the procedure of teaching and learning laid down in the Department
- iv. To monitor Academic working throughout the session

- v. To seek views from the teachers in the Department regarding class and subject allotment and assign for academic semester
- vi. To ensure that semester teaching Plan is received from every teacher in the Department at the commencement of the Academic year for onward submission to Principal
- vii. To convene the meetings of teachers of the Department concerned to ensure that they are keeping pace with the time and following the schedule regularly. If any lacuna is noticed, the Head of the Department will report to the Principal accordingly, discuss with him/her and help him/her in taking final decision in the matter
- viii. To convene the meetings of teachers concerned to ascertain the problems on the last day of every month and verify the attendance record of the students and report about the same to Principal by the third day of the ensuing month
- ix. To conduct interactive sessions with with parents/guardians of the students in respect to conduct, attendance and progress of the students.
- x. To make all possible efforts to ascertain the difficulties of the students and provide with solutions at his/her level. If it is found that certain problems are beyond his/her jurisdiction he/she shall report Principal accordingly, discuss with him/her and help him/her take the final decision in the matter
- xi. To conduct prescribed examinations in the Department with the help of the teachers in the Department

- xii. To take stock of the equipments/ material in the Department as and when required and purchase the same through the Principal of the College/Institution by following due procedure
- xiii. To prepare annual action plan of the Department and submit the same to Principal of the College and to ensure completion of proposed activities
- xiv. To identify students for different Academic and Extra-curricular activities through the Class Teacher and arrange to send them to the competitions held elsewhere with the permission of the Principal of the College.
- xv. To conduct different technical and non-technical activities in the Department for the welfare of the students and teachers
- xvi. To fulfil administrative responsibilities such as forwarding the applications of the leave of the teachers in the Department to the Principal with specific remarks and arrange for substitution in case of teachers who are on leave and to prepare the Time Table of the Department
- xvii. To ensure that all information in respect of library, college programs, examinations, timetable, etc. is conveyed to the students and teachers well in advance
- xviii. To ensure that the students attend the theory and practical periods in maximum number.
- xix. Head of the Department is required to ensure that attendance and performance reports are conveyed to the guardians/parents after every three months

- xx. To be responsible for smooth conduct of unit tests, semester examinations and preliminary examinations. He/she shall ensure that all examination related activities including paper setting, conduct of examination and evaluation are carried out as per the pattern and directions of the University/Board
- xxi. To take feedback about the performance of every teacher in the Department at the end of the semester and submit the consolidated confidential report about every teacher to Principal before the commencement of the next semester.
- xxii. To make all possible efforts to ensure that students abide by the rules and maintain discipline
- xxiii. To ensure that Self-Assessment Forms of all teachers in the Department are duly filled in and received by him/her by 31st March every year. The Head of the Department is required to forward the same to Principal with his/her remarks by second week of April every year
- xxiv. To check Academic Diary of every teacher in the Department
- xxv. To attend the meetings convened by Principal and inform him/her about the Academic and Administrative Activities of the Department
- xxvi. To perform all other duties and responsibilities assigned by the Principal and the Management.

3.4 Duties and Responsibilities of IQAC Coordinator

IQAC Academics is required;

- i. To be responsible for implementation of the academic and research policies, as approved by Academic Council for academic development and maintenance of standards of teaching.
- ii. To be responsible for the academic development and research development of the Academic Employees in the college/institution and to ensure proper implementation of the decisions of the Academic Council
- iii. To decide upon the grievances of students regarding the enrolment, eligibility, scholarship, research, studentship under the supervision and control of Head of the College/Institution.
- iv. To monitor internal academic audit
- v. To prepare and execute the academic calendar
- vi. To monitor the teaching- learning process
- vii. To analyse the results of university examination and propose corrective measures to Head of the Institution.
- viii. To finalize supplementary teaching measures.
- ix. To monitor the conduct of internal and external examinations
- x. To monitor the attendance of students in consultation with Heads of the Departments.
- xi. To coordinate all academic activities in the college/institution.

3.5 Duties and Responsibilities of Principal

The principal is required;

- i. To perform the duties as the Executive and Academic Head of the College
- ii. To be responsible for admission of the students and discipline in the college
- iii. To be responsible for the receipts, expenditure and maintenance of accounts.
- iv. To be responsible for the management of the college library.
- v. To be responsible for the correspondence of the college
- vi. To be responsible for general administration of the college / institution as prescribed under the privileges of the university.
- vii. To convene the meetings of college academic council
- viii. To give information of Academic and Non-Academic activities in college/institution to the Management regularly
- ix. To make all preparations for the visit of Local Enquiry Committee, Inspection Committees and other committees deputed by University /NAAC and other Statutory Authorities.
- x. To perform all duties in respect of coordination of college with all statutory authorities.
- xi. To monitor the implementation of the Academic policy and Human Resource Policy
- xii. To monitor the purchase procedure of the college

- xiii. To initiate the recruitment process and appoint Academic and Non-Academic Employees
- xiv. To perform all other duties as directed by the Management.

4. ACADEMIC AUDITING

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities including the internal evaluations and examinations and is responsible for carrying out the academic audit in stipulated intervals. The audit also covers the cocurricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditation such as NAAC and ISO and also periodical reporting to UGC. IQAC will also keep the relevant data on website up to date as required by the UGC. A external academic and administrative audit will be conducted once in every two year.

5. CURRICULAR ASPECTS

The curriculum of the college is given by the affiliating University. The college however, shall work out details for effectively operationalising the given curricula. This process shall involve orientation of the teachers who shall handle the curriculum and proper planning of the transition.

This shall necessitate understanding on the various teaching learning practices and their appropriate use. It is observed that there is problem of acquisition of competencies in some students. This problem shall be tackled with by the college by implementing a plan. As per the plan such students shall be identified and remedial measures shall be adopted. The colleges/institutions shall offer some specially designed add-on programs.

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.

Indicative time of Review: 06/03/2026

Administering Entity: Principal, Vice principal, Executive director, IQAC Coordinator

Approval Authority: College council



Fr. Baiju George, Principal