URAN EDUCATION SOCIETY'S
COLLEGE OF MANAGEMENT AND TECHNOLOGY
[Affiliated to Mumbai University]
(Recognised by Maharashtra Government)
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1.1.1. POLICY DOCUMENT OF EFFECTIVE CURRICULUM DELIVERY

The Institution ensures effective curriculum delivery through a well-planned and documented process.

Uran Education Society's College of Management and Technology adheres to the following academic procedures to ensure excellent curriculum delivery through a well-planned and documented process:

Vision, Mission & Objectives:

The Uran Education Society's College of Management and Technology's Academic Policy outlines the standards for high quality instruction and lays out the processes for several levels of responsibility in teaching and learning.

The goal of the policy is to ensure that all teaching and learning-related activities across the campus are conducted in accordance with clear rules.

It is the institution's or department's responsibility to make sure the learning environment is of the highest caliber.

All students ae effectively informed of vision and mission.

The following Channels are used to convey the college's vision, mission and objectives.

www.uescmt.com a college website.

Notice board display

Admission Brochure

Roles & Responsibilities:

Management	Inform the Institution of the opinions held by the broader public to make sure that it is well-informed and aware of a range of viewpoints.
Principal/ Vice Principal	Creating and carrying out policies and practices for quality assurance.
Examiner	• Conducting all Examination and collecting of results from the Evaluations.

	• Verification and Valuation of results. • Publication of Final Results. • Issue of Grade Card and Certificates
Head of the Department	• Ensure that all issues presented by students are resolved properly and conduct activities to carry out the department's goal and objectives. • Every semester, subject selection for faculty is done while accounting for numerous necessary responsibilities. • Approval of the faculty's prepared Session Plan/ Teaching Plans and schedule, as well as tracking the delivery of the course. • Holding frequent staff meetings to evaluate the progress of the teaching-learning process and other departmental tasks. • Reviewing how the teaching-learning process is going while putting corrective actions in place. • Checking the results of the continuous assessment marks calculation.
Course Instructor	• The maintenance of the specified course's academic integrity. • Facilitating the exchange of knowledge regarding excellent practices in education. • Enabling a setting that is focused on the learner. • Preparation of assignment / tutorial/ internal test Question Papers and answer keys and conduct of the same. • Accurately calculating the session marks and evaluating the assigned course impartially. • Evaluation of the course outcomes (COs) which are a prerequisite for achieving the program objectives (POs) and program specific outcomes (SOs) as well as their attainment. • Providing remedial instruction as needed. • Making the course materials or making changes to them.
Librarian	• They shall guide the students in respect of selection of books. • They shall deal with the books and readers, matching their interests and needs. • They shall play a crucial role in the procurement, classification, cataloging of books and in offering personal assistance to readers. • They shall assist the researchers, teachers and the students. • They shall attend to the routine clerical duties of accession and issue of books. • They shall assist the members of the Teaching Staff to carry out the Annual Stock Verification work and shall be held responsible for the proper maintenance of Library Registers and Accounts.

| | • They shall discharge such other duties as may be entrusted to them by the principals from time to time. |

The academic activities' step-by-step progression is listed.

Academic Calendar:

- The institution strictly adheres to the academic schedule that the university and Commission on Collegiate Education (CCE) have published.
- The principal oversees the efficient implementation of the Calendar through formal meetings with Heads of Departments and, as necessary, informal discussions with faculty.
- The Heads of Departments conduct the meetings to distribute workload, allot subjects, plan the activities of the department, and review the completed syllabus.

Time Table:

- The Time Table Committee is made up of the college.
- The responsible departments create the timetable.
- The timetables are posted on the notice board and the college website.
- Students are also given access to the university's syllabus link.

Teaching Plan & Teaching Diary:

- Each faculty member creates a teaching plan at the start of the Academic year.
- They document the lecture and practical activities in the diary.
- Periodic assessment of curriculum delivery is conducted by IQAC through HODs.
- The faculty keeps track of their records and schedules extra time for practise as needed.

Computer Lab:

- For the delivery of practical lessons in the curriculum, well-equipped Computer Lab is used to their full potential.
- The outcomes of the students' practical journals are certified by the faculty and HOD.

Teaching Aids:

- Along with chalk on a board, the faculty also employs regular use of the Internet, computers, LCD projectors, and other A/V equipment, models, and specimens.
- Techniques include seminars, group discussions and Internal examination tests for efficient content delivery.

- Study materials, notes and question banks are provided in the class and through mails.
- Educational field visits, industrial visits, tours are organized.
- Group assignments are given to students to help them learn cooperation, teamwork, and presenting and research abilities.
- Social media platforms like WhatsApp, YOUTUBE, and others are employed for efficient instruction. The college website has been updated with ICT-based information.
- Departmental alumni serve as mentors and deliver guest lectures and expert talks.

Library:

- The college maintains a Library to allow students access to the most recent books on the subjects and topics they are interested in.
- The books are issued to the students as and when needed by them by following the conditions given.
- The record of the same is maintained by library.

Teachers Support:

- The institution encourages the professors to take Orientation and Refresher courses to keep up with the latest developments in the field.
- The college invites faculty members to attend BOS meetings and seminars on syllabus reform.
- The college takes the initiative and urges employees to participate in seminars held by the University for successfully adopting the CBCS method of curriculum delivery.
- The Choice Based Credit System (CBCS) is implemented for enabling choice for selection of
- Elective papers to the students.

Feedback:

- The college collects the feedback from students, faculties and alumnus.
- Throughout the academic session, multiple level of inputs is gathered. The yearly academic feedback provided by students.
- The college's graduates who have gone on to work in Industry or pursue higher education also provide comments on how their time at the institution has impacted, how well thy perform in their current places of employment or study.
- The collected feedback is then analysed by using different parameters and the performance of the
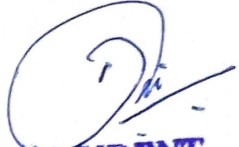- students, faculty and institution are assessed.

- Any discrepancies identified are considered for correction and suggestions are taken for
- improvement.
- Teachers evaluate their students by using a variety of methods, including daily attendance checks, assignments, discussion and conduction of examination.

Place: **UES College of Management and Technology, Uran**

Date of Policy developed: **Saturday, 15th June, 2019.**

Hon Gen Secretary
URAN EDUCATION SOCIETY

PRESIDENT
Uran Education Society