
STANDARD OPERATING PROCEDURE (SOP)
ON
INTRODUCTION OF PROGRAMS AND COURSES IN THE
COLLEGE

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CONDUCTION OF COURSES IN THE COLLEGE

PREAMBLE

The Mission of the college is “To provide traditional, conventional, and innovative educational environment for creating global competence and to bring awareness of our rich and varied heritage to develop social responsibilities amongst the students from all backgrounds”.

The Goals and objectives of the college have been specified as

Goals and Objectives

- To provide opportunities of education and skills through varied branches of knowledge of Arts, Commerce and Science.
- To enhance employability of the students through innovative educational environment.
- To enable students to develop a sense of culture and morality. To develop a spirit of social commitment.
- To give edge to the global competence of the students through well equipped infrastructure and technical based education.
- To encourage students to exhibit their artistic talent & skills through extracurricular activities.

To achieve the mission and the goals and objectives, the college will introduce a well designed approach to offer various courses by the institution to learners of

various categories. The college realizes that it will have a sound and growing path of progress only when it will provide a varied and unique combination of programs and courses. To achieve this, the policies will be continuously updated and informed to all the stakeholders of the institution.

The head of the institutions along with the IQAC will be responsible to update the policies. The IQAC will plan and monitor the horizontal and vertical expansion of the college through introduction of new courses and programs. While introducing the programs and courses, the concerned authorities will focus on both traditional and professional courses. The college will always aim to diversify itself by introducing varied courses like diploma courses, certificate courses along with graduate and post graduate programs.

While introducing the courses and programs the college will fulfill all the rules and regulations of the university to which it is affiliated and will be in the framework of University grants commission.

The IQAC will be responsible for introduction and supervision of the courses and programs.

Details of the programs and courses

The IQAC of the college will establish a SOP regarding number of courses offered by the institution across all the programs.

Introduction: Dr. D. Y. Patil ACS College will aim to provide holistic development of the students. It will work as a centre point for the students staying in the Pimpri - Chinchwad vicinity and also from the nearby vicinity. Accordingly it will develop a well designed approach to offer various courses by the institution to learners of various categories. In order to have smooth functioning of program it

will use the terms such as 'course' and 'program' and the definitions of the terms will be defined as per the guidelines given on NAAC portal and NAAC documents.

Definition of 'Program'

A range of learning experiences offered to students in a formal manner over a period of one-to-four years leading to certificates/ diplomas/ degrees. Examples: BA (Economics), BSc (Physics). All possible formal degree Programs as identified by UGC.

Definition of course

A course is a unit of 2 to 6 credits in a formal program. A 3-credit course will have three classroom sessions of one-hour duration during each week for the entire semester. Example: Program: BA Economics; Course: Kerala Economy; Credits: 3:0:1

Accordingly, for all the faculties of learning namely humanities, commerce and management, science, computer science etc., the terms courses and programs will be applicable.

Purpose: The College offers various courses in different faculties to provide varied learning opportunities to students in diverse fields. In addition, college also aims to provide courses that will lead to quality enhancement, will upgrade students' skills and will also maintain desired academic discipline in the institution.

The objectives for introducing the courses will be

1. Holistic development of the students admitted in the varied discipline in the college
2. Provide an opportunity for vertical and horizontal academic growth to students within the scope permitted to college by the affiliating university and UGC.
3. To cater to the educational need of varied sections of students in various categories and classes.

Method: The College will introduce the courses as provided by SPPU, Pune - the apex governing institution and will follow the guidelines of the affiliating university. It will fulfill all the regulations mentioned by the university. The college will try to permanent affiliation for the maximum courses. All the compliances will be met by the college within the time limit given by the university. Wherever permanent affiliation is not possible, the college will get annual affiliation. The Principal along with the IQAC cell will be responsible for the same. The college will follow instructions of the affiliating university and will only include credit courses under choice based credit system and will include approved courses in elective system. The college will also follow the guideline of the affiliating university regarding the timeline in completion of all the courses. The college will also utilize various modes of public relations to reach the students section and parents of surrounding vicinity. A consolidated sheet of the courses along with the programs will be centrally maintained by IQAC in a standardized format.

III. Institutional Responsibility:

The IQAC of the college will analyze the courses offered by the institute and will plan the introduction of new courses and programs accordingly. While planning

the expansion, the compliances of the affiliating university will be met. The college will be responsible to provide the adequate facilities like infrastructure and human resources like teaching and administrative staff etc. IQAC of the college will give due responsibility of the introduced courses and programs to course coordinators and head of the departments. Wherever needed, new departments and leaders at respective levels will be created by the Principal of the college with due discussion with IQAC.




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