

ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF LAW

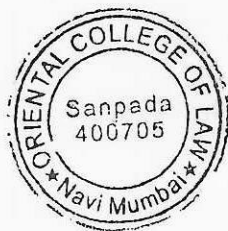
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Aff-1/ICD/2014-15/1959 - Bar Council : BCI : D: 793/2014 (L.E.)

Academic Governance Policy Document

1.	Administrative Policy Number (APN):01/OCL/2023-24	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:	2 nd oct 2023
5.	Approved by:	Governing body of Oriental Education Society
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
	Last Reviewed/ Updated:	New policy
11.	Reason for the policy	Quality as the sole criterion for updating and setting up working guidelines
12.	References for the policy	Oriental College of Law, State government Universities act 2016, UGC / University/BCI etc.

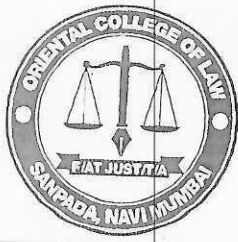
Reason for Academic Governance Policy:

The Academic governance policy establishes a structured framework for transparent decision making, enduring accountability and defining roles in faculty and students' rights, curriculum implementation and short-term course designing. It facilitates and Legal learning, clear mapping and attainment of course and program outcomes, enhancing the precision of learning evaluation.



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Areas of Policy Governance:

- 1) Curriculum planning & Implementation: Timetables, Academic calendars, teaching plan, attendance policy, teaching diaries.
- 2) Faculty Appointments, Faculty rights, Faculty promotions,
- 3) Professional development: Training, Faculty Development Programs, workshops, conferences.
- 4) Teaching methods, Technology integration, and CO- PO Mapping & Attainments.
- 5) UGC & BCI mandate and its considerations.
- 6) Inclusivity
- 7) Community involvement
- 8) Student Assessment & Results

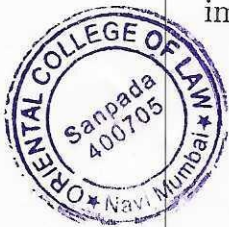
Academic governance is concerned with the integrity and quality of the core higher education activities of teaching, student learning, research (including research training) and scholarship. It refers to framework that regulates a provider's academic decisions and quality assurance, incorporating policies, processes, definitions of roles, relationships, specifications of delegations, systems, strategies and resources that ensure academic quality and continuous improvement.


1. Curriculum planning & Implementation:

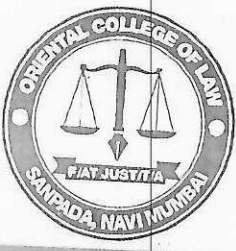
Curriculum will be followed as per the recommendations of University of Mumbai. The pattern is CBCS semester pattern. Choices available, marking scheme, pattern of examination and beginning and completion of academic calendar will be as per the guidelines of affiliating university.

1.1 Academic Calendar:

The institution will prepare an academic calendar each year. The academic calendar will be including the term beginning and term closure dates as per the affiliating university. The academic calendar shall be displayed on the website before its implementation.




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The academic calendar shall mention the internal examinations semester wise. Other activities such as events of institutional importance must reflect in the calendar. IQAC shall monitor the preparation and implementation of the academic calendar.

1.2 Time table:

Academic timetable faculty wise, subject wise, hall wise will be prepared by the timetable committee and will look after its timely implementation. The timetable will be prepared each year at the beginning of academic year.

1.3 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.

1.4 Attendance Policy:

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

1.5 Teachers Diary:

Every teacher will record daily activities in the teacher's diary. The diary needs to be updated daily. The diary is assessed by the vice Principals of respective faculty and is a quality measure of the IQAC.

1.6 Feedbacks:

1.6.1: Feedback on curriculum is collected from the students, teachers, Alumni, and employers is collected, analysed and discussed in the CDC.

1.6.2: The other feedbacks include feedback on the teaching by the students.

1.6.3: Exit surveys are conducted for the passing our student.

1.6.4: External Peer assessment of teachers.

1.6.5: Internal Peer Assessment of Teachers

1.6.6 Self-assessment by teachers

2. Faculty Appointments, Faculty rights, Faculty promotions:

2.1 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



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qualifications.

3. Professional development:

3.1 Training: Small formal and informal training sessions for teachers.

3.2 Faculty Development Programs, workshops, conferences.: the institution will arrange/ promote teachers to attend Faculty Development programs for continuous improvements. Institution will conduct and also help teacher to update and to present in conferences, workshops by providing necessary support.

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

4.1 Andragogical Teaching Methodologies & Technology based learning: The institutional will promote andragogical methodologies for teaching and learning. Experiential, participative and Problem-solving methodologies will help students a better understanding. A wide use of technological tools, should be used.

4.2 Blooms Taxonomy: Course outcomes will continue to be written with the help of Blooms taxonomy and its six cognitive learning levels. Every course shall have its course outcomes.

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

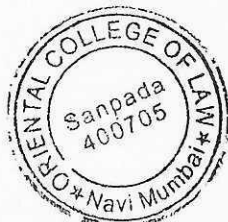
4.4 Student Assessment & Results:

The students' assessment is taken care through a dedicated examination cell with an Examination Chairperson 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.

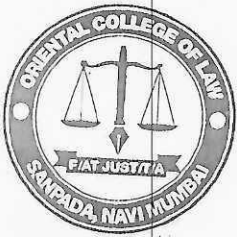
5. Inclusivity:

5.1: 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



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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.

5.2 LGBTQ community in learning:

Supporting LGBTQ community, every support including fee waivers, physical attendant, rest provision, support during practical's, in timings, journal writing, in examinations, recording lectures, etc.

6. Community involvement:

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

Principal

Seal & Signature

Rajamode Adv.

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Management

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