



ESTD . 1999

HINDU COLLEGE OF PHARMACY

Amaravathi Road, GUNTUR-522 002. (A.P.)

Affiliated to Acharya Nagarjuna University and Recognized by
AICTE, PCI, UGC 2 (f) & 12 (B)-New Delhi, Certified by ISO-9001-2015

E-mail: hcopgnt@gmail.com, Visit us: www.hcopguntur.ac.in

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1. ACADEMIC POLICY

INTRODUCTION

1. Hindu College of Pharmacy, Guntur is affiliated to Acharya Nagarjuna University, Nagarjuna Nagar, Guntur since its inception (1999). Therefore, HCOP follows the syllabus prescribed by the Acharya Nagarjuna University for the courses viz, B.Pharmacy, Pharm.D and M.Pharmacy.

2. The curriculum of undergraduate course in Pharmacy (B.Pharmacy) is a four-year Degree program conducted in semesters. Currently two curriculums namely Credit Based System (CBS) by ANU regulations and Credit Based System (CBS) by PCI regulations are implemented by Acharya Nagarjuna University from the academic years 2013-14 and 2017-18, respectively

3. The contents of each theory subject are well defined, and the experiments are specified for each laboratory component. Syllabus specifies number of lectures and practicals in each course.

Delivery of syllabus contents is through university curriculum prescribed by Acharya Nagarjuna University. The University continues with the marks - pattern for the evaluation and the award of Degree to the students.

Scope of Academic Policies and Procedures Manual-

This Manual is meant to serve as reference for all policies and procedures that impact academic conduct of the institute. It has been framed following the procedures and guidelines of Acharya Nagarjuna University (ANU), Pharmacy Council of India (PCI) and State Board of Technical Education (SBTET).

The scope of this document spans but not limited to the following academic activities of the institute-

- Conduct of Academics- Teaching, Learning and Evaluation
- Conduct of Examinations- Both semester and Year End Exams
- Research and Development activities- UG, PG, and PH. D Level

Grievance Redressal Mechanisms related to all Programs and Procedures

These policies are subject to review and change as per the needs of time and keeping academic interest and priorities of the institute in mind. Any changes will be notified in advance and enforced without any discrimination.

The Institute provides state-of-the-art infrastructure for its students. All these facilities



M. N. G. Subrahmanyam
Principal

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go a long way in ensuring a perfect ambience for academic pursuits.

It has spacious and well- ventilated classrooms and has acoustics with audio-visual facilities that provides excellent academic ambience to the students. Teaching learning process blended with traditional methods and ICT enabled teaching at the institute improves understanding, engagement and performance of the students. Hindu College of Pharmacy multi-disciplinary faculties are drawn from the cream of academics as well as industry. Diverse backgrounds and immense experience of the faculty members provides valuable insights and facilitate the honing of student's individual capacities to the optimum level and play an important role in shaping the student's personality, knowledge and career. Effectiveness in teaching learning process is achieved by successful accomplishment of theory and practical along with tutorials, remedial and orientation/ expert lectures.

Hindu College of Pharmacy supports the principles of equal opportunity in education. The Institute seeks to ensure that no student will encounter discrimination in education on the basis of age, color, disability, national origin, race, religion or gender. As per the regulatory guidelines the institute has constituted Anti-ragging committee.

Overall student's development is monitored by Mentoring system with the objectives to provide guidance and support to the students, to improve student- teacher relationship, to improve overall performance of the students and to help students in identifying various options for their career and future. Taking into consideration student centric learning process and in order to bridge the curricular gaps, various curriculum enrichment programs through add-on courses, guest lectures, seminars, workshops, etc. Designed in discussion with IQAC and R &D cell.

Programme Committee

The Teaching and Learning process in the institute shall be planned and monitored by Academic Committee which constitutes of Principal, Vice Principal, Examination Cell coordinators, Academic in - charges, HODs, Class teachers and class representatives. Programme committee shall plan and monitor the teaching learning activity.

Academic Calendar

At the start of the semester / year, programme committee of the institute shall prepare an Academic Calendar, in accordance with Acharya Nagarjuna University / SBTET calendar. The calendar contains planning of various teaching/learning, examination co-curricular, extra-curricular and training and skill development activities.



M. Nagaraj Kumar
Principal
Hindu College of Pharmacy
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INSTITUTIONAL POLICY DOCUMENT



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The probable dates for all the activities to be conducted in the academic year shall be discussed and displayed in co-ordination with respective committee in-charges.

The actual execution as per plan shall be monitored by the academic committee on monthly basis and their view of activities conducted should be submitted to the Principal.

1.2 Subject Distribution and Timetable

At the start of the semester/ year, the workload distribution and the subject allocation to the faculty shall be done at the department level. Accordingly, time tables shall be prepared and displayed by the programme committee for the students and circulated amongst the staff.

1.3 Academic Monitoring System

Programme committee members and HODs shall monitor academic practices for:

CONDUCT OF PRESCRIBED THEORY AND PRACTICAL CLASSES BY SUBJECT TEACHERS

COURSE CONTENT AND ITS EFFECTIVE DELIVERY

USAGE OF DIFFERENT PEDAGOGICAL TEACHING METHODS

UNBIASED EVALUATION IN CONTINUOUS ASSESSMENT AND EXAMINATIONS

SYLLABUS COMPLETION

STUDENT ATTENDANCE

IMPROVEMENT IN STUDENT PERFORMANCE

FEEDBACK AND REMEDIAL COACHING

Academic Delivery:

The number of theory and practical hours for each subject and number of working days for the semester/year shall be completed as prescribed by the Acharya Nagarjuna University / SBTET and regulatory guidelines.

The concerned faculty shall prepare the Course Outcomes. Based on proposed number of teaching days, subject teacher should plan course content delivery. Every faculty shall submit term wise teaching plan for their respective subjects (Theory and Practical) to the academics after verification by Head of the Department and approved by Principal.

The record of the conducted theory, tutorial and practical shall be maintained by the subject teacher which shall be verified periodically by Head of the Department, and Principal. The syllabus completion report shall be submitted to the academic section after completion of the semester.



Mr. Nagesh Babu
Principal
Hindu College of Pharmacy
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In case, if the required number of working days is not met due to unavoidable reason, the academic committee shall plan extra working hours to complete the portion in the stipulated time frame.

1.4 Conduct of theory/practical classes

- Prepare lecture-wise lesson plan/ practical plan and follow it strictly.
- Prepare course content considering diversity of students such as slow learners and advanced learners
- Share course materials with students through what's app groups / emails.
- Promote higher cognitive learning modules in the class including experiential learning, participative learning and problem-based learning.

1.5 Conduct of Classes

Subject teacher should conduct tutorial classes for students and also should identify slow and advanced learners based on performance in class and during practical and on the basis of marks scored in continuous assessments and sessional.

Subject Teachers Should-

- Take revision in form of discussion, MCQs and assignments.
- Discuss university question papers and guide students for model answers.
- Special attention towards slow learners to cope with the difficult concepts.
- Submit the records of tutorials at the end of semester/year.

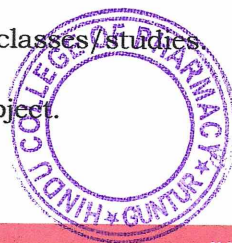
1.6 Mechanism for identification of slow learners & Advanced Learners

After first Internal exam, Slow learners should be identified depending on the course subject. The qualifying score for segregation varies for course to course. Later, students those who stand below qualifying mark are considered as SLOW LEARNERS. The others are considered as Advanced Learners.

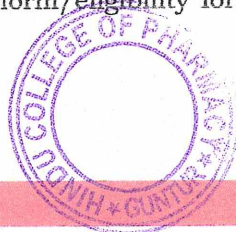
Orientation / expert lectures should be conducted by senior faculty with sound subject knowledge. Adequate lectures shall be planned by the subject teacher in concern with the expert. Remedial classes should be conducted.

Expert should orient students about-

- The subject university question paper and writing pattern.
- The importance of the subject for higher classes/studies.
- Time management and scoring in the subject.



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Principal
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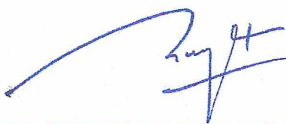
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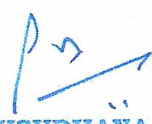


21. Students are neither allowed to sit on the steps, fence walls or loiter in the corridors. Loud talking near and around the library, staffroom and passages hall be punishable.
22. Monthly student performance record including academic performance and attendance report will be communicated to parents.
23. Students should to maintain discipline and decorum in the classrooms, laboratories, and library and within the institute premises.
24. Any kind of misbehavior in the college campus will not be tolerated.
25. Students should not damage college property.
26. Student should not be involved in anti-national/social/racial activity.

// End of policy statement //


SRI.JUPUDI RANGA RAJU
CHAIRMAN

Chairman
Hindu College Of Pharmacy
Amaravathi Road, GUNTUR.


DR.S. MADHUSUDHANA RAO
SECRETARY & CORRESPONDENT

Secretary & Correspondent
Hindu College of Pharmacy
Amaravathi Road, GUNTUR.




Principal
Hindu College of Pharmacy
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