



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

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(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

ACADEMIC POLICY	Policy No : 01
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Policy	ACADEMIC POLICY
Preamble	Tagore medical college and hospital is committed towards empowering the students to evolve as first contact physicians and expert clinicians by striving to achieve academic excellence through quality education. The institution strives to excel in teaching learning activities and research pursuits and the continuous assessment of the academic activities.
Objective (s)	<ul style="list-style-type: none">• To achieve academic excellence by providing quality education through state-of art teaching learning activities and research pursuits• To empower the students to evolve as self-reliant citizens who would cater to the welfare of the society and its sustenance through continuous appraisal and revamping of the academic activities
Principle(s)	The academic policy discloses the principles used for implementing quality teaching learning at the institution and explains the procedures for the multiple levels of accountability in teaching and learning. The institution stands responsible for ensuring quality of its educational environment. This includes <ul style="list-style-type: none">• Create a honest academic environment that facilitates the academic and personal growth of the students and the faculty• Define the procedures for infusing accountability in teaching-learning at students and faculty level and ensuring their responsibility towards quality education.
Procedure with SOP	I. Functions: 1. Academic accountability

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	<p>1. Ensuring the quality of medical education through:</p> <ol style="list-style-type: none">Delivery of the courses and syllabus as per norms of NMC and The Tamil Nadu DR.MGR Medical UniversityPreparation of the course materials with adequate standardsDelivery of course contents adopting appropriate teaching learning methodologiesMeasures to enable quality in teaching learning and assessmentContinuous improvement through quality assurance. <p>II. Roles and Responsibilities</p> <table border="1"><thead><tr><th>Roles</th><th>Academic Responsibilities</th></tr></thead><tbody><tr><td>Management</td><td><ol style="list-style-type: none">Communicating views from the general community to the Institution in order to ensure that the Institution is well informed of the variety of opinions.providing the various needs and requirements as per norms of the statutory bodies</td></tr><tr><td>IQAC</td><td><ol style="list-style-type: none">Developing and implementing quality assurance policies and procedures for academic and administrative activities</td></tr><tr><td>Academic council & Curriculum committee</td><td><ol style="list-style-type: none">Carry out the academic auditing in each department of the college at the stipulated interval.Validation of the gaps in the syllabus and recommend measures to overcome the same</td></tr><tr><td>Dean</td><td><ol style="list-style-type: none">Take up initiatives to achieve the mission and vision of the department.Assessment and approval of the Academic Calendar and Semester Plan prepared by the</td></tr></tbody></table>	Roles	Academic Responsibilities	Management	<ol style="list-style-type: none">Communicating views from the general community to the Institution in order to ensure that the Institution is well informed of the variety of opinions.providing the various needs and requirements as per norms of the statutory bodies	IQAC	<ol style="list-style-type: none">Developing and implementing quality assurance policies and procedures for academic and administrative activities	Academic council & Curriculum committee	<ol style="list-style-type: none">Carry out the academic auditing in each department of the college at the stipulated interval.Validation of the gaps in the syllabus and recommend measures to overcome the same	Dean	<ol style="list-style-type: none">Take up initiatives to achieve the mission and vision of the department.Assessment and approval of the Academic Calendar and Semester Plan prepared by the
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		<p>specific committee</p> <p>3. Coordinating with departments and approve the data of Internal Examinations and publishing marks.</p>
	Examination cell	<p>4. Conducting all Examinations</p> <p>5. Collecting of results from the Evaluations</p> <p>6. Taking necessary action to improve the results in coordination with the Heads of all departments.</p>
	Head of the Department	<p>1. Ensure that the courses promote the development of the department and the graduates.</p> <p>2. Ensure proper Redressal of the concerns raised by students in all matters.</p> <p>3. Subject allocation for faculty for every year keeping in view various extraneous duties.</p> <p>4. Approval of Lesson plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery.</p> <p>5. Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities.</p> <p>6. Arranging student feedback of the faculty and initiating corrective measures.</p> <p>7. Review of the progress of teaching- learning process and implementation of remedial measures.</p> <p>8. Vetting of assignment / tutorial/internal question papers and answer keys and conduct of the same. Preparation/modification of the course materials.</p>


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		<ol style="list-style-type: none">9. Monitoring of completion of the syllabus by the faculty10. Verification of the computation of Continuous evaluation marks.11. Ensure that a good communication is maintained between the faculty handling the same course in the module to enable consistency in the objectives, content delivery, assessment and other quality control matters.12. Identify the topics and person for invited talks related to the module13. Validation and suggesting the gaps in the syllabus to the Curriculum committee
	Faculties	<ol style="list-style-type: none">1. Ensuring academic integrity of the course assigned.2. Facilitating information sharing on best practice in teaching and learning.3. Facilitating a learner centric environment.4. Impartial and proper assessment of the assigned course and computation of the sessional marks.5. Conduct of the remedial classes as and when required.6. Providing opportunities for students to develop the Graduate attributes (GAs) relevant to the course of study.7. Ensure that a good communication is maintained between the faculty handling the course in the module to enable consistency in the objectives, content delivery, assessment and other quality


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		<p>control matters.</p> <p>8. Validation and suggesting the gaps in the syllabus to the Head.</p> <p>9. Identify the topics and person for invited talks related to the module</p> <p>10. Seek feedback from student for improvement in course delivery.</p>
Department activities Seminar/ CME/ Workshops/ research		<p>1. Prepare appropriate schedule for seminar / CME/ Workshops/ Add- on & Value added courses</p> <p>2. Ensure that the topic and content are relevant and meet standards.</p> <p>3. Give proper guidelines for the preparation of PPT for student seminars</p> <p>4. Prepare appropriate assessment procedure in consultation with the HoD and assign marks for presentations in consultation with the senior faculty.</p> <p>5. Give guidelines for preparing the Research activities</p>

III. Action Plan

Step by step process of the academic activities is listed.

- **Work allotment-** Before the commencement of the academic year, the heads of the department allot courses for the faculty in consideration of their preferences.
- **Publishing of the TMCH Academic Calendar-** An academic calendar is published with the approval of the head of the institution and the curriculum committee which includes all the academic, co-curricular and extra- curricular activities for the preceding year.

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	<ul style="list-style-type: none">▪ The Lecture Plan and the Lesson plan are prepared by the faculty handling courses which is then verified by the concerned Head of the departments. Regular Review or feedback from the previous batches will be taken and analyzed and necessary action will be taken to improve the teaching learning method of the preceding batch.▪ Preparation of the course material and content delivery. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more student centric.▪ The Medical Education Unit (MEU) of TMCH organizes various seminars/ CME'S/workshops/ value added and add on courses/ clinical and community postings at regular intervals to improve the effectiveness of teaching for the students.▪ Head of the department and course coordinators along with the IQAC ensures that all activities related to CME/ Workshops/ research projects are taken place in the stipulated time.▪ Conduct of assignments/tutorials and class work according to the plan. Publishing of the attendance at regular intervals.▪ Conduct of the Internal Examination and its assessment. The Question papers and the answer keys are verified by the Heads of the department to ensure that the standard is maintained and that the questions are uniformly distributed in all the portions.▪ Publishing of the internal assessment marks. Regular feedback about the performance is given to the students.• Conduct of parent-teachers meet at regular intervals to ensure that the parents know about their wards academic performance and progress• Conduct of Mentor-mentee meet regularly to address any issues related to the class/course.• Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes and the Programme outcomes.
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IV. Academic Monitoring and Student Support:

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students.

1. **Academic Council** - The council is responsible to monitor the conduct of all the courses, adherence to the course plan and the time schedule in the academic calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students and recommend for necessary remedial actions, if any.

2. **Advisory System:** For every year Student Coordinator will be nominated for the entire class. There will be one Staff mentor for every 10-15 students. The mentor maintains all documents related to the academic and non-academic matters of the students. They are the primary contact of students and parents for all kinds of clarifications, permissions and advices on academic and personal matters. They are responsible to mentor the students.

The course coordinator makes arrangements for the meetings with students and parents as and when required to discuss any matters for the progress of the students. They carry out the result analysis and arrange for remedial activities, if required. They are also responsible to carry out the consolidation of attendance and internal marks to their parents.

3. Various other committees like student council, student's grievance Redressal committee, disciplinary committee, internal compliance committee etc. Are also formed for student support.

V. 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. A subcommittee of the same termed as the Internal Audit Cell (IAC) is responsible for carrying out the academic audit in stipulated intervals as suggested by the affiliating University. The IAC has a coordinator and representatives from all departments to carry out the audit. The audit also

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	<p>covers the co- curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditations such as NAAC and also periodical reporting to NMC and university. IQAC will also keep the relevant data on website up to date as required by the NMC & University.</p> <p>VI. Medical Education Unit (MEU)</p> <p>The MEU has been formed to inspire, support and strengthen new directions in pedagogy and learning at TMCH. The MEU facilitates the preparation of contents in the form of Video lectures and courses through structured workshops. It enables sharing of good teaching practices and Innovation in teaching methods among faculty. The MEU organizes various Faculty Development programs on a regular basis to enable continuous learning and improvement for faculty and Staff.</p>
Frequency	3 Years
Related/Supportive documents	Nil
Custodian	IQAC Coordinator

Prepared by	Verified by	Approved by
 Academic Council Secretary	 IQAC – Coordinator	 Dean

IQAC Co-ordinator
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