

College Academic Framework (CAF)

Standard operating procedure (SOP) for implementation of college academic framework

Dated: 13/09/2022

A college academic framework has been proposed by Core Committee, PDUAM, Dalgaon (formed under IQAC, PDUAM, Dalgaon) to assess the learning level of the students and cater to the differential needs of the students.


The following points are laid down for smooth implementation of the College Academic Framework (CAF):

1. All the departments should form a Department Academic Committee (DAC).
2. The DAC will be composed of all the faculty members of the department. The HOD of the respective department will be the Chairman/Chairperson and Principal, PDUAM, Dalgaon will be the advisor to the committee.
3. The committee will be involved in overall progress of the department and carry out proper documentation.
4. The students newly enrolled in a department will be categorized by DAC into three categories: (a) Fast Learner (b) Average Learner and (c) Slow Learner. Initially the categorization will be based on their previous academic performance i.e. the percentage of marks, **X** scored in the previous examination (HSLC/ HSSLC). Categorization is a continuous process which will be continued by considering different quality measures.
 - a. $X \geq 80\%$ marks : Fast Learner
 - b. $X \geq 60\%$ marks : Average Learner
 - c. $X \geq 30\%$ marks : Slow Learner
5. The categorization of students should be kept confidential. This categorization should be done basically to achieve the overall learning outcome of a course and not to humiliate any student.
6. Apart from the normal classroom teaching, the DAC will then involve the students in various experiential learning, participative learning, etc. to enrich the learning experience of the students. An example in this regard is provided. The fast learners can be motivated to deliver class/presentation on topics discussed in class to the average and slow learners, such that both the parties are benefitted. Another example could be to assign mini-projects to the students. Asking fundamental questions to their teachers also be counted.

7. Proper record should be maintained by DAC to establish the activities carried out by the department.
8. Continuous evaluation and academic assessment will be done in monthly basis and the status of the students will be reviewed.
9. In the start of every month a list of fast, average, and slow learner will be prepared by DAC based on metrics formulated by the committee.
10. The chairperson, DAC must have to maintain a record of passed out students of the departments as well as if any information about his/her placement (Only for degree awarding departments). An alumni visit register should be maintained by the department. This register will record the following information upon visit by an alumni: NAME, ADDRESS, BRIEF INFO ABOUT FAMILY, CURRENT ENGAGEMENT/EMPLOYEMENT, DATE & SIGNATURE. DAC may add any other information field that may be necessary.
11. Every department have to select a student as STAR OF THE DEPARTMENT considering his attendance, academic performance, discipline, personality, etc. for a month & that should be displayed in College Front Office notice board (Only for degree awarding departments).
12. DAC will be alert in context to participation of the students in different social media activities. They may be encouraged to take part in positive issues.
13. DAC must have to take some initiative on the personality development / soft skills of the students. Use of ICT is always appreciated.
14. Any suggestion in updating of the SOP is highly appreciated.





Chairman, IQAC



Coordinator, IQAC

Members of Core Committee

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