



**EDUCARE
INSTITUTE OF
DENTAL SCIENCES**

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An ISO 9001:2015 certified institution

ACADEMIC POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
EIDS/IQAC/POLICY/001	01/01	10/06/2022	2025

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ACADEMIC POLICY

Academics is a backbone of any educational institution. APMC of EIDS has drafted policies to ensure that the institution delivers academics and evaluates the competencies achieved by students effectively.

ACADEMIC PLANNING AND IMPLEMENTATION

- Head of the department should draft a yearly plan considering the total hours as specified by KUHS.
- Staff allotment for each topic should also reflect in the yearly plan.
- Yearly plan has to be drafted in the template provided by APMC.
- Planning should ensure that the hours are not reduced and if found necessary valid reasons have to be cited and prior permission has to be sought from the APMC. However, HOD can decide to increase the hours to about 10% to 20%.
- Monthly implementation of theory hours have to be maintained in the department as per the template provided by APMC.
- At the end of every month, the monthly implementation has to be forwarded to the academic in charge via email.
- Academic incharge should ensure that the monthly reports are received within 5th of every month.
- Any discrepancies in the implementation should be mailed either by HOD's /academic incharge in the APMC meetings.
- Yearly plan and monthly implementation should be maintained at the department for the last 5 years.
- Practical planning and its progress need not be submitted but departments should ensure that the student works are progressing as per the plan.
- Feedback has to be collected from the students at the end of every chapter. Analysis should be made and necessary actions should be initiated at the departmental level.

