

1.1.1

The Institution ensures effective curriculum delivery through a well planned and documented process (Write description of initiatives in not more than 500 words)

Preparation of Academic Calendar: At the beginning of each academic year, the academic calendar is prepared at the college level incorporating curricular, co-curricular and extra-curricular events in alignment with the University academic calendar.

Library books Upgradation: The library is informed of required textbooks, reference books and e-journals for the forthcoming semester/academic year.

Course Allocation: Courses are allocated to the faculty members based on their expertise & subject preferences by the Head of the department (HOD) and approved by the Director.

Time Table Preparation: Class-wise time tables also include time slots for MOOCs, Project, Industrial Training presentations, Seminars, counseling sessions & library. Time table for lab courses is prepared separately. Individual faculty time tables are prepared reflecting his/her complete workload.

Design and Dissemination of Course Plan: Each faculty member prepares a detailed course plan including the text book(s), reference book(s), web resource(s) and ICT tool(s) to be used for each topic. It also includes the topics to be covered beyond the curriculum which is then disseminated to the concerned students after approval of the Head of the Department.

Preparation of Course file: Each faculty member prepares the course file which includes the time table, lecture plan, course outcomes, mapping of course outcomes with program outcomes & program specific outcomes, attainment levels and targets, identified curriculum gaps, corrective actions, unit wise notes, previous question papers and previous performances. After the completion of the semester, it is updated with analysis of students' feedback, attainment of COs, POs & PSOs and justifications for non-attainment of COs, POs and PSOs (if any).

Content Delivery: New and innovative teaching techniques, in addition to the traditional lecture method are adopted to deliver the content. Learner-centric techniques such as peer learning, collaborative learning, group discussion, video lectures, quiz etc., are employed to encourage students' active participation.

Tutorial/Assignments: Faculty prepare the tutorial sheets and their solutions for the mathematical subjects which includes previous university questions & other important questions in view of competitive examinations. Assignments are duly uploaded on the college portal & are checked on the college portal after submission by students.

Reviews: Periodical review on the coverage of syllabus and regularity of the students is taken by the HOD/Dean Academic followed by Director. Suggestions are invited for the improvement of the teaching-learning process through regular meetings with Class Representatives (CRs).

Assessments: As per the regulations of the affiliated university, the assessment is in two ways:

1. Internal Assessment (50 Marks): There are three internal assessment tests (CT1, CT2, PUT), the first test (CT1) after six/seven weeks of the commencement of the semester, second test (CT2) after a week or two from the CT1 (on every Monday & Saturday) and the third test PUT (Pre-University Test) after the last working day of the semester. The breakup for 50 marks is -Best of CT1/CT2 plus PUT i.e. test marks are of 30 Marks, Assignments & Attendance each of 10 Marks

2. External Assessment (100 Marks): The external assessment is based on the semester end examinations conducted by the university.