1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well-planned and documented process

Teaching Learning Procedure is mainly based on proper planning and effective delivery of Lecture / Practical / Tutorial as per Time table, academic calendar and semester plan. If there is any shortcoming in learning process, necessary remedial work is to be carried out in coordination with HOD. Learning of the student is monitored by the faculty members on the basis of continuous evaluation. Effective development and deployment of action plan for implementing curriculum is as follows:

Development / Planning of Academic activities:

The HOD has to decide the Semester plan and design deployment strategy:

- Teaching load and subject allocation is done before the commencement of the Semester and the Academic Calendar is prepared.
- Time-table for the department is designed and displayed. Availability of sufficient classrooms, laboratories, and faculty is checked.
- An Orientation program is conducted for F.E. students and their parents.
- Projects for Final Year BE and ME students are planned based on the Guide's domain and student's interest area.
- Once the subjects are allotted, faculty designs the teaching Plan, Laboratory Plan and Tutorial plan. Faculty members prepare question banks, hand-outs, question papers, experiment write-up for effective conduct of lectures / practical.
- The faculty maintains the Course File and plans the academic activities to achieve the Program Educational Objectives and Program Specific Outcomes of the Department. It consists of various records regarding planning / completion of lectures / practical along with load adjustment (if any). Students' attendance and many such records are also maintained in the course file.
- Records are maintained in appropriate academic files which will be checked by HOD and cross-checked by Principal.

Deployment / Implementation of Academic activities:

- As per the Teaching Plan and time-table, lectures / practical are conducted by faculty. Course material is given to the students well in time for enhancing the lecture delivery in class.
- Daily report is maintained and checked on weekly basis by HOD and cross-checked by the Principal.
- A faculty/HOD has to do an alternative arrangement if he or she is absent or on leave on the day of lecture / practical / tutorials and extra lectures are taken to compensate the loss.
- Assignments are given to the students and evaluated timely.
- Report of syllabus coverage and list of defaulters is submitted to the Principal at the end of every Month.
- Two internal Term Tests are conducted per semester.
- Submission of term work is done according to schedule.
- Feedback is taken from the student at the end of every semester for each Faculty
- Logbook which consists of Project progress report is monitored by HOD on regularly basis.

Holistic Development through various methods:

Apart from regular lecture method, the teachers adopt learner centric techniques to engage students through Course Networking, NPTEL Courses, Peer Learning, Group Discussion, Case Studies, Project Reports and Quizzes. Training in life skills through seminars, workshops, industrial visits, public speaking, internships, expert lectures and value education is provided. The staff is continuously updated with innovative teaching strategies through Faculty Development Programs and regular workshops.