

### ***1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process***

The institute follows the academic calendar provided by Visvesvaraya Technological University (VTU) Belagavi and imparts quality education depending upon the resource potentiality of the institution. The institution has developed a structured and effective implementation of the curriculum. Following are the various means through which it executes the curriculum.

#### **Principal-HODs Meeting:**

Academic matters are discussed in meetings convened by the Dean Academics. The Principal chairs these meetings attended by Heads of Departments. The action plans are outlined for the optimal and effective implementation of the curriculum.

#### **Academic Calendar:**

Academic Calendar is prepared in-line with the University (VTU) academic schedule and the requirements at Institute level as per the action plans are formed.

#### **Lesson Plan:**

The lesson plan is prepared in a teachers' diary which includes individual time table, details of contents to be covered and the actual topics covered against the plan in the entire semester. The diary is monitored by the respective heads of the department weekly and by the Principal once in a month.

In addition to the above since 2017-18, the lesson plan is implemented through the ERP software (**dhi**), which includes course objectives, course outcomes, planning and execution of the course etc. The heads of the departments and Principal review the implementation.

#### **Course File:**

For every course a course file is maintained which has the following:

1. Course Syllabus
2. Course material ( DVD/print/Google drive)
3. Question Bank
4. Internal assessment test Question Papers and scheme & solution
5. University Question Papers and model solution
6. University results with analysis
7. Lab manual

#### **Academic file:**

Every faculty member maintains an academic file containing the following:

1. Individual Time Table
2. Approved Teaching Plan
3. Students Attendance Record
4. Assignments/Tutorials
5. Continuous Internal Evaluation Records

**The action plans:**

1. Effective implementation of curriculum is periodically monitored by the heads of the departments and reviewed Dean Academics & Principal.
2. Three internal assessment tests are conducted as per the academic calendar. Additionally for CBCS batches continuous internal evaluation (CIE) is carried out through assignment, quiz and surprise tests etc.
3. Progress of the students is regularly communicated to their parents.
4. Tutorial & remedial classes are conducted to the slow learners for each subject.
5. E-learning resources are made available through EDUSAT programs and through University website.
6. Seminars, workshops and guest lectures on curriculum related topics are conducted regularly.

Review of the University results is carried out by Heads of the departments and is monitored by Dean Academics.