

### ***2.3.4. Preparation and adherence of Academic Calendar and Teaching plans by the institution***

Preparation of Academic Calendar:

Academic calendar is planned ensuring compliance with UGC regulations by having minimum of 90 working days in each semester. However, inline with the affiliating university JNTUK Kakinada guidelines, in every semester considering the continuous evaluation, examinations and public holidays a minimum of 20 weeks of course delivery is planned in a semester following the L-T-P structure. Academic calendar is maintained uniform for all the years of study other than first year and the compliance is ensured by the IQAC. In addition to the above, the academic calendar captures various timelines of the academic audits across all the departments to comply with the requirements of IQAC. Further, it also captures the schedules of all the co- and extra- curricular events. The prepared academic calendar will be finalized by taking necessary inputs from the respective HoDs and the same will be notified by posting on the website to all the stake holders well in advance before the commencement of the academic year.

*Course Plan, Delivery and Monitoring:*

Based on the academic calendar the heads of the departments allocates the courses for the members of the faculty in their respective departments and in consultation with other heads of the department in case of inter department courses. This process is being meticulously practiced well before the commencement of the semester to enable the faculty members to plan and prepare their curriculum delivery. The institute has a standard operating procedure for allotting the courses to the members of faculty based on the subject proficiency, specialization, and previous track record of that particular faculty concerned. Subsequent to the allotment of the course and preparation of the course plan, the same will be vetted by the senior members of the faculty who have already handled that particular course.

Further, the timetable coordinator prepares the timetable for the forthcoming semester as per the L-T-P pattern as prescribed in the curriculum. In line with the timetable, the concerned members of faculty prepare/update the lecture plan for their respective courses indicating the details of the mode of delivery. As per the OBE philosophy, faculty members follow a standard template for all the lecture plans giving the objectives and expected outcomes. Eventually the same will be uploaded in the LAN portal well before the commencement of the class work. For effective course delivery and continuous improvement Program Coordinator/HoDs also will share the feedback received from the course instructor of the previous batch of students.

In multi section courses, one of the faculty members among the course instructors will act as the course coordinator and will ensure the quality and uniformity in delivery on a weekly basis. To ensure the effectiveness of the curriculum implementation, the department conducts the Academic monitoring committee meetings comprising of all the course instructors, HoD and student representatives. The AMC addresses the issues like the syllabus coverage, the technician support during Lab/project, Special care of faculty towards slow learners, difficulty in learning with any of the courses, the mentoring process, over or under emphasize on, ICT tools, clarification of the students' doubts, the courses opted over and above the graduation requirements etc.,. Based on the minutes of the AMC, corrective measures are initiated, documented and ensured by the IQAC. Apart from AMC, twice in a semester feedback is collected for all the teachers based on fifteen parameters to ensure the effective classroom delivery. Any observation made out of the feedback are communicated to the respective faculty members by the HoDs for corrective measures and compliance. To strengthen the curriculum delivery and to give practical insights of the courses taught, the guest lecturers from industry experts and academicians are organized.

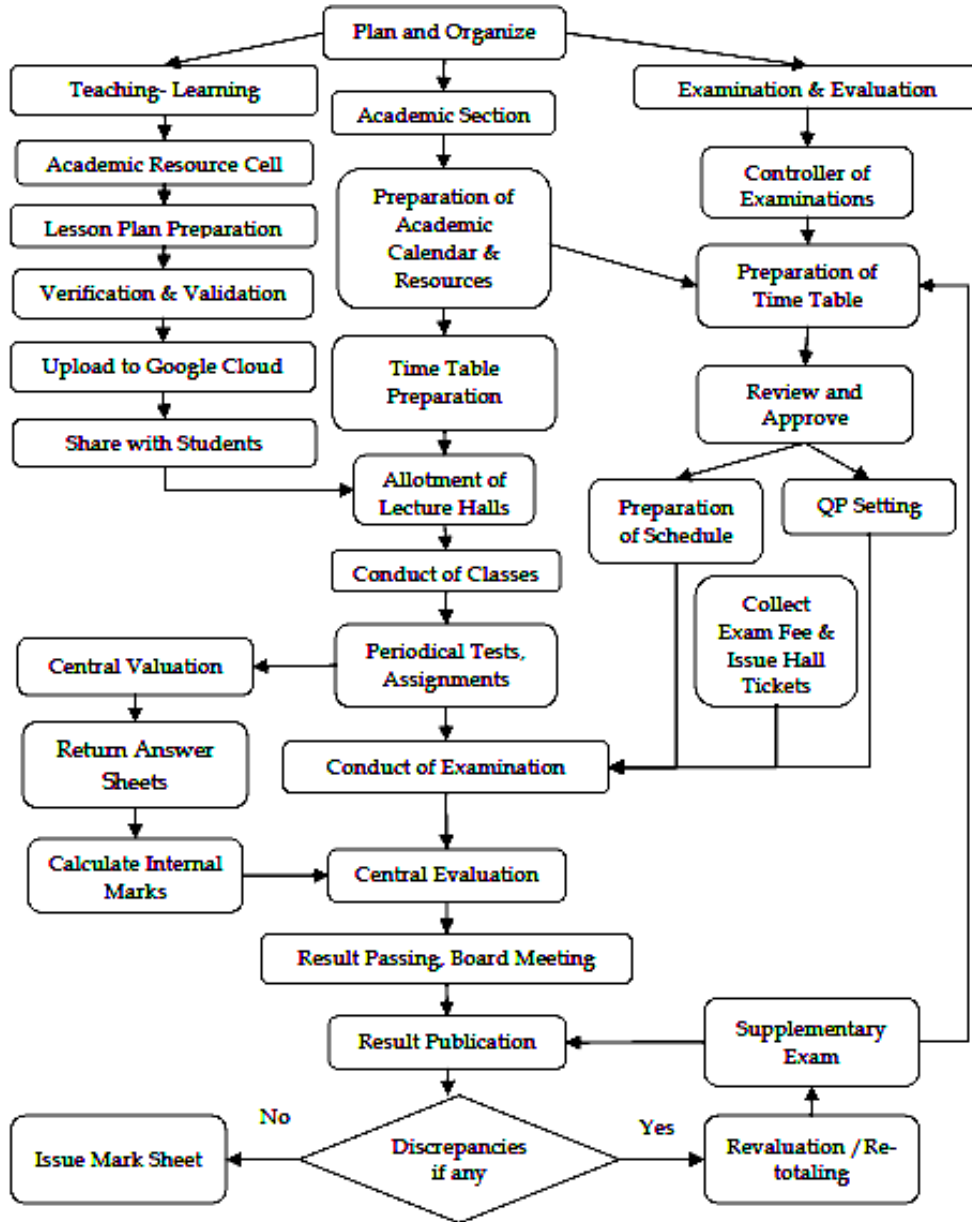


Figure: 2.3.4.1 course plan

### Additional Information:

1. Academic calendars of the last five years capturing all the co - and extracurricular events
2. Proof of course allotment
3. Proof for lecture plan, Schedule and dairy
4. Minutes of AMC