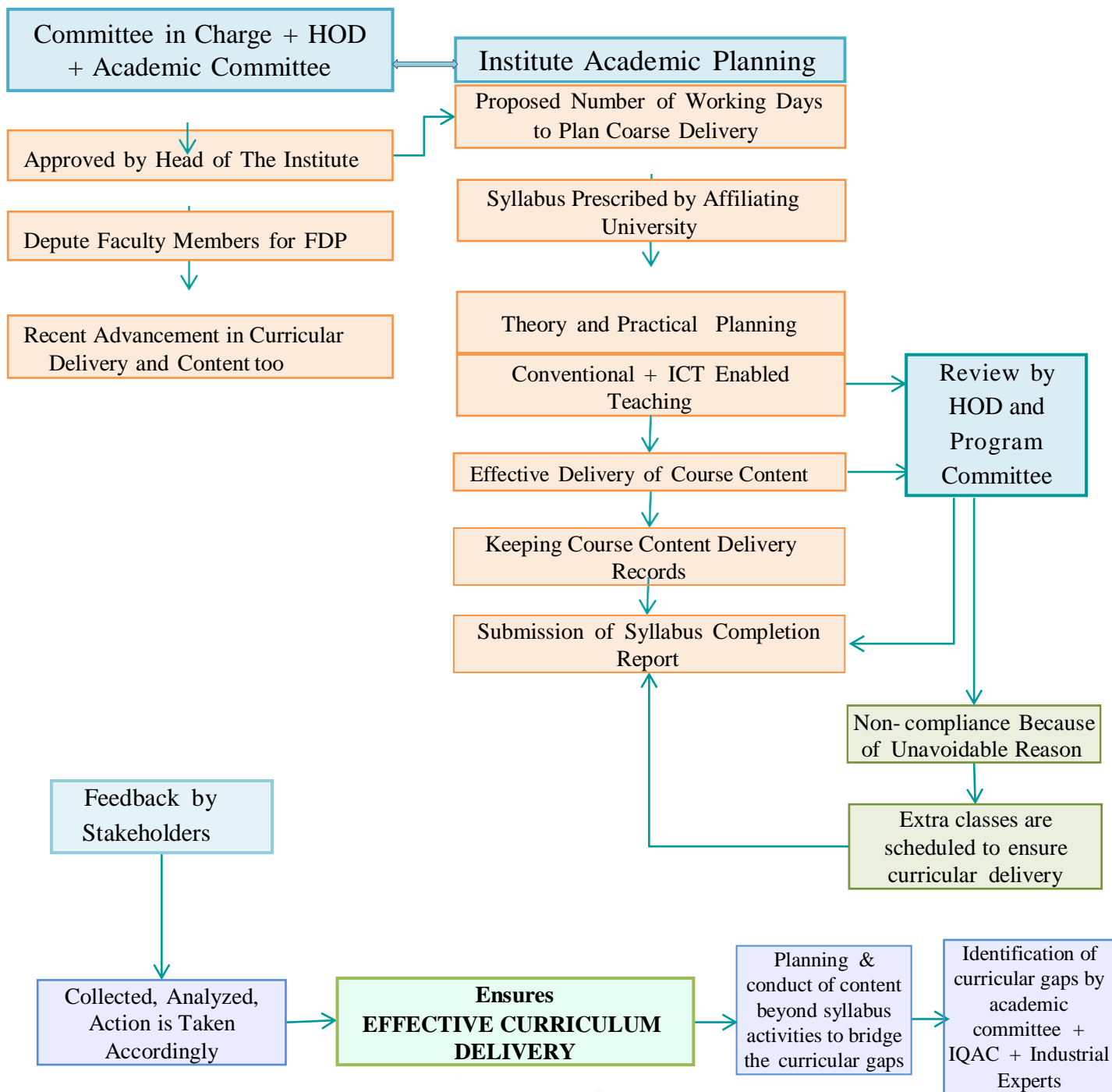




SGBAU ACADEMIC CALENDAR



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Guidelines for the conduct Academies at the Institute

Purpose

The principle of this document is to enlighten faculty members about their roles and responsibilities in conducting curriculum activities at the Institute to ensure the achievement of the highest standards.

Scope

This document describes the delivery of theory, practical, tutorials, remedial instruction, the implementation of extra-curricular activities to bridge the curricular gaps, and the overall academic process at the Institute.

Objective

The objective of this document is to ensure smooth, efficient and orderly conduct of curricular activities in the Institute in accordance with the guidelines issued by the Sant Gadge Baba Amravati University, Amravati and PCI, a statutory authority, from time to time.

Conduct of curricular activities

The teaching and learning process in the Institute shall be planned and overseen by a Programme/Academic Committee composed of the principal, academic coordinator, senior faculty, class teachers, and class representatives. The Programme Committee plans and monitors teaching and learning activities.

- At the beginning of the semester/year, the Institute Programme Committee will prepare an Academic Calendar in accordance with the SGBAU calendar and management planner.
- At the beginning of the semester/year, workload distribution and subject allocation to faculty at the department level. Accordingly, time tables shall be prepared and posted by the Programme Committee.
- Programme committee members shall monitor academic practice for:
 - Conduct of prescribed theory and practical by subject teacher
 - Course content and its efficient delivery
 - Practice of different pedagogical teaching methods
 - Impartial evaluation in continuous assessment and examinations
 - Syllabus completion
 - Student attendance
 - Improvement in Student Performance




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Conduct of theory/practical classes

- Prepare lecture-wise lesson plan/ practical plan and follow it strictly.
- Prepare course content considering diversity of students such as slow learners and advanced learners
- Share course materials with students through Vmedulife ERP Portal.
- Promote higher cognitive learning modules in the class including experiential learning, participative learning and problem-based learning

Conduct of tutorial classes

Subject teacher should conduct tutorial classes for students and also should identify slow and advanced learners based on performance in class and during practical and on the basis of marks scored in continuous assessments and Sessional.

Subject teachers should:

- Take revision in form of discussion, MCQs and assignments.
- Discuss university question papers and guide students for model answers. Special attention towards slow learners to cope with the difficult concepts.
- Submit the records of tutorials at the end of semester year.

Orientation/expert lectures

Orientation/expert lectures should be conducted by senior faculty with sound subject knowledge. Adequate lectures shall be planned by the subject teacher in concern with the expert.

Expert should orient students about:


- The subject university question paper and writing pattern.
- The importance of the subject for higher classes/studies.
- Time management and scoring in the subject.
- Overall motivate and boost student confidence.

Students attendance monitoring

Class teachers shall be an integral part of the academic committee of the institute. Class teacher will keep the track of students' attendance and will ascertain whether there is any correlation between their attendance and performance.

Student attendance shall be reviewed periodically and ensure the fulfillment of attendance criteria prescribed by the Sant Gadge Baba Amravati University, Amravati




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Content beyond syllabus activities to bridge the curricular gaps

On revision of the syllabus by the SGBAU and PCI, a statutory body, IQAC and program/academic committee of the institute along with opinions from industry experts shall review the curriculum and identifies curricular gaps. Identified gaps shall be bridged through content beyond syllabus activities, based on the inputs of IQAC and industry experts.

Impact

Academic regulation aligning with the University norms should be assessed by Programme committee from time to time on the basis of

- Overall Progress or development of the students in the respective programme
- Feedback from the stakeholders about the curriculum delivery




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