

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

Curricular Planning and Implementation

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

Response:

Institute is a Private college affiliated to Jiwaji University, Gwalior. Various courses run by the institute have to adhere to the syllabus prescribed by the University. At annual meet of the BoS of the College a review done regularly to keep in pace with the developments in respective fields to meet the requirement of academia, industry, profession and society and recommendations are forwarded to the university, if any. The Principal and HOD, Physical Education are members of Curriculum Advisory Committee. The said suggestions are made on the basis of information/interaction through various Conferences/Seminars/Workshops organized/attended.

Planning and implementation of curriculum

- ♦ Every academic year, various committees are formed to work for effective implementation of curriculum, planning and delivery before the commencement of the new academic year. The core committees prepares the **Academic Calendar** as per the curriculum provided the university and at par with the calendar of Higher Education, which outlines the activities and timeline. Detailed discussion is held with the HODs under the guidance of Principal where all the micro level planning is proposed to effectively deliver the curriculum to the students.
- ♦ The lesson plan for the allotted subject is prepared by the faculty members against the number of hours assigned for the subjects.
- ♦ To ensure the completion of syllabus, the lesson plans/units maintained the Teachers' Diary are strictly followed and reviews are conducted periodically at different levels.
- ♦ The program and course outcomes are clearly stated and uploaded on institution's website.
- ♦ Each department strives for effective course delivery through a combination of time-tested and innovative methods such as ICT tools and e-content lectures. The Faculties put their efforts to complete the course within the stipulated time.
- ♦ Remedial classes are conducted to resolve the problems as per need which is clearly mentioned in academic calendar.
- ♦ Emphasis on developing the knowledge and skills is given through various programs and activities organized by the institute.
- ♦ The college has smart-classrooms and ICT-related facilities that help students to understand the subject and get in-depth knowledge through these modes of learning.
- ♦ Apart from the regular classes, various seminars, workshops, industrial visits, study tours, group discussion and guest lectures are conducted by each department to enrich and expand horizons of learning experiences. To maintain the same spirit the students were encouraged to take up online classes.
- ♦ In order to assess and monitor the effectiveness of the curriculum, the institution has a robust Feedback system which is obtained from various stakeholders by the IQAC which are reviewed carefully and acted upon.

Circulation of information

- ♦ Important information like Academic calendar, Syllabus and notices are uploaded on the website to familiarize students and wards.
- ♦ Timetables, prepared in advance before each session, are posted on the college website as well as on the college notice board.
- ♦ Whatsapp group have been created to facilitate the students for quick circulation of information, which has been very helpful during COVID-19 pandemic.

All these works are reviewed in the IQAC meetings.

File Description	Document
Upload Additional information	View Document