

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

Response

Our institution follows the CBCS syllabus prescribed by Bengaluru City University and ensures effective curriculum delivery. The academic council takes up this responsibility as well as plans curriculum enhancement programmes via a well-structured academic calendar to include various curricular and co-curricular activities like bridging the gap with industry expectations, skill development, and value addition. programs, and faculty training. The institute consists of the principal, heads of departments, and the IQAC. The workload is prepared by the HOD, and subjects are allocated to the faculty following which a lesson plan is prepared and a number of lectures are allocated on particular topics. The Time-Table Committee of the College operates at the departmental and faculty level. The progress of the syllabus coverage and course delivery is monitored by the faculty through lesson plan tracking. To close curriculum gaps between industry and academia, plans are made for curriculum enrichment courses using the add-on and value-added courses. Effective course delivery is ensured using various instructional methods and pedagogical initiatives as per university guidelines.

MSI is a constituent college of GGSIP University and its perambulate syllabus is designed by the parent University. The college pioneers within these set academic structures to provide the best quality education and the holistic development of its students. Academic processes are streamlined, with timetable, workload and other supporting administrative tasks, also teaching –learning and evaluation schedules are strictly adhered as per the Academic Calendar notified by GGSIP University. The classes were conducted both in online and off-line mode during 2021-22 and regularly monitored by the Head of the various Departments. Regular assessment of all assignments, presentations and internal exams was conducted for evaluating students' performance. For well-planned curriculum delivery, lesson plan, departmental time-table and different academic coordination formats are prepared by every faculty member before the commencement of the semester. The institute played an active role in curriculum revision in the capacity of Convenor of BBA (General and Banking Insurance) programme and as a member in BCA, B.Com and B.Ed programmes. Different Academic perform as, i.e., AC-2 , AC-3 and Lesson plans are also regularly monitored by respective Head of departments and members of IQAC committee. The departments also hold regular meetings to assess the covered curriculum and discuss the issues faced by the students and teachers.

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The institution holds regular online staff meetings to develop and deploy quality action plans for effective implementation of the curriculum. Departmental online meetings were held in order to design effective plans, allotment of workload to every faculty based on their specialization, teaching experience and other personal traits and execution of effective measures for curriculum delivery. Teaching plans were designed by every faculty for the timely completion of syllabus in accordance with the academic calendar issued by the university. In the beginning, an action plan was prepared by the IQAC and committee prepared time-table, which was displayed. In the beginning of the academic session, each department prepared annual teaching plan as per the academic calendar. All faculty members arranged subject wise bridge-courses at the beginning of academic year; curriculum concept was explained to the students through bridge courses. The institution offered procedural practical support to the teachers for effectively translating curriculum and improving teaching

practices by means of faculty development program such as training, workshop, seminar etc. on online platform. To close curriculum gaps between industry and academia, plans are made for curriculum enrichment courses using the add-on and value-added courses. Effective course delivery is ensured using various instructional methods and pedagogical initiatives as per university guidelines. Apart from university curriculum to enrich the quality of education, the college also organized seminars, workshops, orientation programs, guest lectures, career guidance talks, quiz competition, essay competition in online mode.