

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

The college is affiliated to Savitribai Phule Pune University, Pune and follows the curriculum prescribed by the university. The academic calendar of the university is adhered to an active plan for timely implementation is formulated by the institution to ensure effective delivery. Heads of various departments prepares policies after strategizing the best methods to successfully implement the curriculum. Faculty members are encouraged to prepare an active plan for their classroom teachings of the entire year even before the academic year commences. The preparation of such a plan helps with effective distribution of syllabus, clarity of curriculum and timely completion of the course. The teaching plans are prepared by the respective faculty who are in charge of the subjects. The subjects are allotted after careful consideration of their qualifications, subject specializations, experience and performance. Each department prepares its internal academic calendar well before the year commences. The individual teaching plans of every subject are prepared by the respective teacher along with the calendar. The teacher submits the syllabus completed in class every month to department to keep a timely check and to ensure implementation of the planning. Along with this, the respective teacher prepares course material, class notes and PPT presentations in order to be fully prepared for teaching. Continuous evaluation is maintained throughout the year by conducting tests after completion of every unit to ensure thorough understanding. Transparency and impartiality are maintained in the evaluation process. Valued answer scripts are returned to the students with suggestions to improve wherever necessary. The college follows outcome-based education. Departmental committees as a result of their rigorous assessment evaluate each student's performance and advice teaching plans based on their ability for effective teaching and learning process to ensure better results. Attention to student needs is given by the teachers and mentors. Various training and certification programs are conducted to make the students industry-ready. Several guest lectures and industrial visits are also arranged periodically to keep the students ahead of the existing knowledge. Timely feedback is obtained from the students, staff members and parents. Measures are taken to enforce necessary changes by the HODs and principal. The staff is constantly encouraged to attend orientation programmes, refresher courses, induction programmes, workshops, conferences and seminars to update their knowledge. Internal Quality Assurance Cell (IQAC) confirms that attendance registers, internal examinations, preparation of internal question papers, scheduling of other program and events are conducted properly. Through these methods of planning and implementation, effective delivery is ensured and documented through the online automation system of the college.