


GUIDELINES/PROCEDURE FOR TRANSACTION OF CURRICULUM

- The curriculum is followed as prescribed by the Panjab University.
- In the beginning of the session, induction meeting is organized by the IQAC members under the leadership of the principal to chalk out the detailed schedule of curricular and co-curricular activities during the session.
- Daily planners are maintained by the staff members to enter weekly planning.
- Unit wise syllabus is discussed by the subject experts and the methodology to be adopted is decided accordingly.
- The evaluation procedure, subject experts for extension lectures and sessional work are decided collaboratively.
- The mode and dates of class tests to test the learning outcomes are decided tentatively.
- In the middle of the semester, meeting is organized to review the curriculum transaction of different courses.
- Educational tours/visits are planned to supplement the theoretical knowledge as per the requirement of a particular subject.
- The teachers as well as students are oriented with the latest trends in pedagogy through workshops, FDPs, Self-learning modules.
- At the end of the semester, a meeting is planned by the Academic Council members and IQAC members to review and take the necessary action in the forthcoming session.

Communication of decisions to all concerned

The minutes of the Academic Council Meeting is communicated in the staff meeting by the principal of the college and also displayed on the Staff room noticeboard.


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Kinds of Issues Discussed

Innovative methodologies to be adopted, Allotment of subjects, Preparation of academic calendar, administration of entry behaviour tests for different courses, Schedule of Mid semester tests and pre-internship programme, Monitoring by mentors of various tutorial groups for online courses,



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