**Curricular Planning and Implementation**

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

Tirumala Engineering college is affiliated to Jawaharlal Nehru Technological University [JNTU], Kakinada and the curriculum is strictly adhered to the curriculum prescribed by the affiliating university JNTU Kakinada.

**Preparation of Academic Calendar**: Academic calendar has been prepared after the academic schedule was released by the affiliating University JNTU, Kakinada by the heads of the department in alignment with the University academic calendar. This calendar includes the academic details such as schedule for the number of working days, internal assessment test and association actives such as guest lecture, value added courses, industrial visits, etc.,

**Course Allocation /Subject allocation:** Courses are allocated to the faculty members based on their expertise & subject preferences by the Head of the department (HOD) and approved by the Principal.

**Timetable Preparation**: Timetables are prepared by the Time-Table committee in the department and approved by the head of the department and principal, Class-wise timetables also include time slots for, Seminars, counseling sessions & library etc. Individual faculty timetables are prepared reflecting his/her complete workload.

**Design and Dissemination of Course Plan**: Each faculty member prepares a detailed course plan including the textbook(s), reference book(s), web resource(s) and ICT tool(s) to be used for each topic. It also includes the topics to be covered **beyond the curriculum** which is then disseminated to the concerned students after approval of the Head of the Department. Comprehensive lesson plan has been prepared for all subjects including the course outcome by the subject allotted faculty.

**Preparation of Course file**: Each faculty member prepares the course file which includes the timetable, lecture plan, course outcomes, mapping of course outcomes with program outcomes & program specific outcomes, attainment levels and targets, identified curriculum gaps, corrective actions, unit wise notes, previous question papers and previous performances and laboratory manual for practical courses. After the completion of the semester, it is updated with analysis of students’ feedback, attainment of COs, POs & PSOs and justifications for non-attainment of COs, POs and PSOs (if any). These study materials are uploaded in the college website and student’s portal for their references.

**Monitoring classes**: Regular conduct of classes is closely monitored by HODs and Principal. The quality of course delivery by the faculty members is periodically monitored by getting feedback from the students through class committee meeting and one to one meeting by Head of the Department with the students. Unit wise syllabus coverage and deviations from the lesson plan will be periodically reviewed by the Head of the Department and are addressed suitably. A similar procedure is followed for practical classes also.

**Assessments**: As per the regulations of the affiliated university, the assessment is in two ways:

Internal Assessment (30 Marks): faculty will conduct unit test after completion of every unit in every course and there are two internal assessment tests (Mid1 and Mid2), Internal Assessment will be conducted as per the schedule given in the academic calendar.

External Assessment (70 Marks): The external assessment is based on the semester end examinations conducted by the university.

**Based on the Unit test and internal Assessment [MID1]** Slow learners and advanced learners are separated in every department. Special coaching classes are conducted after the regular class hours for slow learners. Placement training classes, which includes soft skill and aptitude training, are conducted after the regular class work

To bridge the gap between academic and industry, institution will organize guest lectures by resource personnel / industry personnel, industrial visits, workshops and add on / certificate program as pe the schedule in every academic year. These procedures are followed periodically during every semester to ensure curriculum delivery through a well-planned and documented process

**List of enclosures**

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| **Sl. No** | **Content** | **Link to the relevant document** | | | | | |
|  |  | 21-22 | 20-21 | 19-20 | 18-19 | 17-18 | 16-17 |
| 1 | Academic Calendar | **View** | **View** | **View** | **View** | **View** | **View** |
| 2 | Department Advisory Committee & Programme Assessment Committee | **View** | **View** | **View** | **View** | **View** | **View** |
| 3 | Department Staff meeting | **View** | **View** | **View** | **View** | **View** | **View** |
| 4 | Subject Allocation | **View** | **View** | **View** | **View** | **View** | **View** |
| 5 | Lesson Plan | **View** | **View** | **View** | **View** | **View** | **View** |
| 6 | Class Monitoring | **View** | **View** | **View** | **View** | **View** | **View** |
| 7 | Syllabus Tracking | **View** | **View** | **View** | **View** | **View** | **View** |
| 8 | Course File / CO & PO Mapping | **View** | **View** | **View** | **View** | **View** | **View** |
| 9 | Course Assessment | **View** | **View** | **View** | **View** | **View** | **View** |
| 10 |  |  |  |  |  |  |  |

* + 1. **The institution adheres to the academic calendar including for the conduct of CIE**

Every Academic year starts as per the instructions of JNTUK Kakinada. The University will give in advance, publishes the Academic Calendar containing plans for curricular and co-curricular activities based on the available working days as per their norms. The Head of the department and exam cell can prepare Academic calendar in concurrence with the University Calendar. So that the college carries out effective planning that sticks to academic calendar. This allows the teachers and the students to space out their teaching and learning and regular assessment of the same. Approval for the same is given by the Principal after effecting minor changes if required. The academic calendar provides the date of commencement of the academic session, duration of semester, period of internal assessment tests, final semester examinations, etc. The heads of the department can prepare timetable well before starting of every semester to avoid any shortfall in syllabus coverage. Syllabus completion is tracked through periodic checking of lesson plan sheets, class committee meetings, record of class work and Department meetings. The laboratory Schedule is prepared by the concerned Timetable in charge of each department and batch wise details are specified in laboratory schedule. Timetable of regular lectures for the semester is prepared and displayed on the notice board and College Official Website. There is an academic monitoring committee appointed by the principal who monitors the day-to-day conduct of the lectures based on the timetable.

The institute has taken efforts to improve the performance of students by framing significant reforms in Continuous Internal evaluation at the institute level. The institution strictly follows the evaluation procedure prescribed by the affiliating university. The evaluation weightage is 25 for continuous assessment tests and 75 for the end semester for R19 regulations and 30 for continuous assessment tests and 70 for the end semester for R16 regulations. The academic calendar for each semester is prepared in line with the University schedule of events, which provides the information on scheduled timetable for internal assessments, model examinations and the tentative schedule of University practical examinations regarding this, the students can plan the course of action. The question paper pattern for the internal examinations has been standardized by the institution. Blooms taxonomy is strictly followed in setting up the mid question papers for Internal Assessment. About the Mid Examinations the faculty members can prepare 3 sets of question papers that are submitted to the exam cell in sealed cover, wherein the Head of the Institution select a question paper from the 3 sets, and it is distributed to the students at the time of examination. Student marks are intimated to the students immediately after the completion of assessment and the same is communicated to their parents through SMS/Phone call. The academic performance of the student and attendance of the student have maintained and recorded in each department. Unit tests are conducted prior to MID examinations. Topic wise question banks are provided for all subjects. Students are encouraged to solve previous years University Exam question papers and prefinal exams are conducted prior to University Exams.

**Supporting Document**

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| **Sl. No** | **Content** | **Link to the relevant document** |
| 1 | AICTE Examination Reform Policy | [View Document](https://www.aicte-india.org/sites/default/files/ExaminationReforms.pdf) |
| 2 | JNTU Academic Calendar | [View Document](https://www.tecnrt.org/examcell_calendar.php) |
| 3 | Institute Academic Calendars | [View Document](file:///C:\Users\IQAC\AppData\Roaming\Microsoft\Word\creterian%20wise\criteria1-krishna\NAAC_1.1\1.1.2\1.1.2.3.%20%20Institute%20Academic%20Calender.pdf) |
| 4 | Department Academic Calendars | [View Document](file:///C:\Users\IQAC\AppData\Roaming\Microsoft\Word\creterian%20wise\criteria1-krishna\NAAC_1.1\1.1.2\1.1.2.4.%20Department%20Academic%20Calender.pdf) |
| **5** | Class Timetable | View Document |
| 6 | Mid Timetable and University Examination Timetable | [View Document](file:///C:\Users\IQAC\AppData\Roaming\Microsoft\Word\creterian%20wise\criteria1-krishna\NAAC_1.1\1.1.2\1.1.2.6.%20%20Mid%20exams%20and%20University%20Examinations%20Time%20Table.pdf) |
| 7 | CIE Procedure | [View Document](file:///C:\Users\IQAC\AppData\Roaming\Microsoft\Word\creterian%20wise\criteria1-krishna\NAAC_1.1\1.1.2\1.1.2.7.%20CIE%20Procedure.pdf) |