



सीमा मेमोरियल महाविद्यालय

हरसौर रोड., परबतसर, जिला- डीडवाना-कुचामन

SMC/PBC 2024/1.SPL

DATE : 11/07/2024

1.1.1: The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment.

RESPONSE :

The institute follows the academic calendar provided by Maharshi Dayanand Saraswati University, Ajmer (Rajasthan), Higher Education Department, Rajasthan Government and imparts quality education depending upon the resource potentiality of the institution. The institution has developed a structured and effective implementation of the curriculum. Following are the various means through which it executes the curriculum.

Principal-HODs Meeting: Academic matters are discussed in meetings convened by the Dean Academics. The Principal chairs these meetings attended by Heads of Departments. The action plans are outlined for the optimal and effective implementation of the curriculum. From time to time, the college principal holds a meeting with the teachers and students in which information is collected about any type of problem that may occur and those problems are resolved. Even updates are taken regarding the studies of the students and the problems that occur are resolved.

Academic Calendar: Academic Calendar is prepared in-line with the University (MDSU) academic schedule and the requirements at Institute level as per the action plans are formed. The academic calendar is prepared by the college in advance, in which the institute prepares its academic calendar according to the holidays and plans given by the government. If there is any change, then changes are made in the academic calendar prepared accordingly.

Time Table: So that the children can study well and their classes can be conducted on time, a time table is prepared by the college so that the students can conduct their classes on time and all the activities of the college can be conducted smoothly. For this, a time table is prepared by the college.

Lesson Plan: The lesson plan is prepared in a teachers' dairy which includes individual time table, details of contents to be covered and the actual topics covered against the plan in the entire semester. The dairy is monitored by the respective heads of the department weekly and by the Principal once in a month.



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Course File:

For every course a course file is maintained which has the following:

1. Course Syllabus
2. Course material (DVD/print/Google drive)
3. Question Bank
4. Internal assessment test Question Papers and scheme & solution
5. University Question Papers and model solution
6. University results with analysis
7. Lab manual

Academic file: Every faculty member maintains an academic file containing the following:

1. Individual Time Table
2. Approved Teaching Plan
3. Students Attendance Record
4. Assignments/Tutorials
5. Continuous Internal Evaluation Records

The action plans: 1. Effective implementation of curriculum is periodically monitored by the heads of the departments and reviewed Dean Academics & Principal. 2. Three internal assessment tests are conducted as per the academic calendar. Additionally for CBCS batches continuous internal evaluation (CIE) is carried out through assignment, quiz and surprise tests etc. 3. Progress of the students is regularly communicated to their parents. 4. Tutorial & remedial classes are conducted to the slow learners for each subject. 5. E-learning resources are made available through EDUSAT programs and through University website. 6. Seminars, workshops and guest lectures on curriculum related topics are conducted regularly. Review of the University results is carried out by Heads of the departments and is monitored by Dean Academics.



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