

2.3.4: Preparation and adherence of Academic Calendar and Teaching plans by the institution

1. Academic Calendar

The Controller of Examinations in consultation with the Dean (Academics & Autonomous) and the Principal prepares the academic calendar after collecting the plan of action from Department and Section heads. The academic calendar ensures the smooth functioning of the institution. It is printed, displayed on the notice boards and updated on the college website. The college calendar will be circulated to the students before the commencement of classes.

The Calendar includes the details of working days, holidays, dates of the Continuous Comprehensive Evaluation Tests, Project Review dates, End semester Examination dates, and Last Working day.

In case of any unexpected situations which are beyond the control of the institution, necessary changes are made by the authorities and the same is displayed on notice boards and on the institution's website. The deviation in academic calendars is minimal

2. Teaching Plans

Heads of the departments conduct meeting with their respective faculty well in-advance of the commencement of the semester and allocate courses.

MCET has a well-defined unitized syllabus with a timeframe that is provided to the students at the beginning of the course. The course coordinator prepares a detailed Design Document which includes, Course Outcomes (What the student will be able to do at the end of this course), Learning Outcomes (What the student should be able to do if he has to do the relevant CO), Specific Outcomes (What the student should be able to do if he has to do the relevant LO) , Content (The content that needs to be covered if the student has to do the relevant SO) , Bloom's Taxonomy level, Methodology of content delivery, Time, Training aids such as cut-sections, working models, etc. required to deliver the content and reference materials. Based on the design document the course coordinator prepares the Lesson plan, describing the timescale, teaching aids, methods of teaching-learning and assessment of the same. The lesson plan for each course visualizes the plan of the teacher to make each class more informative, interesting, analytical and resourceful. The lesson plan creates a self-informed and self-monitored innovative course coordinator, and it provides a plan of action for the course coordinator and guidance for the students.

Course-coverage is monitored by the concerned HOD once in a fortnight and deviations if any are clarified with the concerned faculty and the special class work is planned accordingly.