

### Academic Planning Policy

Sr. No.	Particulars	Details
1	Brief Description	The policy will ensure meticulously Academic Planning and implementation.
2	Scope	All academic departments
3	Approved by	Head of the Institution / IQAC
4	Objective	To improve academic functioning of the Institution through well planned and documented process.
5	Policy Statement	Academic planning and implementation will enhance interdisciplinary approach in teaching-learning, ensuring harmonious functioning of the institution to achieve greater academic excellence.
6	Procedure	<ul style="list-style-type: none"> <li>To prepare academic plan of the year</li> <li>Central time table committee to prepare a schedule as per university norms for UG, PG programs, Certificate, Skill based and Value added courses by Optimum Utilization of Infrastructure.</li> <li>Central Time Table to be displayed on notice board and at our college website.</li> <li>Allotment of workload to concerned teachers.</li> <li>Teachers to prepare their lecture plan according to subject distribution and workload; for the entire theory and practical course.</li> <li>Teachers to follow academic planning and record the same in Academic Diary.</li> <li>Respective HoD/Vice Principal and Principal to monitor effective implementation of Academic Planning.</li> <li>To conduct Internal and External examinations and Result analysis at the end of every semester.</li> <li>To conduct Bridge courses and remedial lectures if required.</li> <li>Advanced learners to be promoted to opt different add on courses to improve their skills required for employability and entrepreneurship.</li> <li>Academic review and feedback to be taken from stakeholders.</li> <li>Review meetings to be held in order to solve difficulties faced while teaching.</li> <li>Assessment of Teachers for quality improvement.</li> <li>Submission of teacher's diary through respective Head and Vice Principal.</li> <li>Submission of Academic Performance Indicator by every teacher on LMS and verified by IQAC.</li> </ul>

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