



2.3 Teaching - Learning Process

2.3.3 Preparation and adherence of Academic Calendar and Teaching plans by the Institution

Academic Calendar:

The Internal Quality Assurance Cell (IQAC) plans the Academic Calendar in consultation with Principal, Deans, Controller of Examinations, Heads and senior faculty members of the Department on Teaching Learning schedule, Reopening Day, Government Holidays, Continuous Internal Assessment, End Semester Examination, Academic Review Meeting schedule, Commencement of Next Academic Semester, for the effective delivery of content and assessment. This preparation aids in allotment of adequate resources for every academic activity and to attain the desired level of performance. The academic calendar is benchmarked with the parent University calendar.

The approved calendar is published in college website <http://www.skcet.ac.in/academic-calendar.html> and emailed to all faculty members and to students. The calendar is shared to the parents through WhatsApp communication. Hard copies are displayed in the Principal office, Controller of Examinations office and the Head of the Departments cabins. This ensures transparency and communication with all its stakeholders. All academic activities strictly adhere to the schedules given in the Academic Calendar.

Day order system is followed, preventing undue cancellation of classes in case of repeated holidays on a particular week day. Any deviation is compensated by conducting classes on Saturdays. All Departments plan the co-curricular activities such as seminars, workshops and field visits in accordance with the academic calendar.

Teaching Plan:

Teaching plans contain the objectives, content, activities and assessment for each course within the curriculum. It serves as a blue print for instructional delivery, guiding faculty to achieve the specific learning outcomes and objectives of each course.



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Teaching schedules for each semester are prepared by the Departments and approved by the Principal well in advance. Additionally, a detailed class time table with information pertaining to class handling faculty and tutor details is also prepared. Each faculty member prepares a teaching plan, including detailed course information with course objectives, reference materials, assessment methods, course outcomes and programme outcomes. Also, course information has hour wise teaching plan for each module. The teaching plan is uploaded in ERP and Google Class Room by the course handling faculty before the commencement of the classes for the benefit of the students. Adherence to course information and teaching plan is verified by the Head of the Departments and Principal.

The systematic planning and precise execution of the teaching-learning process and the assessment - evaluation process is audited twice internally and corrective measures are taken in case of non-adherence which is then reported during the review meetings. The above process facilitate alignment between curriculum goals, instructional activities and assessment ensuring coherence and consistency in teaching learning process across the courses.

The Institution adheres to the academic calendar and teaching plans to maintain the standards of excellence, professionalism and accountability in academic affairs. It demonstrates a commitment to provide students with well-structured and supportive learning environment.













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FILE DESCRIPTION

Academic Year	Academic Calendar	Academic Calendar Adherence
2022-23		
2021-22		
2020-21		
2019-20		
2018-19		

Teaching Plan	
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