

### **2.3.4 Preparation and adherence to Academic Calendar and Teaching plans by the institution**

#### **Response:**

#### **Academic Calendar**

The Dean for Academic Affairs in consultation with The Principal, Deputy Principal, Coordinator of Internal Quality Assurance Cell, Vice Principals and other officials, prepares the Academic Calendar for the effective functioning of the Institution.

The **Academic Calendar** ensures well-functioning of the Institution. The Calendar includes the details of all the working days with day order, holidays, dates of the Continuous Internal Assessment Tests, Summative Examinations, dates to remit the College and Examination Fee, list of activities of academic year and the dates of national as well as religious importance. The calendar of common programmes is printed in the handbook and distributed to all students at the beginning of the academic year. The same is also uploaded on the website. The institution carries out the activities as per the calendar.

The **Departments and other service units** prepare their activities and programme calendar resonating with the calendar of common programmes. It helps micro level planning by scheduling most of the activities in advance and maximise the use of infrastructure and ICT facilities.

The **handbook** provides all needed information such as academic programmes, curriculum structure, details of the courses, rules, regulations, facilities, scholarships, endowments, list of the staff, committees, and so on. This almanac gears up for the overall functioning of the Institution.

The handbook contains the **Curriculum Structure** for both Under Graduate and Post Graduate programmes, giving the students a clear picture of the programmes and courses like Languages (Part I & II), Major Courses (Part III), the list of Non-Major Electives, Skill- Based Electives, Foundation Courses and Soft Skills (Part V), and Bridge Course, and Extension (Part V). Self-Learning Courses and Career Oriented Courses are depicted in the handbook opening the avenues of additional learning.

## **Teaching Plan**

Arul Anandar College has a well-defined unitized syllabus with timeframe that is provided to the students at the beginning of the course. The course teachers prepare **unit-wise teaching plan**, describing timescale, teaching aids, methods of teaching-learning and assessment of the same. The teaching plan for each course visualizes the plan of the teacher to make each class more informative, interesting, analytical and resourceful. Teaching plan creates a self-informed and self-monitored innovative teacher, and it provides a plan of action for the teacher and guidance for the students.

The faculty are encouraged to update the methods of teaching and evaluation, especially of the use of **ICT enabled tools** and facilities. The course teachers are able to assess the learning ability of the students periodically on the basis of their respective teaching plans. It, thus, helps both the teacher and the learners to take part in the teaching and learning process effectively.