

Smt. Narsamma Arts Commerce and Science College,
Kiran Nagar, Amravati
Curricular Committee (2022-23)
Annual Report

To the IQAC Coordinator,
Please go through the Annual Report on the basis of the guidelines issued.

Here is Annual Report in Compliance with the Guidelines supplied by the IQAC.

Guidelines: (Criteria Involved: 1, 2 and 4)

To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments

COMPLIANCE:

Prepared the Annual Activity calendar for the session 2022-23: See Annexure I

To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.

COMPLIANCE:

Minutes Book of the Committee Meetings as per the guidelines is up-to-date for the session 2022-23: See Annexure II

To prepare college academic calendar and ensure its strict adherence with respect to teaching- learning process.

COMPLIANCE:

The College Academic Calendar as per the guidelines has been prepared for the session 2022-23: See Annexure III

To prepare Time Table of UG and PG classes

COMPLIANCE:

The Time Tables as per the guidelines have been prepared for the session 2022-23: See Annexure IV

To monitor Syllabus Completion status

COMPLIANCE:

The process to monitor syllabus completion status has been initiated as per the guidelines for the session 2022-23: See Annexure V

To carry out the Academic and Administrative Audit for the departments.

COMPLIANCE:

The mechanism including the structured formats for carrying out the process of AAA has been provided by the committee: See Annexure VI

Establish mechanism for effective curriculum delivery through a well-planned and documented process (1.1.1)

COMPLIANCE:

The process of establishing mechanism for effective curriculum delivery through a well-planned and documented processes been carried out as per the guidelines for the session 2022-23: See Annexure VII

To promote and track the participation of teachers in following activities related to curriculum development and assessment of the affiliating University and their representation on the following academic bodies during the year (1.1.3)

COMPLIANCE:

The process of promoting and tracking the issue given in 1.1.3 has been carried out as per the guidelines for the session 2022-23: See Annexure VIII

Details regarding Add on /Certificate programs offered during the year (1.2.2 and 1.2.3)

COMPLIANCE:

The information under the points 1.2.2 and 1.2.3 has been sought and tabulated as per the guidelines for the session 2022-23: See Annexure IX

To establish mechanism for assessing the learning levels of the students and organize special programmes (e.g. Baseline Assessments like Zero Test, Bridge Course and Remedial Coaching) for advanced learners and slow

learners (2.2.1)

COMPLIANCE:

The guidelines for establishing the mechanism on the departmental level for the issues under metric 2.2.1 have been issued in detail along with the necessary formats in the session 2021-22: See Annexure X

Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences (2.3.1)

COMPLIANCE:

The information for the issues under metric 2.3.1 for the session 2022-23 was sought and tabulated for record: See Annexure XI

Promote the use of ICT enabled tools for effective teaching-learning process (2.3.2)

COMPLIANCE:

The information for the issues under metric 2.3.2 for the session 2022-23 was sought and tabulated for record: See Annexure XII

Collect and Process feedback, and prepare action taken report on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers (1.4.1 and 1.4.2)

COMPLIANCE:

The Process concerning the issues under the metric nos. 1.4.1 and 1.4.2 is underway: See Annexure XIII

To observe and maintain that the Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc. (4.1.1)

COMPLIANCE

The information for the issues under metric no. 4.1.1 for the session 2022-23 was generated and tabulated for record: See Annexure XIV

To keep track of number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (4.1.3)

COMPLIANCE

The information for the issues under metric no. 4.13 for the session 2022-23 was generated and tabulated for record: See Annexure XIV

To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

COMPLIANCE

The Annual Report for the session 2022-23 was prepared for the record in compliance with the guidelines given by IQAC

Annexure XV

Report of Compliance on the suggestions given by the Management member in the meeting of Curricular Committee with IQAC held on 23/09/23

Suggestion: Teachers Performance improvement tools are required.

Compliance: One of the tools to improve performance if the teacher is to evolve an institutional system for recording lectures of the teachers and having an assessment by peers/experts

Suggestion: Teachers' explanation on feedback and its analysis is required.

Compliance: The teachers would be asked to give written explanation if someone has any objection to the feedback and its analysis via general notice circulated to the staff.

Suggestion: Actual overlap of the time table, Master time table and 50 minutes period is required to be maintained, calculated

Compliance: The compliance to the above point has been submitted to Shri. Shrikant Karlikar on 14/10/23

Suggestion: Experiential learning and its details required.

Compliance: The guidelines for the departments regarding "Experiential Learning" has already been submitted to the IQAC.

Suggestion: To register advanced learners in Digital library for UG level

Compliance: A notice to the effect would be circulated among the respective Heads of the departments.