

Arts, Commerce and Science College, Kiran Nagar, Amravati

Curricular Committee Annual Report for Academic Session 2018-19

Objective of the Committee:

Curricular committee works under the IQAC and is responsible to monitor the effective delivery of the curriculum to help the college achieve the program objectives and observe program outcomes as per the mission statement of the college. The committee is also responsible for collecting and analysing the feedback from the stakeholders regarding Teaching / Learning Process, Campus Facilities and the Curriculum.

Working Mechanism:

To achieve its very objectives, the curricular committee

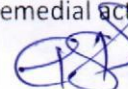
- Ensures that the teacher has prepared his / her Monthly Teaching Plan for the academic year
- Ensures that the teachers' follow the proposed Monthly Teaching Plan through the Monthly Teaching Execution statement
- Ask for the comments from the Heads of the departments regarding the execution of the Monthly Teaching Plan
- Collect, analyse and report the feedback of teachers from students regarding Teaching / Learning Process
- Collect, analyse and report the feedback of College from parents regarding Teaching / Learning Process and Campus Facilities
- Collect, analyse and report the feedback of College from alumni regarding Teaching / Learning Process and Campus Facilities and the Curriculum.
- Collect, analyse and report the feedback of Curriculum from teachers, students, alumni & parents.

Monitoring Process:

- The committee meets two times in a semester to monitor the specified working mechanism and prepares / updates required formats, ensures all teachers / departments follow the guidelines and schedule prescribed by the committee. The formats include ...
 - The Monthly Teaching Plan
 - The Monthly Teaching Execution Statement
 - The statement of comments from the Heads of the departments
 - Questionnaires for feedback
- The committee collects the Monthly Teaching Plan from every teacher at the beginning of the academic session.
- The Monthly Teaching Execution Statement and The statement of comments from the Heads of the departments are kept at the respective departments itself. The Principal, IQAC representative and a committee member visit the departments once in a semester to ensure that the teachers / departments are following the guidelines and schedule prescribed by the committee.
- Feedback is collected and analyzed at the end of every semester.
- The curriculum delivery status and observed feedback performance is reported to the IQAC. The Heads of the departments also report the curriculum delivery status to the IQAC. The Principal after discussion with the IQAC reports it to the College Development Council (CDC).
- After due approvals from the CDC, Principal and IQAC, the remarks are communicated to the relevant stakeholders along with the suggestions / recommendations (if any), for remedial actions.

Date: 26th April 2019

Encl.: Formats and Reports as above



Head,
Curricular Committee
Coordinator
Curricular Committee
Arts, Commerce & Science College,
Kiran Nagar, Amravati.