



Dolphin (PG) Institute
of Biomedical & Natural Sciences

An Autonomous Institute

SOP for Academic Planning, Implementation & Monitoring

Updated Sep. 2022



Academic Planning & Monitoring:

INTRODUCTION

In tune with Vision and Mission, the Institute is focused on ensuring holistic development of the students in a conducive teaching learning environment. This is achieved by a dual process firstly by planning the activities of teaching learning process at a micro level well in advance and accordingly follow it and secondly by keeping a close watch on a day-to-day basis of the activities being carried out in the campus. The Institute understands its responsibilities towards its stakeholders and hence no stone is left unturned to achieve excellence.

The Principal and the IQAC ensure quality parameters are maintained so that the teaching learning experience gained by the students during their academic years makes them successful in their career besides making them dutiful citizens. Accordingly drafting, regulating and implementing different academic policies are undertaken for smooth & uniform conduction of academics throughout the institute to attain the COs and POs of different programmes. Monitoring of overall academic process, activities, procedures, functioning and maintaining all relevant documents and files by the departments, committee is done on a regular basis. This ensures the effective planning and implementation of curriculum.

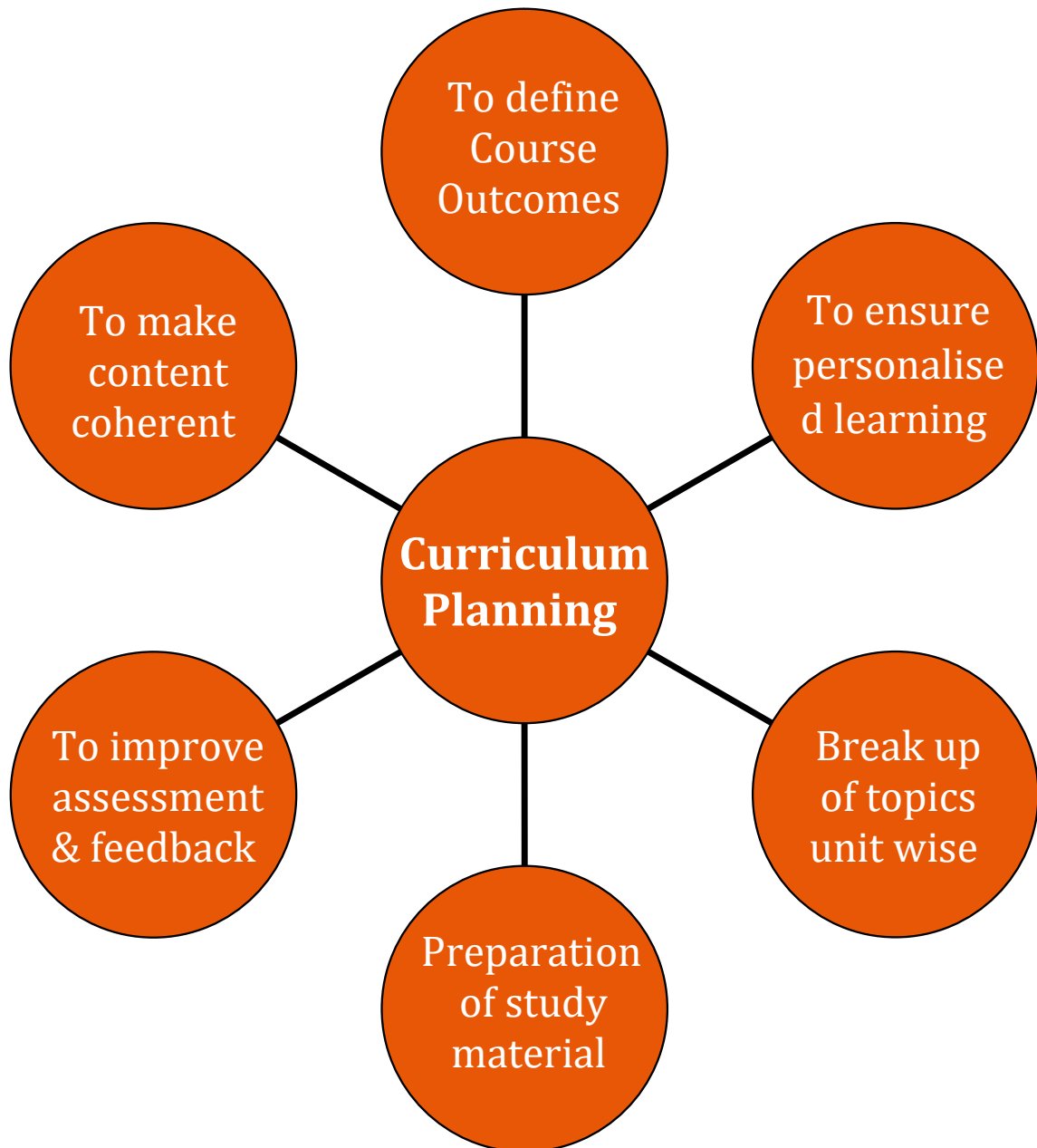
Curriculum Planning:

Dolphin (PG) Institute is affiliated with HNB Garhwal Central University and hence the curriculum is designed by the affiliated university and the same is followed by the Institute.

Prior to the beginning of the Academic Session, an Academic Calendar is prepared, which includes date of commencement of the semester, continuous internal assessment, semester and examinations, holidays in tune with the Academic Calendar of the Affiliating University. The same is circulated among departments, administrative staff and students and displayed on the website, notice boards.

Principal shall hold a common meeting with all teaching and non-teaching staff prior to the beginning of the academic session to ensure that the academic session goes on systematically in a planned manner.

Objectives of Curriculum Planning :



I. SEMESTER PLANNING:

1. Course Allocation:

Course allocation is to be done by heads of departments in consultation with the Principal prior to the beginning of the semester itself to enable faculty members to prepare updated study material for the courses allotted to them. The steps to be followed by departments are

- ☐ Collecting choices from the students for electives
- ∅ Collecting the course choices from faculty members
- ☐ Finalisation of electives considering the student choices, faculty choices, faculty expertise and previous experience of faculty members.
- ☐ Allocation of major courses to the faculty considering their expertise.
- ☐ Follow theory and practical teaching hours as per the university structure
- ☐ Course material in the form of power point presentations, own videos, NPTEL videos should be provided by the faculty.

2. Planning by the Departments:

∅ The gaps in the curriculum need to be identified by the subject faculty in consultation with the HOD. The compiled report shall then be discussed with the principal. Based on the same, add on courses, guest lectures, HOT etc shall be planned and executed by the departments to bridge the curriculum gaps.

- ☐ The departments need to plan their activities, both curricular, co-curricular and extracurricular activities at least two months in advance.
- ☐ Faculty should take planned leave so that lectures are not hampered
- ☐ Substitute lectures should be arranged by the faculty in lieu of the leave taken. At the end of the month the scheduled lectured and the lectures delivered should match.
- ☐ Time bound class tests/ seminars/ assignments should be taken.

3. Time Table Preparation:

Ø Preparation of all time tables including class wise, faculty wise laboratory wise time tables must be completed by the faculty assigned the work at least a fortnight before the commencement of semester and same shall be ensured by the monitoring team.

Ø Timetables must have slot for library, curricular and cocurricular activities, remedial classes.

Ø Class timetables and laboratory wise time tables are to be displayed on display boards at least a week before the start of semester. Individual faculty time table have to be displayed inside in the classroom on the display board.

Ø Timetables, faculty load need to be submitted to IQAC before the commencement of the semester.

4. Records to be maintained by the faculty members:

Ø Daily progress report should be filled up daily in the Teacher's Diary and ERP

Ø Action plan should be mentioned for the gaps for correlation of course outcomes with program outcomes.

Ø Question bank of the courses being taught by the faculty should be prepared.

Ø Setting the class test question papers, assignments as per schedule should be done by the faculty

Ø Planning of activities for slow and advanced learner by the faculty should be prepared.

5. Preparation of manuals for laboratory sessions:

Ø Lab manuals for the laboratory sessions must be ready before the beginning of semester

II Process of Effective Curriculum Implementation :

1.Preparation of Schedule of Instructions :

Ø Every faculty should prepare a breakup of the whole syllabus as per the working days available for the semester.

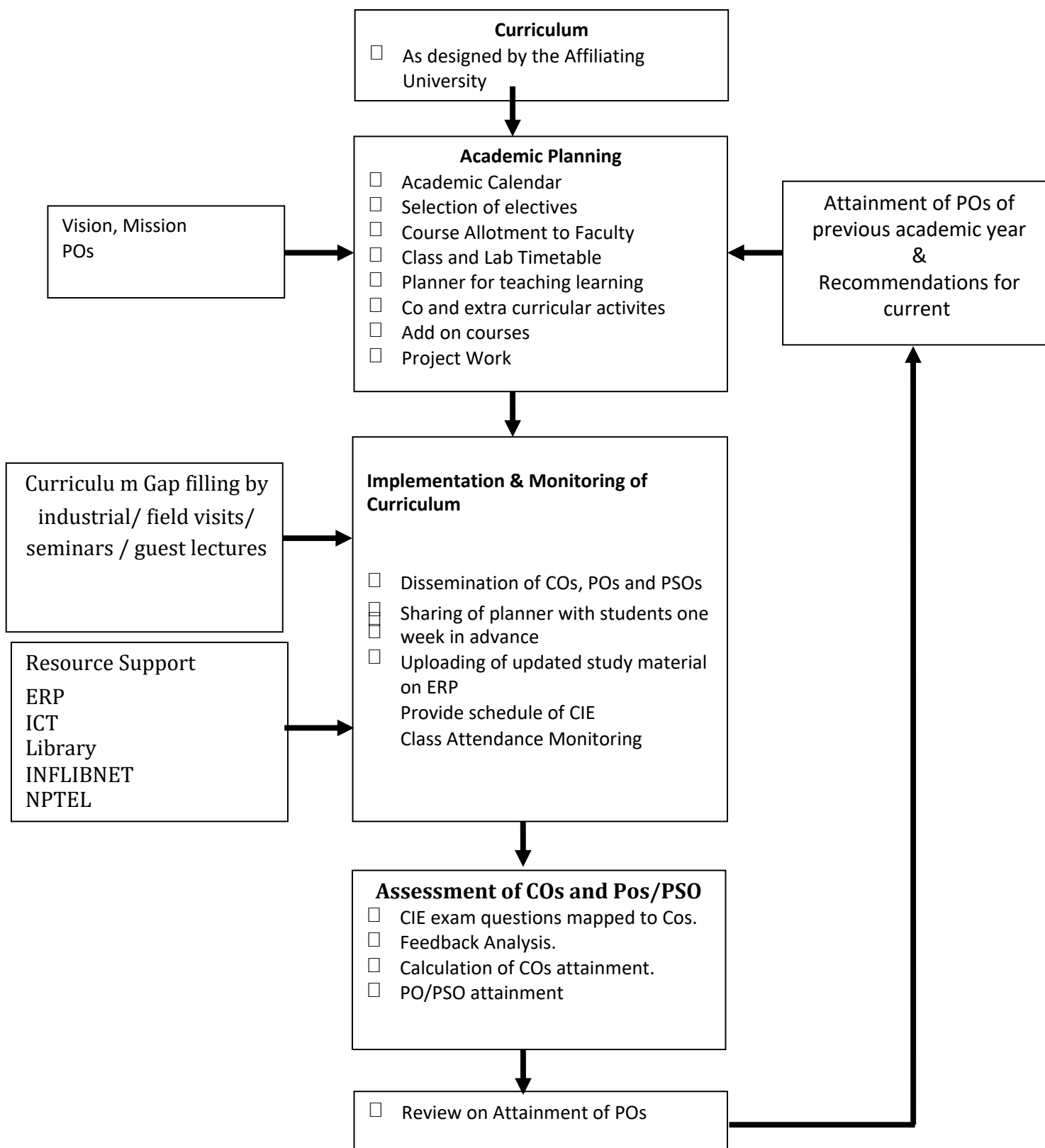
☑ The syllabus along with the breakup should be pasted on the Teacher's Diary, as well as uploaded on ERP.

☑ The planner in the Teacher's Diary should be filled up at least one week in advance. The same should be circulated among the students in advance.

Ø The students should be informed about the POs, PSOs and COs.

Ø The methodology adopted by the faculty to deliver the lecture should be student centric and should cater to the slow and the advanced learners effectively.

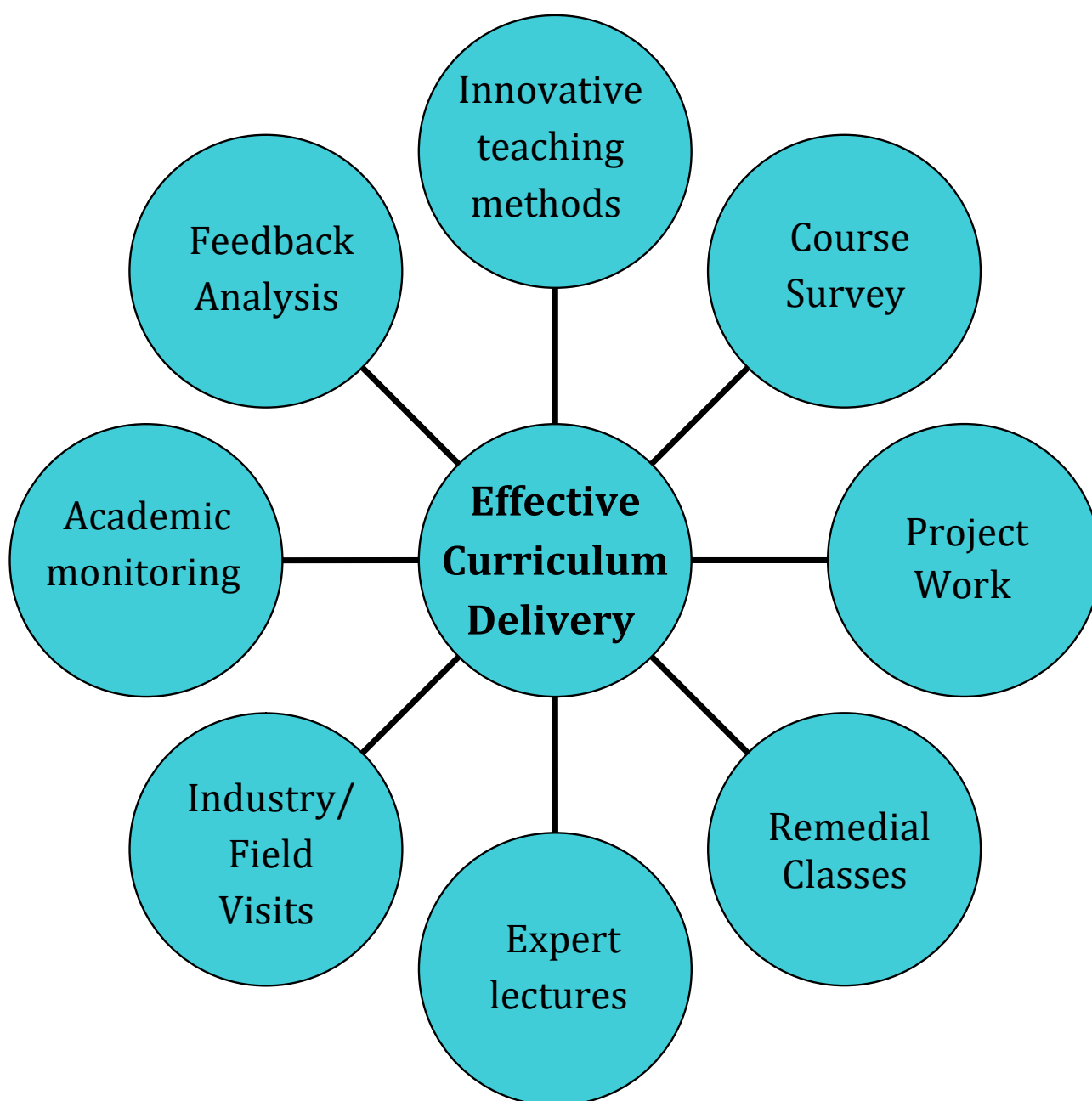
Curriculum Planning and Implementation Process :



Curriculum Delivery :

All the classrooms are ICT enabled, to ensure effective delivery of the curriculum. Besides classroom teaching, students are updated about the latest in their course of study (curriculum gaps) by guest lectures, HOTs, Add on Courses, industrial/ field visits, NPTEL.

Components of effective curriculum delivery:



III. ACADEMIC MONITORING :

IQAC plays important role in ensuring the execution of academics as per the semester planning.

Regular visits to departments, cross checking with ERP, interaction with Class representatives, meetings with faculty members shall be done to ensure the proper conduction of classes, class tests, projects, mentoring activities etc as per schedule.

Monthly checking of the academic records department wise shall be carried out to ensure the smooth teaching learning process.

The objectives of the academic monitoring are :-

- ☒ To provide clear guidelines to all teaching staff regarding curriculum planning and implementation
- ☒ To develop a mechanism for academic monitoring to ensure effective implementation of academic planner
- ☒ To ensure that all departments have done proper planning before the commencement of semester for conduction of lectures and practical's
- ☒ To ensure that effective teaching - learning is taking place throughout the semester
- ☒ To ensure that effective continuous assessment and evaluation is taking place to support teaching - learning
- ☒ To ensure that slow learners and advanced learners are taken care as per their needs
- ☒ To ensure that students are mentored for academic as well as personality development
- ☒ To ensure the attainment of course outcomes and eventually the program outcomes
- ☒ To monitoring the academic performance, training and placement of the students
- ☒ Planning and monitoring for Faculty development

Monitoring Process :

Principal, IQAC, HOD, monitors the progress of syllabus coverage every fortnight through ERP portal. The number of lectures planned and the number of lectures actually conducted facilitates identification of gaps, if any, and necessary corrective actions are taken for filling the gap.

The monitoring process involves the checking of :-

☑ **Status of syllabus completion** by faculty members as per the teaching and practical plans prepared by them on a monthly basis.

∅ **Status of slow and advanced learner activities:** The process involves the identification of slow and advanced learners on the basis of observation and interaction by the subject faculty, class test marks and previous semester's aggregate marks., conduction of activities according to schedule planned by individual course teachers,

∅ **Status of class tests** conducted by all faculty members as per their plan. Retest must be conducted for students who were absent for the class tests.

☑ **Status of assignments** given after the completion of a unit.

☑ **Status of database update in ERP**

The process involves :-

☑ Compilation of attendance of all students by the class coordinator fort nightly.

☑ Submission of names of long absentee list to Principal office for necessary action.

☑ Updating Daily Progress Report in ERP portal.

☑ Updating notes in ERP

☑ SMS to parents

∅ Status of student attendance monitoring by mentors, class coordinators and HODs and actions taken by class coordinator and HOD. Students should be informed that with attendance less than 75% they will not be allowed to appear in the University exams.

The class coordinator/ HOD should have discussions with students having low attendance, talking to parents over phone and analyzing the reasons for not attending classes regularly, advising the students to visit counselor appointed by institute if necessary. Class coordinators talk to parents if any student is absent continuously for more than one week without information. The letters prepared by class coordinators should be sent to parents. SMS shall be sent to parents as and when their ward missed the classes. In crucial cases, the parents should be called to meet the principal or a written undertaking is received from the parents.

☒ **Status of student feedbacks** taken by IQAC: Student feedback about faculty teaching is to be collected once in the mid semester. In case where any corrective measure has been taken, second feedback shall be taken after a fortnight. Faculty members having poor feedback shall be counseled by Principal/ HOD. Measures are to be taken for the improvement in the aspects where they received bad feedback. Students Satisfactory Survey is taken at the end of academic session. Class Representatives give their feedback daily.

☒ **Status of continuous evaluation :**

A. for theoretical work as per schedule:

- ☒ Regular class tests
- ☒ Regular assignments
- ☒ Two sessional tests
- ☒ One pre university exam (only for paramedical students)
- ☒ Seminars
- ☒ Clinical training, if applicable

B. for practical work and project work as per the schedule and formats:

- ☒ Practical performance must be evaluated within five days of conduction of practical or immediately in the next practical session as part of continuous evaluation.

- ☒ Printed write-ups may be supplied for practical journal writing, if possible. Only observations, calculations, results and conclusions will be entered by students,
- ☒ If printed write ups are not provided, students shall prepare the lab file with all the details.
- ☒ Faculty members must put efforts to conduct some value addition activities like projects, field/ industrial visits, seminars/ presentations etc. The marks for which must be given consideration in attainment calculation.
- ☒ During calculation of Internal Marks, due consideration should be given to students' theory attendance, practical attendance, practical performance, class test marks and marks scored by students in value addition activities, overall behaviour and discipline.
- ☒ The guide line for the Internal Marks shall be provided by IQAC

- ☒ **Status of mentoring activities:** The positive role of mentors can improve the overall performance of students. The mentor's diary is to be submitted once in two months to Principal. The mentoring process by faculty/mentors should include
 - ☒ Discussions with students showing low performance in class tests, guiding them accordingly to improve their performance.
 - ☒ Mentoring all mentees allotted for their overall personality development

- ☒ **Status of Project Monitoring:** Departments must allocate guides and students should submit project topics for Project/ Dissertation at the start of the third semester by The monitoring process involves the monitoring of allocation of guides, supervision of projects by guides, project reviews etc. The guidelines for the same are–
 - ☒ All faculty members should float the topics in the first week of third semester which enable the students to choose their topic of interest
 - ☒ Students must start working on their projects from second week of third semester. The students need to present the Synopsis by the end of fifth week.

☒ Student attendance for projects must be monitored by respective guides. Attendance of students pursuing industry projects is also to be monitored by internal guides

☒ Two presentations in each semester of final year are to be scheduled to check the status of work done by students on their projects. The time duration of presentation for each student shall be 10 minutes. All project reports must be printed on both sides of A4 size sheets in standard format given by the affiliating university. The guides must prepare the schedule of project reviews at the start of semester itself and same is conveyed to the students.

☒ Students may be permitted to undertake dissertation work from Industry under the supervision of Department's faculty..

☒ To enable students to devote productive time in project, it is suggested to allocate half working day for project in third and fourth semesters, which also enables students to spend their time in industry in case of industry sponsored projects/ field related work.

Process to identify-

i. Slow learners

The students are identified during their course of study in the institute by the subject faculty, HOD, Dean and special efforts are made to bring slow learners (students with certain limitations) to come at par with the average / above average category.

Activities for Slow learners:

- Tutorial
- Question bank
- Extra lectures
- Extra Practical sessions
- Make-up test for improvement
- Personal Attention in teaching
- Remedial and Make-up classes
- Mock practical examination
- Counselling – special hints and techniques

- Guidance for project presentation
- Assignments and solving previous question paper
- Motivational guest talks.

ii. Advance Learners

Students with good background and skills are guided to higher levels of achievements and encouraged towards challenging goals.

Activities for advance learners:

- Activities on scientific content of syllabus like brain storming, quiz, debate, group presentations, essay, case studies.
- Encouragement to complete NPTEL certification courses..
- Participation in Seminars and Conferences.
- Motivational guest talks.
- Paper publication and presentation.
- Workshop and seminar on current trends.
- Innovative model making / building leading to industrial designs.
- Motivation and Guidance for higher studies (GRE, GATE, competitive exams).
- Industry visits and field visits.
- Industry sponsored research project.
- Coaching for NET/SLET/ GATE/ Ph.D. Entrance and other competitive exams

Feedback Process :

Students' feedback about teaching learning process is taken once in semester Corrective action is to take after this feedback. If necessary, second feedback is taken to assess the impact of corrective action.

Evaluation Process :

Internal assessment is carried out through class tests, assignments, presentations, sessional exams, and external assessment is carried out through Semester End Examination conducted by the affiliating university. Semester End Examination and Continuous Internal Examination questions are used for mapping of CO - PO and PSO.

Assessment Tools :

Direct Assessment Tools: Class tests, assignments, Semester End Examination.

Rubrics: A Rubric explains to students the criteria against which their work will be judged with "scoring rules". This criterion helps the students in developing, revising, and judging their own work.

Indirect Assessment Tools Programme level statistics: At the end of semester the statistics of students who have participated in workshops / seminars / conferences / paper presentations / internships / industry visit etc. are prepared. This is considered to indirectly assess the PO's. Survey reports: Indirect assessment strategies may be easily implemented by conducting the Course End Survey, Programme Exit Survey, Alumni Survey and Employer Survey.

IV. CORRECTIVE MEASURES :

☒ Any discrepancy identified at any level is discussed with the concerned HOD and faculty by the Principal and IQAC and accordingly ways and methods are discussed to reconcile the same.

V. STUDENTS SUPPORT SYSTEM :

To ensure holistic development of the students, Institute provides the following support services to ensure the achievement of POs and PSOs

- ☒ Dolphin Student Welfare Committee
- ☒ NSS
- ☒ NCC
- ☒ Youth Red Cross
- ☒ Bharat Scouts & Guides
- ☒ Anti Narcotics Cell
- ☒ Industry Academia Interaction
- ☒ Training & Placement Cell
- ☒ Dolphin Guidance Cell
- ☒ Alumni Association
- ☒ Research Development Cell
- ☒ IPR Cell
- ☒ Women Empowerment Cell
- ☒ Anti Ragging Cell
- ☒ Anti Narcotics Cell
- ☒ Eco Club
- ☒ Literary Club

VI . ATTAINMENT OF COURSE and PROGRAM OUTCOMES :

The course attainment shall be calculated by the subject faculty when the university result of that semester is declared. The process is to be followed by all faculty members for their respective course is to be followed as per guidelines provided by IQAC.

The program attainment shall be calculated at the end of programme, Attaining the Course and Programme outcome confirms the Institute's commitment to provide conducive teaching learning process. Corrective actions are discussed with the department if any gaps are found in the attainment.

BENEFITS OF ACADEMIC PLANNING & MONITORING :

- ☒ Systematic and planned academic session
- ☒ Timely conduction of Academic activities including co-curricular and extra curricular
- ☒ Timely maintenance of Records
- ☒ Ensuring the all round development of the students
- ☒ Making the students ready for their higher studies/entrepreneurship/professional lives
- ☒ Outstanding performance in University Results