



Mahatma Gandhi Vidyamandir's

**Smt. Pushpatai Hiray Arts, Science and Commerce Mahila
Mahavidyalaya, Malegaon Camp. Dist. Nashik (M.S.)**

Affiliated to Savitribai Phule Pune University

Curriculum Delivery Policy and Procedures

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Introduction:

Smt. Pushpatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya, Malegaon is a college which has an affiliation to SPPU, Pune. It meets the varied educational demands of all types of students. With the support of 15 undergraduate and 03 postgraduate courses in the fields of arts, science and commerce, institution offers students an inclusive learning environment. All programmes at college adhere to the SPPU, Pune-designed curriculum. Delivering curriculum is a crucial part of the teaching-learning process. It is an approach used by a curriculum to help learners meet their learning objectives. It involves a number of procedures, including mentoring, counselling, engagement, and participatory and collaborative learning. Through their involvement in the Board of Studies, syllabus committees, training workshops, and syllabus revision, faculties from the college are actively involved in the development of the curriculum. In order to execute University curriculum for student learning, the college has created its policy and process.

Objectives:

- To create systematic documentation and planning for curriculum delivery.
- To ensure that a properly designed academic calendar, timetable, and updated university curriculum are followed for the benefit of students educational outcomes.
- To meet the needs of students for their whole development through extracurricular and curricular activities, as well as to make them competitive and honest individuals.

Scope of the Policy:

- It applies to all stake holders
- The policy outlines the university's required core topics and optional courses, which must be taught branch-by-branch.
- It tries to assign subjects to all faculties in accordance with their preferences and areas of competence to ensure effective curriculum delivery.
- It confirms that all committees' assignments are completed and that analysis is done.

General Guidelines:

- Prior to the start of the actual teaching, IQAC prepares the academic calendar and timetable.
- Each department will hold a faculty meeting to distribute the subjects.

- Every course teacher is required to create a subject file for each semester that includes all necessary materials, including a timetable, academic calendar, student list, teaching plan, syllabus, and previous test questions.
- All test results; feedback from students, and an action plan should be kept in the course file.
- IQAC will conduct a monthly evaluation to track all the events included in the academic calendar and keep track of whether they are proceeding as planned or not.
- Notice of each event will be distributed to the students.
- IQAC to recommend the essential course of action to be taken for each task.
- All faculties must maintain track of the activities assigned to them, such as teaching plans, assignments, viva, industrial visits, study tours, field work, remedial courses, practical records, sport activities, internal marks and so on, and submit them to IQAC at the conclusion of each semester or whenever necessary.
- All records must be kept by IQAC.

We make an effort to pursue a plan of constant improvement and upgrading in our practises and processes, and we regularly examine the policy to determine its on-going applicability and to track compliance.

Date: 24/07/2017

Place: Malegaon