

GONDIA EDUCATION SOCIETY'S

MANOHARBHAI PATEL COLLEGE OF ARTS, COMMERCE & SCIENCE

SADAK ARJUNI, GONDIA-441807

(AFFILIATED TO R.T.M.NAGPUR UNIVERSITY)



Cycle-1

**Assessment & Accreditation by
NAAC**

**CRITERION I:
CURRICULAR ASPECTS**

QnM-1.1.1: The Institution ensures effective curriculum delivery through a well planned and documented process

Gondia Education Society's



Estd. 2009

MANOHARBHAI PATEL COLLEGE OF ARTS, COMMERCE & SCIENCE

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Declaration

The information, reports, true copies of the supporting documents, numerical data, etc. furnished in this file is verified by IQAC and found correct.

Hence this certificate.

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MANOHARBHAI PATEL COLLEGE OF ARTS
COMMERCE AND SCIENCE SADAK ARJUNI
DISTRICT GONDIA

CURRICULUM DELIVERY POLICY AND
PROCEDURES





Introduction:

Curriculum typically refers to the knowledge and skills students are expected to learn in and environment through interactions, experiences, planned and unplanned activities, events. It is concerned with both content and process. Content refers to what are students expected to learn.

Process refers to an arrangement of instructional material provided to the students. The process includes the units and lessons that teachers teach; the assignments and projects given to students; books, reading materials, audio-visual materials provided in a course; and the different assessment methods used to evaluate student learning. This must be set in such a way that learners gain knowledge and understanding, develop skills, and alter attitudes. Curriculum delivery is a strategy by which a curriculum enables students to achieve their learning goals. The processes involved in curriculum delivery are teaching, learning support, advice, guidance, interaction, mentorship, participative and collaborative learning. Along with this cultivation of reasoning skills, robust feedback, assessment and counseling are also varied processes involved in curriculum delivery. Curriculum used in MB Patel College of Arts Commerce and Science Sadak Arjuni is designed by RTM Nagpur University Nagpur University. Teachers from the college are actively involved in curriculum design through members of Boards of Studies members of syllabus committees, and participation of syllabus revision workshops. The college has designed its policy and procedure to implement University curriculum for student learning.

1. Policy Statement:

M. B Patel College of Arts Commerce and Science Sadak Arjuni has a coherent, sequenced policy for curriculum delivery that ensures consistent teaching and learning expectations and a clear reference for monitoring learning across the year levels. The policy has been developed on the basis of evidence-based teaching practices and to which assessment and reporting procedures are aligned.

The college has commitment to

- ❖ The learner centric approach in curriculum delivery from Teaching, Learning and Assessment (TLA). It provides support, guidance to progression to work and/or Higher Education.



- ❖ Providing TLA support which extends equality of opportunity to all.
- ❖ Assure empowerment to the learners appropriately so they meet curriculum expectations and fulfill their individual potential. This is done through clear, unambiguous and unbiased advice and guidance by faculty via assessing the Skills, knowledge, aspirations and potential of each individual.
- ❖ Personalization of TLA which is based upon learners' qualities such as skills, knowledge And prior experiences and provide an instruction, coaching and support which ensures they progress effectively towards their personal goals.
- ❖ Provide different learning method that suit learners" abilities.
- ❖ Ensure that learners are provided with a programme of study which best fulfils their Current and future needs.
- ❖ Effective assessment of learners initial abilities and planning appropriate strategies Accordingly for advanced learners and slow learners.
- ❖ Assessment to judge learners progress through frequent use of a variety of valid, Reliable, sufficient, fair assessment methods generating formative and summative methods.
- ❖ Formulation of mechanism for constructive feedback on assessment which will enable teachers to see whether learning outcomes achieved or not. Based on feedback provide effective guidance to needy learners that enables them to improve knowledge, competence, and the professional skills necessary to support independent learning.
- ❖ Keep accurate and sufficient assessment records. This helps in planning of delivery and Reporting of progress to learners as well as other stakeholders.

2. Graduate Attributes:

Our graduates have the knowledge, skills and attitudes as we collaborate closely with industry and other stakeholders. Hence students therefore they succeed in their profession and are able to become leaders in their field.

Academic Excellence

- ❖ In-depth and extensive knowledge, understanding and skills in their chosen discipline and understanding of the interconnectedness of different disciplines.



- ❖ Attempt to contribute in the creation of new knowledge and understanding through research and inquiry.
- ❖ Ability to apply knowledge to the real world problems.
- ❖ Capacity to participate in collaborative learning and to deal with unfamiliar problems
- ❖ Employ up-to-date and relevant knowledge and skills
- ❖ Use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems
- ❖ Work collaboratively as part of a team, negotiate, and resolve conflict;
- ❖ Display initiative and drive, and use their organization skills to plan and manage workload.
- ❖ Take pride in their professional and personal integrity

2. Communication:

- ❖ An ability to communicate effectively for different purposes and in differentiated constructive discussions and debates.
- ❖ An ability to use appropriate style, methods and resources in communication.

3. Personality and Leadership:

- ❖ An awareness of personal strengths and weaknesses
- ❖ A capacity for self-reflection, self-discovery and personal development awareness of self-discipline in everyday aspects of life and work.
- ❖ Confidence in taking risks and challenges
- ❖ An ability to initiate and implement constructive change in their communities, including professions and workplaces.
- ❖ An ability to engage in meaningful public discourse, with a profound awareness of community needs.

4. Global Citizenship:

We support students to gain the knowledge and confidence to be global citizens.



- ❖ An understanding of social and civic responsibilities and readiness to accept them
- ❖ An awareness and appreciation of social and cultural diversity and secularism
- ❖ An awareness and appreciation of human rights, equity and ethics.

Thus the graduates from our institute can:

- ❖ Think globally about issues in their profession;
- ❖ Adopt a balanced approach across professional and international boundaries
- ❖ Understand issues in their profession from the perspective of other cultures;
- ❖ Communicate effectively in diverse cultural and social settings;
- ❖ Make creative use of technology in their learning and professional lives;
- ❖ Imbibe moral and ethical behavior in their professional and personal lives.

5. Learning Objectives:

The college has stated learning objectives as follows.

As graduates of MB Patel College of Arts Commerce and Science Sadak Arjuni, students will be able to:

- ❖ Demonstrate the ability to prepare and communicate effectively using listening, speaking, reading, and writing skills.
- ❖ Demonstrate the ability to lead and work with others effectively.
- ❖ Use computer and new technologies effectively to gather, process, and communicate information
- ❖ Acquire and demonstrate analytical and problem solving skills using critical and creative thinking and scientific reasoning within various disciplines.
- ❖ Demonstrate knowledge of diverse cultures, including global and historical perspectives.
- ❖ Recognize ethical issues in organizations and its application to issues in society.

6. Curriculum Delivery Strategies

Curriculum is the formal mechanism through which intended educational means are achieved. MB Patel College of Arts Commerce and Science Sadak Arjuni implements the

curriculum designed by RTM Nagpur University Nagpur . The curriculum delivery strategy used by college is Implementation is an interaction between those who have created the programme and those who are in charge of its delivery. The coordination and involvement of different individuals is essential for the successful implementation of the curriculum programme. The college has a coherent, sequenced plan for curriculum delivery that ensures consistent teaching, learning and assessment procedures which has a clear reference for monitoring learning across the year levels. Among the key players identified are: teachers, students, Vice Principals, Principal, etc.



7. Academic Planning

(a) Faculty Meetings

In faculty meetings entire teaching staff comes together and discusses. This provides a precious opportunity for enhancing instructional capacity of the students. The Principal organizes Faculty meetings at the commencement of every semester. The Principal is the facilitator of the activities. He leads the meeting and promotes the participation of all teachers through discussions. In the meeting detailed discussions are held regarding the academic calendar, the changes in the curricula if any, workload distribution as well as the measures to be taken for the effective implementation of the curricula. Sometimes, critical decisions require input from the entire staff of the college. Head of the departments and faculty members are free to express their view. Fruitful suggestions given by them are incorporated in the planning. Distribution of committees among staff members is facilitated in the first meeting of first semester. Through these meetings the college gets a vivid idea about the changes in the curricula and accordingly the Principal gives instructions to the Librarian for the expansion of the library in relation with the curriculum At the end of each semester, the faculty meeting is arranged in which there is a detailed discussion of execution of teaching learning activities.

(b) Departmental Meetings

Heads of the Departments organize faculty meetings at department level. In these meetings distribution of workload and its effective implementation are discussed. Workload

distribution is submitted to the principal as well as timetable committee. Regular discussions are held between Head and staff of the department. In these discussions strategies are decided to attain program specific outcomes and course outcomes.



(c)Time - Table

The timetable is a necessary instrument for the efficient working of a college. It reflects the entire educational programme of the college. Time table provides the framework within which the work of the college proceeds. It is the tool through which the purpose of the college is to function. Proper time table helps in following:

- ❖ Time table helps to plan everything in advance. It ensures smooth and orderly working of curricular activities. Teachers and students know in advance their roles as well as the time they are to devote to each activity. The timetable places proper persons at their proper places, at the given time and in the proper manner.
- ❖ The timetable guides students and teachers what is to be done at a particular time which prevents wastage of time and energy. This enables both learner and the teacher to pay attention on one thing at a time. It ensures that the activity and energy of an individual is directed in a particular direction. It helps student and teacher to prevent confusion, duplication, overlapping and unnecessary repetition of the work.
- ❖ The timetable helps to distribute workload to each teacher according to guidelines. With the help of the timetable, the Principal can keep track of the working of each teacher.
- ❖ The timetable helps college to adjust curricular activities according to needs of students. This helps students to plan their study as well as their activities. This is very essential for the all-round development of the students
- ❖ The time table ensures equitable distribution of time to different subjects and activities. The timetable directly aids discipline in the college to a great extent.
- ❖ Thus a good timetable not only facilitates work, but also adds efficacy in various spheres.

Working of timetable committee:

- ❖ To prepare the Academic Calendar and get it approved from the Principal.
- ❖ Collect the information of classes, courses and the number of lectures allotted for each course.

- ❖ Collect Individual faculty's teaching load in the department from head of the department.
- ❖ Lab-wise subject allotment.
- ❖ To prepare the following timetables at the beginning of each semester.
- ❖ Assign classrooms and tutorial rooms according to requirement of each department.
- ❖ Ensure optimal use of infrastructure required for curriculum delivery
- ❖ Using class timetables, prepare the timetables of individual faculty and labs.
- ❖ Make the class timetables available on the notice board for students' reference.
- ❖ With regard to the individual faculty and lab timetables, provide s Principal and the concerned faculty member/ lab in charge.



Role of Teacher

The Code of Professional Conduct and the Declaration of Rights and Responsibilities for Teachers identify them as major promoters for the educational welfare of students. The teacher introduces many aspects of variance into the instructional system. The level of intelligence, content knowledge, communication competence, and experience are important aspects of teacher. All these elements influence the teacher's choices of verbal and non-verbal communication behaviors in instruction. The college has well defined code of professional conduct for teachers. Any two teachers may not communicate exactly the same way. Typically, individual teachers tend to have consistent communication behavior patterns which are observable by students. Sometimes students have perceptions of teacher even before they take a given class with that teacher. The perception may be based on information received from other sources. However, students will begin to develop perceptions of the teachers as soon as they begin to be exposed to him or her. These perceptions may be weak and stereotypical at first, but they become stronger as exposure continues. These perceptions will be generally primarily on the basis of the teacher's verbal and non-verbal behaviors.

College Advices teachers on.

- ❖ Improving teaching skills
- ❖ Making lectures interactive and student centric
- ❖ Using technology in instructional transactions
- ❖ Promoting group work among the students



- ❖ Arranging co-curricular activities
- ❖ Improving assessment methods
- ❖ Making students aware of importance of feedback

Workshops and Refresher Courses

- ❖ The college encourages the faculty to attend Syllabus Revision Workshops in order to upgrade them with the changed syllabi.
- ❖ The college organizes Syllabus Revision Workshops in different subjects in order to update the faculty with the new curricula.
- ❖ In addition to the regular subject classes, the college also organizes special lectures by inviting experts from various fields to share their knowledge with the students.
- ❖ The college also organizes special lectures under the Quality Improvement Programme of the University for its students. Through these lectures the students get an additional input on the syllabi.
- ❖ Different departments organize study tours and field visits which enable students to relate the theoretical knowledge with its practical application.
- ❖ Furthermore, for effective curriculum delivery, the college has got the provision of special/ remedial teaching for slow learners.
- ❖ The faculty members are encouraged to use ICT for effective teaching.
- ❖ Students' feedback is obtained and the necessary steps are taken to improve teaching performance of the teachers to benefit the learners.
- ❖ Project work and assignments are taken to promote self-learning.

10. Support to Teachers

Procedural Support:

- ❖ Teachers are guided through faculty meetings. The issues regarding the distribution of workload, organization of programmes, workshops, students' activities are discussed for the effective delivery of the curricula. Taking into account the results of the previous exams and academic status of the newly enrolled students teaching strategies to be

adopted are seriously discussed. Organization of guest lectures, remedial teaching and counseling are the measures taken up.

- ❖ The college purchases new text books, reference books and equipment according to the requirements of syllabus.
- ❖ Time table committee of the college prepares an annual time table with adequate number of lectures and practical for each course/programmer.
- ❖ Teaching diaries are provided to the teachers to prepare teaching plans and to document their academic, research and extension activities.
- ❖ The college provides seminar halls, computers, internet facility to the teachers.
- ❖ Class tests, tutorials, students' seminars are conducted in order to identify the students difficulties, problem areas and then the faculty tries to solve the students' problems by revising the topics. Remedial teaching is arranged for slow learners. ICT teaching-learning tools are made available to the teachers and students.
- ❖ Library facility, book bank scheme, reading room are made available for the students

Mentorship:

The college has a mentor system. To monitor the overall performance of the students each faculty member has been assigned the mentorship of some students.

Role of Mentor:

- ❖ The mentor records the profile of all the assigned students with regards to their academic performance and participation in club activities and any other initiative. Students can contact their mentor for any academic or Non-academic support.
- ❖ The actual role of the faculty or staff mentor is one of nurturing and providing support for a student during the difficult transition period.
- ❖ A group of students is allotted to each teacher.
- ❖ List of students with their mobile numbers, email id are made available to mentor.



- ❖ The mentor contacts his/her mentee and identifies their interests of learning, their difficulties etc.
- ❖ Mentor also keeps track of students' attendance in the classroom by taking from other teachers about class attendance.
- ❖ Defaulter students are called by mentor and their difficulties are identified and solutions suggested. Thus the college strives to ensure that the stated objectives of the Curricula are accomplished in the course of its implementation.



11. Evaluation:

In the final step, it is important for the teacher to evaluate the actual effectiveness of instruction. Evaluation is feedback from the instructor to the student about the student's learning. It uses methods and measures to judge student learning and understanding of the material for purposes of grading and reporting. To get the total picture, teacher must evaluate the entire instructional process. The evaluative process may take place in a variety ways such as

- ❖ Formal and informal ways including group discussions.
- ❖ Exit interviews, distribution and collection of assessment instruments.
- ❖ Semester end examinations.
- ❖ Gathering the data regarding instructional effectiveness will provide a basis for subsequent basis for subsequent revision to the curriculum itself.

12. Feedback from Stakeholders:

Feedback from **Faculty, Students, Alumni, Employers and Academic Peers** is important to judge effectiveness of curriculum. The college will collect feedback from all these stakeholders. The feedback on respective courses and programs will be analyzed by the concerned departments workshops conducted for revision of curriculum. The outcome of parents-teacher meetings as well as the report from the administration will also be taken into consideration while forwarding suggestions to the BOS.

The policy ensures the following:

- ❖ Stakeholders have the opportunity to provide feedback, including Current students, Current staff, alumni, industry partners, academic peers, community groups and other interest groups.
- ❖ Feedback can be provided by individuals on their initiative or in response to requests by the College
- ❖ Feedback processes will be systematic, rigorous and respectful of the rights of students, staff and other stakeholders.
- ❖ Feedback responses will be considered and, where appropriate, enacted in a timely manner, mechanisms for providing feedback vary according to the needs of the College and stakeholder groups feedback shared with staff responsively and in sufficient detail that will allow staff sufficient information to reflect fully on their capacity to promote the principal of excellent teaching.

