



POLICY

1. Policy Title: **Curriculum Delivery**

2. Policy Objectives and purposes:

- ✓ The policy is framed to design systematic curriculum delivery planning and documentation
- ✓ The policy aims at proper execution of well prepared academic calendar, Time table, updated university syllabus for better educational outcome of the students
- ✓ The policy aims to cater students' need for their overall development through curricular and extracurricular activities and to make them employable and a good human being.
- ✓ The policy aims at keeping systematic records of teaching plan, its implementation, subject files and other relevant documents by subject teachers & respective departments and to submit it to IQAC.

3. Policy Scope:

- It applies to all stakeholders.
- The policy specifies the core subjects and electives/foundation courses prescribed by the University to be taught branch wise.
- It aims to distribute the subjects to all teachers as per their liking and expertise for proper delivery of curriculum.
- It ensures the execution of tasks given to all committees and its analysis.

4 Step by step process involved:

- I. Preparation of academic calendar and time table by IQAC before commencement of actual teaching.
- II. Each department to conduct faculty meeting for Subject distribution.
- III. All subject teachers has to prepared subject file containing all mandatory documents such as time table, academic calendar, students list , teaching plan, syllabus, old question papers etc. for each semester.
- IV. Records of all exam results, students' feedback and action plan to be included in the subject file.
- V. Monthly review to be carried out by IQAC
- VI. IQAC to monitor all activities mention in academic calendar and keep their record whether it is going accordingly or not.
- VII. All notices to be circulated to students of all the events.
- VIII. IQAC to suggest the necessary action plan to be taken for each activity.



NAGPUR SHIKSHAN MANDAL'S

SHRI BINZANI CITY COLLEGE

(S. B. CITY COLLEGE)

RE-ACCREDITED BY NAAC 'B++' (CGPA 2.87)

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- President
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- Secretary
DR. HARISH RATHI | 9730037001
- Principal
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9822714241

- IX. All teachers to keep record of the activities given to them like teaching plan, assignments, viva, industry visits, study tour, field work, remedial classes, practical records, sport activities, internal marks, etc and submit it to IQAC at the end of each semester or whenever required.
- X. IQAC to maintain all records.

5 Terms and conditions:

- I. Time line of curriculum delivery according to academic calendar should be followed strictly by all teachers.
- II. If syllabus is not completed as per teaching plan, extra classes should be conducted.
- III. Monthly report should be submitted to IQAC through HoD.
- IV. Subject teacher should be aware of updated University syllabus and discusses it with students.
- V. Classes should be conducted as per timetable strictly.

6 Outcomes:

- Planned curriculum delivery would results in academic excellence
- It ensures active Involvement of all students and teachers.
- It would help to increase the university result.
- It would develop the research attitude in teachers and students as well.
- Students would be strong enough socially, politically with quality education which makes them self reliant.
- It would ensure the proper documentation of the policies.

7 Outcome measurement parameters and period of measurement:

- Preparation and distribution of subject files
- Monthly review of teaching plan and daily diary.
- Students analysis through class tests, assignments, viva, project work, practical records, dissertation, university results.
- Participation of students from local to global platform.



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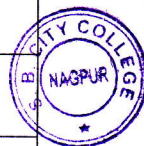
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8. Period of measurement : Academic review : Monthly
9. Policy execution responsibility rests with : In-charge of NAAC Criteria I
10. Review to be made by : IQAC
11. Review frequency : Monthly

Approved By:

NAME	SIGNATURE	DATE
Dr. Sujit G. Metre, Principal		23.08.21
Dr. P.S. Kane Coordinator-IQAC		23.08.21



Document Updates	
Policy Date	23.08.2021
Created by	Dr. S. M. Tundurwar
First Revision	
Approved By:	Dr Sujit Metre (Principal)
Second Revision	
Approved By:	

