1.1.1

The institution ensures effective curriculum delivery through a well-planned and documented process.

The institute is affiliated to Kannur University and implements the curriculum prepared by the BoS of Kannur University. The institute has developed a structured and documented process for implementing the curriculum. It is as follows:

* Before the commencement of the semester, the faculty members prepare an academic calendar, based on the calendar prepared by the affiliating University. This academic calendar includes the dates for internal examinations, seminars, workshops, expert talks, add-on programs and other co-curricular and extra-curricular activities.
* Faculty members choose the topics they like to teach. Care is taken to accommodate the interests of the faculty, as much as possible.
* HoD prepares the class timetable, and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students. It is also published in the college website and moodle.
* HoD meets the students after the last University examination, reviews the semester completed, and discusses with them about the next semester. He incorporates the suggestions and prepares the course plan and distributes them at the beginning of the next semester.
* Faculty members revise the COs of their courses, and prepare/update their lecture materials. Lecture materials include notes, slides, animations and references to additional resources like NPTEL, ePGPathsala, Swayam etc. The syllabus is enriched by adding contents beyond syllabus, to ensure achievement of the COs. Faculty members also prepare assignments and case studies in advance. They also prepare a question bank of their courses. Resources like relevant websites and e-resources are made available for advanced learners.
* Lab manuals are prepared and they contain experiments based on the syllabus and beyond it.
* Each faculty maintains a course file, which contains his/her daily academic activities like portions covered, home assignments given, question papers prepared for evaluation, assignments/case studies conducted etc.
* Each faculty conducts a weekly test of 10 minutes duration, to ensure that the students systematically study the lessons.
* The internal examinations are conducted in the University examination pattern, adhering to the semester plan. Care is taken to test the CO attainment, through the internal examination. The answer scripts are returned to the students within three days and the answers are discussed in the class, so that the students can understand the mistakes they made.
* IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc.
* After each internal examination, a progress report is prepared and sent to the parents. The report contains weekly attendance, marks of the weekly test, marks of internal test and assignment, class average and class highest marks.
* The result is discussed in a staff meeting. Remedial measures for the needy are decided during this meeting. IQAC follows up its implementation. Performance improvement of the advanced learners are also reviewed during this meeting.