

## Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 9001-2015 Certified

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### OFFICE OF DEAN ACADEMICS

### Policy Document

KLEF/ODA/2.2/P22001/2021/V1.0

Date: 16/12/2021

### Title: Semester Readiness Program (SRP)

#### 1. Policy:

All Course coordinators (CC) and Course Instructors (CI) are required to undergo SRP before commencement of the semester class work as per the circular issued by the office of dean academics (ODA). The objective of SRP is to prepare the faculty to effectively deliver the courses allotted to them in the upcoming semester. It is a collaborative process which involves the faculty taking the course to plan the delivery, identify the pedagogy best suitable for various topics, the source of the contents, instructional design, evaluation plans, etc.

#### 2. Outcomes:

- Ensures the preparedness of faculty in all respects for the course
- Enhances the confidence of the teachers towards effective delivery of the course by equipping themselves with the recent developments of the domain.
- Enhances the planning capabilities and professionalism among teachers by sharing the best practices.
- Enhance the learning outcome of the learners that results in better opportunities.



### **3. Guidelines:**

SRP is to be planned in three phases where phase-I is an independent learning phase and Phase-II and III are to be through involvement of all the course team members.

#### **SRP PHASE I (INDEPENDENT LEARNING PHASE)**

##### **SRP PHASE I - GOALS:**

- a. SRP Phase I is an individual phase where each faculty is assigned a topic/module/CO by the Course Coordinator. The faculty then individually works on those topics and creates a repository of various components related to course delivery and Active Learning Methods (ALM's).
- b. Course teams and their CCs must create WhatsApp/Telegram groups and Office 365 groups for conducting the SRP Phase I & II.
- c. It is the responsibility of individual faculty to know their work allocation in their course for SRP phase I & II.
- d. Main Campus Course Coordinators MUST communicate and coordinate with the Off-Campus Course Team in finalizing the course content, handout, material, ALMS, Question Papers etc.

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##### **SRP PHASE I - OUTCOMES:**

For the CO and topics assigned,

- e. Plan the Blooms level-based content mapping, activities for ALMs (List of the ALM's as per Annexure I), and delivery materials (Viz PPT's, CO wise faculty prepared material, reference videos) etc.

##### **RESPONSIBILITIES OF THE CC and PROF. IN-CHARGE ACADEMICS:**

- f. Course Coordinator and Prof. InCharge must monitor the progress of the SRP Phase-I outcomes and summarize the same at the end of phase 1 and submit the report to HoD (as per Annexure II).

## **SRP PHASE II (GROUP PHASE)**

### **SRP PHASE II — GOALS:**

- a. All faculty belonging to a course team must be at a uniform knowledge and delivery level. Appropriate short term FDPs may be planned as per the requirement in coordination with Academic Staff College.
- b. Consolidation of e-Content, ALMs, Assignments, Quizzes, Tutorials, Lab experiments, identification of subjects for Open Book Tests and Project specifications.
- c. Evaluation of the quality of Question Papers and ensuring 50% of Higher Order Thinking Questions in all exams (to be verified by CC, HoDs are required to verify it for all the subjects, Principal/Dean is required to verify for one subject per semester per department at random and Dean Academics will verify for one subject per program at random).
- d. Preparation of video lectures for the course.
- e. Identification of Industry Lectures on specific Outcomes.
- f. Benchmarking of the evaluation with respect to Online Platforms.
- g. Identification of Micro learning path towards imparting a specific skillset that helps the students in doing a project.
- h. Information to Dean Academics Office through proper Channel and Justification about courses which includes open book examination (In-Sem & End Sem) on the next day of the completion of Phase I.

### **SRP PHASE II - OUTCOMES:**

- a. Approved (Second level vetting) Course Handout in ERP.
- b. Approved (Second level vetting) Question Papers for Sem-In Exam 1(3-Sets), Sem-In Exam 2(3-Sets) and Sem-End Exam(4-Sets) in ERP.
- c. Vetted Course related aspects (refer 1.b, c, d, e, f, g).
- d. Well Trained faculty.
- e. Well planned benchmarking/micro learning for the subject.



### **ROLES OF DEPARTMENTS (HODS):**

- f. Create a schedule (3 hours slot with specified room number) for each course. (Annexure III)
- g. Take attendance for each course daily. (Annexure IV)

### **RESPONSIBILITIES OF THE COURSE TEAM:**

- h. All Team members must be present in the allocated rooms (offline/ online) in the scheduled slot.
- i. Course teams must discuss and finalize the course material prepared by the individual faculty.
- j. Course teams must consolidate and finalize ALMs, Quizzes & Assignments for all topics (Benchmarking).
- k. Course teams must solve all tutorial problems and additional practice problems.
- l. Course teams must prepare the (Micro Learning) projects required for project-based labs (PBL).
- m. Course teams must finalize their course delivery plan and session plan.
- n. The course team must meet all deadlines for uploading various documents and resources CO-wise into ERP.

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### **DUE DATES RELATED TO SRP PHASE II:**

- a. Uploading of course handouts in ERP and department level approvals (1<sup>st</sup> and 2<sup>nd</sup> level) (vetting team & HoD) to be completed within a day of completion of Phase II.
- b. Uploading of Sem-In Test 1, Sem-In Test 2 and End-Sem Question papers in ERP after being duly approved by the vetting team (1<sup>st</sup> and 2<sup>nd</sup> level-vetting team & HoDs respectively, including PG Courses) within two days of completion of Phase II.
- c. Upload all vetted e-content ALM Quizzes/ Tutorial Lab experiments, Project specifications and assignments into ERP (including PG course) within two days of completion of Phase II.



### **SRP PHASE III (GROUP PHASE)**

**The course committee should ensure that the following activities are carried out in Phase III of SRP and ensure their completion in time.**

1. The course team should prepare/finalize interactive video lectures.
2. Course teams to set up labs with necessary software, hardware, equipment, arrangement & procedures.
3. Course teams gather and practice lab exercises and document the results.
4. Course teams work on PBL and document the requirements and specifications.
5. Course coordinator should upload the course material, ALM, assignments /quiz questions (as planned in the course handout) in LMS / ERP.
6. Course team should set deadlines in LMS for submission of ALM, assignments /quiz questions/ labs/tutorials/ Projects.

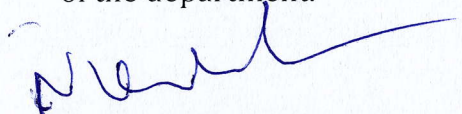
### **SRP PHASE III - OUTCOMES:**

- a. Finalized video lectures.
- b. Lab setup with required hardware / software
- c. Finalized list of lab experiments and documents
- d. PBL document specification
- e. Availability of course materials, Schedule of ALMs, Quizzes, assignments in ERP / LMS.

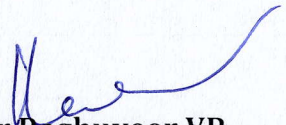
### **ROLES OF DEPARTMENTS (HOD):**

- f. Verify the progress of the activities using the checklist given. (Annexure V)
- g. Ensure 100% compliance on the completion of the activities.

The Academic Audit Committee will be conducting an Audit of the SRP process within a week after the completion of SRP Phase 3 in the principal's office with the Outcome checklist and evaluate it towards Academic Process Excellence Indicator (APEI) score of the department.



**Dr. N. Venkatram**  
Pro Vice Chancellor



**Dr Raghuveer VR**  
Dean Academics