

### **1.1.1: The Institution ensures effective curriculum delivery through a well planned and documented process:**

The South Indian Education Society's Graduate School of Technology affiliated to University of Mumbai (UoM) takes adequate and timely measures to ensure effective curriculum delivery. A well planned and documented process is in place and followed throughout.

- As per the academic schedule given by the University of Mumbai(UoM), a well-structured academic calendar is proposed by the Principal and is approved by academic council in review meeting. The academic calendar provides the date of commencement of academic session, Term work submissions, Parent Teachers Meeting, Internal Assessment Dates, Tentative Practical/Oral exam dates, final semester examinations etc. The academic calendar is distributed to faculty members prior to the commencement of semester.
- The Institute follows the syllabus prescribed by the UoM. Based on the syllabus and student strength, workload is calculated every semester by the heads of the departments (HoDs). Depending on the expertise, experience, opted choices and the actual requirement in the department, the subject allocation is done. The time table committee prepares the time tables (for class, laboratory and Individual faculty) for all programs every semester.
- The allotted subjects, timetable and academic calendar are conveyed to all the faculty members of the department. Every faculty member, in coordination with the course coordinator, finalizes course outcomes to achieve program outcomes and program specific outcomes, makes a session plan for efficient content delivery of the allotted subject, prepares teaching material, laboratory manual, assignments, etc.
- In addition to traditional classroom teaching, faculty members also use various ICT tools and active learning strategies. The process is also supplemented with an online learning management system to make it more effective.
- Each faculty maintains a handbook for all the records related to session plan, individual time table, academic calendar, attendance and continuous evaluation of student and other curricular related data. The faculty handbooks are regularly reviewed by the respective HoDs and Principal.
- Each faculty member maintains a course file consisting of syllabus, extended syllabus copy, course notes, laboratory manual, university question paper, course outcomes, mapping of course outcome with program outcomes and program specific outcomes.
- The gap analysis is done for all the courses belonging to the program. The gap may be prerequisite gap, course gap, semester gap or program gap. Discussion on the course gaps is done in the departmental advisory board meeting so as to bridge them with relevant guest lectures, seminars, workshops, value added courses, industrial visits, implementing projects etc.
- Review of coverage of the syllabus at each department is done by respective HoDs fortnightly and monthly by the Principal.
- The academic performance of students is continuously and meticulously monitored by conducting special tests, Mid Term exams, during the semester to assess the learning levels of students.
- All notifications are issued to the students through their official email ID's (earlier GSuite and now Microsoft 365). Feedback from students is obtained for faculty, curriculum and infrastructure. The Principal and the Managing council of the SIES take necessary action based on the feedback.

SIESGST, thus ensures effective, up-to-date curriculum planning and delivery.