***2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution***

Describe the Preparation and adherence to Academic Calendar and Teaching plans by the institution within the minimum of 500 Characters and maximum of 500 words.

Documents:

The College has a well-structured system of preparing and adhering to the **Academic & Teaching Plans**.

* In the beginning of the academic year each Department finalizes their activities for the year. Once the activities are shortlisted these are reflected in the academic planner that is laid out by the college. This **Academic Planner** is made available to all the staff members and students so that they can be aware of the activities happening across various departments. College adheres to the Goa University calendar with 15 weeks of teaching (90 instructional days). This is then micro scaled to individual teaching plans.
* At the **commencement of the semester**, every Faculty is expected to create a **Course Page on CLAAP**. All the necessary information about the course (Course Details and Schedule, list of mandatory and supplementary readings, Class Policies, Assessment Modes with tentative dates, etc) are made available in the introductory segment of the course page.
* One of the important components of this introductory segment is the **Teaching Plan.** Teachers make a Teaching Plan outlining the sequence of the 45/60 lectures that will be conducted for that particular course. This plan includes the Lecture Number, Unit Name, Topic that will be covered, the mandatory and supplementary reading for the concerned topic. This lesson plan also includes the links to YouTube Videos or PowerPoint slides that the teacher will use for teaching that particular topic. The schedule of revision lectures, assessments and feedback on assessments are also indicated in the teaching plan. The OCW (OpenCourseWare) offered by MIT was referred to get an idea about organizing the course related material on Google Classroom/Moodle. Some Faculty also make an **Exhaustive Lesson Plan** which gives the students a central hub to access all the course related Materials, Schedules, References and Links to lecture notes. This plan also enables teachers to plan the assignment of appropriate number lectures to teaching of modules, Assessments, Self study classes, Tutorials and Feedback. Overall, the Teaching Plan enables the teachers to plan their semester systematically and helps the students to access all the information pertaining to the course content in a single document.
* With an aim to **ensure Quality and Effectiveness** of the teaching-learning and evaluation process at the time of Academic Audit, the adherence to the number of lectures/practical’s taken vis-à-vis those assigned by the BoS is looked for and explanation sought for any variances.
* Apart from this information, all the **Course-related resources** (Lecture notes, research articles, videos, weblinks) are also made available to students in an organized format. LMSs mentioned above allow teachers to create a centralized repository of various sources of information to ensure that the students are introduced to real-time research and other relevant information. This kind of information has helped the students to take the leap from a defined higher secondary text book content to research-based learning.