

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Keeping the course outcomes in mind the college academic committee prepare semester academic plan based on the syllabus given by the university. Each faculty member prepares a course file that includes the timetable, lecture plan, course outcomes, unit-by-unit notes, previous question papers, and previous performances. The faculty will cover the university syllabus using various teaching methods such as chalk & talk, ppt, Quiz, Group Discussions, Brain storming and teaching aids such as black board, project, ICT and MOOCS etc.

HODs monitor the teaching process by thoroughly observing whether all units of the syllabus are covered or not and the Principal will analyse the class work process. The committee meets twice a week to discuss and find a way, to develop and ensure the quality of the teaching and learning process.

Course File: Aditya Degree College, Kakinada follows the prescribed curriculum of Adikavi Nannaya University, Rajamahendravaram. For the smooth and successful conduction of course, we make lesson plan, objectives and outcomes of the course for every semester in programme.

Allocation of faculty to the Courses: Faculty members are assigned courses by the Head of Department considering their strength and also preferences.

Preparation of Time tables: Lectures, Projects, Seminars, counseling sessions, sports and library time slots are all included in the class-by-class time tables. Separate timetables are created for lab classes. Individual faculty timetables are created to reflect the full scope of his or her responsibilities.

Development and Execution of Lesson Plan: Each faculty member creates a detailed lesson plan for each topic that includes the textbook(s), reference book(s), web resource(s), and Technological tool(s) that will be used. It also includes topics to be covered outside of the curriculum, which are then circulated to the students only after Head of the Department confirms it.

Assignments, quizzes and remedial classes for slow learners are conducted to enhance the knowledge of the students.

Teaching Methods & Content Delivery: In addition to the classic lecture style, new and innovative teaching strategies are used to communicate the subject. To encourage students' active participation, learner-centric strategies such as collaborative learning, video lectures, quizzes, group discussions, and so on are used.

Tutorial/Assignments: Faculty prepare solutions for mathematical and analytical subjects, as well as assignments and assessments that incorporate past university problems as well as other important questions.

Evaluation: The HOD, who is followed by the Principal, conducts a periodic review of the syllabus coverage and students' regularity. Regular sessions with Class Representatives are used to solicit suggestions for improving the teaching-learning process.

Assessments: The assessment is done in two ways, as per the regulations of the affiliated University:

1. **Internal Assessment:** Internal assessment can be done by conducting internal examinations (2 mid exams per each semester) based on the academic calendar and the timetable for conducting examinations given by the University.

External Assessment : The external assessment is based on the semester-end examinations and practical conducted by the university.

1.2.2 Percentage of students enrolled in Certificate/Add-on/Value added programs as against the total number of students during the last five years

Response: 34.78

1.2.2.1 Number of students enrolled in subject related Certificate/Add-on/Value added programs year wise during last five years