

**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**

For ensuring effective curriculum delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal assessment following planning and documentation have been carried out:

| Name of Activity | Description |
|-----------------------------------|---|
| IQAC Meeting | At the start of every academic semester IQAC meeting is being carried out, which is attended by Principal, all the Deans, Head of Departments, Registrar and IQAC coordinator where schedule for academic planning and strategies related to various curricular, co-curricular & extra-curricular related activities are discussed. |
| Department Meeting | After IQAC meeting, each department Head conducted department meeting and discussed regarding academic planning and other activities. |
| Academic Calendar (Institute) | The Institute Academic Calendar is finalized in alignment with the University calendar which includes curricular and non-curricular activities. |
| Academic Calendar (Department) | Each department has slight changes in their academic calendar w.r.t. Institute Academic Calendar matching their academic needs. |
| Subject Choice | Subject choice from faculty members are collected during Academic load distribution. |
| Academic Load Distribution | Teaching loads are done according to the choices given by the faculty based on their area of specialization, experience and subject preferences. |
| Time Table | Time table includes all the theory and practical related schedule. |
| SIM (Students Information Manual) | SIM (Students Information Manual) is prepared and includes Vision Mission of Institute as well as Department, PO's, PSOs, Academic calendar (Institute & Department), University Syllabus, Question Bank etc. are included which is circulated to all students (soft copy) as well as posted on the college website. |

Dr. J. J. Magdum College of Engineering, Jaysingpur

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Gat No. 289 (314/330), Shirol-Wadi Road, (Agarbhag), JAYSINGPUR - 416 101. Dist. Kolhapur (M.S.)

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| Name of Activity | Description |
|------------------------------|--|
| Faculty Academic Diary | Faculty Academic Diary includes all the relevant planning documents related to teaching learning process & provision to update the records related to attendance both theory and practical/tutorial , Continuous work assessment, Quiz Marks, Project Marking Scheme, Proctor meeting report & faculty development related activities. |
| Course Outline | Course outline is prepared includes PO's, PSOs, CO Mapping of CO-PO, lecture planning etc. |
| Teaching / Practical Plan | Teaching / Practical Plan helps faculty members to do appropriate planning of teaching learning process. |
| Teaching –Learning resources | All subject teachers prepare teaching – learning resources of their respective subject. |
| Faculty Development Programs | The College encourages its faculty members to attend AICTE/ISTE/University-sponsored Orientation/Refresher Courses/Workshops/Seminars to keep their expertise up to date and improve their teaching practices. |
| Industrial Visit | Industrial Visits are useful for giving practical exposure. |
| Course Monitoring Committee | Periodic feedback sessions and action taken report helps in continuous improvement of academic & various other processes. |
| Academic Audit | Academic audits are performed at the department and institute levels to ensure effective curriculum implementation. |
| Link to relevant document | https://www.jjmcoe.ac.in/wp-content/uploads/2022/09/1.1.1_academic-1.pdf |

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| Name of Activity | Description |
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| C.I.E. (Continuous Internal Assessment) | CIA (Continuous Internal Assessment)& ISE (In semester Evaluation) Policy helps to bring transparency about the process of continuous internal assessment. This helps in maintaining academic quality of students. |
| Link to relevant document | https://www.jjmcoe.ac.in/wp-content/uploads/2022/09/1.1.1_CIE-1.pdf |

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