

Government Degree College Kaffota
District Sirmaur, Himachal Pradesh
Ranking of Government Colleges in HP

Criterion 1 Teaching Learning

**Key Indicator 1.2 Curriculum Planning and
Implementation**

Metric 1.2.i Teaching schedule



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1 Teaching Learning

1.2 Curriculum Planning and Implementation

1.2.1 Teaching schedule

Response: Followed 100%

1.2.1.1 Academic Calendar:

An academic calendar is prepared at the beginning of every academic year which includes all the academic activities of the college. The syllabus divided among teachers is published in the department and the time-bound completion of which is ensured by the respective HoDs. Teachers deliver the curriculum in accordance with the teaching plan and the effectiveness is ensured through various evaluation procedures.

Before the commencement of the session, the College Academic Calendar is prepared indicating a tentative schedule of curricular & extra-curricular activities in sync with University Academic Calendar.

An Annual Academic Plan (Academic Calendar of the College) is prepared by the College Advisory Committee every year on the basis of academic calendar of the university and departmental academic plans. It is published in the college handbook and displayed in website. The College Staff Council assists the College Advisory Committee in the process along with timetable and workload committees. The department academic plans are displayed on the department notice boards.

A timeline is suggested in the Academic Calendar to complete the syllabus and the schedule of the internal examinations is kept accordingly. In exceptional cases, the Council takes decision regarding the postponement or early conduct of examination. It happens rarely. Departments make teaching lesson plans for all the courses, detailing the extent of syllabus that will be completed at different time intervals, ensuring completion of at least 75% syllabus before internal examination.

Each department develops its academic timeline in alignment with the college academic calendar. It includes dates for other components of Continuous Internal Evaluation (CIE) viz. assignments, seminars, and projects. All the components of CIE, namely, assignments, seminars, test papers, projects and internships are conducted on time as per the academic calendar.


1.2.1.2 Timetable

The Timetable Committee of the College devises Department and class-wise master timetables, according to the workload specified in the UGC Regulations 2018, which are sent to each Department with guidelines regarding the allotment of classes.

Each Department distributes the classes to the teachers, keeping in mind specialisations and expertise. The individual and class timetables are then sent back to the Timetable Committee for approval and finalisation. The Committee then officially notifies the timetable to each teacher and formally displays it on the College Website.

The timetable is sacrosanct and once notified changes cannot be made without prior permission of the Timetable Committee.

Departments regularly assess and evaluate the percentage of syllabus covered and discuss any problems encountered by the students and teachers.

File Description	Document
1.2.1.1 Teaching Schedule	
1.2.1.2 Teaching Schedule	