Review of Previous semester

-Feedback from faculty
-Review of academic activities
-Surveys

Academic Calendar

-In line with University calendar
-Plan major events
-Plan holidays

Subject Allocation

-Choices filled by faculty
-ref to past experience & result
- Final allocation by HoD
- Copy to Director

Departmental Action Plan

-Allocation of academic responsibilities
-Discussion on course files contents

Review of Course File

-Teaching Plan
-Attendance Register
-Assignment/Tutorials
-Question Bank

PLANNING & REVIEW

VAP & Self Learning

-Spoken tutorial
- NPTEL
-VAP

Industrial Interaction

-Visits
-Training
-Guest Talk
-Workshops

Career Based Counselling

-Aptitude Class
-Special Modules for placement preparation

Mentoring

-Allocation of students to faculties
-Individual Student Mentoring

Departmental Initiatives

Teaching Learning Process (Computer Sc. Dept, IMSEC)

Effective Content Delivery in Class

-Use of Projectors
-Reference Books
-Content Beyond Syllabus.
-Tutorials

Effective Delivery in Lab session.

-Lab Manuals
-Viva & Lab experiments
-Experiment Beyond Syllabus

Extra/Remedial Class

-For core subjects after sessional exams
-Extra class to students

Projects

-Identification & allotment
-Project Contests

Implementation

Effective Monitoring at Dept. Level- HOD & Class Coordinators

-Academic Monitoring
-Class Attendance
-Course coverage
- Meeting with CR
- Quality of Content Delivery/Assignment
-Assignment Allocation / Check on Portal

Effective Monitoring at Director Level

-Academic Monitoring
-Surprise visit to department
-Analysis of Sessional marks

Evaluation & Analysis

-Assignments
-Sessional marks
-Projects
-Attendance
-Course Coverage
-External University Results

Monitoring & Evaluation