

**Supporting Document for Qualitative Metric
1.1.1**



**Submitted to NAAC
By
Einstein Academy of Technology and Management (EATM),
Bhubaneswar**



1.1.1. The Institution ensures effective curriculum delivery through a well-planned and documented process

Response:

The institute abides the norms and guidelines prescribed by the affiliated university for CBCS curriculum delivery and implementation.

1. The institute prepares its academic calendar in line with the University, consists of all technical and nontechnical activities in detail. Classes and internal examinations are planned as per the calendar, thus ensuring complete adherence.
2. The university provides the syllabus with evaluation schemes and course objectives for every course. Courses of the curriculum are allotted to faculty members based on their field of expertise and interest through meeting in the department, well before the start of the semester.
3. Faculty members prepare their individual teaching plan and course file of allotted subject as per the institute academic planner. Accordingly, laboratory manuals are also prepared.
4. In addition to traditional teaching methods, faculty members also follow power point presentations, video lectures, NPTEL lectures, projects, case studies, etc.
5. Invited/guest lectures, seminars, workshops, FDPs, conferences are planned as per the academic calendar.
6. Industrial visits are arranged for industry exposure related to the curriculum.
7. HODs monitor day to day activities in the department w.r.t the time table and academic planner. Students with poor attendance are identified and accordingly class teachers and proctors counsel them for the improvement.
8. HOD takes academic review biweekly and suggests remedial measures. In semester ending he takes feedback from students on implementation of teaching learning process and analyses in the department meeting. For poor feedback corrective measures are advised by HOD and Dean, Academics with the help of IQAC.
9. The schedule for the continuous internal Assessment (CIA) is disseminated well in advance for the convenience of both students and staff. The internal assessment of the course delivery is done by assignments, two internal tests, quiz tests and surprise tests Performance of the students in laboratory experiments are timely assessed and graded according to the performance indicators.
10. Students are also assessed based on their performance in active participation in technical – non technical, cultural, sports etc. students show their talent on various platform provided by institute, Department level students association, Inter collegiate level, state level, National level, International level.
11. The CIA (Continuous Internal Assessment) system comprises (i). Preparation of Question paper based on percentage of syllabus coverage, CO's and Bloom Taxonomy levels by the respective faculty in conjunction with course coordinator. (ii). Scrutiny and Approval of Question paper: is done by the Head of the Department. (iii). Printed question papers in a sealed cover are handed over to the CIA coordinator for the smooth conduction of CIA.
12. The review of internal assessment is taken by the IQAC regularly. The record of internal assessment is maintained at college level.
13. In order to bridge the gap in the curriculum, workshops and value added courses are conducted on regular basis to enhance the technical skills.



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