



PRAGATI ENGINEERING COLLEGE

(Autonomous)

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(Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada)

(Recognized by UGC Under Sections 2(f) and 12 (B) of UGC act, 1956)

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Preparation and adherence to Academic Calendar and Teaching Plans by the institution.

Effective preparation and adherence to an academic calendar and teaching plans are crucial aspects of educational institutions. Pragati Engineering College (PEC) recognises the significance of these processes in providing a well-structured and organised learning environment for its students. The approach followed by PEC in preparing and adhering to academic calendar and teaching plans is described below.

Development of the Academic Calendar: PEC understands the importance of a well-planned academic calendar that outlines the schedule of various academic activities throughout the year. The Principal, in consultation with head of the departments and Examination Section, prepares a comprehensive academic calendar. This calendar includes details such as commencement and conclusion of semester, number of working days available, target for syllabus coverage, examination schedules, celebration of important days and National holidays.

Components of the Academic Calendar: The academic calendar at PEC typically includes the following component

Commencement and Conclusion of Semesters: The calendar specifies the dates for the beginning and end of each semester. This provides students and faculty with a clear understanding of the duration of each academic term.

Class Schedules: The calendar includes a well-defined class schedule, indicating the timing and duration of each course throughout the semester. This helps students plan their study time and enables faculty members to allocate sufficient time for instruction and assessments.

Examination Dates: The calendar incorporates the dates for submission of assignments, class tests, internal and external examinations (assessment), including mid-semester examinations, semester end examinations, and supplementary examinations. As the dates are notified well in advance, students can effectively prepare for their examinations.

Co-curricular and Extra-curricular Activities: The calendar includes dates for workshops, seminars, guest lectures, and other co-curricular and extra-curricular activities. This ensures that students have a balanced learning experience and are exposed to a variety of educational opportunities.

Development of Teaching Plans: PEC emphasises the significance of well-structured teaching plans for effective curriculum delivery. Faculty members are encouraged to develop detailed teaching plans for their respective courses. These plans include:

1. **Course Objectives:** The teaching plans clearly define the objectives and learning course outcomes of each course. This provides students with a roadmap of what they can expect to achieve by the end of the course.
2. **Course Content and Resources:** The plans outline the course content and the resources, including textbooks, reference materials, and online resources, that will be used during instruction. This helps faculty members ensure that they have adequate resources to facilitate effective teaching.
3. **Instructional Strategies:** The teaching plans identify the instructional strategies that will be employed to engage students and facilitate their understanding of the subject matter. These strategies may include lectures, group discussions, case studies, laboratory experiments, or multimedia presentations.

4. **Assessment Methods:** The plans specify the assessment methods that will be used to evaluate students' progress and understanding. This may include quizzes, assignments, projects, presentations, and examinations. Faculty members ensure that these assessments align with the course objectives and provide students with opportunities to demonstrate their learning.

Adherence to the Academic Calendar and Teaching Plans: PEC places great emphasis on adherence to the academic calendar and teaching plans. The college administration, along with the faculty members, closely monitor the implementation of the academic calendar and teaching plans throughout the academic year.