



Ref. No. :

Date :

POLICY DOCUMENT ON EFFECTIVE CURRICULUM DELIVERY

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

Karnala Sport's Academy's Barns College of Arts, Science and Commerce adhere to the following academic procedures to ensure excellent curriculum delivery through a well-planned and documented process.

Vision and Mission

Karnala Sports Academy Barns College of Arts, Science and Commerce vision is developing Society & Nation by providing Knowledgeable, skilful and multi-talented youth who take active participation in challenging world.

Our institution goal is to ensure that the teaching learning process is clearly stated to all our stakeholders. College website, Notice board and Admission brochure gives a clear picture of our institution.

ROLES AND RESPONSIBILITY

Management

- ❖ Ensuring the effective and efficient operation of the institution. It contributes in creating a positive learning environment, fostering academic excellence, and supporting the institution's mission and goals.

Principal /Vice Principal

- ❖ To create and managing the curriculum for ensuring the academic excellence and overall success of the institution.

Head of the Department

- ❖ Creating a positive academic environment, fostering excellence, and contributing to the overall success of the academic institution.
- ❖ Each and every semester subject allocation are to be done.
- ❖ Teaching plan and schedules prepared by the faculties are approved by tracking the delivery of the course



- ❖ Frequent meeting are conducted to evaluate and review the teaching learning process and other departmental activities.
- ❖ Resolved the issues related to students & staff and conduct various activities for the benefit of students and to achieve the departmental goals.

Examination Chair

- ❖ To evaluate, assess, and grade the performance or work of others, particularly in the context of examinations or assessments.
- ❖ To plan the examination related work for the every academic year.
- ❖ Conducting all examination and evaluating the results.
- ❖ Prepare results of the students and verification of results.
- ❖ Issuing the grade card certificate to students.

Course Instructor

- ❖ Design and develop course content, including syllabi, lesson plans, and learning materials.
- ❖ Conduct lectures, seminars, or workshops to deliver course content.
- ❖ Facilitate discussions, engage students in active learning, and use various teaching methods and resources to enhance learning process.
- ❖ Prepare and conduct class test/internal test/ assignment of their respective course.
- ❖ Evaluation of course outcomes which are a prerequisite for achieving the program outcomes and programme specific outcomes as well as their attainments.
- ❖ Guiding and providing remedial lectures whenever needed.

Librarian

- ❖ Assist students, faculty, and staff in locating and accessing library resources.
- ❖ Provide guidance on effective search strategies and information retrieval techniques.
- ❖ Manage and maintain library databases, integrated library systems, and other technological resources.
- ❖ Ensure that library systems are user-friendly and accessible to all patrons.
- ❖ Regularly assess the relevance and usage of library resources.
- ❖ Gather feedback from users to inform collection development decisions.
- ❖ Develop and manage the library budget, allocating funds for acquisitions, subscriptions, and other library-related expenses.
- ❖ Assist students and faculty in conducting research, including literature reviews, database searches, and citation management.




I/C Principal
KSA, Barns College of Arts, Sci & Comm

College ensures effective curriculum delivery through a well-planned and documented process.

- In the beginning of academic year, University of Mumbai shares the curriculum with the principals of the colleges. Principals share the same with the HOD's. College prepares its own academic calendar to complete the prescribed syllabus within the scheduled time frame and for the effective curriculum delivery.
- HOD's conduct annual meeting at the beginning of the year to discuss teaching plan, student centered activities, external internal examination dates and result declaration dates.
- Departmental meeting focuses on preparation of the departmental time table and workload allocation.
- Teaching plan copies are submitted to principal, IQAC and class representative, checked by HODs, monitored quarterly by IQAC committee which further reports to the Principal and further to CDC.
- Academic calendar is uploaded on the college website and is displayed on the notice board and in the library
- Remedial and Intensive lectures are offered to slow learners and to advance students. Bridge courses at the entry level to enable students to adapt new courses.
- The feedback from stakeholders, regarding curriculum is collected and analyzed to improvise the teaching and learning quality
- The college follows its academic calendar for conducting CIE
- Through well planned and implemented CIE process, the college ensures the holistic development of its students by enabling them to balance their curricular and extra-curricular activities.




I/C Principal
KSA, Karnata College of Arts, Sci & Comm