



Anjuman-e-Islam's

ANJUMAN ARTS, SCIENCE, COMMERCE COLLEGE & P. G. STUDIES, DHARWAD

(Affiliated to Karnatak University, Dharwad)

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CURRICULAR ASPECTS

Submitted to



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Anjuman-E-Islam's
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& PG Studies, Dharwad**
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1.1.1
Curriculum Delivery
Policy and Procedures

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Introduction:

Curriculum normally refers to the knowledge and skills which students are expected to learn through interactions, experiences, planned and unplanned activities, events. Contents of curriculum refers to what students are expected to learn during the period. Process refers to an arrangement of instructional material provided to the students. It includes the units and chapters that teachers teach; the assignments given to students; books, reading materials provided in a course; and the different assessment methods used to evaluate student learning level, so as to impart required skill. Curriculum delivery is a technique by which a curriculum enables students to achieve their learning goals. Curriculum delivery include teaching, learning support, advice, guidance, interaction, mentorship, participative, experimental and collaborative learning. There will be a mechanism to collect feedback from the students.

Policy Statement:

Anjuman Arts Science, Commerce College & PG Studies Dharwad has a rational, sequenced policy for curriculum delivery that ensures consistent teaching and learning outcomes and a clear reference for observing learning across the year levels. The college has commitment to:

1. The learner centric approach in curriculum delivery from teaching, learning and assessment.
2. Assure empowerment to the learners appropriately so they meet curriculum expectations and fulfil their individual potential.
3. Provide different learning method that suit learners' abilities.
4. Ensure that the learners are provided with a programme of study which best fulfills their current, and future necessities.
5. It includes planning appropriate strategies for advanced learners and slow learners.
6. Formulation of mechanism for constructive feedback on assessment
7. Keep accurate and sufficient assessment records.

Learning Objectives:

The college has stated learning objectives as follows.

As graduates of Anjuman Arts Science, Commerce College & PG Studies, students will be able to:

1. Demonstrate their ability to lead and work with others effectively.
2. Use ICT efficiently to gather, process, and communicate information.

3. Acquire and articulate analytical and problem solving skills using critical and creative thinking within various disciplines.

Curriculum Delivery Strategies:

Curriculum is the formal and an structured mechanism through which intended educational means are achieved. Anjuman Arts, Science, Commerce College & PG Studies Dharwad implements the curriculum as designed by the Karnatak University Dharwad. The coordination and involvement of different individuals is essential for the successful implementation of the curriculum programme. The college has a clear, sequenced plan for curriculum delivery that ensures consistent teaching, learning and assessment procedures which has a clear reference for monitoring learning. In the process key players identified are: teachers, students, Principal, etc. To facilitate the implementation process, following strategies has been designed.

Staff Meetings:

In staff meeting fruitful discussion take place which this provides a precious opportunity for enhancing instructional capacity for the students. Normally the Principal organizes staff meetings at the commencement of every semester and is the facilitator of all the activities. In the meeting discussions are held on the academic calendar, workload distribution as well as the steps to be taken for the effective implementation of the curricula. Head of the departments and faculty members are free to express their views. meaningful suggestions given by them are incorporated accordingly. At the end of each semester; the staff meeting is arranged in which there is a discussion of execution of teaching learning activities.

Departmental Meetings:

Heads of the various Departments organize staff meetings at their department level. In these meetings distribution course, workload and its effective implementation are discussed. Regular discussions are held between Head and staff of the department. In these discussions strategies are decided to attain program specific outcomes and course outcomes.

Time Table:

In order to setup good timetable college has time table committee. The timetable is a necessary instrument for the efficient working of a college. It reflects the entire educational programme of the college. Time table provides the framework within which the work of the college proceeds. It is the tool through which the purpose of the college is to function. Proper time table helps in the following ways:

1. Time table helps to plan in advance. It ensures smooth and orderly working of curricular activities.
2. It guides students and teachers what is to be done at a particular time which prevents wastage of time and energy.
3. It helps student and teacher to prevent confusion, duplication, overlapping and unnecessary repetition of the work.
4. It helps college to adjust curricular activities according to needs of students.
5. It helps students to plan their study as well as their activities.

Principal meet:

Every year Principal of the college address students who are new entrants in their first year of study. Principal's address is arranged for faculty and new students. In this address Principal gives information of vision and mission of the college, curriculum delivery policies and processes, facilities available in the college. He also motivates students to participate in co-curricular and extracurricular activities which are arranged in the college every year.

The Teacher:

The college has well defined code of conduct for teachers. The Code of Conduct for Teachers serve as major promoters for the educational welfare of students. The teacher introduces many aspects of variance into the instructional system.

Initiatives by the institution:

As the college affiliating to Karnatak University Dharwad and curriculum is designed and revised by the University, the college prepares strategies for the effective curriculum delivery. The college has taken the following steps:

Initiatives Taken up by the College:

1. To promotes the faculty to upgrade themselves by sending them to complete Short Term Course.
2. To inspires the faculty to attend Syllabus Revision Workshops.
3. Many departments organize study tours and field visits.
4. The faculty members are encouraged to use ICT for effective teaching.
5. Students' feedback is obtained and the necessary steps are taken to improve.
6. Project work and assignments are taken to promote self -learning.

Curriculum Delivery Approach:

Curriculum delivery approaches are based on following:

1. Student learning
2. Teaching
3. Teacher's thinking and acting
4. Instructional methods
5. Assessment
6. Evaluation

Teaching Methods Adopted

Traditional Lecture methods:

A traditional lecture method is followed which is aimed at transmission of course content whereby the focus is on the delivery of the material by the lecturer. For effective delivery teachers are advised to make these lectures effective by discussion with students while lecturing making them engaged in the classroom.

Lecture Method

In the Commerce stream some subjects are practical, numerical based and problem solving oriented such as Accountancy, mathematic and statistics, Cost and Works Accounting, Auditing and Taxation and some subjects are theory based such as Business Management, Business Communication, Marketing etc. For teaching these subjects lecture method is used. All the teachers of department use this method for effective curriculum delivery.

Demonstration Method

Demonstration Method allow students to personally relate to the presented information in subjects like Accountancy, mathematic and statistics, Cost and Works Accounting, Auditing and Taxation. Demonstrations help to raise student interest and reinforce memory retention because they provide connections between facts and real-world applications of those facts.

Classroom Discussion

A discussion takes place in classrooms which are facilitated by a teacher or by a student. Hence this method is used for theoretical subjects such as Business Communication, Business Management, Business Administration, Business Entrepreneurship etc.

Experiential Learning

University had introduced practical for some subjects like Cost and Works Accounting, Auditing and Taxation, Banking and Finance, Business Communication, Business Administration, Business Entrepreneurship. For fulfilling these practical field trips and Industrial Visits are arranged.

Collaborative method in teaching

Our Department make MOU with other Institutions which helps the students to get industrial practical and theoretical knowledge. This helps the students to know the recent trends in Corporate Sectors. It helps to bridge gap between Education and Industry.

ICT in teaching

Teachers use various ICT tools during classroom teaching like Power Point Presentations, Video Lectures, Online resources etc.

Practical Support:

The college also encourages faculties to participate in the orientation/ refresher courses/ workshops/ seminars organized by the affiliating University at national and international level to update their knowledge and also to improve the teaching practices.

1. To encourages the faculty to attend the Syllabus Revision Workshops.
2. Internet facility is provided to every department and in the central library for the teachers.
3. The college promotes the use of ICT facilities LCD projectors, etc.
4. The college has also provided an e-library facility to the teachers by taking the membership of INFLIBNET.

Mentorship

The college has a informal mentor system. To monitor the overall performance of the students each faculty member has been assigned the mentorship of some students. The actual role of the faculty or staff mentor is one of nurturing and providing support for a student during the difficult transition period. A group of students is allotted to each teacher. The mentor contacts his/her mentee and identifies their interests of learning, their difficulties etc. Mentor also keeps track of students' attendance in the classroom by taking information from other teachers about class attendance.

Assessment and Evaluation Strategy

Assessment of student learning at its best enables teachers to identify learners strengths and weaknesses. It also helps to determine the kinds of information students need to correct their learning deficiencies and misconceptions. The college is affiliated to Karnatak University Dharwad and we follow the provision and guidelines of the University for Performance, Assessment of the students. We strongly believe that assessment is much more than grades. It enables us to get data for improvement of teaching methods and guiding students to be actively involved in their own learning. The internal assessment is an integral part of effective learning which helps to provide feedback to the students on their progress.

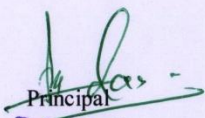
Evaluation by Feedback:

It is important for the teacher to evaluate the actual effectiveness of instruction. The mechanism uses methods and measures to judge student learning and understanding of the material for purposes of grading and reporting. The assessment process may take place in a variety of formal and informal ways including group discussions, distribution and collection of assessments projects end examinations.

Feedback from Stakeholders

Feedback from Faculty, Students and Alumni is important to evaluate the effectiveness of curriculum. The college collects feedback from all these stakeholders from time to time. The feedback on respective courses and programs will be analyzed by the Principal. The outcome of feedback as well as the report from the teachers will also be taken into consideration while forwarding suggestions to the Board of Studies of different departments, Karnatak University Dharwad.


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