



People's Education Society's, Mumbai

# DR. AMBEDKAR COLLEGE OF ARTS & COMMERCE

Jai-Jawan Nagar, Yerwada, Pune - 411006.

Affiliated To Savitribai Phule Pune University

PU/PN/AC/067 (1985)

H.S.C. Code No. J. 11-11-034

**Chairman**  
**ANANDRAJ Y. AMBEDKAR**  
B.E., M.M.S.

**Dy. Chairman**  
**DR. D. G. DESHKAR**  
M.A.(Eco), M.Com., DBM, Ph. D

**In-charge Principal**  
**DR. MANOJ M. PANDKAR**  
M. A., M. Phil., Ph. D.

Ref. No. DAC /

Date :

## 1.1.1. Policy on Curriculum Delivery Strategies:

1. The curriculum is the formal mechanism through which intended educational means are achieved, and the college implements the curriculum designed by the affiliating university.
2. Implementation is an interaction between those who have created the program and those in charge of its delivery. The coordination and involvement of different individuals are essential for successfully implementing the curriculum program. The college has a coherent, sequenced plan for curriculum delivery that ensures consistent teaching, learning, and assessment procedures, which has an apparent reference for monitoring learning across the year levels. Among the key players identified are teachers, students, heads of departments, and the principal.

## Academic Plan:

The following measures are taken to facilitate the implementation process

## Faculty Meetings:

- In faculty meetings, the entire teaching staff comes together and discusses.
- It provides a precious opportunity for enhancing the instructional capacity of the students.
- The principal organizes faculty meetings at the commencement of every semester. The principal is the facilitator of the activities.
- They lead the session and promote the participation of all teachers through discussions.
- In the meeting, detailed discussions are held regarding the academic calendar, the changes in the curricula, workload distribution, and the measures to implement the curricula effectively. Sometimes, critical decisions require input from the entire staff of the college. Head of the departments and faculty members are free to express their views.
- Fruitful suggestions they gave are incorporated into the planning. The distribution of committees among staff members is facilitated in the first meeting of the first semester.
- Through these meetings, the college gets a vivid idea about the changes in the curricula. Accordingly, the principal instructed the librarian to expand the library concerning the curricula.

- Individual teachers tend to have consistent communication behaviour patterns that students observe. Sometimes, students have perceptions of the teacher even before they take a class with that teacher.
- The perception may be based on information received from other sources. However, students will begin to develop perceptions of the teachers as soon as they start to be exposed to them.
- These perceptions may be weak and stereotypical initially, but they become more vital as exposure continues. These perceptions will generally be primarily based on the teacher's verbal and non-verbal behaviours.

**The college advises teachers:**

- Improving teaching skills
- Making lectures interactive and student-centric
- Using technology in instructional transactions
- Promoting group work among the students
- Arranging co-curricular activities
- Improving assessment methods
- Making students aware of the importance of feedback

**Initiatives by the college:**

- The college encourages the faculty to upgrade by sending them to complete the Orientation and Refresher Courses.
- The college encourages the faculty to attend Syllabus Revision Workshops to upgrade them with the changed syllabi.
- The college organises Syllabus Revision Workshops in different subjects to update the faculty with the new curricula.
- In addition to the regular subject classes, the college also organizes special lectures by inviting experts from various fields to share their knowledge with the students. The college also organises special lectures for its students under the Quality Improvement Program of the university. Through these lectures, the students get additional input on the syllabi.
- Different departments organize study tours and field visits, enabling students to relate the theoretical knowledge with its practical application.
- Furthermore, the college has provided special/ remedial teaching for slow learners for effective curriculum delivery.
- The faculty members are encouraged to use ICT for effective teaching.
- Students' feedback is obtained, and the necessary steps are taken to improve teachers' teaching performance to benefit the learners.
- Project work and assignments are taken to promote self-learning.

**Contributions Made by the College:**

- Lab-wise subject allotment.
- To prepare the following timetables at the beginning of each semester.
- Consolidated timetable for the whole college
- Faculty wise time table

#### **Class timetable**

- Individual Teacher's timetable
- Assign classrooms and tutorial rooms according to the requirements of each department.
- Ensure optimal use of infrastructure required for curriculum delivery.
- Using class timetables, prepare individual faculty and lab timetables.
- Make the class timetables available on the notice board for students' reference.
- About the individual faculty and lab timetables, provide a signed copy to the HOD, the principal, and the concerned faculty member/ lab in charge.
- Ensure that the functioning of the college is going according to the timetable, and the timetable committee prepares the schedule.

#### **Induction Program**

- Every year, the college's principal addresses students who are new entrants in their first year of study.
- The principal's address is arranged faculty-wise for new students. In this address, the principal gives information about the vision and mission of the college, curriculum delivery policies and processes, and facilities available in the college.
- He also motivates students to participate in co-curricular and extracurricular activities arranged in the college every year.
- In the same meeting, the Registrar gives information on different scholarships available to the students and how to benefit from these scholarships.

#### **Role of Teacher:**

- Teachers are central figures who translate curriculum into specific learning experiences. The Code of Professional Conduct and the Declaration of Rights and Responsibilities for Teachers identify them as significant promoters for the educational welfare of students. The teacher introduces many aspects of variance into the instructional system.
- A teacher's level of intelligence, content knowledge, communication competence, and experience is essential. All these elements influence the teacher's choices of verbal and non-verbal communication behaviours in instruction.
- The college has a well-defined code of professional conduct for teachers. Any two teachers may not communicate in the same way. According to McCroskey et al. (2004), teacher communication behaviour introduces considerable variance in the instructional process. What teachers say and do nonverbally constitute a continuous stream of messages that impact meanings simulated in students' minds.

- At the end of each semester, a faculty meeting is arranged to discuss the execution of teaching-learning activities.

#### **Departmental Meetings:**

- Heads of the Departments organize faculty meetings at the department level.
- These meetings discuss the distribution of workload and its practical implementation. Workload distribution is submitted to the principal as well as the timetable committee.
- Regular discussions are held between the head and staff of the department.
- In these discussions, strategies are decided to attain program-specific and course outcomes.

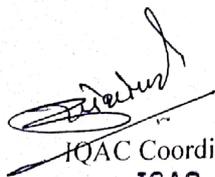
#### **Time Table:**

- The timetable is a necessary instrument for the efficient working of a college, and it reflects the entire college educational program.
- The table provides the framework within which the work of the college proceeds, and it is the tool through which the purpose of the college is to function.
- Time table helps to plan everything, ensuring smooth and orderly working of curricular activities. Teachers and students know their roles and the time to devote to each activity. The timetable correctly places proper persons at their appropriate places, at the given time.
- The timetable guides students and teachers on what should be done at a particular time, preventing wasting time and energy. It enables the learner and the teacher to pay attention to one thing at a time. It ensures that the activity and power of an individual are directed in a particular direction. It helps students and teachers prevent confusion, duplication, overlapping, and unnecessary repetition of the work.
- The timetable helps to distribute the workload to each teacher according to guidelines. With the help of the timeline, the principal can keep track of each teacher's work.
- The timetable helps the college to adjust curricular activities according to the needs of students. It allows students to plan their studies and activities, essential for their development.
- The timetable ensures equitable time distribution to different subjects and activities.
- The timetable directly aids discipline in the college to a great extent. Thus, a reasonable schedule facilitates work and adds efficacy in various spheres. To set up a proper timetable, the college has a timetable committee whose objective is to ensure smooth and efficient academic program management throughout the year.

#### **Working of timetable committee:**

- To prepare the Academic Calendar and get it approved by the principal.
- Collect the information on classes, courses, and the number of lectures allotted for each period.
- Collect Individual faculty's teaching load in the department from the head of the department.

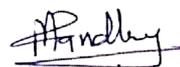
- The college provides the following resources for the effective delivery and transaction of the curricula:
- Library with a sufficient number of books and periodicals
- Computers in all departments with Internet facilities and requisite software
- Micro Computer Based Lab Tools (MBL Tools)
- Smartboards, projectors, and LCD- TV
- Virtual Classrooms
- Classroom materials such as charts, models, specimens, instruments, slides, etc.



IOAC Coordinator  
IOAC

Dr. Ambedkar College of Arts & Commerce  
Yerawade, Pune-411006.





IN-CHARGE PRINCIPAL  
DR. AMBEDKAR COLLEGE OF  
ARTS & COMMERCE  
YERAWADA, PUNE-411006.