



Kanya Mahavidyalaya Kharkhoda (Sonipat)



Curriculum Delivery Policy

Introduction

Curriculum is defined as a planned and guided learning outcome which is formulated through the systematic reconstruction of knowledge and experiences, under the auspices of an institution, for the learners' continuous & willful growth in personal social competence.

Curriculum followed in Kanya Mahavidyalaya Kharkhoda is designed by M.D. University Rohtak, excluding the curriculum of Community College which is designed by Board of Studies of Kanya Mahavidyalaya Kharkhoda and is approved by Sector Skill Council.

Policy Statement

This policy applies to all curriculum and support staff working at the College, engaged in the learning process. We are committed to improve the quality of our provision. The policy has been developed on the basis of evidence based teaching practices and to which assessment and reporting procedures are aligned.

This policy targets to bring following attributes among students:

- ❖ Ability to perform, achieve and excel in scholastic activities.
- ❖ Making a meaningful contribution to society throughout life.
- ❖ Develop self-confidence, persistence and leadership abilities.
- ❖ Ability to express thoughts and ideas effectively in writing and orally.
- ❖ Ability to listen carefully, read, write analytically.
- ❖ An awareness of personal strengths and weaknesses.
- ❖ Management skills to guide people to the right destination.
- ❖ An awareness of self discipline in everyday aspects of life and work.
- ❖ An ability to embrace moral/ethical values in conducting one's life.
- ❖ Possess knowledge of the values and beliefs of multiple cultures and a global perspective.
- ❖ Able to utilize knowledge and skills related to global issues.

Learning Objectives

The students will be able to:

- ❖ Inculcate wisdom and knowledge.
- ❖ Develop thought for the poor and sufferings, regards and respect for women.
- ❖ Demonstrate the ability to lead and work with others effectively.
- ❖ Strives to promote equality and social justice and to reduce social and cultural differences.
- ❖ Use computer and new technologies effectively to gather, process and communicate information.
- ❖ Strengthen Research.
- ❖ Protect and Preserve Natural Environment.

- ❖ Meet the demand of the industry in present scenario.

Academic Planning

A. Faculty Meetings:

Before the commencement of every new academic session, the principal organized faculty meetings, which provides a precious opportunity to enhance instructional capacity of the students. The Principal is the facilitator of all curricular and co - curricular activities/extracurricular, which are to be planned in the academic calendar to lead towards the set outcomes. Apart from regular classes tutorials for extra classes are taken for enhancing in the knowledge of students.

B. Departmental Meetings:

Periodical meetings are arranged by HOD's of all departments to discuss about the time table, workload, effective implementation, of teaching learning resource, student progression and term tests, regular discussions are held between head and staff of the department. Faculties are advised to encourage and equip the students to participate in various competitions outside and within campus. In their discussions strategies choice and are decided to attend program specific outcome and course outcomes

C. Time Table:

To ensure smooth functioning of entire educational program of the College, Time Table is necessary. It is the responsibility of the Time Table Committee to provide time table stream wise before the commencement of academic session. It is the tool through which the purpose of the College is to function.

D. Orientation Program:

At the onset of every Academic year, Principal of the College addresses the new entrants which help them adjust and feel comfortable in the new environment. In this address Principal shares the vision and mission of the College and cultural of the institution, facilities available in the College. Students are motivated to participate in Co-curricular and Extra-curricular activities.

Initiatives Taken by the College:

- ❖ The IQAC of the College promotes faculty to participate in Refresher, Orientation, FDP's, Induction Programmes, National/International Seminars/Conference/Workshop.
- ❖ The IQAC of the College motivates his staff members to enhance research oriented attitude and publish their research papers in reputed journals.
- ❖ Along with regular classes, the IQAC of the College also organizes Extension lectures, Field Inter-Intra Co-Curricular Activities, which help students to develop problem -

solving, reasoning, critical thinking, creative thinking, communication and collaborative abilities.

- ❖ Different departments organize Education Tours and Field Visits which enable students to relate the theoretical knowledge with its practical application.
- ❖ The College facilitates slow learners by organizing Remedial classes and Bright students are given Extra Classes.
- ❖ For effective teaching, faculty members are encouraged to use ICT.
- ❖ Students' feedback is collected and analysed within stipulated time and the necessary steps are taken to improve teaching performance of the teachers to benefit the learners.
- ❖ To promote self learning project work and assignments are given to Students.

Contributions Made by the College

The College has following resources for effective curriculum delivery:

- Library with sufficient number of text and reference books and journals.
- Wi-Fi Campus.
- Smart boards, projectors and LCD-TV.
- We have fully equipped Computer Labs, Geography Lab, Psychology Lab, Physiotherapy Lab, Maths Lab, Front office, and communicative Lab.
- The College reimburses the receipt of teachers for reimburses the receipt of teachers for attending workshops, seminars, conferences etc.
- Regular workshops for teaching and supportive staff.

Teaching Approaches

Teaching learning approaches are based on the following:

- Student learning.
- Student mentoring
- Teaching
- Teacher's thinking and acting.
- Instructional methods and media.
- Assessment.
- Evaluation.

There is a wide range of effective teaching strategies, a teacher can use to inspire class room environment. **Following are the Teaching strategies that we follow:**

A. Lecture Methods:

A lecture is an oral presentation intended to present information or teach student about a particular subject. Students are passive learners in this case. In order to make them active

learners, these lectures are made effective by discussion with students. In order to improve traditional lectures interesting, teachers are advised to improve their teaching skills whether they are verbal or non-verbal skills.

B. Participative learning:

The participatory learning approach engages students as active participants in the full life cycle of home work, projects and examination. The students are empowered to be more independent and interdependent. Such type of learning provides students with an opportunity to gain professional values, knowledge and skills. The institution arranges following activities for participatory learning.

- ❖ Seminars, Workshops and lectures from eminent personalities which are relevant to their curriculum.
- ❖ Students are advised to participate in inter-intra College activities.
- ❖ Students are motivated to make power point presentation of the topic relevant to their curriculum.
- ❖ Students are motivated to uplift their community by participating in Community Outreach Programmes organized by different Cells/Clubs/Societies/NSS.

C. Cooperative learning:

Cooperative education is a structured method of combining class room - based education with practical work experience. This is a teaching method where students of mixed levels of ability are arranged into groups. Different activities are organized for such groups and rewarded as per group's success, rather than the success of an individual member. Following activities are practiced in the College:

- ❖ Assignments, which involve group problem - solving and decision making.
- ❖ Field work or Laboratory assignments as group activities.
- ❖ Skilled Interpersonal communication.

D. Inquiry - based Instruction:

Inquiry - based learning is an approach to learning that emphasizes the student's role in the learning process. This provides opportunities for students to build on their experiences, apply their skills and express their knowledge and ideas. Such learning fosters curiosity among students.

Following activities are carried out during the session:-

- ❖ Group Discussions.
- ❖ Field projects.

- ❖ Field work, especially for geography and vocational students.
- ❖ Maintaining wall magazine.

E. Experimental Learning and Field Work:

Experimental learning is the process of learning through experience, and is more narrowly defined as "learning through reflection on doing".

Following activities are carried out in the College:-

- ❖ Seminars and workshops are organized.
- ❖ Industrial visits or field experience.
- ❖ Community Projects.
- ❖ Internships.
- ❖ Use of language lab.
- ❖ Visit to Punjab and Haryana High Court Chandigarh.
- ❖ Historical Visits.

Technology in the Classroom and Labs

Today's age is the Age of Technology and these techniques make the classrooms and laboratories learning student centric. Our College provides the following facilities:-

- ❖ Fully Wi-Fi campus and sufficient number of computers in all required Labs.
- ❖ LCD projectors for presentation videos or movies to visualize academic concepts.
- ❖ Teaching learning language software like ORELL/SANAKO in English Language Lab.
- ❖ Students are communicated via email for feedbacks, assignments, WhatsApp group links etc.
- ❖ E - resources such as INFLIBNET, NDLI, N-LIST are made available to the teachers as well as students.
- ❖ Online classes during pandemic.

Support Services

Support to the Teachers:-

Time to time faculty meetings are organized to guide teachers. For effective and smooth delivery of the curriculum issues like Distribution of workload, Remedial Classes, Assignments, Seminars, Curricular and Co-curricular activities are discussed in meetings. Feedback collected from students is taken into account and valuable suggestions are discussed and adopted by the College. Different teaching strategies are adopted for different students. Students are counselled from time to time to resolve their issues by their mentors.

- ❖ New text books, reference books and lab equipments are added according to the requirements of syllabus.

- ❖ Academic calendar is prepared before the commencement of every academic session.
- ❖ Time table committee arranges the entire time table of the Institution.
- ❖ Lesson plans are prepared and are made available on College website.
- ❖ College reimburses registration fee of the seminars or conference attended by the teachers.
- ❖ The College also encourages his staff members to participate in National / International Conference/ Seminars / Workshops.
- ❖ The College encourages staff members to update themselves through their research works.
- ❖ For effective implementation of the curriculum all study materials, lab equipments, tools, etc. are made available.
- ❖ The College promotes the use of ICT in their teaching learning process.
- ❖ The College allows the faculty members, staff and lab assistants to utilize the equipments under their purview.
- ❖ The College provides seminar halls to organize induction / orientation functions, guest lecturers, IQAC activities, workshops, alumna meet, placement drives, academic council and governing council meetings, seminars / conferences and co-curricular activities.

Support to the Students:

- ❖ College organizes Curricular, Extra-Curricular Activities, Seminars, Declamation, Essay Writing Competition, Fine Arts Competition (Inter as well as Intra), Field Visits, Trips and Tours etc to develop their communicative skill, technical skills, laboratory skills and field skills.
- ❖ To develop competence among the students for self learning, the students are encouraged to perform extra practicals, attend extra classes and projects etc.
- ❖ Students are encouraged to visit library daily and read the various types of texts on their own and discuss among peers. Different seminars, workshops and extension lectures are organized and they are motivated to present their research work related to curricula in seminars.
- ❖ Time to time re revision, MCQ's and on-the-spot tests are organized to identify the students' difficulties, problem area and then the teachers try their utmost to resolve their problems by revising those topics.
- ❖ Regular Remedial and Tutorials are arranged in time table.
- ❖ ICT teaching learning tools are made available to the teachers and students.
- ❖ Library has book bank facility, reading room and internet facility for students.
- ❖ The College has a Mentor system. Mentor - Mentee Handbook is maintained.
- ❖ Each faculty member has been assigned the mentorship of thirty students and mentor motivates her mentee to participate in at least one cell or club of the College.
- ❖ Mentor has all the details of her mentee and always try to identify their interests of learning and their difficulties.

- ❖ We have maintained an Academic Policy on Monitoring and Evaluation which follows the guidelines as per M.D University, Rohtak. Internal Assessment is done through 75% Attendance, House-Examination, Assignment Submission, On the Spot Tests and Practical Files.

The Policy ensures the following:

- All Stakeholders whether current students, current staff and alumnae help the College to understand the need of society.
- It welcomes all relevant feedbacks.
- It protects the privacy and reputation of all Stakeholders.
- Suggestions are utilized in developing the infrastructural needs.