

2.3.4 Preparation and adherence to Academic Calendar and Teaching Plans by the institution:

QM Describe the preparation of and adherence to the Academic Calendar and Teaching Plans by the institution.

At RSCOE, the preparation and adherence to the Academic Calendar and Teaching Plans are carefully structured to provide a smooth academic experience for both students and faculty.

Preparation of the Academic Calendar:

1.Initial Planning: The academic year begins with input from various stakeholders, including the Dean Academics, Controller of Examination, Dean of Student Relations, faculty, and students. Key academic and institutional dates, such as public holidays and examination schedules, are incorporated.

Department heads and deans review the draft, providing feedback for revisions to ensure alignment with RSCOE's objectives. The academic council approves the final calendar, which is then shared with students, faculty, and staff through the website and internal channels.

Preparation of Teaching Plans:

Faculty create Teaching Plans outlining learning objectives, instructional methods, and weekly schedules.. Teaching Plans are aligned with the broader academic timetable, ensuring that lectures, assignments, and assessments fit within the semester's schedule.

Adherence to Academic Calendar and Teaching Plans:

1.Execution: Faculty implement Teaching Plans by conducting lectures, assignments, and assessments as scheduled. They adjust based on student feedback and progress, utilizing innovative teaching methods and tools like ERP. Feedback from students and faculty helps identify deviations and potential improvements.

Upload relevant supporting document

File Description:

Upload the Academic Calendar and Teaching Plans during the year [View File](#)