* 1. **- Curricular Planning and Implementation –**

**1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process.**

* For effective delivery of the curriculum in a systematic manner, the college believes in adopting a holistic approach. Being an affiliated college, the college is required to follow the curriculum prescribed by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
* College designs its academic calendar in accordance with the University Calendar for effective implementation of the curriculum.
* A meeting of the college council is held to discuss the action plan.
* The principal conducts meetings with the council of heads and approves the academic activities to be conducted during the session. All head of the departments conduct their departmental meetings and distribute the curriculum/workload /various activities among the staff members of the department.
* Time table committee prepares the timetable. At the beginning of the session, the syllabus is discussed with students. The teaching plan of the syllabus is chalked by the teachers for systematic implementation.
* Each faculty member maintains an academic diary with a daily plan and attendance of students. Diary is checked and signed by the head of the department and the principal at regular intervals.