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

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

* The college believes in adopting a holistic approach towards the effective delivery of the curriculum systematically. College is required to follow the curriculum prescribed by affiliating RTM Nagpur University, Nagpur.
* The college designs its academic calendar according to the University Calendar for effective implementation of the curriculum.
* The college holds a meeting of the college council 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 conducts their departmental meetings and distribute the curriculum/workload/various activities to be carried out among the staff members for systematic implementation.
* The timetable committee prepares the timetable for the semester.
* Each faculty member maintains an academic diary with a daily plan and attendance of students. The diary is checked and signed by the head of the department and the head of the institution at regular intervals.

