



ALPHONSO COLLEGE, PALA

Reaccredited to A Grade by NAAC in the
4th Cycle of Accreditation (CGPA 3.24)

Affiliated to Mahatma Gandhi University, Kottayam



POLICY DOCUMENT

ADMINISTRATION AND PLANNING POLICY

ADMINISTRATION AND PLANNING POLICY

Alphonsa College Pala recognizes the critical importance of curriculum planning and delivery in providing high-quality education and preparing students for success in their academic and professional endeavours. This Curriculum Planning and Implementation Policy is established to ensure systematic and effective processes for the development, review and delivery of curriculum across all programs offered by the institution.

Policy Statements

1. Curricular Goals, Objectives and outcomes
 - The institution clearly defines curricular goals and objectives for each program of study, aligned with the mission, vision, and values of the institution.
 - We adhere to the curriculum prescribed by the university, integrating Outcome-Based Education (OBE) into our planning and implementation processes.
2. Academic flexibility and curriculum enrichment
 - Add on / certificate/ value added programs will be designed to meet the educational needs of students, taking into account industry trends, technological advancements, and academic standards.

- The curriculum structure will be flexible, allowing for customization to accommodate diverse student needs and learning styles.
- Open Courses and choice based core courses add to the flexibility of the curriculum.
- Academic programs will be regularly reviewed and more programs will be added to ensure the integration of cross cutting issues into the curriculum.
- Value education will be provided as a part of the curriculum.
- Various programs will be incorporated into the curriculum to make our students agents of social transformation in the society through community extension activities and to be self-reliant through entrepreneurship development activities.

3. Faculty Development

- Faculty members will be provided with opportunities for professional development in curriculum planning, instructional design, assessment strategies, and pedagogical innovations.
- Ongoing support and resources will be made available to faculty to enhance their capacity in implementing the curriculum effectively.

4. Equal Opportunity to all

- Institution ensures equal opportunity to all students by establishing mechanisms for remedial coaching, Scholar Support Program, peer and cross teaching, individual mentoring support, Academic advisor, Counselling support, Divyangjan friendly infrastructure and teaching- learning opportunities and availing various scholarships.

5. Stakeholder Involvement

- Curriculum planning and review processes will involve input from various stakeholders, including faculty members, students, employers, alumni and parents.
- Feedback from stakeholders will be actively solicited and incorporated into curriculum development and revision efforts.

6. Curriculum Feedback, Review and Revision

- The institution will establish regular cycles for curriculum review and revision to ensure currency, relevance, and alignment with emerging trends and best practices.
- The recommendations made through feedback will be communicated to the university for updates or modifications.

7. Quality Assurance

- Quality assurance mechanisms will be implemented throughout the curriculum planning and implementation process to maintain high standards of educational excellence.
- The institution will adhere to regulatory requirements and accreditation standards in curriculum design, delivery, and assessments.

Curriculum planning and delivery strategies

1. Academic Planning

- a. Academic Calendar prepared by IQAC in discussion with College Council
- b. Internal Exam Calendar prepared by Internal Exam Committee in discussion with College Council

- c. Master Time table prepared by Timetable committee in discussion with College Council
- d. Department Timetable, individual teacher timetable and class time tables as decided by Department staff meetings.
- e. Course Plan and Teaching Plan

2. Curriculum Delivery

- a. Induction Programme to I year UG and PG students
- b. SKAT(Subject Knowledge Awareness Test)- An Entry level test to identify Advanced and slow learners.
- c. Various support programs for slow learners and enrichment programs to advanced learners.
- d. Student Centric approaches which include
 - i. Participative learning
 - ii. Problem solving methods
 - iii. Experiential learning
- e. Use of ICT Enabled Teaching Learning methodologies

3. Curriculum Feedback

- a. Feedback from various stakeholders, including faculty members, students, employers, alumni and industry experts are collected, analysed and necessary actions are taken to incorporate the suggestions and recommendations into curriculum development and revision efforts.
- b. The recommendations made through feedback were communicated to the university for updates or modifications.