



---

## **STANDARD OPERATING PROCEDURES (SOP)**

---

### **1.1.2 TEACHING-LEARNING PROCESS**

The Institute ensures effective course content delivery to students by emphasizing on robust teaching-learning process. The University sets a course syllabus for respective programs along with academic calendar and directs the affiliating Institutes to execute the same effectively. Adhering to this, the institute prepares a well-designed curriculum and deploys through Institute's Calendar of Events (CoE) for the overall development of the students. To ensure the quality of teaching-learning process Institute follows a Standard Operating Procedure (SoP) as given below,

1. IQAC chairman instructs the Head of the Department (HoD) to prepare curriculum plan for the current semester.
2. The HoD assigns the course for a respective faculty based on their expertise.
3. The faculty reviews the course feedback of the assigned course.
4. The faculty prepares the course curriculum comprising of lesson plan by following Outcome Based Education (OBE) guidelines (viz., CO-PO mapping, CO-PSOs mapping) by referring the University syllabus and incorporating the feedback review.
5. For the effective course delivery, the faculty prepares course materials (viz., presentations and other ICT tools).
6. The course material is submitted to HoD for approval.
7. Faculty delivers the IQAC approved course content. The session can be reviewed for further improvement,

- **Impartus Lecture Capture Video:** The *Lecture Capture Video* helps faculty & students to review the course contents for post session.

8. Faculties & Students shall make use of Teaching-Learning platform for enhance their knowledge & hence overall development.

- NPTEL content
- Technical Talks
- Certification Programmes
- Workshops/FDPs/STTPs/SDPs
- Technical Fests/Hackathons
- Internships/Industrial Visits
- Pre-placement training



---

## **STANDARD OPERATING PROCEDURES (SOP)**

---

- Aptitude/GATE training
  - Seminars
  - Collaborative learning: Group Assignments
9. HoD recommends the faculty to undergo FDP/Workshops as part of continuous improvement in the quality of teaching-learning process. *(Please refer to SOP on Teacher/Faculty empowerment, development and support)*