

DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY
GANGURU: VIJAYAWADA – 5231 139
Syllabus Coverage - Monitoring

As we all aware that teaching – learning process is happening in outcome based system in the institution which could be possible only when the student centric teaching happens in the classes. Now it has become the responsibility of the teacher to educate the student in overall aspects along with the regular curriculum which demands participation of the students in extra and co-curricular activities as well. So syllabus coverage as per the curriculum has become a hilarious task for the teacher. Let us all believe that the syllabus coverage monitoring process helps us to complete the syllabus as per the schedules notified in the instructional plans. Hence all the course coordinators are requested to record the real time data and facilitate the department to complete the syllabus in time before the commencement of examinations. All the Head of the Departments shall adopt the bellow mentioned process towards syllabus coverage monitoring.

Hence, the total monitoring process is to help the teacher to complete the syllabus in time but note to punish them. Genuine information only could help the administration for smooth functioning of the institution as well as the teacher for good feedback.

1. Proformas available for Syllabus Coverage Monitoring which shall be used from the academic year 2016-17.
 - a) Proforma for Month Wise Syllabus Coverage Monitoring
 - b) Proforma for Month Wise Schedule for Makeup classes
 - c) Proforma for Month Wise Syllabus Coverage Monitoring Compliance
 - d) Proforma for Syllabus Coverage Monitoring Audit Report(IQAC)
2. Head of the Department should make necessary arrangements for collection of data as per the proforma (Month Wise Syllabus Coverage Monitoring) on the last working day of every month for all the running courses section wise in real time, where the respective course coordinator need to record the real status and request for Makeup classes if any required.
3. On next working day Head of the Department should verify the report and shall discuss the status with the ACT(Academic Coordination Team) student members of the section and also the respective attendance registers and academic dairy should be thoroughly verified before concluding the real time status, which gives conclusion on makeup classes required section wise.
4. Head of the Department should allocate the makeup classes for the pending syllabus without any disturbance to the scheduled work as per the proforma (Month Wise Schedule for Makeup Classes) and circulate copy in the respective classes and teachers.
5. Respective course coordinator should engage the classes as per the allotment and complete the pending syllabus and submit compliance in the proforma available with Head of the Respective Department in which the course is run.
6. Head of the Department should monitor and collect compliance for all the allotted Makeup hours in Month Wise Syllabus Monitoring and to be maintained in the respective file.
7. Same process need to be done in every month and the documents shall be filed in the existing File No 46 of the departments.
8. IQAC audits the process once a while and collect the required documents from the departments for institute level requirements.



PRINCIPAL