

## Standard Operating Procedure for Teaching and Learning

### Purpose:

A Standard Operating Procedure is followed to ensure consistency, quality and effectiveness in delivery of syllabi.

### Scope:

This SOP applies to all the courses that are offered by the institution.

### Responsibilities:

1. Being an affiliated college to Osmania University, we follow the curriculum designed by the University. At the beginning of the academic year, Heads of various departments, conduct a meeting for subject allocation.
2. Based on the workload statement, a time table is prepared for the respective semester.
3. The time table preparation committee distributes individual time tables to the respective faculty, department wise.
4. Faculty take attendance regularly in each class and maintains academic record semester wise.
5. The faculty deliver quality instructions based on the curriculum.
6. We use diverse teaching methods such as lectures, quizzes, discussions, ICT, Case Study, Role plays & hands-on-activities.
7. Students are assessed through Continuous Internal Evaluation committee by conducting unit wise unit tests and internal assessments as per Osmania University Almanac.
8. The unit test marks are uploaded in the marks sheet of respective subjects, by the faculty members.
9. As per the curriculum of the University, supervisors are allotted to the final year students to complete the project work. By doing project work, students will learn the analytical skills.

  
Principal

