

Teaching and Learning Plan of the Department of Computer Application (Session 2023-24)

July

A departmental meeting to discuss the admission process, time-table and subject distribution among faculty members and academic calendar for the session 2023-24.

August

- Welcome & Orientation for the new students
- Discussion on courses; requirement of minimum Attendance and Assessment Criteria was done.
- Theory Classes; Practical classes; Class Test.

September

- Theory Classes; Practical classes; Class Test.

October

- Theory Classes, Practical classes, Tutorial Classes, Tests/Seminar/Assignments.

November

- Theory Classes, Practical classes
- Subject Society Function: A PowerPoint Presentation on “Cyber Security” and “Career Counselling” Session.

December

- Theory Classes, Practical classes; Mid-Term Exam (C.C.A) and Assessment.
- “Care and Share” Activity of the Roti Making for the Cancer Hospital, IGMC.

February

- Theory Classes; Remedial Classes; Online Exam (continuous weekly tests).
- Science Day celebration

March

30 hours value added course “Introduction to MS Office and Google Productivity Tools”

Prompt Communication of Assessment/Results:

The department ensures timely communication of assessment results to students. This transparency is maintained through:

- Notice Board: Students can check their performance on the departmental notice board.
- Class Whatsapp Groups: Many times, assessment results are shared in class WhatsApp groups or other digital platforms for immediate updates.

This blend of rigorous assessment and transparent communication ensures that students are aware of their academic progress, allow them to focus on areas that need enhancement while staying encouraged for preparation of their courses.