



IFET

College of Engineering

(A Unit of Indo French Educational Trust)

An Autonomous Institution

Approved by AICTE, Permanently Affiliated to Anna University
Accredited by NAAC & NBA, Registered under Section 2(f) & 12 (B) of UGC Act - 1956

Recognized Research Centre of Anna University

IFET Nagar, Gangarampalayam PO, Villupuram- 605 108.

ACCREDITED
NAAC

NBA
ACCREDITED
COURSES

CRITERION II - TEACHING-LEARNING AND EVALUATION

2.3.4 - Preparation and adherence to Academic Calendar and Teaching

Plans by the institution

DECLARATION

This is to certify that Preparation and adherence to Academic Calendar and Teaching Plans is done in our institution. The following details have been enclosed as proof for the academic year 2023-24.

1. Academic Calendar (Academic Calendar of ODD and Even Semester is attached)
2. Sample Course Allotment (Course wise Teaching Load Distribution)
3. Sample Lesson Plan
4. Sample Time Table (Time Table of ODD and Even Semester is attached)
5. Sample Adherence to Teaching Plan (Record of attendance and assessment)

Sundarathi N
CRITERION INCHARGE

N. Selva
IQAC COORDINATOR

G. Mahendran
PRINCIPAL
Dr.G. MAHENDRAN, B.E., M.Tech., Ph.D
PRINCIPAL,
IFET College of Engineering,
(An Autonomous Institution)
IFET Nagar, GANGARAMPALAYAM,
Villupuram District, 605 108.



2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Academic Calendar: Every semester, the Office of the Dean (Academics) creates the academic schedule. It includes the list of working days, two internal assessment tests, a model examination, and tentative end-of-semester theoretical and practical testing dates, as well as symposia and festivals. The academic calendar shows the total number of effective working days available in a semester.

Course Allotment: Prior to the start of the semester's course work, department heads assign subjects based on the faculty competency matrix.

Time Table: The time table Incharge prepares the timetable according to the Academic Calendar and is approved by the Head of the Institution.

Lesson Plan: Course coordinators overseas the works of faculty in the preparation of the lesson plans and reading materials. Based on a discussion with the course coordinator, the faculty members of the appropriate courses develop a lesson plan and course content.

Adherence to Teaching plan: During the monitoring, the syllabus completion, adherence to lesson plan, student attendance and performance in internal assessment are reviewed. Wherever required, corrective actions are considered and communicated to the department and the particular faculty members. This ensures that the teaching–learning process is improved on a qualitative level.

Academic Calendar	https://www.ifet.ac.in/NAAC_24/criteria_2/academiccalendar23_24.pdf
Course Allotment	https://www.ifet.ac.in/NAAC_24/criteria_2/courseallotment23_24.pdf
Lesson Plan	https://www.ifet.ac.in/NAAC_24/criteria_2/lessonplan.pdf
Time Table	https://www.ifet.ac.in/NAAC_24/criteria_2/timetable.pdf
Adherence to Teaching Plan	https://www.ifet.ac.in/NAAC_24/criteria_2/adherence.pdf