

1. Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well-planned and documented process

Anantrao Pawar College of Architecture (APCOA), Pune was established in 2014, providing Bachelor of Architecture (B.Arch) education, within the ambit of the Akhil Bhartiya Maratha Sikshan Parishad & affiliated to Savitribai Phule Pune University (SPPU), Pune & recognised by the Council of Architecture (CoA), New Delhi.

The Academic Calendar for each of the Academic Year (AY) is notified by the university at the beginning of each academic years. Along with it the list of approved holidays and a schedule for In-Sem & End-Sem exam is published by the SPPU for the relevant pattern of syllabus (currently 2015 & 2019 pattern are adhered to). The university syllabus is based on the structure by the CoA published from time to time (Minimum Standards of Architectural Education 2020 Gazette). On receipt of the above information the Principal, Academic Co-ordinator and the Chief Exam Officer (CEO) conduct a discussion to outline the academic, co & extra-curricular activities of the term. The core faculties are briefed and inputs are taken from them by the CEO to prepare an **ACADEMIC CALENDAR** for each semester of the institute. The Academic Coordinator prepares the Institute time-table considering the Academic Calendar, the expertise of the faculty (core & visiting) and the appointment of the class teacher (40 students/ class). The faculty is allocated various subjects depending on their expertise and curriculum requirements. The faculties detail out the Lesson Plan as per the Curriculum and the time table allotted to them, along with the working load appropriate to each of the designations (as per UGC guidelines). This exercise is carried out in the Academic Dairy to be maintained by each of the Faculty, monitored by the Academic Coordinator, Principal and the CEO.

The lesson plans of each of the course, academic calendar & time table are notified to the students at the beginning of the term. Further, to ensure the effective and timely delivery of all the planned lessons, weekly completion records, students attendance, performance etc. are kept in the subject files and reviewed periodically by the subject teachers, Class Teacher and the academic coordinator along with the Principal in periodic Course Committee Meeting (twice /term). If there are unplanned holidays declared/taken, the make-up classes are arranged to cover up the lost time and the students are communicated properly through digital forms of communication (What's app Group is maintained for each of the Class) to make sure that they attend these classes. The students and their parents are communicated for a Parent Teacher Meeting is held atleast once a term in person to inform them about the progressive work, attendance etc.

Workshops, Expert Guest lectures, Site visits & study-tours are conducted apart from the regular course requirements, to enhance the grasping of the students.

This is the process followed by APCOA for effective delivery of curriculum.

Principal
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