Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' ❖ Approved by AICTE ❖ ISO 9001-2015 Certified

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OFFICE OF DEAN ACADEMICS

Policy Document

KLEF/ODA/2.2/P22001/2021/V1.0   Date: 16/12/2021

Title: Semester Readiness Program (SRP)

1. Policy:

All Course coordinators (CC) and Course Instructors (CI) are required to undergo SRP before commencement of the semester class work as per the circular issued by the office of dean academics (ODA). The objective of SRP is to prepare the faculty to effectively deliver the courses allotted to them in the upcoming semester. It is a collaborative process which involves the faculty taking the course to plan the delivery, identify the pedagogy best suitable for various topics, the source of the contents, instructional design, evaluation plans, etc.

2. Outcomes:

- Ensures the preparedness of faculty in all respects for the course
- Enhances the confidence of the teachers towards effective delivery of the course by equipping themselves with the recent developments of the domain.
- Enhances the planning capabilities and professionalism among teachers by sharing the best practices.
- Enhance the learning outcome of the learners that results in better opportunities.

SRP PHASE II (GROUP PHASE)

SRP PHASE II — GOALS:

a. All faculty belonging to a course team must be at a uniform knowledge and delivery level. Appropriate short term FDPs may be planned as per the requirement in coordination with Academic Staff College.

b. Consolidation of e-Content, ALMs, Assignments, Quizzes, Tutorials, Lab experiments, identification of subjects for Open Book Tests and Project specifications.

c. Evaluation of the quality of Question Papers and ensuring 50% of Higher Order Thinking Questions in all exams (to be verified by CC, HoDs are required to verify it for all the subjects, Principal/Dean is required to verify for one subject per semester per department at random and Dean Academics will verify for one subject per program at random).

d. Preparation of video lectures for the course.

e. Identification of Industry Lectures on specific Outcomes.

f. Benchmarking of the evaluation with respect to Online Platforms.

g. Identification of Micro learning path towards imparting a specific skillset that helps the students in doing a project.

h. Information to Dean Academics Office through proper Channel and Justification about courses which includes open book examination (In-Sem & End Sem) on the next day of the completion of Phase I.

SRP PHASE II - OUTCOMES:

a. Approved (Second level vetting) Course Handout in ERP.

b. Approved (Second level vetting) Question Papers for Sem-In Exam 1(3-Sets), Sem-In Exam 2(3-Sets) and Sem-End Exam(4-Sets) in ERP.

c. Vetted Course related aspects (refer 1.b, c, d, e, f, g).

d. Well Trained faculty.

e. Well planned benchmarking/micro learning for the subject.

SRP PHASE III (GROUP PHASE)

The course committee should ensure that the following activities are carried out in Phase III of SRP and ensure their completion in time.

1. The course team should prepare/finalize interactive video lectures.
2. Course teams to set up labs with necessary software, hardware, equipment, arrangement & procedures.
3. Course teams gather and practice lab exercises and document the results.
4. Course teams work on PBL and document the requirements and specifications.
5. Course coordinator should upload the course material, ALM, assignments /quiz questions (as planned in the course handout) in LMS / ERP.
6. Course team should set deadlines in LMS for submission of ALM, assignments /quiz questions/ labs/tutorials/ Projects.
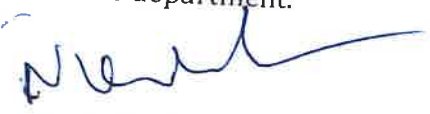
SRP PHASE III - OUTCOMES:

a. Finalized video lectures.
b. Lab setup with required hardware / software
c. Finalized list of lab experiments and documents
d. PBL document specification
e. Availability of course materials, Schedule of ALMs, Quizzes, assignments in ERP / LMS.

ROLES OF DEPARTMENTS (HOD):

f. Verify the progress of the activities using the checklist given. (Annexure V)
g. Ensure 100% compliance on the completion of the activities.

The Academic Audit Committee will be conducting an Audit of the SRP process within a week after the completion of SRP Phase 3 in the principal's office with the Outcome checklist and evaluate it towards Academic Process Excellence Indicator (APEI) score of the department.

Dr. N. Venkatram
Pro Vice Chancellor

Prof. N. VENKATRAM
Pro-Vice Chancellor (Admin)

Dr Raghuveer VR
Dean Academics

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