

## SUBJECT THEORY

1. Department Vision & Mission
2. List of Students
3. Students Registration-Master
4. Deliverer's Registration
5. Syllabus Copy
6. List out Course Outcomes & Mapping of COs with POs & PSOs.
7. Topic Registration
8. Session Plan
9. Subject sessions calendar
10. Slow Learners & Advanced Learners Registration
11. Slow /Advanced learners sessions plan, preferably in the 3<sup>rd</sup>,6<sup>th</sup>,12<sup>th</sup> & 15<sup>th</sup> weeks and publish the proposed topics for these sessions.
12. Prepare & submit the assignment questions for all the units to the section In-charge before the commencement of the semester and also to the students through mail in the first week. Publish the submission dates preferably in the 3<sup>rd</sup>,5<sup>th</sup>,8<sup>th</sup>,11<sup>th</sup>,13<sup>th</sup> & 16<sup>th</sup> weeks.
13. Collect the previous years University semester end examinations question papers and mail to the Students in the first week.
14. Prepare & submit unit wise question bank may be 12 questions preferably from the previous JNTUK question papers to the section In-charge before the commencement of the semester and to the students through mail in the first week.
15. Prepare unit wise material (Hard & Soft copy), PPTs, URLs of e-Learning Resources in advance i.e. one week before the commencement of respective Unit.
16. Publish the schedule of assessment tests (Slip Tests) & evaluate on time and record the marks.
17. Schedule and arrange the Guest Lectures-Internal, External, Alumni and Industry experts.

18. First sessions must be Orientation covering syllabus overview, Course Outcomes, Mapping of COs with POs & PSOs.
19. Course survey- at beginning and after the completion of the course with the help of rubrics.
20. Prepare the Slip-Test and mid examinations question papers as per the Bloom's Taxonomy towards better attainment levels.
21. Calculate the Attainment levels at various levels and finally submit to the HOD and the approved copy of it is to be kept in course file.
22. A batch of students shall be encouraged to do a project/working model/paper presentation with the technology of the course.
23. Students shall be encouraged to do MOOCs course related to the subject theory.
24. Advanced learners shall be made to present recent advancements related to the subject theory through Flipped class room.
25. Prepare and Submit the topics planned beyond the syllabus to the concerned Section In-charge and keep the material and PPT
  - a. In the course file.
26. Plan for Make-up classes and Remedial classes as per the students need.