GOVERNMENT POLYTECHNIC, KOLHAPUR

(An Autonomous Institute of Government of Maharashtra)

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No. GPKP/ACC/ODD-AY 23-24/2109   Date: 15th July 2022

CIRCULAR

Subject: Regarding academic planning of ODD Term – Academic Year 2023-2024 (For 3rd and 5th Semesters)

The ODD term of academic year 2023-24 for 3rd and 5th Semester is scheduled to start from **17th August 2023**. The teaching-learning process will be totally in **OFFLINE** mode. All the heads of departments are hereby informed to prepare for the academic activities of the ODD term 2023-2024 with strict adherence to the academic calendar, attached herewith, as follows:

1. **Preparations for commencement of ODD term 2023-2024 (For 3rd and 5th Semesters only):**

    i) **Implementation of OBE philosophy is compulsory to all programmes.**

    ii) Preparation and display of Timetable on or before 15th July 2023.

    iii) Preparation of _Academic Activities Calendar_ in prescribed format before 17th July 2023.

    iv) Preparation of course files, lesson plans in prescribed formats

    v) Preparation of teaching-learning aids

    vi) Conduction of faculty awareness programs for MPECS 2020 curriculum and OBE implementation

2. The instructional time table hard copies of 3rd and 5th semesters must be submitted to the undersigned on or before 17th July 2023. Institute level time table in charge should prepare a master time table by 20th July 2023 and submit to undersigned. Institute level lunch break for students should be common to all programmes.

3. **OB-LTA Proformas:** All the HODs are also informed to instruct the faculties under them to refer to various proformas in "MPECS 2020- Outcome Based Learning., Teaching and Assessment (OB-LTA) Proformas"- published for Learning-Teaching-Assessment process.

4. **On the first day orientation programme should be conducted for 3rd and 5th Semester students.**
    Respective programme head should make the arrangements for the same at dept. level.

The term shall continue with effective implementation of students' mentoring and feedback systems as per prescribed procedures and formats.

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