



# NATIONAL COLLEGE

(Autonomous)

(Nationally Re-Accredited at 'A' Grade by NAAC)  
(A unit of Dr. V. Krishnamurthy Educational Foundation)

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**Principal**

PPL. Cir No. 026/2026-27/

Date: 22.07.2026

## **CIRCULAR**

**Subject: Submission of Teaching Plans – Odd Semester (Academic Year 2026–2027)**

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All the Heads of the Departments are requested to instruct the faculty members of their respective departments to prepare and submit the **Teaching Plan** for all the courses handled during the Odd Semester (June 2026 – October 2026) by **strictly adhering to the enclosed Teaching Plan Template and the Instructions to Faculty.**

The Heads of the Departments may entrust the **Association Vice President** of their department with the responsibility of coordinating the collection of the teaching plans from all faculty members.

The Association Vice President shall ensure the following:

- The teaching plans are complete in all respects and duly signed by the faculty member and the Head of the Department.
- Both the duly signed hard copy and the duly signed soft copy of the teaching plan are collected from every faculty member
- The compiled teaching plans (hardcopies) are submitted to the **Principal's Office** on or before **29th July 2026 (Wednesday) without fail.**

In addition, the Association Vice President shall securely retain the duly signed soft copies of all teaching plans pertaining to the department. These soft copies shall be preserved for future reference and submitted to the IQAC whenever called for, particularly during the preparation of AQAR, NAAC and other institutional documentation.

The Heads of the Departments shall ensure that all faculty members comply with the enclosed instructions and that the teaching plans are submitted within the stipulated time.

The teaching plans form an important academic record and will serve as a key document for IQAC, AQAR and NAAC documentation and verification. Hence, all concerned are requested to accord this matter top priority and ensure timely compliance.

**Encl:** Template of Teaching Plan with instructions

**PRINCIPAL**

**Copy to:**

1. All Heads of Departments
2. Office File
3. Notice Board
4. College Website/Student WhatsApp Groups

