

Teaching Plan (Template)

Name of the Faculty: _____

Department: _____

Academic Year: 2026–2027

Semester: Odd Semester (June 2026 – October 2026)

S. No.	Class	Course Title with Code	Unit(s) Covered	Topics Covered	Duration (in Hours)	Period (Dates From – To)	Teaching Aids Used	Mode of Evaluation

Signature of the Staff

Signature of the HoD

Instructions to Faculty:

- Every faculty member is requested to submit the teaching plan for all courses they **handle during this semester** (*June 2026 – October 2026*).
- This document is **only a template**. Faculty may **add or remove rows** as required, depending on:
 - the number of courses they handle, and
 - the number of units they cover in each course.
- In the column **“Period (Dates From – To)”**, kindly mention the **dates (do not mention the month alone)**, based on the **working days and day order followed during this semester as per the Students Handbook for the AY 2026-2027**.
- As the teaching plan is prepared at the beginning of the semester, it is understood to be tentative in nature. **Faculty members may use the working days specified in the College Handbook while preparing the teaching plan**. However, holidays and other non-instructional days should not be included.
- **The sum of the total number of hours mentioned in the teaching plan (Column No. 6) should exactly match the total number of hours allotted for the respective unit/course for the entire semester, as prescribed in the syllabus**
- **Teaching Aids Used** may include chalk & board, PPT/LCD projector, smart board, videos, online resources, etc. Faculty are free to include **any other teaching methods or tools actually used** during the course.
- **Mode of Evaluation** may include internal tests, assignments, seminars, quizzes, tutorials, etc. Faculty may add any other evaluation methods or tools plan(ned)/adopt(ed)/use(d) for assessing student learning.
- Please ensure that all information provided is **clear, accurate and complete**, as this data will be used for **IQAC / AQAR /NAAC documentation and verification**.
- Faculty members may also submit the teaching plan in a **different format of their choice**. However, it is **mandatory** that all the information sought in this template is **clearly included**, irrespective of the format used. If any required information is found missing in the submitted format, the faculty member will be requested to **resubmit the teaching plan as per the prescribed template**.
- **Faculty members are asked to submit both the duly signed hard copies and duly signed soft copy of the teaching plan to the vice president of respective department.**