



## Effective Curriculum Delivery process in the Institution

Darjeeling Government College has several departments out of which English, Nepali, Botany and Zoology runs Post Graduate Program. Both the PG and UG programs follow semester system. The College follows curriculum as approved by University of North Bengal and to ensure the effective curriculum delivery the following processes are followed religiously:

- **Lesson Planning:** Entire curriculum delivery is planned on semester basis. The semester plan is further divided into monthly planning and monthly planning is again subdivided into weekly planning.
- **Classroom Delivery:** In Classroom delivery mainly two types of systems preview and review is followed. Preview and Review System in a glance:

Preview System (When a new topic is introduced in the class Preview System is followed)		Review System (In continuation to the topic taught, Review
Brain Storming 7	7 mins	
Concept Development Phase	20 mins	Incentive phase
Class assignments (notes/ written work)	15 mins	
Wrapping up	3 mins	Home assignment

- **Teaching/Learning Activities (Methodologies):** Active lectures, demonstrations, practical classes, interaction, group discussions, visual aids, power point presentations, movie screenings, field visits, role- play, excursions etc. are some of the methods used here and teaching aids are prepared as per the methodologies used.

- Evaluation: Continuous Assessment System is followed to measure the progress of the students through class and home assignments, classroom participation, term-papers, dissertation, viva-voce, group discussions in P.G programs whereas in U.G program along with CAS a Mock Exam is conducted before the Semester examination by the concerned departments.
- Parents Teachers Meeting: PTM is conducted after the following
  1. Student Counseling Session – With the Department Head
  2. Corner Help - Provided by the teacher
  3. Peer help – Group studies during free time by the students
  4. Parents Teacher meet to discuss the mock test result as well.

If a particular department find out that a student is not doing well in the continuous Assessment System then a counseling session is facilitated in which the student's problem is sorted out. The subject teacher helps to clear the concept to the student before class or during free time. The peers are asked to help the student in their free time. If student still fails to show any improvements then the parents are called as the last resort.

All the above mentioned content delivery process is carried out in a well-planned and documented steps making sure that it leaves no stone unturned to make student learn the course taught in the class.



**Officer-in-Charge  
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