1.1. **Curriculum Planning and Implementation:**

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal assessment.

**Response:**

1. **Adherence to University Syllabus:** Government General Degree College Lalgarh, as a Constituent College affiliated with Vidyasagar University, operates strictly within the framework set by the university for undergraduate courses. We adhere to the syllabus framed by Vidyasagar University, ensuring that students receive a comprehensive and structured education.

2. **Implementation and Dissemination of Curriculum:**

We prioritize the effective implementation and dissemination of the curriculum by closely following the Academic Calendar prepared by Vidyasagar University. To enhance the college experience, we incorporate unique extracurricular activities. Curriculum dissemination at the departmental level is carefully strategized to optimize learning outcomes. Extra classes are offered to students requiring additional support, and tutorial classes supplement regular coursework to ensure thorough understanding.

**3. Academic Planning and Routine Structure:**

Our institution ensures balanced syllabus coverage and timely completion, in alignment with the academic calendar. A centralized Master Routine and detailed Departmental Time-Tables facilitate smooth curriculum delivery. The Routine Sub-Committee, overseen by the Teachers' Council, designs the Central Routine for both Arts and Science departments. Before each academic session, faculty members devise departmental routines and distribute the syllabi. Class durations meet UGC guidelines, and attendance records are meticulously maintained across all departments to ensure consistent student engagement.

4**. Adaptation to Pandemic Challenges:**

During the pandemic, our institution swiftly adapted to the challenges posed by the situation. We transitioned to online platforms to ensure the continuity of education. Virtual classes, online assessments, and digital resources were utilized to maintain the academic schedule. Faculty members underwent training to effectively use these online tools, ensuring that the quality of education was not compromised. Regular feedback mechanisms were put in place to address any issues faced by students and faculty, ensuring a smooth and efficient transition to the new mode of learning.

5. **Teaching Techniques**: Government General Degree College Lalgarh employs diverse teaching techniques, ranging from traditional chalk-and-talk methods to modern ICT-enabled lecture delivery systems. These techniques are designed to foster student engagement and interest in the learning process. In addition to regular teaching methods, continuous evaluation is ingrained within our teaching methodology, incorporating various assessment methods such as class tests, home assignments, and presentations. These practices allow us to effectively gauge students' academic progression throughout the year.

6**. Evaluation Process and Internal Assessment:** Evaluation is an ongoing process that included Internal Assessment and End Semester Examinations per University guidelines, ensuring comprehensive student performance assessment. Each paper allocates 15 marks for Internal Assessment, constituting 20% of the total marks, with 10 marks for internal assessments and 5 for class attendance. These assessments are mandatory and integral to the Choice Based Credit System implemented in 2018 per Vidyasagar University regulations, and the CCFUP framework implemented in 2023. The Examination Sub-Committee of the college oversees internal exams, ensuring compliance with university deadlines. In the last few years, emphasis has been given to the continuous assessment system, allowing the departments to regularly test their students in various innovative ways.

**7. Centralized Exam Administration:** To ensure fair and efficient conduct of exams, the College Examination Sub-Committee, operating under the Teachers’ Council, arranges centralized examinations. Our institution rigorously adheres to university-set deadlines for completing internal assessments each semester. Additionally, the End Semester Examinations are centrally coordinated through the Examination Sub-Committee under the Teachers’ Council for this purpose.

**8. Uploading Assessment Marks and Responsibility of Tabulation Sub-committee:** Departments are tasked with the responsibility to upload Internal and continuous Assessment marks to the University portal. This decentralized approach ensured that each department remains accountable for the timely and accurate submission of assessment data. A new Tabulation Sub-Committee has been formed in the 2024-25 session to ensure proper archiving of marks and other exam related data.