

# Academic Planning and Management

*“When planning for a year, plant corn. When planning for a decade, plant trees. When planning for life, train and educate people.”* Chinese Proverbs

By:  
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The background of the slide features a stack of books and a white pen. The top book is yellow and has handwritten text in French: "Johann", "Hommes et Ca...", and "Homages". The books are stacked on a light blue surface.

By the end of the session we will be able to

- Understand the Academic Planning and Management (APM) process
- Adapt a strategic approach to Semester planning as per the curriculum
- Exercise the Academic Planning Skills for a Unit plan
- Explore the opportunities for innovation and active learning



## Effective teachers – networked

Effective teachers are.....



# WHAT IS PLANNING?



# What is planning?

- The process of setting goals, developing strategies, and outlining tasks and schedules to accomplish the goals.

Read more: <http://www.investorwords.com/3710/planning.html#ixzz1EZrykr9d>

- Strategic planning is the process of identifying an organization's long-term goals and objectives and then determining the best approach for achieving those goals and objectives.

[www.bu.edu/hr/glossary/STU/](http://www.bu.edu/hr/glossary/STU/)

- Why, What , When, How



# Why Planning?

- 80/20 rule
- Ensure effective utilization of the common asset- Time
- Predict problems and prepare solutions
- Achievement of goals
- Accomplishment of shared vision



**Which of the following  
worth Planning?**

On the lighter note!

**for:**

- Delivering a Speech
- Attending cosine's wedding-ceremony
- Your own child's wedding.
- Shopping
- Daily office work
- Aftaar-Party at your place
- The Electricity Issue
- A basic course of a degree programme



Event	Yes/No	When to start planning
Deliver a Speech		
Attending cosine's wedding-ceremony		
Your own wedding.		
Going for shopping		
Daily office work		
Aftar-Party at your place		
Teaching		
Chairing a meeting		
Conducting a worktops		
Electricity issue		





Event	Yes/No	When to start planning
Deliver a Speech	Yes	3-Days
Attending cosine's wedding-ceremony	Yes	10-Days
Your own wedding.	Yes	6-months approximately
Going for shopping	Yes	Two days before
Daily office work	Yes	Today's Day-end
Aftar-Party at your place	Yes	15-Days
Teaching	Yes	One-day before (micro plan)
Chairing a meeting	Yes	Three days before
Conducting a worktops	Yes	Ten-days before
Electricity issue	Yes	10 years before



**“Planning is bringing the future into the present so that you can do something about it now”**

Alan Lakein



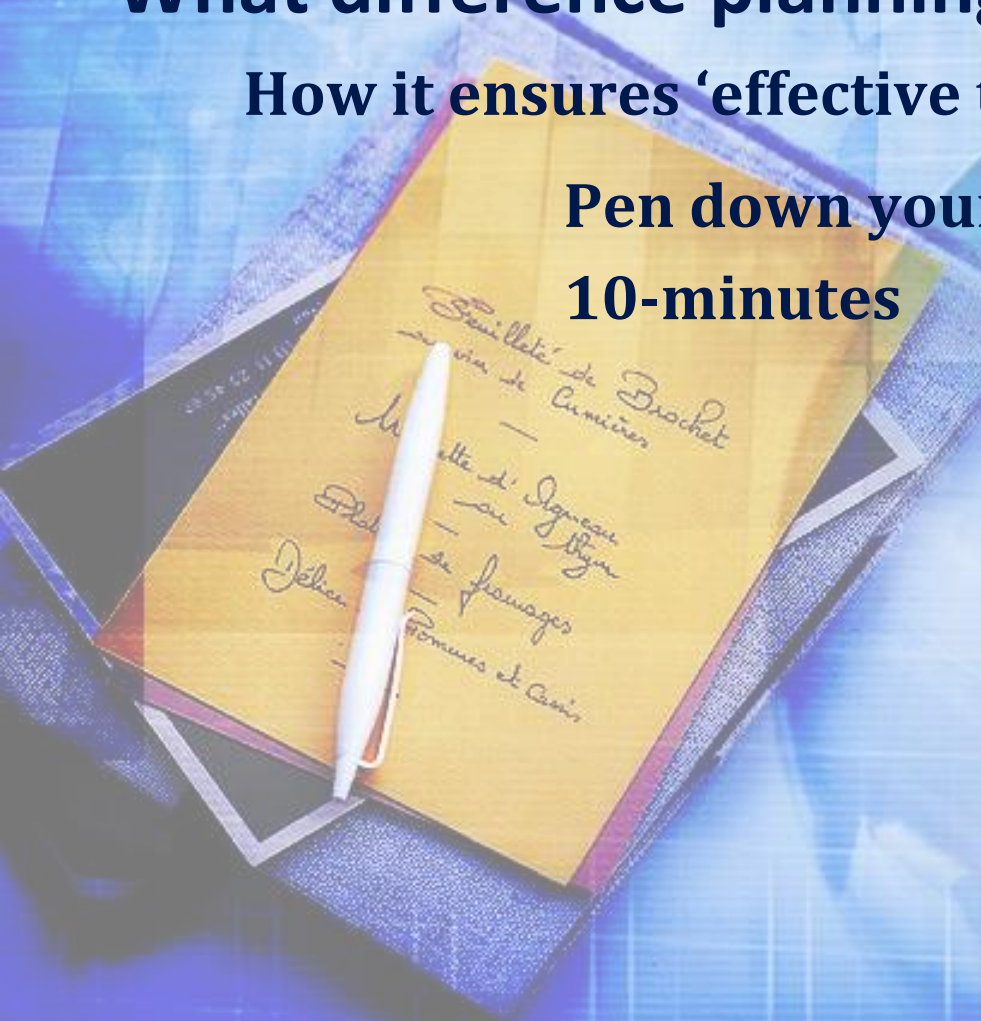
***“When planning for a year, plant corn. When planning for a decade, plant trees. When planning for life, train and educate people.”*** Chinese Proverbs

**What difference planning make?**

**How it ensures 'effective teaching'?**

**Pen down your opinion!**

**10-minutes**





**“I never try to teach my students anything.....  
I only try to create an environment where they can  
learn”**

**—Albert Einstein**

# GOOD PLANNING

- Keeps the teacher and students on track
- Achieves the objectives
- Helps teachers to avoid “unpleasant” surprises
- Provides the roadmap and visuals in a logical sequence
- Provides direction to a substitute
- Encourages reflection, refinement, and improvement
- Enhances student achievement







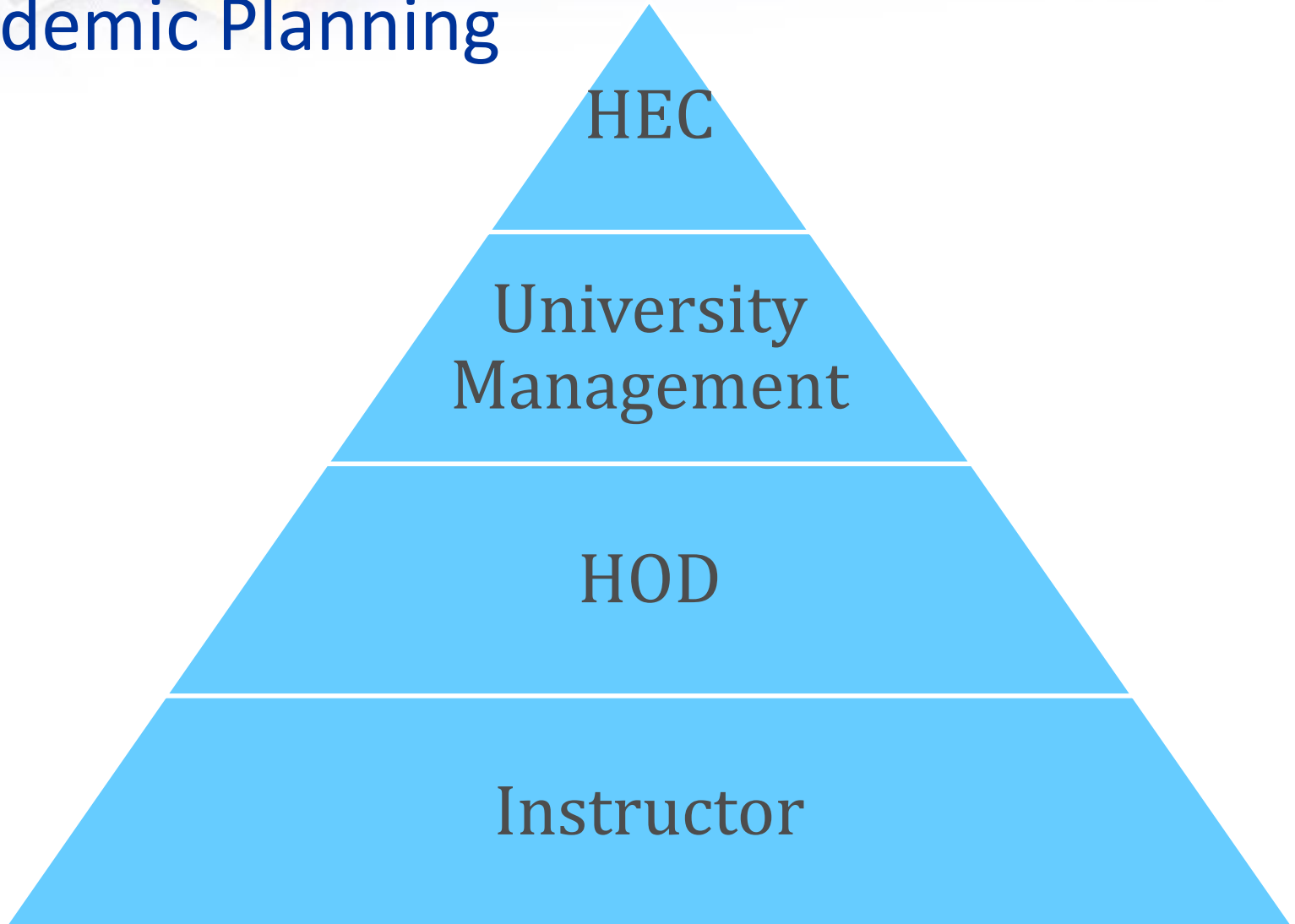
## Academic Planning is...

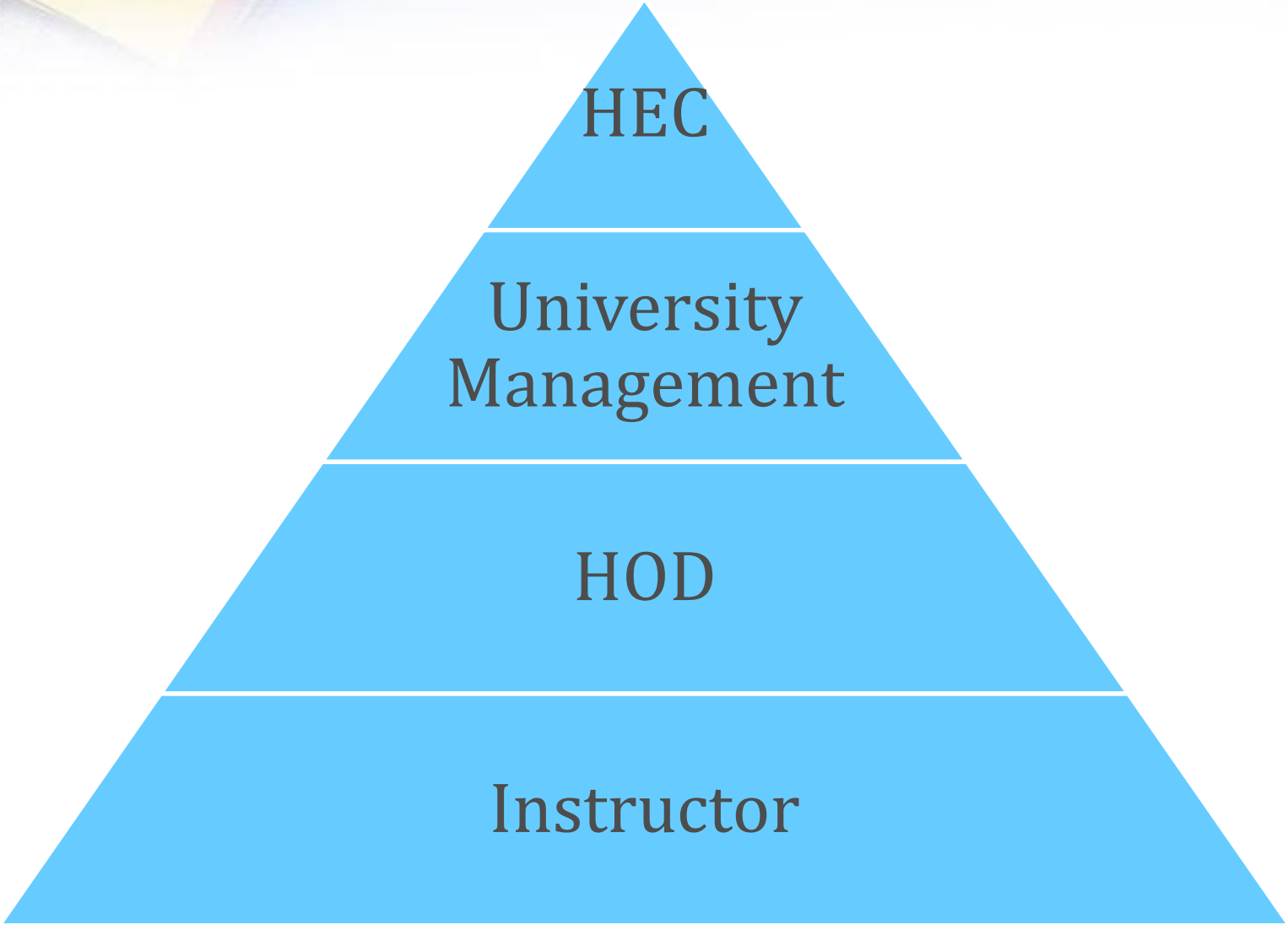
- "Environmental Scanning," "Curriculum Planning," "Enrollment Management," "Human Resources Planning," "Planning for Information Technology," "Student Services," "Academic Planning Within the Larger Context," and "Linking Quality and Accountability." by Brian P. Nedwek
- The four main sections include landscape analysis; program analysis; program design and improvement; and learning paradigms. The conclusion offers information on how to prepare your academic design plan. by Bill Warner and Bill Ammentorp





Academic Planning





HEC

University  
Management

HOD

Instructor



Hence we conclude that  
Academic Planning is

Strategic process!



- *To generate knowledge for global competitive advantage and become a leading world class institute.*

**UET's Vision**



- To play a leading role as a University of Engineering and Technology and conduct teaching and research that is internationally relevant and has a direct bearing on country's industrial, technological and economic development.

## UET's Mission

HOW can we achieve this reason of existence? Group Activity 15 minutes



# Core Values

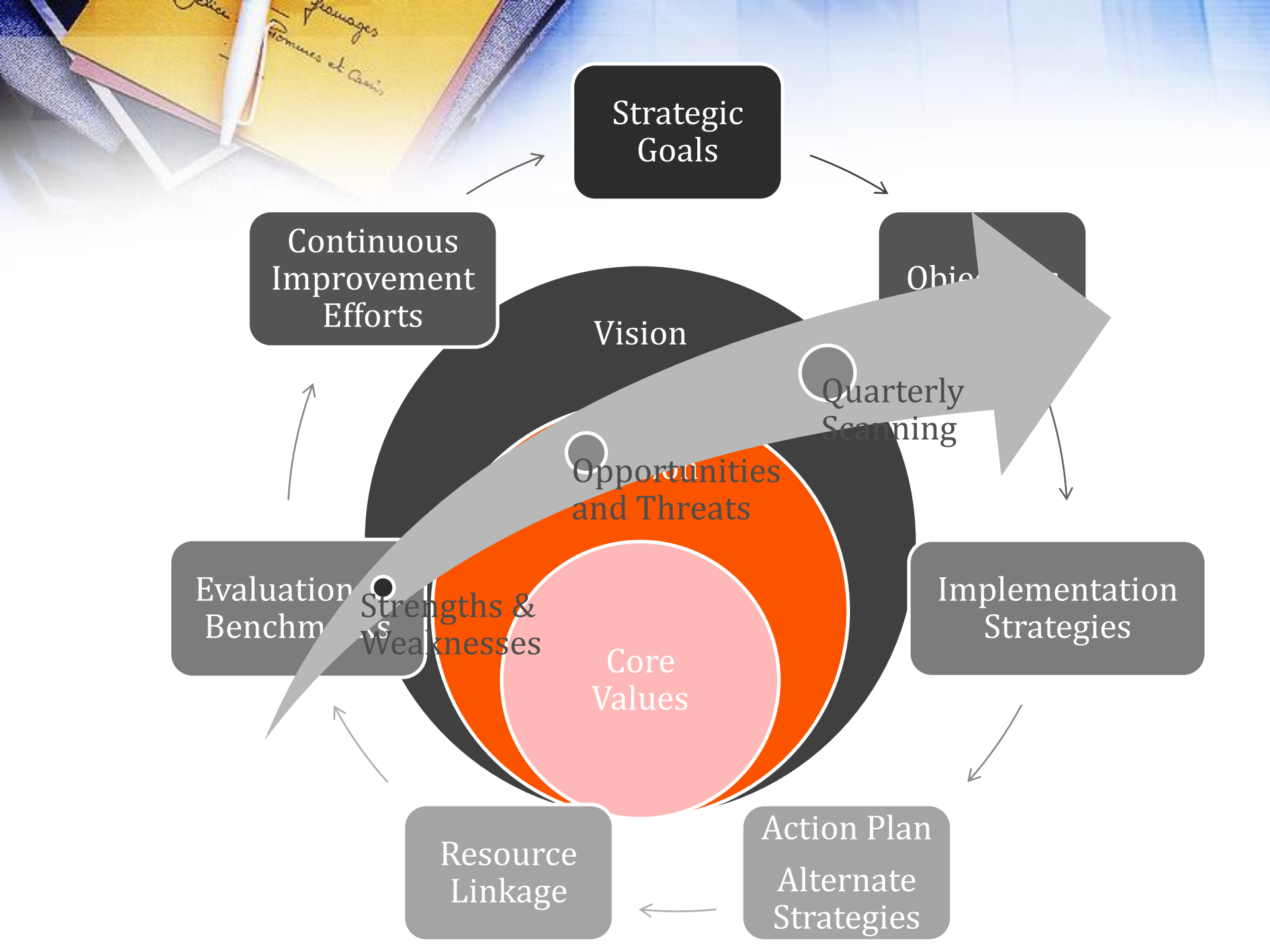
The University is guided by the following core values:

- Merit
- Discipline
- Commitment
- Excellence

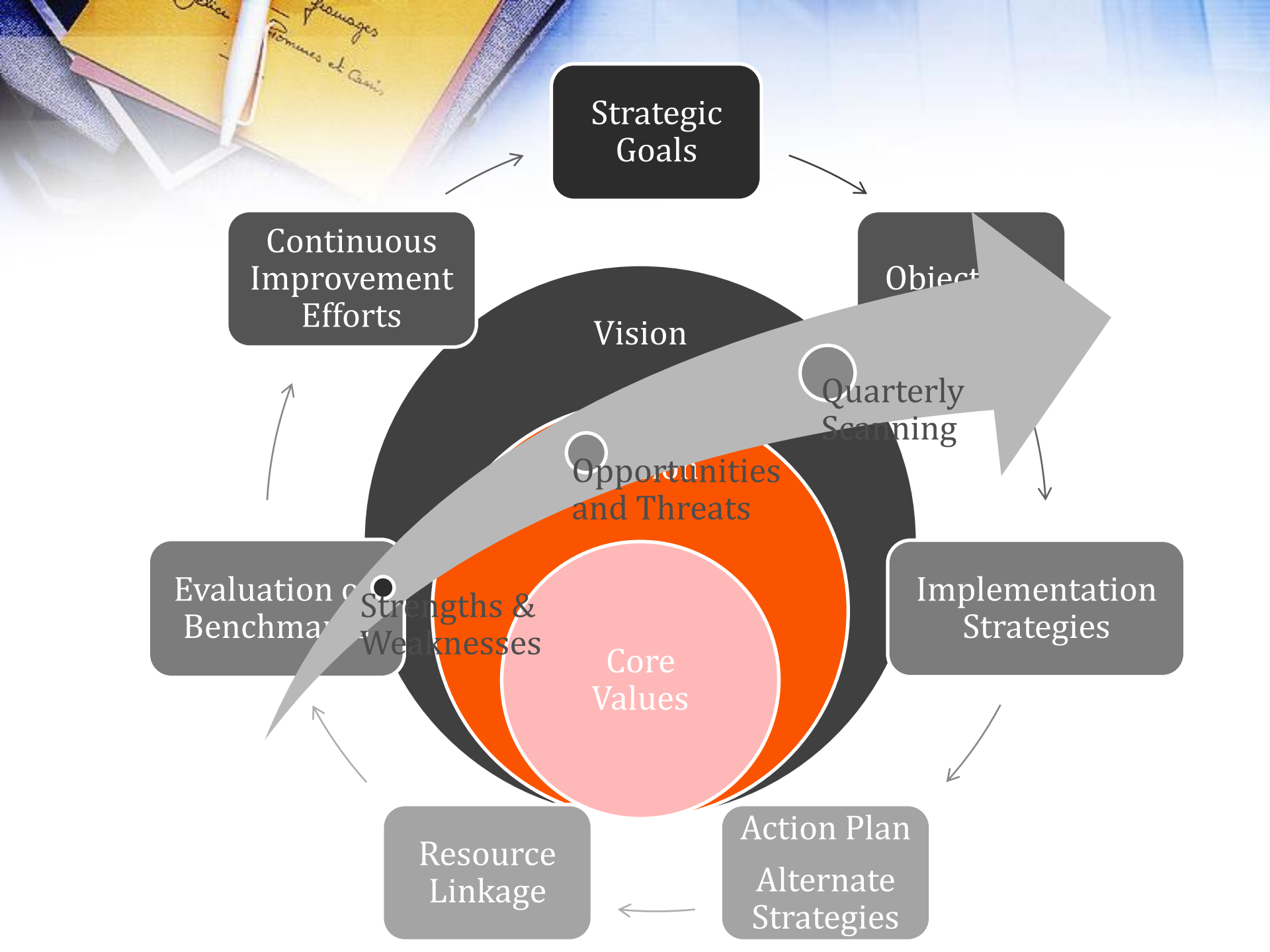
**Now we know  
Vision  
Mission  
And Core Values**

**Lets look at the Planning Cycle**











Plan

Administer

Execute

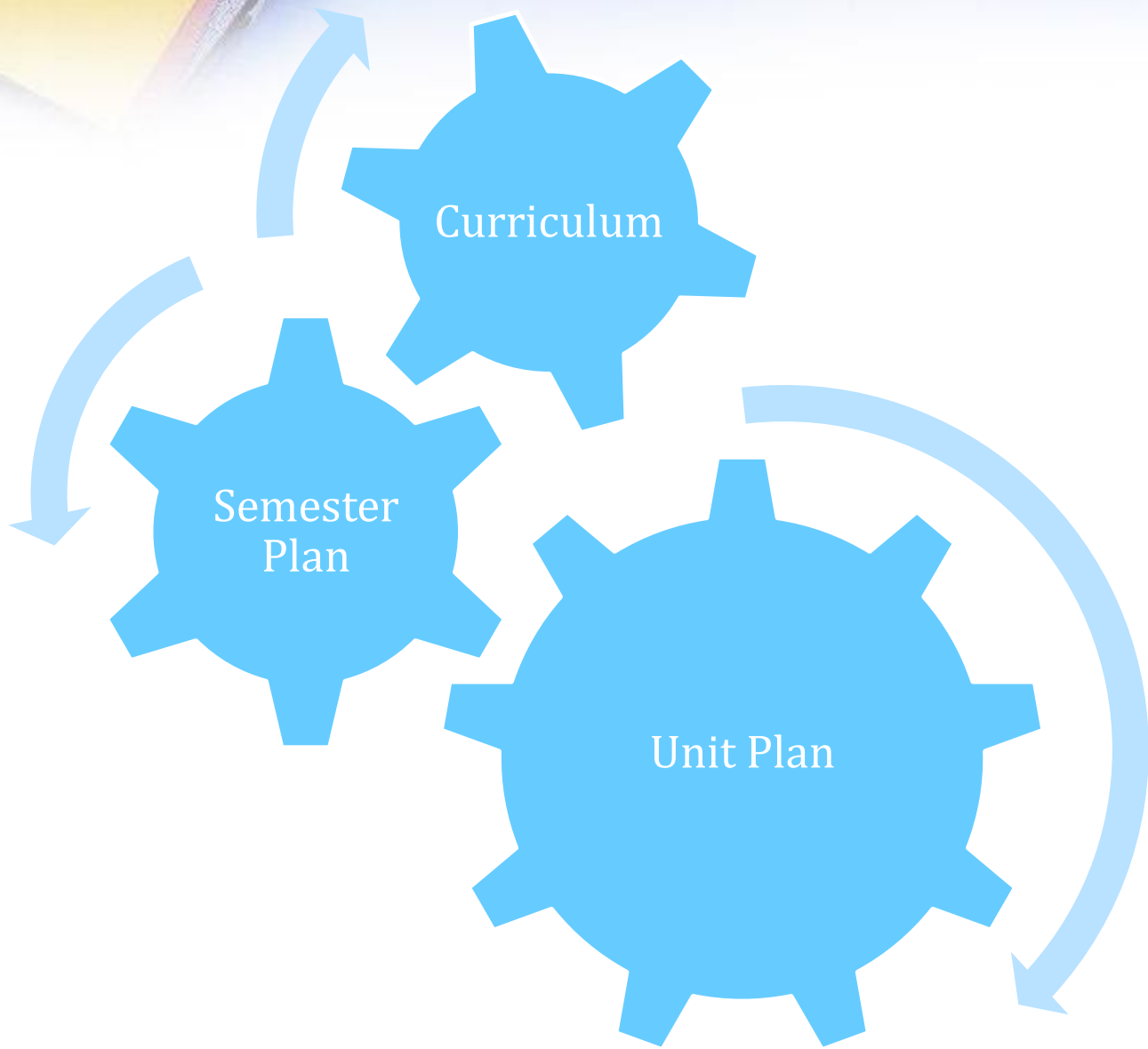
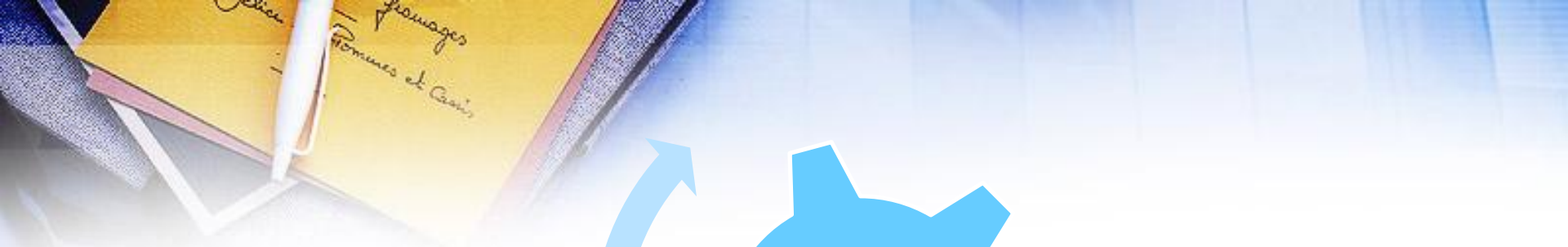
Evaluate

The teacher's perspective....



## Approaches to Plan

- Reading time 10 min
- Choose any two elements
- List possibilities of HOW WILL YOU ACCOUNT FOR while planning?
- Guided group work (15 minutes)



Curriculum

Semester  
Plan

Unit Plan



- **Curriculum** is standards, bench marks, experiences, skills ,integration of courses to ensure achievements of standards by students
- The purpose of the **semester plan** is to allow the student to work their schedule for their own maximum efficiency and effectiveness.

A decorative image in the top-left corner shows a stack of colorful notebooks (yellow, pink, blue) with a white pen resting on them. The yellow notebook has handwritten text in French: "Jolien", "Voyages", and "Rommes et Caie".

## Sample Module/ Semester Plans

- Course break up semester wise
- Curriculum for a course
- Curriculum Format (Module-wise)



## Cover all Learning Levels through assignments and methodologies

- **Knowledge**-the recall of acquired knowledge.
- **Comprehension**-understanding of knowledge.
- **Application**-apply concepts to new situations.
- **Analysis**-examining information to develop conclusions. Organize and differentiate.
- **Synthesis**-apply knowledge & skill to produce something new , formulation of new structure.
- **Evaluation**-conscious value judgments based on clearly defined criteria.



# Semester Plan

## Semester Plan

- Objectives
- Content
- Reading material
- methodologies
- Activity Calendar

## Semester Plan

- Course requirements
- Course description
- Course objectives
- Text book
- Reference books
- Assessment and Evaluation
- Calendar of Activities  
(week / content/ task or activity)





## Prepare your semester plan

- 20 minutes



## What are the things to be kept in mind?

- Your feedback!



## Know your students

- Students background knowledge
- Skill profile
- Attendance trends

## Define the scope

- Decide SLO topic wise
- Content break-up
- Semester Progression
- Continuous Assessment opportunities

## How others have done?

- Surf Net
- Read books
- Observe peer
- Choose a mentor



## Summing Up!

- Look at a clip



## Curriculum is...

- a defined and prescribed course of studies, which students must fulfill in order to pass a certain level of education.



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## Curriculum

- <http://www.annauniv.edu/academic/University%20Departments%20-R2009/TABLE.htm>
- <http://www.facultyfocus.com/topic/articles/curriculum-development/>
- [higher education faculty focus]

Be Proactive

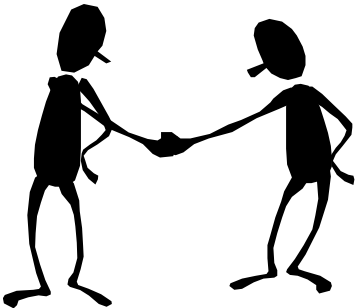


Put first things first



Begin with the End in mind

First Understand then understood




Team Work





## Making a Unit plan

- Read the handout carefully
- Choose a unit from the module you prepared
- Prepare a unit plan
- Time allocated 30 minutes

A man in a dark jacket and light-colored pants stands in a lush green field, holding a large map. In the background, there are majestic, snow-capped mountains under a cloudy sky. The scene is captured in a cinematic style with soft lighting.

KNOW HOW TO BE PREPARED