

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM**

**MICRO LEVEL LESSON PLAN**

Check List

Name of the faculty : Subject :  
Designation : Branch :  
Department : Year/Semester :

1. Is the subject allotted to you as per your choice? : Yes/No
2. Have you prepared the detailed lecture schedule of the subject for the entire semester/year to distribute to the students? : Yes/No
3. Mark the teaching aids that to be used in the class room
  - a) Lecturer notes
  - b) PPTs
  - c) Handouts
  - d) Charts
  - e) Videos/ /animations etc
  - f) Any other
4. Have you prepared handouts pertaining to each unit to distribute to students before hand?( Single sheet) : Yes/No
5. Have you prepared Question Bank pertaining to each unit to submit to the Exam Cell for Mid-Examinations (Both hard and soft copies) : Yes/No
6. Have you made the follow up of the availability of the prescribed text books/reference books pertaining to the subject in the class room/library? : Yes/No
7. Have you collected previous question papers pertaining to the subject?
  - a) JNTU : Yes/No
  - b) Other reputed University : Yes/No
8. Mark the measures taken to increase the utilization of laboratories?
  - a) Conducting additional experiments
  - b) Doing Consultancy
  - c) Doing mini/Main Project works
  - d) Any other
9. Measures taken to the student's utilization of Library /Internet?
  - a) providing an insight of IEEE Journals/magazine
  - b) encouraging the students for Paper presentations
  - c) providing websites for online lecture notes
  - d) giving Assignments
  - e) providing Topics on latest developments
10. Mention two names & addresses of academic experts in your subject with the proposed dates of their visits during the Semester/ Year
  - 1)
  - 2)
11. Mention two names & addresses of Industry experts in your subject with the proposed dates of their visits during the Semester/ Year :
  - 1)
  - 2)
12. Industries /companies suggested for student's industrial visit during the semester/year
  - a)
  - b)
13. Measures to taken to increase the pass percentage of the Class
  - a) Extra class/Counseling
  - b) Intensive coaching
14. Have you compared curricula with other reputed Indian Institutes/ Foreign Institutes to enlighten the students? : Yes/No
15. Specify, if any? : Yes/No

Signature of the faculty member