



Oriental Education Society's
Oriental College of Education & Research
UGC NCTE Approved, Affiliated to University of Mumbai,
(NCTE Code- 123016)
Adarsh Nagar, Andheri (W)
NAAC Accreditation 'B' Grade

Report on Faculty Orientation Program

For Sem II and Sem IV – Syllabus Completion and University Examination Preparation

Date: 11th June 2025

Time: 10:30 AM onwards

Venue: Principal's Cabin

Objectives of the Program

1. To orient faculty members towards the effective completion of Semester II and Semester IV syllabus within the stipulated academic calendar.
2. To align teaching-learning strategies with university guidelines and requirements for smooth conduct of examinations.
3. To ensure uniformity, clarity, and coordination among faculty members regarding paper patterns, assessment, and evaluation.
4. To provide faculty with an opportunity to share challenges and solutions related to syllabus completion and student readiness for examinations.
5. To plan internal assessment schedules, remedial support, and revision sessions for students.

Proceedings of the Program

- The session began with the Principal's address, highlighting the importance of timely syllabus completion for both Semester II and Semester IV.
- Faculty members discussed the progress of syllabus coverage, identifying areas where additional sessions or remedial teaching may be required.
- A roadmap for remaining lectures was prepared, ensuring alignment with the university's examination timetable.
- Guidelines for internal assessment, tutorials, and practical work submission were revisited.
- Strategies for student support before examinations (revision lectures, mock tests, doubt-clearing sessions) were finalized.
- Faculty members also reviewed the examination pattern and university circulars to ensure uniformity in teaching and assessment.

Key Outcomes

1. A detailed plan for completing the pending portions of the syllabus for Sem II and Sem IV was finalized.
2. Internal evaluation and submission timelines were decided in consensus.
3. Faculty members committed to conducting revision sessions to boost student confidence and preparedness.
4. The orientation program enhanced collaboration among faculty for effective execution of academic and examination duties.

Conclusion

The Faculty Orientation Program served as a platform to streamline academic planning for the upcoming university examinations. The collaborative efforts of faculty, under the guidance of the Principal, will ensure timely syllabus completion, better student performance, and smooth conduct of Semester II and Semester IV examinations.



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Asst. Prof. OCER



Approved by: Dr. Priyanka Pandey
I/C Principal





1170, Adarsh Nagar,
Jogeshwari West, Mumbai,
Maharashtra 400053, India
11 Jun 2025 11:03 am

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Faculty Orientation



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