



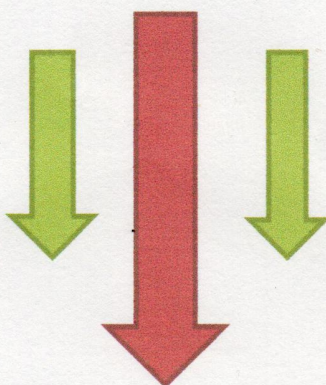
Council For Technical Education And Vocational Training

Rolpa Polytechnic Institute

Rolpa Municipality ward-1, Mehang

Annual Academic Plan (AAP)

2083/084



Background



Annual Academic Planning (AAP) is an essential component of academic management that ensures the systematic organization, implementation, monitoring, and evaluation of educational programs throughout the academic year. It provides a structured framework for coordinating teaching-learning activities, practical and laboratory sessions, fieldwork, assessments, student support services, research, and institutional development. Effective academic planning enables educational institutions to utilize available resources efficiently, maintain academic quality, and achieve the intended learning outcomes in accordance with the curriculum prescribed by the relevant authorities.

At Rolpa Polytechnic Institute, Annual Academic Planning holds particular importance as the institute conducts Diploma programs in Agriculture (Plant Science & Animal Science), and Information Technology, each requiring a balanced integration of theoretical knowledge and practical skill development.

The Diploma in Agriculture (Plant Science) emphasizes classroom instruction, laboratory experiments, crop production practices, field demonstrations, farm management, and community-based agricultural extension activities. Since crop production and practical training are closely associated with seasonal cropping patterns, climatic conditions, and the agricultural calendar, academic activities must be carefully planned to ensure timely implementation of practical exercises and field-based learning.

Similarly, the Diploma in Agriculture (Animal Science) combines theoretical education with practical training in livestock production, animal nutrition, breeding, health management, dairy production, poultry, and veterinary practices. Effective planning is essential to synchronize laboratory work, livestock management practices, farm visits, clinical observations, and internship activities with the operational requirements of animal production systems.

The Diploma in Information Technology requires systematic planning to coordinate classroom instruction with computer laboratory sessions, programming exercises, networking practices, software development projects, industrial exposure, and emerging technological trends. Proper scheduling of practical sessions, project-based learning, and industry-oriented activities ensures that students develop the technical competencies and professional skills demanded by the modern ICT sector.





Recognizing these diverse academic and practical requirements, Rolpa Polytechnic Institute prepares an Annual Academic Plan to ensure the effective implementation of curriculum, timely completion of academic activities, efficient utilization of institutional resources, and continuous improvement in the quality of technical and vocational education. The Annual Academic Plan serves as a guiding document for faculty members, administrative staff, students, and stakeholders in achieving the institute's academic goals while producing competent, skilled, and employable graduates in the fields of Agriculture and Information Technology.

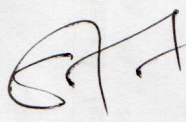
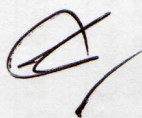
Objectives:

General Objectives:

To ensure the effective, systematic, and timely implementation of academic, practical, research, extension, and industry-based learning activities for producing competent middle-level professionals in Agriculture (Plant & Animal Science) and Information Technology (IT) who can contribute to sustainable agricultural development, digital transformation, entrepreneurship, and national socio-economic development.

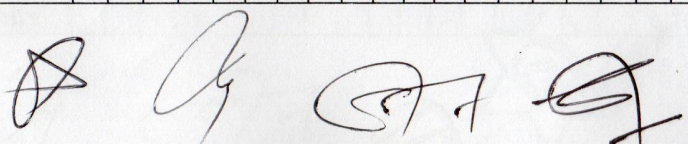
Specific Objectives:

- Ensure timely implementation of curricula of all diploma programs.
- Strengthen theoretical and practical learning.
- Improve laboratory and field-based education.
- Promote competency-based education.
- Strengthen industry–institution collaboration.
- Encourage research and innovation.
- Conduct extension and community outreach programs.
- Integrate ICT into teaching-learning processes.
- Enhance employability and entrepreneurship.
- Produce competent middle-level technical workforce.
- Maintain quality assurance through regular monitoring and evaluation.
- Promote institutional branding and stakeholder engagement.

Monthly Activities: 2083/084

S.N	Annual programs	Baisakh	Jesth	Asar	Shravan	Bhadra	AShoj	Kartik	Mangsir	Poush	Magh	Falgun	Chaitra
1	Class start (2 nd , 4 th & 6 th sem)												
2	Internal Exam (2 nd , 4 th , 6 th sem, 1 st year)												
3	New batch admission												
4	Internship starts (6 th sem)												
5	Barkhe vacation												
6	Final Examination (1 st year, 2 nd , 4 th & 6 th sem)												
7	Practical Exam (1 st year, 2 nd , 4 th & 6 th sem)												
8	IP seminar (6 th sem)												
9	Class start 2 nd year 3 rd & 5 th Sem												
10	Dashain & Tihar vacation												
11	Internal exam (1 st year)												
12	Winter vacation												
13	Sports Day & CTEVT day												



S.N	Annual programs	Baisakh	Jesth	Asar	Shravan	Bhadra	Shoj	Kartik	Mangsir	Poush	Magh	Falgun	Chaitra
14	Education Tour												
15	Project work start (1 st year)												
16	Soil test campaign in community												
17	Wheat sowing												
18	Nursery raising & planting winter vegetable												
19	Hot bed preparation & raising seedlings for off season prodn.												
20	Plastic tunnel preparation and off season veg. prodn.												
21	Training, Pruning and Bordeaux mixture application in fruits												
22	Grafting in fruits												
23	Farmer's field visit Extension												
24	FGD with farmers group												
25	Project work of poultry (5 th Sem)												
26	Animal Health Camp in community												



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Teaching Learning Plan:

- ❖ Illustrative talk
- ❖ Practical & lab work
- ❖ Field-based learning
- ❖ Demonstration and simulation
- ❖ Group discussion
- ❖ Farmer interaction programs
- ❖ Presentation
- ❖ Brainstorming
- ❖ Buzz group discussion
- ❖ Fish bowl technique

Teaching Learning materials:

- Text book
- Lecture notes / Handouts
- Chart, poster
- White board, marker
- Flip chart
- Power point slides show
- Laboratory materials
- Farm and field practical materials
- Computer / Laptop
- Projector
- Pest and disease identification charts
- Safety and protective materials

Program wise practice activities:

Diploma in agriculture (Plant Science)

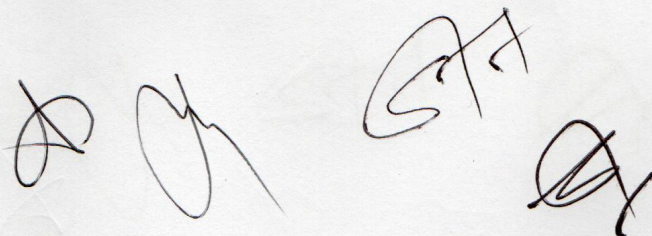
- ✦ Nursery raising
- ✦ Seed testing
- ✦ Soil sampling and testing
- ✦ Vegetable and crop cultivation
- ✦ Construction and management of plastic tunnel

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- ✦ Fruit planation and orchard managements
 - ✦ Plant protection activities
 - ✦ Plantation and management of flowers and ornamental plants
 - ✦ Campaign (soil test, plant clinic)
 - ✦ Field visit and survey activities
 - ✦ Educational tour
 - ✦ Project work
 - ✦ IP

Diploma in agriculture (Animal Science)

- ✦ Livestock identification and handling
- ✦ Animal housing management
- ✦ Feed formulation and fodder production
- ✦ Silage and hay preparation
- ✦ Milking management
- ✦ Dairy processing practices
- ✦ Artificial insemination observation
- ✦ Pregnancy diagnosis observation
- ✦ Vaccination and deworming campaign
- ✦ Animal health examination
- ✦ Disease diagnosis and sample collection
- ✦ Poultry management
- ✦ Goat farming practices
- ✦ Pig farming practices
- ✦ Fisheries practical
- ✦ Farm record keeping
- ✦ Veterinary laboratory practices
- ✦ Community livestock health camp
- ✦ Educational tour
- ✦ Research project
- ✦ IP

Information Technology (IT)



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- ✦ Computer hardware assembly and maintenance
 - ✦ Operating system installation and troubleshooting
 - ✦ Networking practical (LAN configuration)
 - ✦ Programming laboratory
 - ✦ Database management
 - ✦ Web designing and development
 - ✦ Mobile application development
 - ✦ Software engineering practical
 - ✦ Computer maintenance
 - ✦ Cyber security awareness
 - ✦ Cloud computing basics
 - ✦ Graphic designing
 - ✦ Multimedia production
 - ✦ Project development
 - ✦ Industrial visit
 - ✦ IT seminar/workshop

Monitoring and supervision

a. Classroom observation:

- Supervisor, head of department or principal observe lesson to evaluate teaching methods, classroom management, use of instructional materials and time management.

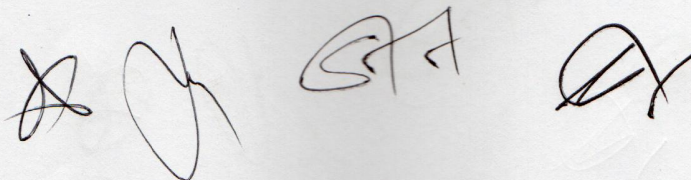
b. Laboratory and agriculture field supervision:

- Monitoring includes safe procedure, equipment utilization, maintenance of tools / machines, student's hands-on participation for the purpose of checking availability of tools, correct use of equipment, technical accuracy and real field discipline.

c. Lesson plan supervision:

- Lesson plan supervision to ensure curriculum coverage and align instruction with learning objectives.

d. Student feed-back system:





- Students provide feedback about teaching effectiveness, clarity of instruction, laboratory experiences, and availability of instructional materials through the methods of survey or suggestion box.

e. Monitoring attendance and participation:

- Regular monitor of students and staffs attendance to improve discipline, increase engagement and reduce absenteeism.

f. Internship supervision:

- Supervision includes work place visit, industry mentor report, student's logbook to ensure the strengthen industry-institution linkage.

g. Students assessment and performance monitoring:

- Skill competency evaluation, performance tracking, result analysis through project work, practical examination, continuous assessment and competence- based assessment.

Students support activities:

- ❖ Orientation program
- ❖ Remedial or Tutorial class
- ❖ Academic mentorship
- ❖ Practical farm training
- ❖ Laboratory support
- ❖ Skill demonstration session
- ❖ Library services
- ❖ ICT and internet support
- ❖ Career counseling
- ❖ Entrepreneurship development
- ❖ Field placement / Internship
- ❖ Health and safety management program
- ❖ Scholarship support
- ❖ Quiz / Poster competition program
- ❖ Education tour
- ❖ Awareness campaign
- ❖ Hostel facilities

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- ❖ Community outreach program
- ❖ Sport weak



Industry and community engagement

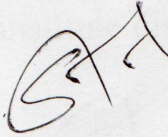
- ✚ Short term training
- ✚ Farmer field visit and interaction
- ✚ Community demonstration plots
- ✚ Awareness program in community
- ✚ Internship program
- ✚ Collaboration with framer groups
- ✚ Collaboration with local government
- ✚ Problem based learning in villages
- ✚ Digital agriculture support
- ✚ Community service and volunteer program
- ✚ Plant clinic
- ✚ Soil test campaign

Institutional branding

- ❖ Promotion of job placement statistics
- ❖ Promote alumni success story
- ❖ Promote international opportunities
- ❖ Use short videos
- ❖ Tiktok
- ❖ Facebook page with daily farm activities
- ❖ Field visit photography
- ❖ Demonstration farm development
- ❖ Agriculture event participation
- ❖ Implementation of learn earn program

Examination and Evaluation System






The evaluation system will be conducted according to CTEVT rules and regulations.



Evaluation Components

Components	Weightage
Attendance and Discipline	10%
Assignment / Class Performance	10%
Practical / Lab Performance	30%
Internal Assessment Examination	20%
Final Board Examination (Theory & Practical)	30%
Total	100%

Extracurricular and Co-curricular Activities

The following activities will be conducted during the academic session:

- ✦ ICT Seminar and Workshop
- ✦ Quiz Contest
- ✦ Sports Activities
- ✦ Educational Tour
- ✦ Awareness Programs
- ✦ Project Exhibition

Discipline and Attendance Policy

- ✦ Students must maintain minimum attendance as per CTEVT rules.
- ✦ Regular participation in theory & practical classes is compulsory.
- ✦ Students should follow institute discipline and code of conduct.



- ✦ Mobile phones should be used only for academic purposes during class hours.

Expected Outcomes

The implementation of this Annual Academic Plan (AAP) is expected to achieve the following outcomes:

- ✦ Timely and effective implementation of the academic calendar, ensuring completion of all theoretical, practical, project, and internship activities as prescribed by the curriculum.
- ✦ Enhanced knowledge, technical competencies, and professional skills of students in Agriculture (Plant Science), Agriculture (Animal Science), and Information Technology through competency-based teaching and learning approaches.
- ✦ Improved practical learning experiences through laboratory work, field practices, demonstration farms, workshops, industrial visits, and On-the-Job Training (OJT).
- ✦ Developing of skilled mid-level technical workforce capable of meeting the demands of the agriculture and IT sectors at local, provincial, national, and international levels.
- ✦ Strengthen linkages and collaboration with government agencies, industries, agricultural farms, ICT companies, community organizations, and other stakeholders for internships, practical training, research, and employment opportunities.
- ✦ Increases student participation in research, innovation, entrepreneurship, and community outreach activities, promoting problem-solving skills and sustainable development.
- ✦ Enhanced institutional capacity through effective utilization of classrooms, laboratories, workshops, demonstration farms, ICT facilities, and other educational resources.
- ✦ Increases community engagement through agricultural extension services, livestock health campaigns, soil testing, plant clinics, digital literacy programs, and other community-based initiatives.

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- Promotion of innovation, digital transformation, and modern agricultural technologies to improve productivity, sustainability, and employability of graduates.
 - Improves institutional reputation and visibility through quality education, successful graduate outcomes, stakeholder collaboration, and effective institutional branding.
 - Increases employability and entrepreneurial capacity of graduates, enabling them to pursue higher education, self-employment, or professional careers in their respective technical fields.

Conclusion

The Annual Academic Plan (AAP) 2083/084 serves as a comprehensive roadmap for the effective implementation of academic, practical, research, extension, and student support activities at Rolpa Polytechnic Institute. It reflects the commitment of institute to deliver quality technical and vocational education in Diploma in Agriculture (Plant Science & Animal Science), and Diploma in Information Technology in accordance with the curriculum and standards of the Council for Technical Education and Vocational Training (CTEVT).

Through the effective execution of this Annual Academic Plan (AAP), Rolpa Polytechnic Institute aims to produce competent, skilled, innovative, and ethically responsible middle-level professionals who are capable of contributing to sustainable agricultural development, livestock improvement, digital transformation, entrepreneurship, employment generation, and the socio-economic development of Nepal. The institute remains committed to fostering excellence in technical education while strengthening industry-institution collaboration, promoting lifelong learning, and preparing graduates to meet the evolving demands of the national and global workforce.

