

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The teaching learning process of the institution is reviewed periodically through assignments, project work, internal tests and University examinations. During this year, the teaching and learning was done on virtual mode due to corona pandemic.

The IQAC set up a structure for the effective teaching learning experience. The following are some measures adopted for the same:

1. Formation of WhatsApp group for each class
Due to Corona Pandemic, the teaching has been done online throughout the year. For that, WhatsApp groups for all the classes have been formed. The links for the online classes have been shared through these groups.

All kinds of notices and announcements by the institution and by the university have been circulated through these groups.
2. Orientation Program for the new entrants
Every year, Orientation Program for the new entrants has been held. They are made aware of the activities carried out by the various committees in the institution.
3. Formation of various committees having students' participation in them
A number of administrative and academic committees are formed for the smooth running of the institution. Many of them have students' participation in them. It instils into them leadership skills, communication skill, team-work, adaptability skill etc.
4. Maintaining attendance
Attendance sheets are regularly maintained by the faculties. In every period, attendance is taken and that encourages students' presence in the classroom.
5. Preparation and circulation of quizzes
Some faculties have prepared quizzes on the topics of syllabus and circulated them. This has helped in continuous evaluation of students.
6. Preparation and circulation of study materials and question banks
Some faculties have prepared study materials and questions banks and circulated them via WhatsApp groups.
7. Syllabus coverage
The IQAC see to it that the syllabus is covered in the classroom discussion. In case of difficulty, extra classes are arranged.
8. Enriching the curriculum
Sincere attempts are made to make the classroom interaction interesting by guest-lectures and site visits to bank, industry, dairy, etc.

9. Drawing question papers

The IQAC see to it that the question papers for the internal tests are drawn after the style of the University Examinations. The question papers of the University examinations are bound in books and are kept in the library for the reference of the students.

10. Assignments

As per the university rules, two assignments have to be submitted by the students in each paper. The marks for the same are counted in the internal evaluation. The IQAC see to it that the assignments are collected and timely assessed.

11. Conducting Internal Evaluation Tests

Internal evaluation tests are conducted as per the rules and schedule of the university. An Additional Test is also conducted for those who could not appear for the internal test.

12. Conducting Semester End University Examinations

The students are continuously informed of announcements regarding University Examinations via WhatsApp groups. The IQAC and the Examination Committee see to it that the University Examinations are held peacefully without any disturbing cases.

13. Evaluation and declaration of results

The IQAC and the Examination Committee see to it that the assessment of the answer-books of the internal and University examination are assessed duly and timely. Once the assessment is done, the results are displayed on the notice board.

Grievances for the assessment are immediately redressed immediately.

14. Preparation of Academic Calendar

Academic calendar of the institution is prepared at the beginning of the academic year in accordance with that of the University. It covers all the academic and administrative activities planned by the departments and committees. It is then uploaded on the website of the institution.

15. Preparation of Action Taken Report

At the end of the academic year, Action Taken Report is prepared. It shows what events and competitions have been organized. It is also uploaded on the website of the institution.