SITAM

***SatyaInstituteofTechnologyAndManagement***

**NAACACCREDITED**

**ApprovedbyAICTE, NewDelhiandGovt.ofA.P.AffiliatedtoJNTUK, KAKINADA**

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**JNTUKCode:B6 EAMCETCode:SGVP**

**QualitativeMetrics**

**CriterionVI-Governance,Leadership,andManagement**

**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.**

 SITAM-IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation which are proven over the years are being followed:

**Preparation of lesson plan for each Semester**: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships.

**Daily lecture Record:** Everyday faculty prepare and submit details of the lecture along with the topic covered on an online portal.

**Evaluation of teachers by students:** The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. Director and management also monitor the feedback system and takes appropriate corrective actions.

**Student learning outcomes:** The institute monitors the performance of the students regularly. It has specified procedure to collect and analyse data on student learning outcomes; the following points are adopted by the institute in this context:

* Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
* Regular class tests and interactions
* Semester system of examination for all courses.
* Providing Lecture notes through an online portal
* Timely Redressal of student’s grievances.
* Extra classes for weak students to solve their problems.

**Effective internal examination and evaluation systems**: Institute maintains an effective internal examination and evaluation system.

**Students’ result analysis:** Institute has the provision of analysis of students’ performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

**Parent’s Meet**: Regular parent-teacher meeting is conducted once in a semester to enable discussion, obtaining parent feedback and taking improvement measures.

**Mentoring System**: One of the first steps IQAC took up was to institute a mentoring systeminto place.Each teacher is assigned about 15 students as a mentees.The idea was that theteacher acts as friend, philosopher, brother/sister, guide, helper, mentor, and as an inside-person to provide assistance to the mentees in his group to the best possible extent.Thus,the mentor provides both academic and moral support to the student to ensure all roundgrowthofthestudent.Eachmentor:

Keeps complete record of academic and other related history of the student in a Mentor's Diary.

Meets and encourages students on a periodic basis to ensure correct trajectory for all round growth of the student.

Maintains contact with the parents and gains their confidence to ensure proper ambience and support from family.

Provides counseling where it is needed by the student in difficult times.

Attempts to coordinate with training placement officer to ensure fullest support for his mentee.

**Remedial Classes**: Another important initiative of IQAC is to practice the concept of remediation in all aspects. Owing to the background and innate inclination, some studentsmay falter a little bit in one or more area.It is the duty of the institute to provide help to such students and ensure their success. IQAC initiated this activity by planning and preemptive approaches. In specific, IQAC set the following plan in motion:

At the time of admission, provide a tool for the student to assess his strengths andseek appropriate help. Teachers also use this tool, usually an examination of sorts, to see what is the specific need of the student and provide the requisite input.Thewhole process of this preemptive intervention is termed as induction training inhighereducationparlance.

During the examination season, based on prior examination results, IQAC institutes personalized assistance to hostellers and today scholars as per their need and convenience. This may be termed as help for summative assessment.

After the examinations, if a student finds it difficult to clear the examination, remedial classes are arranged so that student can surmount the difficulty with expert help from the teacher. This teacher may be the mentor of the student or another teacher whose help is requested by the mentor.

**Teacher Peer Learning**: SITAM follows a unique concept of Teacher Peer Learning where in keen parameters of teacher feedback like Teachers Preparation for class, voice, handwriting on black board, punctuality to the class , etc. are collected and necessary measures are taken as per the feedback for improvement.

The monitoring of Teaching –learning process, structures and methodologies of operations and learning outcomes through IQAC at periodic intervals in SITAM is as shown in the below table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Assessment Criteria** | **Frequency** | **Conduct Mechanism** | **Action Plan** |
| 1 | Meeting minutes and action plan in department level | Twice in a semester | Before commencement of the semester and at the end of the previous semester an action plan is prepared by the respective HOD | Common feed back is taken at the end semester toward Faculty and attainment of outcomes |
| 2 | Formation of Course Outcome CO and COPO mapping (PO & CO) | Twice in a semester | Before commencement of the current semester, end of the current semester and after the publication of the current semester result the work is verified HOD. | Audit is planned, consolidated the report and corrective action implemented |
| 3 | Theory Log Book | Once in a Semester | Before commencement of semester log book is made ready and for every 15 days the log book is verified and after every unit the book is verified by the Institution head. | Common feed back is taken at the end semester toward Faculty delivery and attainment of outcomes. Confirmation towards coverage of work planned a |
| 4 | Teaching material | Once in a Semester | Before commencement of semester, Course files and Lan | Common feedback is taken at the end semester toward Faculty delivery and attainment of outcomes |
| 5 | Lab Manual | Once in a Semester | Before commencement of Semester Lab manual of each faculty (Lab Incharges) is verified by head of department. | Common feedback is taken at the end semester toward Faculty delivery and attainment of outcomes experiments prescribed b |
| 6 | Internal Question paper | Thrice in a semester | Before commencement of three internal exams internal questions are verified by the respective head of the departments | Feedback on outcomes attainments, Result Analysis of internal exams Internal exam question confirmation towards the coverage of outcomes s |
| 7 | Assignment | Twice in a semester | Before commencement of semester Assignment topics of each faculty is verified by head of department. | Feedback at the end semester towards attainment of outcomes |
| 8 | Counseling/ Mentoring records | Twice in a semester | During the course of a semester the counseling records are verified by the head of the department and institution | Feedback at the middle/end semester and follow an action plan towards the development of the student. |
| 9 | Academic Calendar | Once in a semester | Before commencement of the semester an academic calendar is verified by the head of the institution |  |
| 10 | Value added courses/short term courses | Once in a semester | Before commencement of the semester an action plan is prepared by Training and Placement cell and is verified by the head of the institution | Feedback at the end of the training is taken and follow an action plan |