



Teaching - Learning Processes

Describe processes followed to improve quality of Teaching & Learning

Before Semester:

1. Department academic calendar is prepared well in advance before the commencement of the semester based on the institute calendar. It consists of the activities planned for the semester which includes internal assessment dates, activities planned such as guest lectures, workshops, conference, technical/cultural/sports week, PTIM, project presentation, Term End Submission and Holiday's.
2. Subject distribution is done at the end of the working semester so that the teaching staffs are well aware of their subject for the upcoming semester and accordingly prepare notes and teaching plan for the current semester.
3. The students are made aware of the timetable, academic calendar and roll list by updating the same on the Institute website and notice board a few days before the start of the semester. Class advisors are also appointed for the respective class.
4. The teaching faculty prepares and updates the course file which includes detailed teaching plan, notes and other study material. University question papers along with the solution, assignment questions and their expected answers also prepared.

During Semester:

1. Weekly and monthly coverage of syllabus and adherence to teaching plan is monitored by HOD.
2. All the faculty members maintain Attendance records.
3. HOD ensures smooth conduction of lectures and practical's. Mid semester Internal Academic audit is conducted to ensure compliance.
4. Faculty Feedback from students collected through a centralized system and Analysis is done to take corrective actions.
5. As per the university guidelines, faculty members conduct experiments. Laboratory manual explaining the details of the experiment is available with the course teacher and is given to students at the time of commencement of the semester.
6. Assignments are given to the students for their better performance and to boost critical thinking.
7. Continuous evaluation of experiments/tutorials/assignments is carried out throughout the semester
8. Internal assessments are conducted to evaluate student's performance. The result of Internal Assessment is analyzed and mapped with the Course Outcomes. This enables faculty to adopt any remedial actions.
9. Remedial classes are conducted for the slow learners based on their performance in internal assessment.



10. Project progress presentations are planned for major and mini projects to improve students presentation and communication skills
11. Class advisors prepare defaulter lists based on students' attendance. All the parents are intimated about the status of their ward's attendance through WhatsApp messages and letters. Parents Teacher Meeting is scheduled once in a semester so that the parents get aware of the student's performance in Internal Assessment and Institute activities. The feedback form is collected from the parents after the meet which includes their suggestions for implementation.

End of Semester:

1. Course exit surveys are conducted at the end of semester to check the student's satisfaction about the course.
2. Program exit survey is conducted for final year students to check the student's satisfaction for the overall Program.
3. Course attainment for every subject which contains direct and indirect assessments carried out.
4. Student Satisfaction Surveys & additional Facilities surveys are conducted for the continuous improvement in Teaching learning Processes.

All the above activities are followed as per the department Academic Calendar.

Regular Teaching Learning Activities:

1. Invited talks and seminars on the current trends are conducted regularly from the industry persons and alumni.
2. Industrial visits are conducted at least once in a semester to fill the gap between industry and institute.
3. Coding competitions, project presentations and workshops are organized under CESA and CSI students' chapters to help the students to understand concepts beyond curriculum.
4. Annual Technical events TANTRA and Technetics as well as Cultural and sports festivals are organized for overall growth of the students.
5. One to one discussion, interaction between faculty and students under the Mentor system has increased the confidence levels of the students.
6. Faculty members motivate and guide students for higher studies.

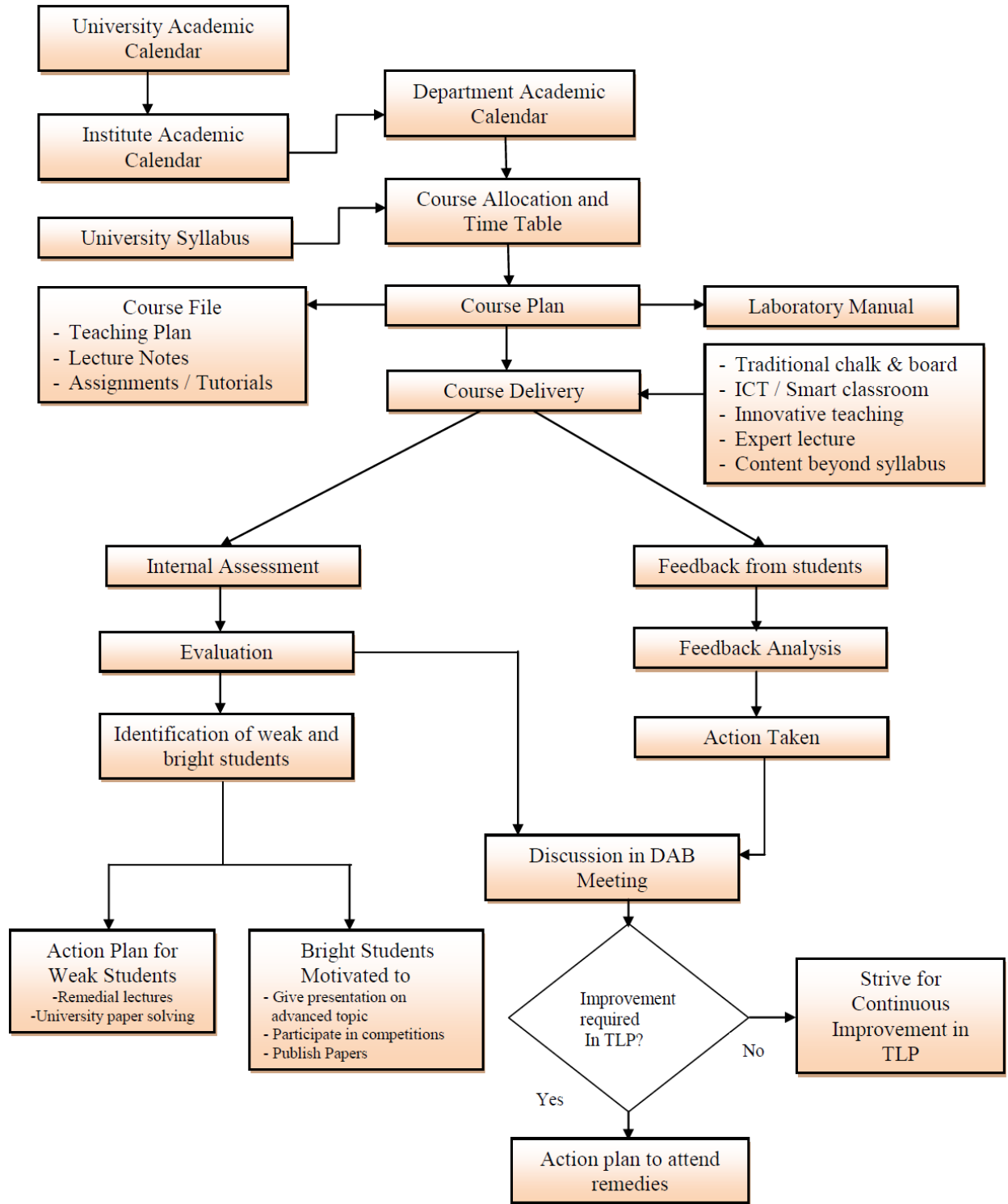


Figure 2.2: Teaching Learning Process