Silver Jubilee Govt College (A), Kurnool

TEACHING AND LEARNING POLICY

The college is focused on introducing Innovative in teaching and learning practices that are well designed, delivered and monitored in tune with the values and principles stated in the policy.

Objective:

The aim of this policy is to devise methodologies of teaching and learning process and outline the expectations for faculty and students for achieving outstanding programme outcomes.

Principle:

The process of Teaching & learning should be a professional and rewarding partnership between teacher and student and provide equal opportunities, resources to transform them into successful independent learners by fulfilling their academic endeavors. The students, in turns should focus on achieving their goals and fully understand the learning objectives of their course of study

Approach:

The College defines its approach to teaching & learning based on its admission process, curriculum Design & development, curriculum delivery mechanisms and feedback from the students

Admissions

The institution adopts merit based inclusive admission process through entrance examination by bringing students of marginalized and deprived social strata into the mainstream of higher education and help them evolve as leaders and transforming agents of society

Curriculum Design & Development

The courses offered are revised and updated to reflect the local and regional needs and are aligned with the National academic needs. The curriculum framework enables the students for progression into higher studies and reach global academic standards.

Delivery Mechanisms:

Teachers practice variety of pedagogical methods and resources to induce enthusiasm and motivation among the students. The various methodologies mentioned below will orient the students towards independent learning and creative ventures.

- P_1: Lecture
- P_2: Demonstration
- P_3: Question answer/problem solving
- P_4: Discussion/debate
- P_5: Audio & Video
- P_6: Virtua/online learning
- P_7: Assignment/case study
- P_8: Study Project
- P_9: Class seminar
- P_{10}: Experiential learning

Additional Teaching learning methods:

- Guest lectures/ Extension lectures from reputed organizations.
- Virtual internships through internshala
- Virtual practicals in collaboration with Amrita Vishwa vidyapeetham
- Certificate courses through collaborations/MoUs
- Field projects through collaborations/MoUs
- Skill enhancement courses
- APCCE Learning Management System (LMS)
- Summer research projects in reputed organizations
- Student exchange programmes

Tools & Infrastructure for delivery

- Internet Connection for ICT based teaching learning
- Optimum usage of Google class room as LMS
- Virtual class rooms for remote learning

Performance Report

The progress regarding the acquisition of subject knowledge as well as the development of key skills relevant to the learning process is reflected in the academic grades. The academic reports including assessment marks of each semester and the feedback from their teacher with regard to

their perceived strengths and weaknesses helps the students to improve and maximize their chances of progression.

Monitoring attendance and progress

The proctors system of the college enables monitoring the attendance and progress of each student

- The proctors record the attendance, assessment marks and all relevant information of each student in a systematic manner for student monitoring purposes.
- Proctors identify the areas of concern, and promote areas of interest and ability, and motivate students to achieve their goals.
- Proctors discuss the student performance and progress in their regular proctor meetings and during hostel study hours and help the slow learners by giving suitable advice to achieve their final outcomes, in accordance with Student Progression Policy.

Institution support to Teachers

- The academic staff participates in FDPs,OCs, RCs, National/International seminars, Workshops, Symposiums for faculty in accordance with UGC/Government Policy and Procedures
- The teachers should works towards gaining a UGC recognized teaching qualification.
- Teachers working towards acquiring higher qualifications alongside college work will be supported
- Additional support is provided to staff through regular department meetings with their in-charges/ Head of the Institution.

To ascertain the teaching and learning practices are carried out in accordance with the institutions' policy, the college has laid down the following rules for students and staff:

Responsibilities of students

The students are expected to:

- Actively participate in the teaching learning process and strive to become independent learners
- Conduct yourself in a way that allows others in expressing their views and ideas
- Demonstrate diligence, enthusiasm and a genuine interest in their studies
- Practice punctuality and regularity and obtain authorization in advance for planned absence
- Complete the assignments on time and to the best of their ability and Undertake class tests diligently
- Prepare for examinations and assessments to the best of their ability and adhere to the code of conduct in examinations

- Show willing to participate in different teaching and learning methodologies and
- Interact with fellow students and staff to promote collaborative learning and provide feedback on their learning experiences by participating in student surveys
- Handle the learning resources, facilities and materials belonging to the college with due care
- Adhere to college dress code when attending lessons.

Responsibilities of staff

The members of staff are expected to:

- Understand and uphold the institutions' teaching and learning vision, principles and approach
- Be acquainted with all college policies and procedures and apply them in a consistent and fair manner
- Treat all the students in an unbiased manner, be helpful, approachable, and supportive in understanding the students' needs.
- Ensure that the key developments of their course and curriculum knowledge is up to date and that
- Be punctual and plan your lessons to meet the varying needs and backgrounds of their students
- Communicate clearly the intended learning outcomes for each lesson to the students
- Instill confidence in students by engaging them actively through varied student centered teaching and learning practices and by listening to their ideas and affirming their contributions
- Encourage constructive feedback in accordance with relevant assessment policies and procedures.