



TAMRALIPTA MAHAVIDYALAYA

তাম্রলিপ্ত মহাবিদ্যালয়

Affiliated to Vidyasagar University

NAAC Re-accredited 'A' Grade College

Abasbari :: Tamluk :: Purba Medinipur :: 721636 :: WB

TEACHING LEARNING AND EVALUATION POLICY

I. Policy:

The performance of the college in the teaching-learning process and in the evaluation of student performance objectively, transparently, timely and continuously, will be perceived by the stakeholders to fulfill the mission and vision of the college. The affiliated colleges have to reach effectively all the stakeholders in their respective catchment areas with all the information related to the college and admission details. The college has a transparent admission process providing due share to the reservation categories following inclusive policy. The diverse needs of the students are addressed strategically to ensure all the students find a personalized approach in the teaching and learning process. The faculty members working in the college are highly qualified and they focus on systematic personal and academic improvement on a regular basis. They are empowered to take suitable decisions to achieve optimum results in their work. The faculty adopts various student centric methods of teaching and their teaching methodologies evolve in order to cater to the changing needs of the times. Advanced teaching methods such as experiential learning, participative learning and other self-learning methods are regularly employed in order to gain maximum impact in the teaching-learning process.

II. Objectives of the Policy:

- To provide an inclusive and student-friendly ethos of teaching-learning and evaluation.
- To ensure a transparent, well-administered mechanism, complying with all the norms of the concerned regulatory/governing agencies including state and central governments, in the admission process of the college.
- To maintain a healthy and optimum student-teacher ratio.

III. Methodologies:

[A] Effective Curriculum Delivery:

1. IQAC along with Coordinators of all departments plans the academic calendar for the whole academic year following guidelines given by affiliated University, namely, Vidyasagar University and informs the central Routine committee to prepare a schedule. Curricular and co-curricular activities are planned in the academic calendar to achieve the set outcomes.
2. By taking cognizance of available infrastructure such as number of classrooms, laboratories, LCD Projectors, etc. and students' strength for a particular program, the routine committee designs the time table for all the programs as per university norms.
3. The institution runs various UG and PG programs designed by Vidyasagar University for which we follow the curriculum designed and approved by Board of Studies of the university.
4. According to the distribution of courses, individual teachers prepare their lecture plan for the entire theory and practical course.
5. The teaching plans are recorded in Academic register which contains information such as Academic planning, Course distribution, Result analysis of the subjects taught and semester-wise teaching details.
6. Remedial sessions are conducted to improve slow learners' results. Fast learners are promoted to opt for different add on programs to improve their skills required for employability.

[B] Continuous Internal Evaluation (CIE)

1. The academic calendar is very useful document, which contains the tentative dates of internal and external semester examinations, co-curricular and extra-curricular activities, end of term and vacation period, to guide the teachers and students. Vidyasagar University uploads the annual calendar at the beginning of every academic year on its website with broad details of major academic events.
2. The faculty and students get a lucid picture of the activity schedule and adhere to the calendar. It facilitates well planned coverage of syllabus and Examinations.

3. Continuous Internal Evaluation (CIE) is carried out by objective as well as subjective manner of assessments. CIE is also done through in-class-worksheets, quiz, open book test, tutorials, debate, students' seminar etc.
4. Nowadays students are informed about the CIE schedule through social media (WhatsApp) also.
5. Like theory courses, practical CIE is also carried out through various methods viz, orals, PowerPoint presentations, project demonstrations.
6. Different Add-on Courses are also scheduled at specific times in the semester and they are conducted at said time by many departments with proper Evaluation.
7. IQAC encourages the faculty members of the institute to adhere to the academic calendar including for the conduct of CIE for achieving academic excellence.