



## REVIEW OF TEACHING LEARNING PROCESS

SNM College with its legacy of imparting value education without discrimination as proposed by the renowned social reformer Sree Narayana Guru, with the sole aim of empowerment of the people of backward community and coastal belt surrounding Maliankara. The IQAC of SNM College caters to maintain the quality and values of the institution and incorporates those values to the student and the teaching community for a better future ahead. The teaching learning process under the guidance of IQAC with its uncompromising view point towards achieving the quality is set forth to bring about a legacy of education to the socially backward community surrounding the area.

The teaching learning scenario has undergone a drastic transformation in the circumstances of the Covid 19 Pandemic and there arises an inculcation of the new modes of teaching and learning experiences to move on in the new digital era.

SNM College, affiliated to Mahatma Gandhi University, Kottayam follows the syllabus of the affiliating university and provides education for the upliftment of the rural class thereby contributes to the transformation of the society by molding a bunch of socially responsible citizens of tomorrow.

### CURRICULUM PLANNING

The Internal Quality Assurance Cell of the institution and the academic/College council provides suggestions to Principal on quality enhancement adhering to the vision and mission of the institution. The suggestions are taken up and is presented before the Heads of different departments and the co-ordinators of the clubs and cells to prepare the academic calendar for the corresponding academic year. The annual academic forum SAHAJA stages the platform for the IQAC to present necessary suggestions for quality enhancement and to finalize the academic calendar for the academic year. The strategic plan of the institution will also be discussed in the Annual forum to evaluate our achievements in the long run. The finalized decisions will be conveyed to the department staffs through department meetings and the planning for its implementation is carried out by the concerned departments. The teaching plan is prepared by each faculty and the faculty diary is prepared according to the teaching plan.

### SAHAJA

The Academic Planning Meet entitled SAHAJA is organized during the commencement of an academic year with special focus on the academic and cultural activities to be conducted in the corresponding academic year. SAHAJA is a forum for the faculty to raise their opinions and suggestions related to academics, curricular and co-curricular activities of the institution.



The strategic plan of the institution is presented by IQAC and the Planning Board and is given for open discussion where the teachers could share their suggestions and opinions on the strategic plan.

### **Academic Calendar**

The academic calendar incorporates the activities of the institution for the academic year and is prepared according to the action plan submitted by the departments and the supporting units and the University schedule. The tentative schedule of the internal examinations and the University examinations will be notified in the college calendar. The action plan of various departments and the supporting units will be incorporated in the college handbook and calendar.

### **Workload Distribution**

The workload distribution is done at the department level by the concerned Heads of Departments through the conduct of department meetings to allot course subjects, plan the activities of the department, and review the syllabus completion.

### **Master – Department and Individual Time Table**

All departments generate time tables at the beginning of the semester, and all faculty members adhere to their own time tables to avoid any hindrance to the operation of class work. The Head of Department is responsible for preparing the individual timetable. Every teaching faculty is allocated a class time table for 16 hours/week.

### **Lesson Plan and Teaching Diary**

The lesson plan is prepared by the faculty according to the individual time table to structure the classes and the teaching diary is prepared according to the lesson plan or the teaching plan prepared by the faculty. IQAC evaluates the teaching diary of all the faculties to ensure the completion of the syllabus on time and for the progression of the teachers.

### **Curriculum Delivery**

Expert lectures, presentations/seminars, projects, industry supported hands-on-training, tutorials, group assignments, tutorials, case studies, industry visits, industrial training, internships, e-learning, NPTEL lectures, MOODLE, quiz, assignments, internal-tests, etc. are all used to supplement classroom instruction and ensure the effective implementation of the curriculum. The institution focuses on the student centric methods which includes participative learning, experiential learning and learning through problem solving methods.



## LMS MOODLE Platform

With the new mode of teaching learning process, the virtual platforms have gained momentum after the Covid 19 pandemic scenario. The SNMC Virtual incorporates the ICT-based teaching methods. The video lessons were delivered through SNMC Virtual and the assignments and internal examinations were conducted and valued through the platform. The maintenance of the E repository added to the smooth functioning of activities related to IQAC, the departments and the supporting units.

<b>SAHAJA Academic Planning Forum</b>	<a href="#"><u>SAHAJA'22 Academic Planning</u></a>
<b>Academic Calendar</b>	<a href="#"><u>View File</u></a>
<b>Department Action Plan</b>	<a href="#"><u>View File</u></a>
<b>Master Time Table</b>	<a href="#"><u>View File</u></a>
<b>Department Time Table</b>	<a href="#"><u>View File</u></a>
<b>Individual Time Table</b>	<a href="#"><u>View File</u></a>
<b>Lesson Plan</b>	<a href="#"><u>View File</u></a>
<b>Teacher's Diary</b>	<a href="#"><u>View File</u></a>
<b>Student Centric Methods</b>	<a href="#"><u>View File</u></a>
<b>LMS Moodle Platform</b>	<a href="#"><u>SNMC Virtual</u></a>

## IMPLEMENTATION PROCESS

IQAC of the institution identifies, defines and monitors the academic and co-curricular ventures of the institution and strives to develop the overall quality of the institution through structured methodologies and policies. The academic planning is organized with the commencement of an academic year. The academic planning discusses the action plan of the departments and the supporting units for an academic year and provides appropriate suggestions for action plans. The strategic plan of the institution is kept for open discussion at the academic planning forum SAHAJA.



### **Orientation Sessions for Students**

The newly joined students are provided with orientation programmes at the commencement of an academic year to bridge the gap between their school life and higher education scenario. UGC has made it necessary to provide student induction programs under the title Deeksharamb to facilitate students to involve actively in the campus life both academic and non-academic. The PTA under the guidance of IQAC organized an orientation session for the first year students to help them with the new higher education paradigms and also on the code of conduct of the institution. The IQAC also initiated the Counselling Cell of the institution to provide sessions on mental wellness for the newly joined bunch of students.

### **Bridge Course**

The bridge courses with well-defined syllabus are organized exclusively for the first year students by each department to help them attain basic knowledge in their programme and to assess their level of knowledge for further evaluation. An aptitude test is conducted with the basics of the discipline to assess the basic knowledge level of the students. The department sessions pertaining to the syllabus of the bridge course and after its completion an assessment test is conducted to assess the level of understanding and also to identify the slow and advanced learners from the bunch. During the covid pandemic period, the bridge courses were conducted through the LMS Moodle platform. The IQAC instructs the departments to submit the reports of the bridge course conducted.

### **Certificate Courses**

The IQAC offers certificate courses which is an add-on for our students to develop additional skills required for employability. The institution's focus on the morals and principles put forth by the Great Social Reformer encourages our departments to offer value-based courses to inculcate human values and morals to the student community, to help them become responsible citizens. The IQAC drafts guidelines for the certificate courses and the syllabus of the courses of each department is uploaded to the college website. The certificate courses provided by the institution focus on the key areas of value-based education, inculcation of moral values, skill development, green initiatives through sustainable development.

### **Remedial Sessions**

The remedial sessions are provided for the slow learners by providing individual attention to them. The slow learners are identified through an assessment test after the completion of a particular syllabus area. IQAC directs the departments to prepare a schedule for the remedial sessions according to the guidelines and IQAC monitors the remedial sessions as per the schedule. The departments are directed to submit the reports of the remedial classes incorporating the outcome of the sessions to IQAC.



### **Mentoring Sessions**

Mentoring being a strategy which helps students to achieve the learning outcomes through emotional support from the mentor is instrumental to the progress of the student. A mentoring policy has been implemented under the guidance of IQAC and the faculties are assigned the responsibility to handle the mentoring sessions. IQAC of the institution monitors the mentoring sessions and a report has to be submitted from each department on the mentoring sessions.

### **Walk With Scholar Programme**

Under the “New Initiatives in Higher Education” of the department of Collegiate Education, Government of Kerala, a specialized mentoring programme called Walk With a Scholar started in this college from 2016-17 academic year. It has been observed that the students in Arts, Science and Commerce Colleges do not get necessary orientation to prepare them for employment or guidance necessary to select areas for higher study. Walk With a Scholar (WWS) scheme proposes to arrange specialized mentoring programs for students in Under Graduate Programs in Arts, Science and Commerce and to provide guidance for their future.

### **Student Support Programme**

Under the framework of Kerala's higher education department, the student assistance scheme seeks to continuously assist undergraduate students enrolled in Government and Aided Arts and Science Colleges. The programme tries to identify students who struggle academically and are unable to do well on exams. The SSP programme, which S.N.M. College has implemented, intends to provide students with individualized supplementary help in the curriculum-required topics through additional lectures, tutorials, question banks, interactive sessions, and mentorship.

### **NPTEL SWAYAM Courses**

Apart from the syllabus concerned with the discipline, IQAC instructs the departments to encourage students to enroll in online certificate courses offered on NPTEL SWAYAM platforms which covers a wide range of topics for study. The institution is registered as the local chapter of MOOC SWAYAM Courses.

### **Continuous Internal Evaluation System**

The internal examination is conducted by the internal examination cell. The internal examination are conducted to evaluate the students and to assess the learning outcomes. The internal examination cell of the institution prepares the schedule for the internal examinations. Continuous evaluation process is used to determine the attainment of student's program outcomes (PO) and course outcomes (CO). At the end of each semester, departmental reports on exams and student attendance are gathered, and the progress of the students is examined. The students are divided as slow learners and advanced learners based on departmental reports.



## Outcome Based Education

Organizing all academic programmes (curricula) and instructional activities around clearly defined "outcomes" that all students are able to attain when they have finished the programme. Each program having CO's PO'S and PSO's clearly defined and is used for CIE mapping to get CO, PO, & PSO attainment. The head of department and the concerned teacher is responsible for PO, CO, PSO mapping in the ERP system. If the student has low attainment, then the concerned department should immediately take action for her/his improvement.

<b>Bridge Courses</b>	<a href="#"><u>Bridge Course</u></a> <a href="#"><u>Bridge Course Syllabus</u></a>
<b>Certificate Courses</b>	<a href="#"><u>Certificate Course Syllabus and Guidelines</u></a>
<b>Remedial Session</b>	<a href="#"><u>Remedial Coaching Guidelines</u></a> <a href="#"><u>Report of Remedial Sessions (Sample)</u></a>
<b>Mentoring Sessions</b>	<a href="#"><u>Mentoring Policy</u></a> <a href="#"><u>Mentoring Report (Sample)</u></a>
<b>NPTEL SWAYAM Local Chapter</b>	<a href="#"><u>NPTEL SWAYAM Local chapter</u></a>
<b>Continuous Internal Evaluation</b>	<a href="#"><u>Continuous Internal Evaluation(CIE)</u></a>
<b>Programme outcome and Course Outcome</b>	<a href="#"><u>PO, CO, PSO</u></a>