

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

The IQAC annually seeks and reviews feedback from students, teachers and alumni on various aspects of the college.

1) Review of Feedbacks

The IQAC collects feedback from students wherein they respond to 20 questions on a three point scale questionnaire pertaining to curriculum, content, effectiveness of teaching, facilities in the college, support system, library facilities, courses taught, etc. The entire feedback system is digital and the data security is maintained. The responses received are discussed with the concerned committee and necessary actions are taken on it.

The feedback received from the alumni on overall business of college give the IQAC an opportunity to improve upon its weaknesses and strengthen its assets.

Likewise, the IQAC also seeks feedback of teachers on 22 aspects of the college like - the courses taught, clarity of PSO and COs, curriculum, timely completion of syllabus, usage of reference books and their availability in the library, teaching and evaluation methods, concern for students involvement in various activities, college administration, ICT facilities, infrastructure, and their responsibilities. The feedback received are taken into consideration for further improvement.

A retrospective assessment of feedbacks from the stakeholders on various dimensions helped the college in making improvements, creating productive teaching-learning environment to achieve desired vision of the college.

2) Planning, Implementation and Evaluation of the Teaching –Learning Process

The IQAC ensures proper planning of its academic, co-curricular and extra-curricular activities through the year. It monitors and assesses the teaching- learning process, structures & methodologies of operations and learning outcomes following a planned strategy. The planning and its implementation is done in a well-defined, systematic way and is monitored by the IQAC and Principal. The suggestions are given wherever required.

It is observed that teaching learning process is disciplined and positively contributes to its excellence.

The planning followed to organise and discipline the teaching- learning process is as follows:

- **Academic calendar** for various activities is prepared at the beginning of every academic year and displayed on college website. This ensures utilisation of optimal number of working days for academic, co-curricular and extra-curricular activities through the year.
- **Departmental meetings** are held periodically to ensure adherence to departmental Business Plan. Curricular, co-curricular activities are made student-centric. Documentation of distribution of syllabus, workload, academic, Result analysis is done annually.
- **Timetable** is prepared and submitted to the timetable committee that prepares Master Timetable of the college. It ensures smooth and orderly working of the college as well as helps keep track of the quantum of work load assigned to each faculty and equitable distribution of work among the teachers.
- **Teaching Plan** is prepared at the beginning of the academic year and is monitored by the HoD and Principal. The planning helps the faculty to organise content and time allotted, teaching strategies and methodologies, evaluation and assistance to the students. Any unforeseen lapses are corrected accordingly.
- **Portion Completion Report** is submitted to the the Principal at the end of each semester. The report helps to monitor the completion of teaching work for the semester.
- **Schedule of Centre for Skill Development Courses** is communicated to the students at the beginning of the academic year. As the vision of the college emphasises self-reliance in girl students along with academic excellence, it helps students enroll in the employment oriented / skill based courses of their choice at the beginning of the academic year and complete the course/s along with their degree programme.
- **Faculty profiles** are submitted to the IQAC at the end of the academic year. The profile assesses teachers' performance - academic, research, and extension activities. Suggestions are given if needed to the concerned faculty.
- **Departmental Profiles** are submitted at the end of the academic year. The IQAC and principal assess the performance of the departments in academic, research and other activities. Suggestions are given wherever needed.