TEACHING LEARNING & EVALUATION

VERSION 1.0

Document Number: RPRA/SOP/08

Date of release:

Approved by	Date of release
AC Members	
Date: 05/07/16	05/07/16

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TEACHING LEARNING & EVALUATION PROCEDURES

PURPOSE:

It is the mission of the RISE Krishna Sai Group of Institutions to deliver superior education. In fact, a HEI's survival depends on quality in both teaching and learning. Aside from teaching, RISE places a premium on quality and excellence in student development. This Policy was created to design, guide, monitor, and review effective teaching and learning practices.

INTERNAL TEST & EVALUATION:

Statement

This institute conducts two internals for UG and PG students every semester as per JNTUk standards. The total marks vary depending on the student scheme and must be referenced to the university requirements supplied in the syllabus copy.

The University announces the internal dates.

The department test coordinator should notify all teachers via HOD to submit the following before the start of Internal Assessment.

Syllabus coverage

Question Paper setting

Scheme of Evaluation

Test books

The subject instructor develops and submits the question paper.

A timetable and seating grid will be displayed.

After the lesson, the invigilator will collect the attendance and give it over to the Exam section

After the Internal Assessment, the Exam department distributes the scripts to the subject teachers.

After the test, the subject instructor evaluates the scripts and consolidates the scores.

The department test coordinator will show the students their overall test scores. The department test coordinator will display the consolidated test marks of all the subjects to the students.

SLOW AND FAST LEARNERS

Every student's personal growth is a top priority at RISE, as it always has been. In this way, each department recognizes slow and quick learners. Slow learners should be given extra help, while rapid learners should be encouraged to engage in certification / workshop / add-on courses / technical contests.

Procedures:

In order to identify slow learners, each department will create a list based on the results of the First Internal Assesment (If any student score less than passing marks in three or more subject is identified as slow learner).

Every department will compile a list of quick learners based on the results of their First Internal Assesment (If any student score more than passing marks in all the subjects is identified as fast learner).

The department should use the mentor-mentee approach to figure out what's wrong with the sluggish learners.

To encourage quick learners to participate in certification, workshops, add-on courses, and technical contests, the department should use a mentor-mentee model of training.

Additional couching classes and assignment tasks for slow learners should be developed by the department.

There should be a constant evaluation of how well slow learners develop and how quickly fast learners improve.

COURSE FILE STATEMENT

Students at this college are taught by faculty members who focus on delivering high-quality information. Subject teachers are responsible for developing the course material and preparing it for distribution to their students each semester.

Procedures:

For the following semester, the HOD of the individual department shall send out a notice to the faculty asking them to select a course of study.

The HOD should convene a departmental meeting with the faculty in order to agree on a single allotment for each subject.

The timetable coordinator of the department is responsible for preparing the semester's class schedule.

When a faculty member has been assigned a subject, they should prepare the following documents:

The Course's outcomes

With PO and PSO, the correlation of CO.

Schedule based on academic calendar and timetable for each class.

Notes / PowerPoints / Assignments / or any other materials .

They need to be authorised by the department's Head of Department (HOD).

During class, teaching members will engage students and update the attendance and lesion plan execution records in the register.

During the last week of the semester, faculty members are required to submit the following documents:

The academic calender.

Time table.

Syllabus.

With PO and PSO, the correlation of CO.

Attendance and a lesson plan.

For each of the two internals, question paper and an assessment method.

Internal Assessment and assignment marks.

Previous year's questions and answers.

Attainment of CO and PO.

Rubrics for the task, as well as the corresponding grades.

Any other related information

Interdepartmental auditing should be used by the IQAC to arrange academic audits of departments.

ELECTIVE SUBJECTS

Students can pursue interests in curriculum through the institution's optional courses, which follow university curriculum norms. All students have the opportunity to select courses of study that interest them.

When it comes to electives, the department's HOD should inform students of the options they have in the following semester.

For each optional course offered, students should be informed by the HOD about its potential benefits and limitations.

The HOD should design batches for optional courses based on the subjects selected by the majority of students and the availability of resource teachers in the department.

IDENTIFY CURRICULUM GAP AND CONTINUES IMPROVEMENT

At the end of each semester, RISE Krishna Sai Group of Institutions focuses on the teaching and learning process by analyzing CO-PO accomplishment, IQAC committee recommendations, and input from alumni and industry stakeholders.

For each semester, the department must conduct a CO-PO attainment analysis for each class.

It is the responsibility of the HOD, the department, and industry professionals (where appropriate) to determine the curricular gap and devise an action plan to report to IQAC.

For implementation, it is recommended that the IQAC give final approval or make amendments to the action plan.

INTERNAL & EXTERNAL LAB EXAM

The capacity to use theoretical principles to produce desired results through laboratory experiments enhances the student's ability to learn and think. Students in the UG programme benefit greatly from the lab space and equipment provided by this institution.

The faculty member assigned to a particular laboratory is responsible for evaluating the laboratory record weekly and assigning the marks for the test.

Internal exam shall be conducted once all laboratory experiments have been completed.

The University asks for the names and contact information of the academic members who were responsible for conducting the laboratory work in order to schedule an external exam. In order for IQAC to approve a faculty list, each department must submit it to the university.

Every department will create the external laboratory timetable and student batches according on the dates supplied by the university norms, and then submit to IQAC.

The IQAC recommends any necessary alterations, approves the schedule, and sends it on to the university or college.

Every lab exam has two examiners: one from this institution and one from any other JNTUK-affiliated college.

PROJECT EVALUATION

A PRC (Project review committee) constituted with senior members of the department.

Students will be made into batches depending on their domain interest

Each batch will consist of 3-4 students

The department faculty will be nominated as internal guides

On with the consultation of the internal guides students will prepare the project thesis which will seen that plagiarism free.

Several internal review will be conduicted by the PRC to assist and monitor the project work of students

The JNTU will nominate faculty from other colleges to act a external valutioner to assess the level of the project and giving grades.