



## **MILAD-E-SHERIEF MEMORIAL COLLEGE**

**Accredited by NAAC with 'B' Grade**

**KAYAMKULAM-690502**

**KERALA STATE- SOUTH INDIA**

**(A Minority Community Educational Institution)**

**Affiliated to the University of Kerala**

**Web site: [www.msmcollege.in](http://www.msmcollege.in), E-mail: [msmcollege@rediffmail.com](mailto:msmcollege@rediffmail.com)**

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**Criterion 6.5.2 AQAR 2022-2023**

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## SUPPORTING DOCUMENT FOR 6.5.2

**The Institution Reviews its Teaching Learning Process, Structures & Methodologies of Operations and Learning Outcomes at Periodic Intervals through IQAC during the year 2022-2023**

IQAC being the central body within the college monitors and review the teaching-learning process regularly.

Based on feedback various innovative activities and reforms were introduced. The improvements based on feedback implemented are:

- A) IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.
- B) Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more.
- C) Preparation of lesson plan for each Semester: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships
- D) Daily lecture Record: Everyday faculty prepare and submit details of the lecture along with the topic covered on an online portal. Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. IQAC Co-ordinator and management also monitor the feedback system and takes appropriate corrective actions.
  - Student learning outcomes: The institute monitors the performance of the students regularly. It has specified procedure to collect and analyse data on student learning outcomes; the following points are adopted by the institute in this context: Regular class tests and interactions Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations. Semester system of examination for all courses.
  - Providing Question bank of various subjects to the students. □ Providing Lecture notes through an online portal. Timely Redressal of students' grievances.
  - At least 75% Attendance is compulsory in each semester. Extra classes for weak students to solve their problems.
  - Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.
- E) Students' result analysis: Institute has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

## Flow Chart of Teaching-learning Process



