

## TEACHING AND LEARNING POLICY

### Introduction:

Kanya Maha Vidyalaya (Autonomous), the pioneer institution of women education, has long been recognised as a premier centre of higher learning for women in North India. Committed to preserving our rich cultural legacy and traditional values, the college harmoniously blends tradition and modernity to create an ambience conducive to the holistic development of an individual's potential. The rich tradition of patriotic ideals and commitment towards high moral values make K.M.V. the prototype of value education. Under **Autonomous status**, KMV has taken a giant leap by placing itself into a higher league of colleges that enjoy the honour of uplifting academic standards towards excellence by developing new age innovative programmes, value-added courses, developing curriculum and bringing about educational reforms through conduct of examinations, evaluation and declaration of results. KMV is also the first college in the region to foster global competencies among its scholars through collaborations, academic tie-ups and student exchange with U.S, & European universities and college, first and only college in the region to be successfully running Innovation Programmes like Personality Development, Foundation Course, Social Outreach, Gender Sensitization, self- defence, Moral education, Innovation, Entrepreneurship/ job Readiness.

Through 137 eventful years of its existence, Kanya Maha Vidyalaya – Top College of Jalandhar (Punjab) has striven ceaselessly to expand landscapes of learning. Keeping pace with the changing times, the college offers courses that help develop individual skills, knowledge and creativity for a wide choice of career opportunities.

### **The Purpose of Teaching and Learning Policy: The purpose of teaching and learning policy of the college is to:**

- Define the basic concept of teaching and learning
- Guide in applying best teaching learning practices in the departments
- Encourage the application of ICT in teaching
- Implement credit based continuous evaluation system.
- Induct Value – Added and Skill-Based courses in all the semesters of all the programmes running in the college.
- Regulate the revision of course curriculum as per global demands
- Implement the lesson planning on the basis of programme and course outcomes and get it executed
- Define the methodology to categorise advance and slow learners
- Chalk out strategies to upgrade advance learners and to improve the level of slow learners

**Regulatory Bodies:** Every department has its own Board of Studies. All the additions and improvements in teaching and learning activities proposed by departments are approved by the

concerned **BOS** which are subsequently approved by the **Academic Council** and **Governing Body** of the college.

**Key Practices of Teaching and Learning in sync with New Education Policy (NEP) 2020 of Govt. of India followed by Institution:** Following are the key practices followed in the institution

- ❖ Student-friendly and student-participatory system to grant autonomy to students in their learning goals
- ❖ Regular up-gradation of syllabi (approved by experts in different Boards of Studies) at par with international standards
- ❖ Innovative and new-age programmes in accordance with global demands to enhance employability through Skill Development with an edge over others in job placements
- ❖ Credit-based system with a provision of multiple entry and exit levels for all M.Voc. and B.Voc. programmes being run successfully by DDU Kaushal Kendra at KMV – The first college under GNDU having been granted Skill Development Centre by MHRD, New Delhi
- ❖ Credit-based system introduced in all Post Graduate and Undergraduate programmes
- ❖ Imparting Skill-based vocational education in 8 sectors
- ❖ Internal Assessment already introduced and implemented successfully based on student's performance through a semester to decrease the stress on students
- ❖ Internships as Credit-based compulsory component of majority of programmes for cumulative result
- ❖ Promoting quality research by providing Seed money to students & teachers for research projects
- ❖ Research Project based education: Projects under DBT star status granted to students from 1st year of their undergraduate programme and facilitate chances to present their work at National and International level.

**Key Principles of Teaching and Learning followed by Institution:** Following are the key principles of teaching and learning followed in the institution

- ❖ Programme and Course outcome based teaching
- ❖ Hybrid teaching by providing learning material on the LMS system followed in the college
- ❖ Innovative Teaching Learning System followed by using ICT techniques
- ❖ Research based teaching learning system followed to promote academic excellence with international standards
- ❖ Remedial classes for slow/advance learners
- ❖ Value added and skill based programmes are introduced in all the semesters to make every student globally employable through holistic education and development of right skills.
- ❖ Focus on empowering students with self esteem, confidence, enlightened personality, professional skills and leadership qualities to build a strong and modern India
- ❖ Inculcating and encouraging innovative spirit and Creative thinking among students while supporting and developing entrepreneurship and self employment initiatives

**Assessment and Maintenance of Quality of Teaching and Learning:** Following activities are done to assess and maintain the teaching learning quality of teachers:

- Annual Board of Studies meetings are held to review the syllabus of classes
- Revision of syllabus at UG level and PG level is done periodically
- Feedback of students, parents and teachers is taken after the completion of each semester.
- Parents teachers meeting is held after the mid semester examination of each semester
- Internal academic audit is conducted annually
- Analysis of results and assessment of course outcomes is done after every semester
- Remedial measures are taken on the basis of students' survey conducted after every semester/annually.
- Grievances of the students are redressed by the Grievance Redressal Cell existed in the college.
- Appraisal of teachers is done for career advancement.

**Student- Centric Practices:** Teaching-Learning practices of the college focus on the holistic development of our students. These practices include but not limited to the following:

- ❖ Practical classes in Science, Commerce and Arts
- ❖ Internships
- ❖ Industrial Visits
- ❖ Guided Projects
- ❖ Experiments
- ❖ Group Discussion
- ❖ Experiential Learning (Inquiry based learning)
- ❖ Learning/Teaching through social work
- ❖ Peer-group learning
- ❖ Learning through MOOCS

**Outcome based Education:** All the programmes running in the college are outcome based. Course outcomes of each course of the programme is mentioned in the syllabus. Outcomes of each course under all the programme include Programme Outcomes (PSOs) and Course Outcomes (COs). The following steps have been taken to ensure outcome based education:

- ❖ Programme Outcomes (POs) and Course Outcomes (Cos) are mentioned on the syllabus which is displayed on the college website.
- ❖ Teachers prepare the term-wise syllabus on the basis of Course Outcomes (Cos)
- ❖ Examination is conducted to ensure the Assessment of outcomes.
- ❖ Each programmes' programme outcome is assessed after the declaration of final result.

- ❖ Programme outcomes are also assessed by organising Communication Skill Tests and Campus Placements (on campus and off campus both) drives.
- ❖ Periodically teachers are trained on outcome based education.

**Revision of Curriculum:** To bring the syllabus at par with international standards based on feedback from the industry, job market, students, parents and alumni following revision policy has been framed by the college:

- Every year BOS meeting is held to frame and review the syllabus on the basis of the industrial demand, job market and international standards.
- Board of studies held annually also approves the syllabus, reviews the implementation of the syllabus and help in solving problems related to syllabus if any.
- Revision of syllabus of UG and PG courses is done if required but after three years.
- Each department submits the analysis report of the curriculum to the IQAC.
- All changes in the curriculum are ratified by the Academic Council and Governing Body meeting.

**Orientation Programmes for new students:** In order to acquaint the newly admitted students with the college culture so that they can cope with the difference in the college education with the school education, college conducts orientation programme of these students. Senior students also take them to the college tour.

**Term-Wise Planning:** Term –wise plans of all the subjects taught to the students is prepared by all the departments in advance. Term Wise Plan means semester wise plan which consists of usually four months. Teachers divide the whole syllabus to be covered into four months. It helps the teachers to follow the specific pattern on the basis of the course outcomes. It also helps Head of the departments to check whether the teacher is following the same pattern as mentioned in the term-wise plan. Plan consists of the following pattern:

- ❖ Name of Programme
- ❖ Course Title
- ❖ Course Code
- ❖ Division of Syllabus into four months
- ❖ Name of the Teacher
- ❖ Designation of the Teacher
- ❖ Signature of Teacher
- ❖ Signature of Head of the Department

**Dealing with Slow and Advance Learners:** The college follows Continuous Evaluation system to assess learning levels of the students. Various tools like Class Tests, Assignments, Quizzes, Seminars, Power Point Presentations, Group Discussions, Role Plays and Mid-Semester Examination are used to identify slow and advanced learners. After identification students are

mainly divided into two groups Slow and Advanced Learners. Parent-Teacher meetings are conducted and the parents are made apprise of the academic performance of their wards and future plans to improve their ward's performance.

Following are the steps taken by college to improve the performance of **Slow Learners**:

- Remedial Classes
- Special attention by subject teachers
- Personal attention by Mentors
- Additional study material
- Any other assistance by the department as per the needs of students

Following are the steps taken by college to make **best performance of Advance Learners**:

- Improvement classes/ Remedial classes
- Extra Study Material
- Additional assignments by Subject Teachers
- Personal attention by Mentors
- Classes for Competitive Examinations
- Seminars/ Presentations
- Extra Lectures
- Communication Skill Classes
- Any other assistance by the department as the needs of students

**Class Room Teaching Techniques:** Main aim of the college is to prepare its students globally employable so along with Outcome based education teachers of the college uses following practices:

- ❖ Lecture Method
- ❖ Interaction with students
- ❖ ICT based techniques
- ❖ Presentations by students/ Seminars
- ❖ Group discussions
- ❖ Dissections
- ❖ Promoting Communication Skills
- ❖ Promoting Questioning among the students
- ❖ Promoting Creativity
- ❖ Case Study Practices
- ❖ Role Play
- ❖ Problem Solving
- ❖ Hands on practice
- ❖ Mid-semester Exams

**Teaching based on ICT:** College has given internet facility to all the departments. It promotes the use of ICT techniques like LCD Projector, Smart Rooms. PCs, Video conferencing etc.

**Blended Teaching/Learning Mode:** Education at K.M.V. is a unique amalgam of traditional learning and futuristic vision. College has introduced e-learning in the college which is a complement to the class room teaching. Following are the initiatives which the college has taken in this respect:

- College has introduced LMS system
- To facilitate the students, e-content of the topics which are taught in the classes is uploaded on the LMS.
- ICT facilities available in the department aids to the promotion of online teaching learning practices.
- Guest lectures/ extension lectures of the national and international speakers are organised for the students through the blended mode.
- Classes on the online mode are conducted in case of any disruption in holding classes in physical mode.
- Attendance and marks of the students are uploaded through online mode.

**Value added/ Skill Development/Add on Courses:** Main aim of college is to make every student globally employable through holistic education and development of right skills. In this respect college has introduced value-added courses in every semester for all the students free of cost. College also offers certificate course to all the students of the college irrespective of their semester at minimal charges. Certificates of maximum of these courses are issued by the different sector councils whereas, certificates for the Value-added courses are issued by the Controller of Examination of the college. Following the instructions to be followed by the departments in relation to certificate courses:

- Each academic department is to offer at least one certificate course as per the concerned sector skill council if available.
- Departments can also offer Certificate course even if not connected to any sector skill council.
- College fixes the fees for these certificate courses.
- Syllabus for the certificate courses is to be ratified in the BOS of concerned departments and in the Academic Council.
- Departments running certificate courses are required to submit course brochure, syllabus, list of students enrolled and appearing in examination, schedule of examination to the controller of examination at the beginning of the batch. List of Marks is also to be

submitted to the controller of examination after the conduct of final examination of each batch.

**Remedial Classes:** Remedial classes are conducted for both the groups but with the different objectives. Slow Learners are assisted in understanding the subject thoroughly to bring them at par with their peers in the class. Advanced learners are provided with the advanced study material, access to journals and magazines so that they can get top positions in final exams. Extension Lectures, Seminars, Workshops and Educational Trips are organized by all the departments with the aim to enhance learning level of students and to help them to prepare and pursue in future advanced academic programmes within India and outside and to equip them for different industrial requirements.

Emotional Support is also given to the students by organizing Mentor- Mentee programs regularly. Grievance Redressal cell of the college helps the students in solving their personal grievances. Motivational lectures, career counselling sessions, leadership training, coaching classes to prepare for competitive exams and participation in inter-college activities are organized by the institution for the advanced learners. Annual Prize Distribution function is organized every year to recognize the outstanding performers.

**Evaluation Policy:** College has framed detailed evaluation policy which has been framed by the controller of examination which has been uploaded on the college website. Internal assessment chart is prepared and is sent to the departments for final approval. Students are given the option to check their answer sheets after the declaration of their result of final examination. They can also apply for re-evaluation if they are not satisfied with their evaluation.

**Graduate Attributes:** Graduate attributes are the high level qualities, skills and understandings that a student should gain as a result of the learning and experiences they engage with, while at college. The college lays emphasis not only on academic excellence but also on shaping the diverse talents of our students. For this the college provides unusually rich and vibrant cultural life, outreach initiatives and civic engagements. College has following graduate attributes:

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- Deep knowledge regarding the course
  - Communication skills, Personality development and leadership
  - Cultural and traditional values
  - Patriotic ideals and high moral values
  - Knowledge and creativity
  - Digital and information literacy
  - Social outreach and Empathy/ a culture of Inclusivity and Care
  - Ethical and emotional intelligence
  - Self confidence, self respect and self reliance
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With these attributes KMV creates women who change the world. Epitomising and synthesising old values with modern education, K.M.V. women have a heightened awareness of their productive role in society. Endowed with holistic belief they venture

into the world as highly competent and creatively confident individuals, fine tune their professional skills and expertise to meet the requirements of the world and carve a niche for themselves.

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