

REVIEW MECHANISM BY IQAC: TEACHING LEARNING PROCESS

2017-22



**MAR THOMA COLLEGE FOR WOMEN
PERUMBAAVOOR**

Review Mechanism of Teaching Learning Process by IQAC



Shakti (Subcommittee)- To enhance the quality of teachers and students by the conduct of seminars, workshops and training programmes



Veekshan(Subcommittee)- To enhance the quality of teaching learning process by reviewing the appraisal /feedback reports taken from the teachers and the students



Lakshya (Subcommittee)- To enhance the quality of education through information technology by enabling adequate hardware and software required for the same



The Voice- To facilitate the participation of students in augmenting the quality of teaching-learning process



Assessment through Mentoring & Remedial Coaching



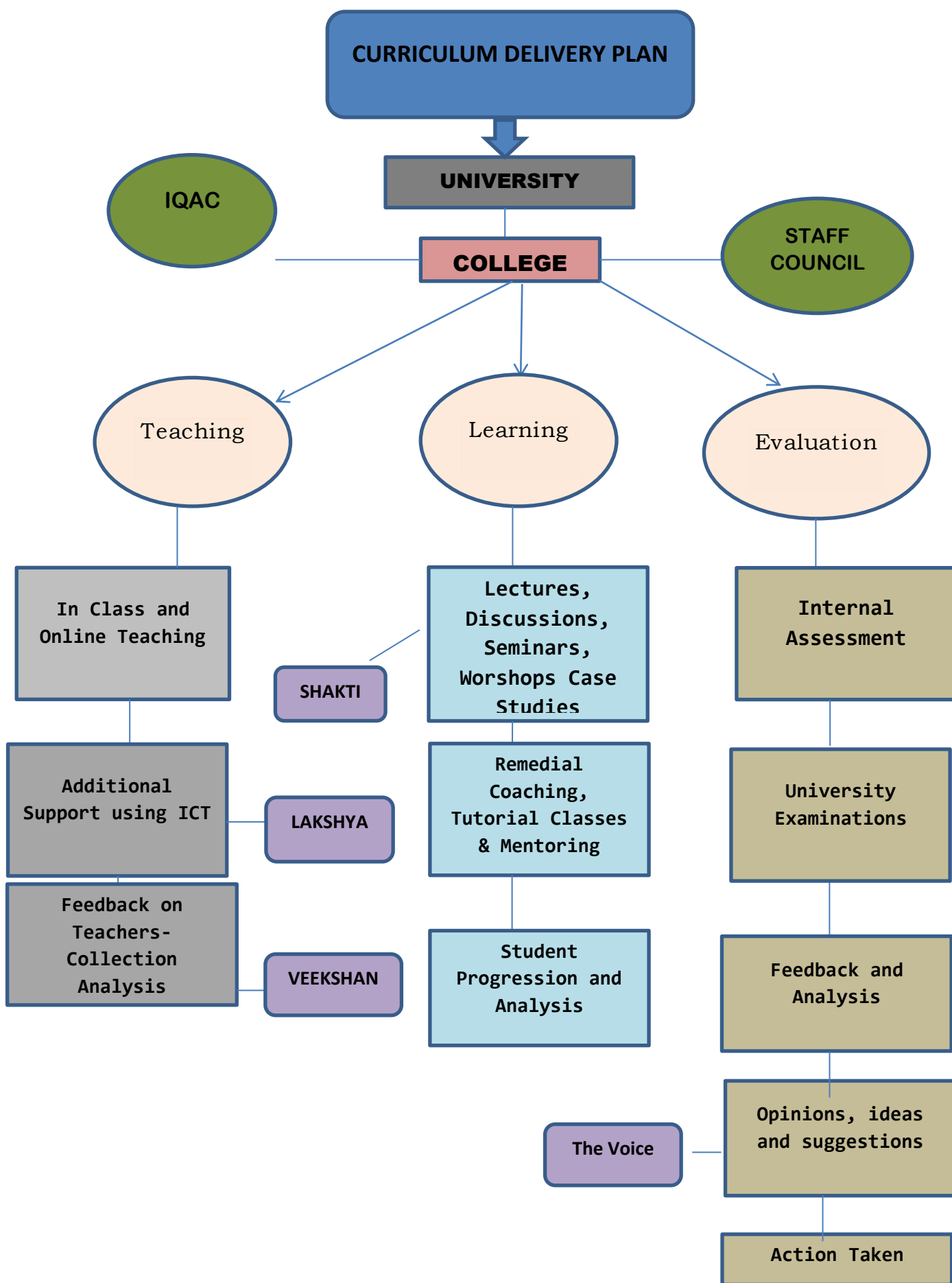
Teachers' Diary



Entry Level Tests and Evaluation through the conduct of Internal Exams with minimum of two exams in every semester



Adherence to Outcome Based Education



Illustrations (Sample documents) :

I. Subcommittees of IQAC

THE VOICE

A sub- committee of the IQAC that facilitates the participative management for the teachers and the students in the academic and non-academic activities of the institution.

Vision:

- To ease and assist the direct interaction of students with the IQAC and the management of the institution
- To incorporate the ideas, concerns and visions of the students and the teachers with regard to the development of the institution
- To monitor and facilitate the smooth conduct of all the facilities and activities of the institution by regularly interacting with its stakeholders, and ensure adequate solution in case of infringement



Student representatives voice their ideas during the meeting of “The Voice” subcommittee



The subcommittee members of the “The Voice” interact with the students

LAKSHYA

A sub- committee of the IQAC that identifies the gap in the infrastructure facilities required for the smooth conduct of the teaching-learning process, and to recommend requisite solution for the same with the stakeholders.

Vision:

- To analyse the infrastructure facilities required to enhance the quality of the teaching-learning process
- To keep the traits of the infrastructure facilities in par with modern and advanced technology
- To assist in pooling financial aid for the aforesaid visions



English Language Lab-An initiative of Lakshya

SHAKTI

A sub-committee of the IQAC, established with the aim of promoting the conduct of seminars, webinars, conferences and workshops in the institution for enhancing the characteristic aspects of holistic education.

Vision :

- To promote the academic ambience in the institution through the conduct of seminars, workshops and conferences of a scholarly nature with adequate participation of the industry and community.
- To analyse the scholastic needs of the students and the staff, and conduct activities or training programmes that would enrich the same.



Workshop on NTA-NET, an initiative of Shakti



Workshop on Sanitiser Making



Orientation Programme

VEEKSHAN

A sub-committee of the IQAC established with the goal to improve the quality of teaching and administrative process by systematic and periodic monitoring of the same through direct observation, interaction and feedback from the teachers and the students.

Vision:

- To assess the quality of the teaching and non-teaching staff on the basis of direct
- observation and evaluation done by the students and the teaching staff
- To identify the weak and strong attributes of the staff and recommend improvement strategies
- To suggest innovative and new approaches in teaching-learning process



Weekshan members interacting with the students

Appraisal Forms generated by Veekshan Committee

Teacher Evaluation by Students

Teacher's name: Robyn T Ruz Your name: Jathina Satha
 Class: BA English Year of study: 2019-2022 - 1st BA English

The number rating stands for the following: 1 = not satisfactory, 2 = Fair, 3 = Good, 4 = Excellent. Circle the answer that fits with your experience of this teacher for each

EXPLICIT CURRICULUM:					
How well does the teacher teach the core subject?					
1	Teacher is prepared for class.				4
2	Teacher knows his/her subject.				4
3	Teacher is organized and neat.				4
4	Teacher gives class time and assignments that help students to problem solve and think critically. Teacher provides activities that make subject matter meaningful.				4
5	Teacher is flexible in accommodating for individual student needs.				4
6	Teacher is clear in giving directions and in explaining what is expected on assignments and tests.				4
7	Teacher allows you to be active in the classroom learning environment.				4
8	Teacher has clear classroom procedures so students don't waste time.				4
9	Teacher grades fairly.				4
10	I have learned a lot from this teacher about the subject.				4
11	Teacher gives me good feedback on my performance, homework and projects so that I can improve.				4
12	Teacher is creative in developing activities and lessons.				4
13	Teacher encourages students to speak up and be active in the class.				4

IMPLICIT CURRICULUM:					
How well does the teacher model the core values through how he/she behaves with students and with other staff persons?					
14	Teacher follows through on what he/she says. You can count on the teacher's word.				4
15	Teacher listens and understands student's point of view. he/she may not agree, but students feel understood.				4

ANY OTHER COMMENTS: The simple method of teaching is very comfortable and helpful to us. The calm nature of teacher helps to easily interact with her and it results in smooth learning.

FEEDBACK ON IQAC BY THE TEACHING/NON TEACHING STAFF

NAME OF THE STAFF: ELCINT DARP MATHAI DEPARTMENT: ZOOLOGY
 YEAR OF EVALUATION: 2020-21

Whether IQAC is taking initiative in providing infrastructure facilities for the smooth conduct of teaching-learning process/administrative work?	Four/Very good/excellent
How opinion about the teaching-learning environment of the institution, as monitored by IQAC?	Four/Very good/excellent
Regular meetings of the staff are conducted by IQAC?	Four/Very good/excellent
Whether the IQAC is addressing the individual needs of the faculty?	Four/Very good/excellent
Whether the IQAC is incorporating your opinion/ideas in their undertakings?	Four/Very good/excellent
Whether the IQAC is reviewing their undertakings?	Four/Very good/excellent
Whether the IQAC is taking quality initiative for providing creative/innovative teaching-learning methods?	Four/Very good/excellent
Whether the IQAC is providing opportunities for academic/non-academic accomplishments?	Four/Very good/excellent

Any other comments/suggestions: Though the process is more efficient, it needs to be more effective.

Principal: [Signature] IQAC COORDINATOR: [Signature] APPRAISAL COMMITTEE: [Signature]

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Preeti Siva J Review Period: 21-22
 Department:

1) What are the duties you are entrusted with during the evaluation period? How well you have performed in it?
Exco Coordinator, Drama Club, Mentor - Curricular Aspects, SCOP, LEP Coordinator

2. Do you understand the requirements of your job? What aspects of your job need improvement?
Yes, documentation of more student initiatives

3. What are your academic and non academic achievements during the evaluation period?
Paper presentations, participation, FDPs

4. What are your strengths (the things you do well) and how do you put them to use in your position?
Language oriented skills, confidence

MAR THOMA COLLEGE FOR WOMEN

TEACHERS APPRAISAL REPORT OF THE ACADEMIC YEAR 2020-21

Name of the teacher	<u>REEMY SARA MATHAI</u>
Department	<u>ZOOLOGY</u>
Academic qualification	<u>MSc, NET</u>
Academic and Non academic achievements of the year <u>20-21</u>	<u>2 research articles in International JQC - case list journal.</u>
Strong points analysed from the students' evaluation (teaching techniques, interaction, knowledge etc.)	<u>Teaching techniques - creativity in assigning work assigned to students. Paper feedback given to check on performance.</u>
Strong points observed by the institution	<u>Organizer, Excellent creativity. Good delivery of content in a effective and easy and - techniques.</u>
Weak points analysed from the students' and institution's evaluation	<u>Need to improve on student engagement activities.</u>
Suggestions for improvement	<u>Provision for activities in classroom need to be focused on.</u>


Principal: [Signature] IQAC COORDINATOR: [Signature] APPRAISAL COMMITTEE: [Signature]

II. Mentoring and Remedial Coaching




iii. Teacher's Diary

TEACHER'S WORK DIARY & CALENDER



MAR THOMA COLLEGE FOR WOMEN
PERUMBAVOOR, ERNAKULAM



Name: _____
Department: _____
Academic Year: _____

Day	1	2	3	Lunch break/Activities	4	5	Activities
Mon		11:00			11:00		
Tue	11:00				11:00	12:00	
Wed		11:00			11:00		
Thurs	11:00		11:00			11:00	
Fri	11:00				11:00	11:00	
Sat							

Academic works allotted 1.5 hrs; Activities allotted — hrs.

TEACHING PLAN

WEEK	TEACHING PLAN	TEACHING PLAN IMPLEMENTED
WEEK 1 1-3	11:00 { University Exam } 11:00 { "San Gorg of 2. Alfred North" - G.R.A. 11:00 { "The Workman" - G.R.A. 11:00 { "Old Man & the Sea" - G.R.A. 11:00 { "The Pigeon" - G.R.A. 11:00 { "The Pigeon" - G.R.A.	Completed
WEEK 2 4-10	11:00 { University Exam } 11:00 { "The Workman" - G.R.A. 11:00 { "Old Man & the Sea" - G.R.A. 11:00 { "The Pigeon" - G.R.A. 11:00 { "The Pigeon" - G.R.A. 11:00 { "The Pigeon" - G.R.A. 11:00 { "The Pigeon" - G.R.A.	Completed

(except 12AC - Grade from the Class - "The Pigeon" - G.R.A.)

WEEK 3	1110 } Introduction Exam 1120 } 1130 } 1140 } 1150 } 1200 } 1210 } 1220 } 1230 } 1240 } 1250 } 1300 } 1310 } 1320 } 1330 } 1340 } 1350 } 1400 } 1410 } 1420 } 1430 } 1440 } 1450 } 1500 } 1510 } 1520 } 1530 } 1540 } 1550 } 1600 } 1610 } 1620 } 1630 } 1640 } 1650 } 1700 } 1710 } 1720 } 1730 } 1740 } 1750 } 1800 } 1810 } 1820 } 1830 } 1840 } 1850 } 1900 } 1910 } 1920 } 1930 } 1940 } 1950 } 2000 } 2010 } 2020 } 2030 } 2040 } 2050 } 2100 } 2110 } 2120 } 2130 } 2140 } 2150 } 2200 } 2210 } 2220 } 2230 } 2240 } 2250 } 2300 } 2310 } 2320 } 2330 } 2340 } 2350 } 2400 } 2410 } 2420 } 2430 } 2440 } 2450 } 2500 } 2510 } 2520 } 2530 } 2540 } 2550 } 2600 } 2610 } 2620 } 2630 } 2640 } 2650 } 2700 } 2710 } 2720 } 2730 } 2740 } 2750 } 2800 } 2810 } 2820 } 2830 } 2840 } 2850 } 2900 } 2910 } 2920 } 2930 } 2940 } 2950 } 3000 } 3010 } 3020 } 3030 } 3040 } 3050 } 3100 } 3110 } 3120 } 3130 } 3140 } 3150 } 3200 } 3210 } 3220 } 3230 } 3240 } 3250 } 3300 } 3310 } 3320 } 3330 } 3340 } 3350 } 3400 } 3410 } 3420 } 3430 } 3440 } 3450 } 3500 } 3510 } 3520 } 3530 } 3540 } 3550 } 3600 } 3610 } 3620 } 3630 } 3640 } 3650 } 3700 } 3710 } 3720 } 3730 } 3740 } 3750 } 3800 } 3810 } 3820 } 3830 } 3840 } 3850 } 3900 } 3910 } 3920 } 3930 } 3940 } 3950 } 4000 } 4010 } 4020 } 4030 } 4040 } 4050 } 4100 } 4110 } 4120 } 4130 } 4140 } 4150 } 4200 } 4210 } 4220 } 4230 } 4240 } 4250 } 4300 } 4310 } 4320 } 4330 } 4340 } 4350 } 4400 } 4410 } 4420 } 4430 } 4440 } 4450 } 4500 } 4510 } 4520 } 4530 } 4540 } 4550 } 4600 } 4610 } 4620 } 4630 } 4640 } 4650 } 4700 } 4710 } 4720 } 4730 } 4740 } 4750 } 4800 } 4810 } 4820 } 4830 } 4840 } 4850 } 4900 } 4910 } 4920 } 4930 } 4940 } 4950 } 5000 } 5010 } 5020 } 5030 } 5040 } 5050 } 5100 } 5110 } 5120 } 5130 } 5140 } 5150 } 5200 } 5210 } 5220 } 5230 } 5240 } 5250 } 5300 } 5310 } 5320 } 5330 } 5340 } 5350 } 5400 } 5410 } 5420 } 5430 } 5440 } 5450 } 5500 } 5510 } 5520 } 5530 } 5540 } 5550 } 5600 } 5610 } 5620 } 5630 } 5640 } 5650 } 5700 } 5710 } 5720 } 5730 } 5740 } 5750 } 5800 } 5810 } 5820 } 5830 } 5840 } 5850 } 5900 } 5910 } 5920 } 5930 } 5940 } 5950 } 6000 } 6010 } 6020 } 6030 } 6040 } 6050 } 6100 } 6110 } 6120 } 6130 } 6140 } 6150 } 6200 } 6210 } 6220 } 6230 } 6240 } 6250 } 6300 } 6310 } 6320 } 6330 } 6340 } 6350 } 6400 } 6410 } 6420 } 6430 } 6440 } 6450 } 6500 } 6510 } 6520 } 6530 } 6540 } 6550 } 6600 } 6610 } 6620 } 6630 } 6640 } 6650 } 6700 } 6710 } 6720 } 6730 } 6740 } 6750 } 6800 } 6810 } 6820 } 6830 } 6840 } 6850 } 6900 } 6910 } 6920 } 6930 } 6940 } 6950 } 7000 } 7010 } 7020 } 7030 } 7040 } 7050 } 7100 } 7110 } 7120 } 7130 } 7140 } 7150 } 7200 } 7210 } 7220 } 7230 } 7240 } 7
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iv. Entry Level Tests

Our entry-level assessments are designed to help mentors identify the challenges faced by the mentee in their reasoning, aptitude, general English and subject level. On the basis of the graded score obtained during the assessments, students were grouped into Advanced, Intermediate and Slow categories and each group was addressed accordingly.

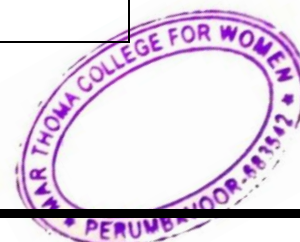
Advanced Learners were made cluster group leaders, encouraged for participation in workshops, hackathons (Institution Innovation Council and Young Innovator's Program) and trainings to enhance their proficiency.

Intermediate Learners were provided academic support and encouraged to upskill themselves through various activities like group discussions, debates, interactions, competitions.

Slow Learners were specifically addressed through remedial classes, SSP sessions and group learning with peers.

ENTRY LEVEL GRADING SCALE AND ADDRESAL MECHANISM

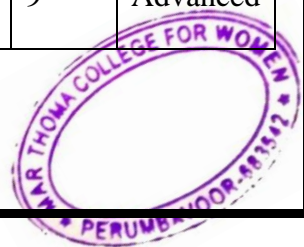
LEARNER TYPE	SLOW LEARNER	INTERMEDIATE LEARNER	ADVANCED LEARNER
SCORE	1 To 3	4-7	8-10
Addressal mechanism	<ul style="list-style-type: none">✓ SSP✓ Remedial classes✓ Cluster group members✓ Focussed learning based on answer keys✓ Peer group learner✓ Assistant coordinator duties.	<ul style="list-style-type: none">✓ Cluster group members✓ Department activity coordinators✓ Soft skill development sessions✓ Question bank setters✓ Each-one-teach one	<ul style="list-style-type: none">✓ WWS✓ Cluster group leaders✓ Programme convenors✓ YIP/IIC✓ Answer key setters✓ Lecture note-taking✓ Peer group leaders



SAMPLE PROGRESSION DATA
ENTRY LEVEL PROGRESSION

2017- 2020

Sl No	Reg No	Name	Year 1		Year 2		Year 3	
			Score	Learner Type	Score	Learner Type	Score	Learner Type
1	170021053411	Abhiramy Suresh	5	Medium	5	Medium	8	Advanced
2	170021053412	Akhila T .M	8	Advanced	7	Advanced	8	Advanced
3	170021053413	Akshara Baiju	4	Medium	5	Medium	7	Medium
4	170021053414	Amala Jose	8	Advanced	8	Advanced	9	Advanced
5	170021053415	Ambily Anilkumar	3	Slow	3	Slow	6	Medium
6	170021053416	Ameerunnissa M. S	9	Advanced	8	Advanced	9	Advanced
7	170021053417	Anet Maria Joshy	6	Medium	5	Medium	5	Medium
8	170021053419	Aparna Sasi	5	Medium	7	Medium	6	Medium
9	170021053420	Arya Mathew	3	Slow	3	Slow	4	Medium
10	170021053421	Arya Mohanan	5	Medium	6	Medium	6	Medium
11	170021053422	Axa Maria Joy	5	Medium	6	Medium	8	Advanced
12	170021053423	Bibiniya K . S	5	Medium	6	Medium	7	Medium
13	170021053424	Cilva Mathew	9	Advanced	8	Advanced	9	Advanced
14	170021053425	Farzin Fussel	9	Advanced	9	Advanced	9	Advanced
15	170021053426	Fathima Nasreen M. N	4	Medium	5	Medium	6	Medium
16	170021053427	Fathima Nowreen M. N	4	Medium	5	Medium	6	Medium
17	170021053428	Fathima Usman	9	Advanced	9	Advanced	9	Advanced
18	170021053429	Finiya Eldhose	9	Advanced	9	Advanced	9	Advanced
19	170021053430	Haritha P. Kumar	9	Advanced	8	Advanced	9	Advanced
20	170021053431	Helen Thomas	6	Medium	7	Medium	7	Medium
21	170021053432	Jiya Kuriakose	5	Medium	7	Medium	9	Medium
22	170021053433	K. N . Ansifa	9	Advanced	9	Advanced	9	Advanced
23	170021053434	Kripa Rajan	1	Slow	2	Slow	3	Slow
24	170021053435	Liya Vincent	9	Advanced	8	Advanced	9	Advanced
25	170021053436	Nandana Sreejith	8	Advanced	9	Advanced	9	Advanced



26	170021053437	Rosmy Johny	5	Medium	5	Medium	8	Advanced
27	170021053438	Saranya M P	1	Slow	2	Slow	2	Slow
28	170021053439	Sneha A U	3	Slow	2	Slow	4	Medium
29	170021053440	Sona Shajan	5	Medium	6	Medium	6	Medium
30	170021053441	Sona Varghese	8	Advanced	9	Advanced	8	Advanced
31	170021053442	Sreanu Suresh	2	Slow	3	Slow	3	Slow
32	170021053443	Sreelakshmi Ravi	9	Advanced	8	Advanced	9	Advanced
34	170021053446	Surya K R	5	Medium	6	Medium	7	Medium
35	170021053447	Vinu V. Velayudhan	5	Medium	6	Medium	6	Advanced
36	170021053448	Vishnupriya Soman	6	Medium	7	Medium	7	Advanced
37	170021053449	Vismaya M A	4	Medium	5	Medium	6	Medium

S. J. Varghese

Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 642

