



**SREE AYYAPPA COLLEGE FOR WOMEN  
CHUNKANKADAI, NAGERCOIL-629003**

## **NAAC CRITERIA- VI (6.5.2)**

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

### **CRITERION 6**

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

IQAC being the central body within the college 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.

**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/ and many more.

**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.

**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. The Principal and management also monitor the feedback system and takes appropriate corrective actions.

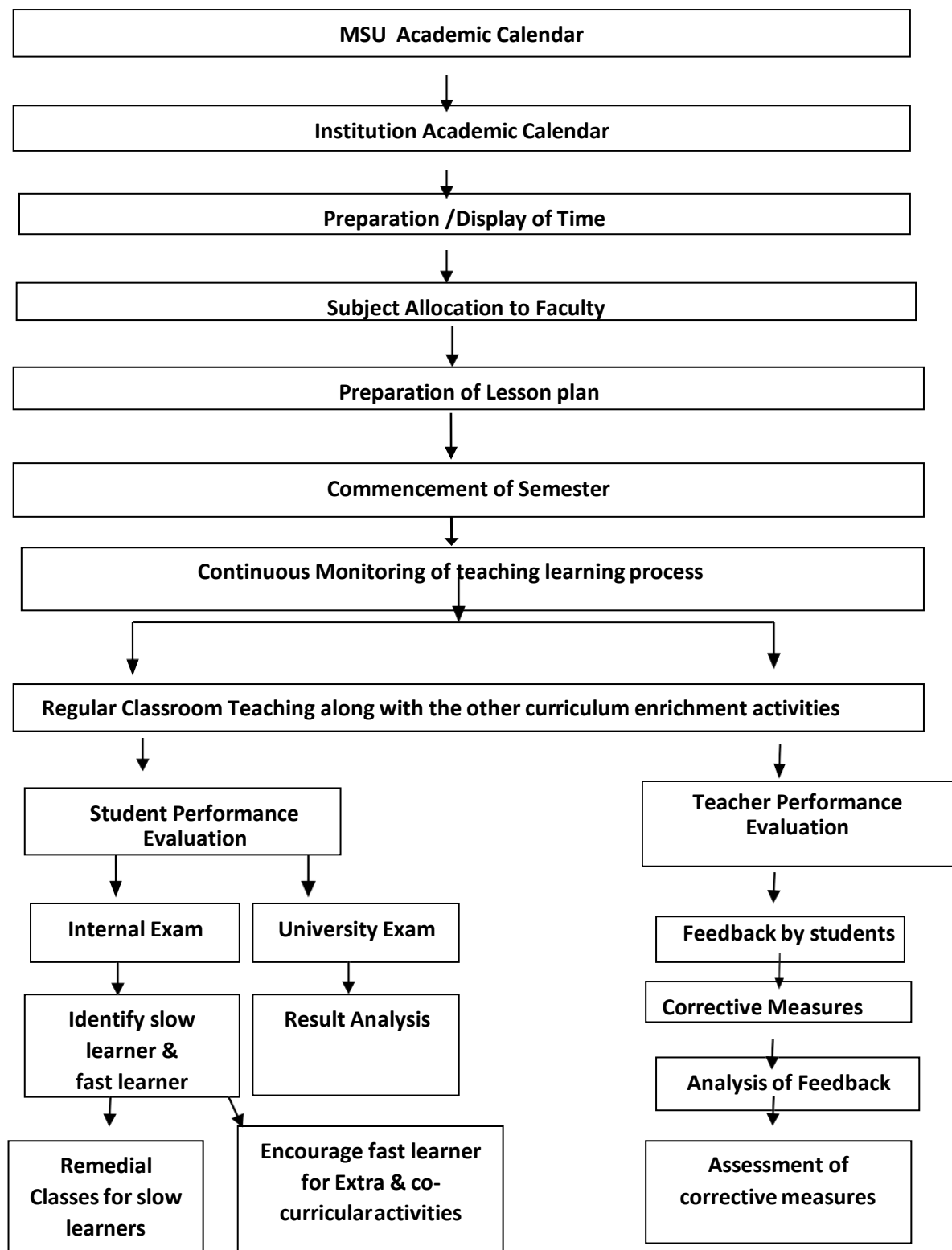
**Student learning outcomes:** The institution monitors the performance of the students regularly. It has specified procedure to collect and analyse data on student learning outcomes; the following points are adopted by the institution in this context:

- ❖ Regular class tests and interactions
- ❖ Internal tests 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.
- ❖ 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:** Institution maintains an effective internal examination and evaluation system.

**Students’ result analysis:** Institution 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**



## **Student Mentorship Scheme introduced & implemented in the even semester of Academic session**

The student Mentorship Scheme is an initiative of the institution inculcated for the overall development of the students in light of holistic improvement of knowledge enhancement and personality advancement.

### **Process of Program:**

The mentor-mentee program includes three key members: the mentor an experienced faculty member, students, and a senior student member. The mentor roles are categorized clearly into two functions:

- the career-related function incorporating advice to enhance the mentee's professional performance and development and
- the psychosocial function establishes the mentor as a role model and mental support system for the mentee.

In light of the effectiveness of a mentorship program, the institute management has set guidelines to include only 20 students as a mentee under the guidance of a single mentor. The students are assigned with a single mentor for clear communication between the student body and the mentor for effective development. One senior student member is also appointed based on the academic and extra-curricular performance in the past years of enrolment to provide advice and suggestions for further improvement of the student performance, thereby the performance of the institution as a whole.

Mentor-Mentee ratio introduced & implemented students were motivated and encouraged to seek guidance from the mentor. Students participated in various activities throughout the academic session. The program is conducted on a semester basis and evaluation of the performance of students is done in a two-fold manner. The performance before the engagement in the mentor-mentee program is noted in terms of communication skills, teamwork, innovative behaviour, and personal engagement. The performance evaluation on the same set of indicators is done after the successful completion of the program in 6 months (semester end). After the completion of the program students have

been identified to engage in classroom participation, enhanced focus, higher well-being, and reduced absenteeism. Hence, all the teaching staff students involved in successfully conducting the various academic and cultural event practicing decentralization and participative management.

Regular parent-teacher meeting is conducted once in a semester to enable discussion, obtaining parent feedback and taking improvement measures.

IQAC Meeting Minutes	<a href="#">LINK</a>
ATR	<a href="#">LINK</a>
Feedback collected from stakeholders	<a href="#">LINK</a>
Feedback Analysis	<a href="#">LINK</a>
Action taken on Feedback	<a href="#">LINK</a>
Operational Methodology for Post Accreditation Quality initiatives	<a href="#">LINK</a>
Mentor-mentee ,Mentoring records	<a href="#">LINK</a>