

**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**

Sl. No.	Mechanisms	Structure, methodologies of operation	Outcome
1	Teachers Diary	<p>The faculty members of the Institute maintain a teachers diary of various academic activities undertaken during each semester. Recently the institute has introduced ERP software to maintain the online version of the teachers diary.</p> <p>The diary includes time table, work plan (lecture plan), work done (compliance of lesson plan) and co/ extra-curricular activities and other responsibilities. The work plan will be prepared at the beginning of the semester to deliver the course content of the syllabus prescribed by the University according to the Academic calendar. This gives a clear picture that the classes are conducted systematically.</p> <p>The work done statement with details of date, class hour and topic covered according to the time table is recorded by the faculty member after completion of every lecture hour. The diary will be scrutinized by the head of the department once in every week and by the principal one in four weeks. The head of the Department reviews the implementation of lecture plans and gives directions if needed to faculty members.</p>	<p>Faculty member realizes the importance of adhering to the schedules. This has resulted in the 100% completion of the syllabus in a structured manner.</p>
2	Student Feedback on	Feedback forms are distributed to the students at the end of every	Faculty member

	teaching learning process	<p>semester. Each student will give ratings ranging from excellent to very poor, under 20 headers covering the teaching learning process for each course.</p> <p>These will be consolidated for each faculty and the feedback is represented through bar charts to bring out the distinct outcomes. This feedback is communicated to individual faculty. Based on the feedback received, each faculty will be briefed by the HOD and Principal and necessary measures are discussed which can improve the teaching learning process in the ensuing semesters.</p> <p>Recently introduced ERP software is also used to collect feedback.</p>	takes the feedback and identifies the improvements needed in teaching learning process and take necessary corrective measures.
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