

# **GOVERNMENT DEGREE COLLEGE TIMARNI DISTRICT- HARDA (MP)**

**(Affiliated with Barkatullah University, Bhopal)**

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

**Website- <http://gdctimarni.in/>**



## **Teaching and Learning Policy**



## *Teaching and Learning Policy*

A teaching and learning policy promote best practice and establishes consistency in teaching and learning across the whole process of education. It aims to ensure that all children are provided with high quality learning experiences, leading to a consistently high level of pupil achievement and attitude.

### **Policy objectives –**

- Engage students intellectually, emotionally, socially, soulfully and/or physically.
- The goal of teaching and learning process includes using Bloom's taxonomy is to encourage higher-order thought by building up from lower-level cognitive skills.
- Increase the capacity of the student to respond efficiently and effectively to the needs of students and the nation by rationalizing, modernizing and restructuring its services and organizational model.
- Improve efficiency and effectiveness in the delivery of education services by strengthening the legislative, regulatory and policy frameworks and structures which govern the education system.
- Improve the relevance and quality of education by reforming the national curriculum to ensure that students develop the knowledge, skills, values and attitudes needed to participate in national development and lead productive and meaningful lives.
- Modernize the education system by building a robust education technology infrastructure and by harnessing the power of modern technology to transform teaching and learning in and out of the classroom.



- Improve student achievement and well-being by increasing the effectiveness and professionalism of the teaching force through innovative teacher education and professional development and support programs.
- Improve the inclusion and experience of students with special education needs by providing adequate resources and establishing relevant legislation, regulations and policies.
- Expand the availability of relevant skills in the workforce by partnering with industries and the private sector to improve the governance, infrastructure, relevance and quality of technical and vocational education in the country.
- Increase the quality and relevance of the higher education sector by creating the enabling environment and building the capacity of tertiary institutions to deliver quality, relevant education programs.

## **PEDAGOGY**

Bloom's Taxonomy is a categorization that defines different levels of intelligence including thinking, learning, and understanding. Institutes make use of bloom's taxonomy to improve curriculum, assessments, and teaching methods. Pedagogy is the artwork or technological know-how of coaching. this is distinct from the curriculums it is the technique to how we train the curriculum, no longer the content material itself. In our institute we take a 'Centrist technique' list of teaching strategies used in the institute might be -

### **A. Teacher focused technique to getting to know through**

- Lectures
- Direct instructions with a cease aim of superb effects from testing and evaluation
- Small group instruction



## **B. Student concentrated technique to studying through**

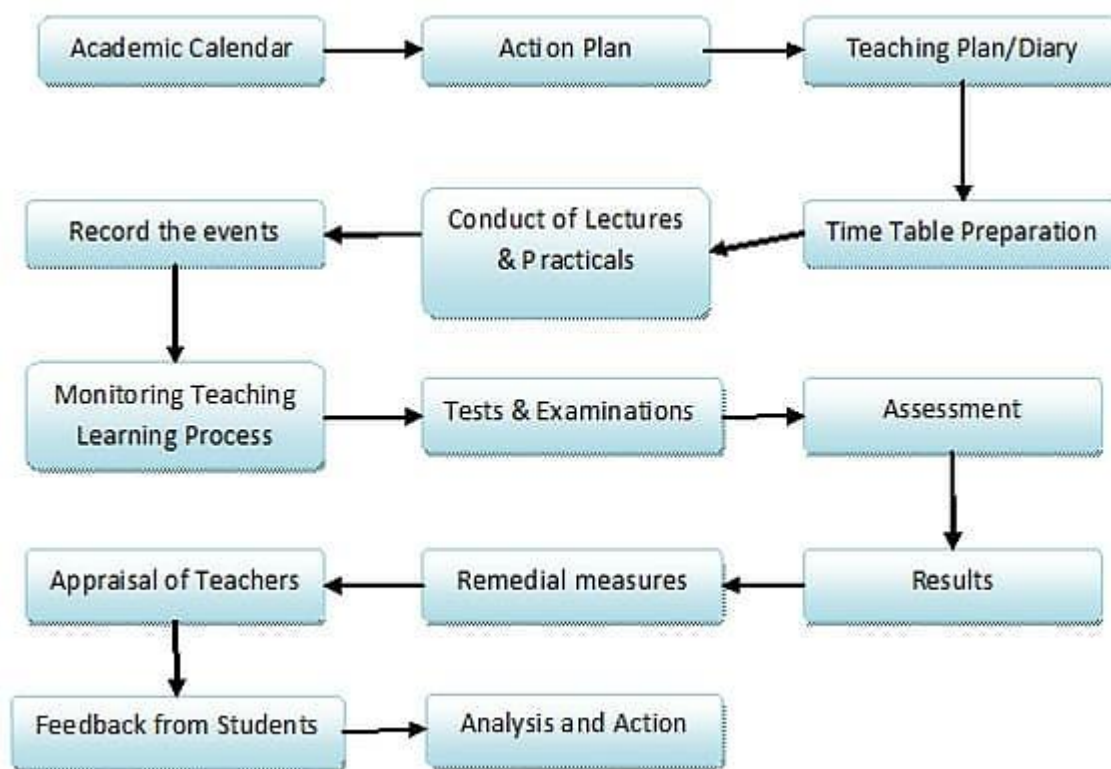
- Inquiry based studying
- Mission primarily based learning
- Flipped class room
- Cooperative learning
- Gaining knowledge of environment

## **Assessment**

- The teacher can use various tools for studying evaluation of students Assignments.
- Oral Questions asked in the course of online elegance interactions.
- Assignments acquired on Google class room, WhatsApp and different online systems.
- Query papers shared on diverse online platforms for the assessment purpose.
- Worksheets
- On-line Quizzes
- Google form
- Query papers shared on WhatsApp and evaluation of solution sheet may be obtained via electronic mail/WhatsApp.



### *Teaching and Learning Methods*



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.

**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.

**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.

**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. Principal and HODs 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 analyze 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.

**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.

**B) Student Mentorship Scheme introduced & implemented in the even semester of Academic session:**

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

**C) Library as a Learning Resource**

Library is partially automated using SOUL (Software for Universities Libraries) version 2.0, SOUL 2.0 Software is a state of art integrated library management software designed and developed by the INFLIBNET center based on the requirements of the college. It is user-friendly software developed to work under client-server environment. SOUL2.0 is a Unicode based multilingual software. SOUL also supports cataloguing of e-resources like e-journals and e-books. The library is Wi-Fi enabled and remote access is provided through NLIST Library has a separate reading hall with capacity of 25 students at a time and is well equipped with ICT facilities. the library functions from 10:30 am to 5:30 pm. The library is closed on government holidays. There is an Open Access Catalogue for students and staff and Web OPAC facility is made available through SOUL 2.0. Web OPAC accessed only through the secure premises of Library. Web OPAC is installed on the library server and can be accessed through on all PC via LAN. There is a separate e-library section where students and staff can access e- resources available through remote access NLIST, Sodhganga, Sodhsindhu, syllabus, books, newspapers and journals.



#### **D) ICT – Enabled Facilities**

The college campus is well connected through Wi-Fi and College regularly upgrades its IT infrastructures as per the requirements of college. The institute also ensures that all the students are provided with adequate IT infrastructure facilities. College also has a virtual classroom well equipped to telecast online virtual classes hosted by Department of Higher Education Govt. of M.P. and also used to attend other online programs. Institution has an effective IT Infrastructure with internet Bandwidth of 100 mbps presently. College updates its IT infrastructure regularly. IT cell asks for the requirements of each department in the beginning of every year, evaluates the technical specification and moves ahead with the best and optimized technical specification. PCs are updated from old specification to i5 systems presently; Bandwidth is also updated to 100mbps from lower specifications. Audio Visual Devices are also updated in the College. The college has a well-established IT infrastructure to meet the requirement of students and staff. Various software is available in the institute like C Language, C++, visual studio, DTP, Corel draw, Java and Net as well as Kiosk machine, SWAN, smart class, soul software etc. E-Library is also available. IT infrastructure is attached in the college to support the campus facilities and equipment's. Every department of the college is well covered with installation of CCTV system for the purpose of student's security and overall surveillance. Computer labs with full time inlet facility are specially installed for students use. Computer facility is also available in the office for other administrative and office related works. Wi-Fi connection is also available in the college.





**Some major updates are: -**

1. Shifting from Pentium i3 to i5 systems.
2. Shifting from MS Office 2013 to MS office 2021.
3. Leased Line from 2 mbps to 100 mbps FTTH connection.
4. Updated SOUL software for library resources.
5. Introduced accounting software Tally.
6. College website is regularly updated by computer faculties.
7. Use of updated Google forms and Google sheets for student's data collection.
8. Virtual Room is also used for online programs.

**Use of ICT tools in Teaching**

- Google Classroom
- E- Learning: SWAYAM/NPTEL
- Digital Library Facility
- You Tube Video
- Video Conferencing- Zoom / Google meet
- Online Quiz / Data Collection- Google Form
- Online Seminar/Training Programs
- Video Lectures
- WhatsApp Group

Director/Co-ordinator  
Internal Quality Assurance Cell  
Govt. Degree College, Timarni (3208,  
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PRINCIPAL  
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