

Sri Shridevi Charitable Trust (R.)

# SHRIDEVI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Sira Road, Tumkur - 572 106, Karnataka, India.

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(Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka and Affiliated to Visvesvaraya Technological University, Belagavi)

ESTD: 2002



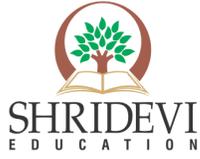
Shridevi Institute of Engineering and Technology,

Tumkur

## POLICY ON TEACHING LEARNING PROCESS

VERSION 1.1

June 2018



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Date of release by IQAC: 20 Jun 2018

Prepared by	Reviewed by	Approved by
Prof. Nagaraja C Prof. Basavesha D Prof. Prathap B N Prof. K P Chandriaha	Dr. Chandrashekhar N	GC Members
Date: 08 Jun 2018	Date: 13 Jun 2018	Date: 18 Jun 2018

## 1. PURPOSE:

The Shridevi Institute of Engineering & Technology (SIET) is always been focused on holistic development of student and faculty with the intention to maintain the quality and high standards in providing Engineering education. Students are provided with an opportunity to develop towards their full potential; academically, emotionally and socially through Institute vision and mission.

## 2. DEFINITIONS:

"OBE" means Outcome Based Education

"NBA" means National Board of Accreditation

"IQAC" means Internal Quality Assurance Cell of the Institute.

"VTIJ" means Visvesvaraya Technological University, affiliating university of the Institute.

"CIE" means Continues Internal Evaluation

"IA" means Internal Assessment

"SEE" means Semester End Examination

"AICTE" means All India Council for Technical Education is a statutory body which governs all aspects of Technical Education in India.

"PAC" means Program Assessment Committee

"UG Course (BE)" means Undergraduate Course (Bachelor of Engineering) in various disciplines of Engineering.

"PG Course (M. Tech, MBA)" means Postgraduate Courses (Master of Technology and Master of Business administration).

"Ph.D." means Doctor of Philosophy in various disciplines

### 3. SCOPE:

This policy is applied to the students of UG, PG and the faculty community of this institution.

To ensure all stake holder i.e., staff, student, parents, alumni, employer and GC are aware of the aims for Learning and Teaching at SIET and that these are consistently applied in order to:

- Promote high quality teaching and learning across the SIET;
- Raise standards by ensuring consistency and continuity of teaching and learning;
- Ensure all students are included, motivated and engaged in learning;
- Promote high quality of experiential learning that focus on the development of skills,
- knowledge and understanding;
- Promote the idea of lifelong learning for all stakeholders.

### 4. TEACHING AND LEARNING

The Teaching and Learning activities are carried out as given below:

- An Academic Calendar is prepared before the start of the semester taking into consideration the Academic Calendar of the affiliating University.
- While preparing teaching, learning and evaluation plan, institution has to adhere to the affiliating University norms.
- The Academic Calendar consists of the prominent curricular, co-curricular and extra-curricular activities to be carried out during the semester.
- The HOD of the respective department shall obtain the preferences of subjects for the upcoming semester.
- The HOD shall call for departmental meeting with the faculty to consolidate the subject Allotment.
- The department time table coordinator should prepare the class time table for the upcoming semester.

After the subject allotment the faculty should prepare the following:

1. Course Outcomes
2. Correlation of CO with PO.
3. Lesson plan based on academic calendar and class time table.
4. Notes/ PPT / Assignments / any other resources.

The above documents should be approved by the Head of department.

4.8 The faculty will engage class and update the attendance and lesson plan.

4.9 At the end of semester the faculty should submit the course file which should include the following documents:

- The laboratory courses are expected to be handled by faculty, teaching corresponding theory course.
- The laboratory batches should comprise of 15 - 20 students.
- The L-T-P plan shall be 1-0-2 hrs.
- The IQAC should organize Academic auditing of department through the process of inter-department auditing.

## 5. ELECTIVE SUBJECTS

The elective subjects (as per the affiliating university syllabus) offered by the institution is to pioneer individual student in interested domain. The students of UG & PG has an option to choose the subjects of their interest from the 03 year of academic for UG and 2nd year of academic for PGas per the university guidelines. The procedure to float the electives and the students opting a particular elective is given below:

5.1 The HOD of the department should address the students about the elective subjects available to opt in the upcoming semester.

5.2 The HOD should orient the students about the opportunities and scope of each elective Subjects.

5.3 Based on the majority of students opting a subject (as per the affiliating university guidelines) and with availability of the domain expert in the department, the HOD shall allot the elective subject.

5.4 In case of non-availability of the domain expert in the courses opted by students, the HoD shall make the alternate arrangement for adjunct/emeritus faculty, online materials etc.

## **6. Contribution of IQAC in Teaching Learning-Process**

IQAC in co-ordination with the department/committees/clubs analyze the strength and weakness and make suggestion for necessary improvements wherever required. IQAC emphasis on:

6.1 Arranging the interactive question-answer sessions/quizzes by teachers and students. Students are encouraged to ask more and more questions in the class.

6.2 Practicing outcome based education through experiential learning, project based learning and Participative learning.

6.3 Industrial training/visits for the students and staff.

6.4 Promoting independent learning, lifelong learning through e-learning supported with wi-fi enabled campus and digital library.

## **7. CERTIFICATE PROGRAM/WORKSHOPS/ADD- ON COURSES**

The department should identify the curriculum gap through CO-PO attainment and has to plan for certification/workshop/add-on courses for UG & PG students in a semester.

## **8. IDENTIFICATION OF CURRICULUM GAP AND CONTINUES**

### **IMPROVEMENT**

The Shridevi Institute of Engineering and Technology is been prioritize on the improving the teaching learning process by identifying the curriculum gap at the end of every semester through CO-PO attainment analysis, IQAC committee suggestions, input from the students, faculty, Alumni, industry and other stake holders. The procedure to identify curriculum gap is given below:

8.1 The program should analyze the CO-PO attainment for every course of the semester.

8.2 The HOD along with the faculty should identify the curriculum gap and prepare the action plan in discussion with other stakeholders (where ever it is applicable).

8.3 The action plan is approved by IQAC, the same shall be incorporated.

### **9. THEORY INTERNAL ASSESSMENT & EVALUATION:**

In accordance with the VTU guidelines, the institute conducts continuous internal evaluation (CIE). The total marks vary for different scheme of students and has to be referred to the university guidelines provided in the respective scheme syllabus copy. The procedure followed in conduction of CIE is given below.

9.1 The CIE dates are decided in consultation with all HoD's during (semester) academic calendar preparation.

9.2 The department IA coordinator should send a circular through HOD to the entire faculty to submit the following before 06 days of commencement of IA:

- a. Syllabus coverage
- b. Question Paper
- c. Scheme of Evaluation
- d. Blue Books

9.3 The department IA coordinator shall display test portion, time table and seating matrix to the students.

9.4 The department coordinator shall allocate invigilation duty to the faculty.

9.5 The invigilator shall take the attendance during IA and hand it over to department IA coordinator.

9.6 The subject teachers evaluates the blue books and consolidate the marks within 03 days of IA completion.

9.7 The department IA coordinator shall display the consolidated IA marks of all the subjects to the students.



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## 10 INTERNAL & EXTERNAL LAB EXAMINATION

Laboratory experiments allows to apply the theoretical concepts to achieve the desired results by enhancing the learning and thinking ability of student. The institute provides at most importance to the laboratory facility and utilization by the students.

10.1 The faculty assigned to particular laboratory has to evaluate the laboratory record on weekly basis and assign the marks based on departmental rubrics.

10.2 After completion of laboratory experiments, faculty should conduct the laboratory IA and allot the marks as per the VTU scheme.

10.3 The VTU University request to provide the details of the eligible faculty handling /faculty handled the laboratory. Every department hasto provide the list of eligible faculty to VTU.

10.4 Based on the dates provided by the VTU, every department will prepare the external laboratory time table and student batches/ projects batches etc.

## 11 ACADEMIC AUDIT

Academic audit ensure the completeness of departmental activities related to teaching learning process. This includes effective coverage of syllabus, pedagogical initiatives, quality of Assignments, conduction of IA, quality of question paper, evaluation as per scheme and solution etc.

### Internal Audit by interdepartmental faculty

The IQAC identifies the faculty as internal auditors and schedule the audit. The internal auditor has to verify the documents as per the check list and submit the report to IQAC.

  
C. Nagaraj  
IQAC Coordinator

  
Principal