



6.5.2 Teaching Learning Process - Reviews

In Indra Ganesan College of Engineering, the teaching- learning process is facilitated through qualified, trained and experienced faculty members. The teaching, learning process, methodologies and learning outcomes are reviewed as follows:

Governing council meeting is conducted every year to upgrade, revise the existing system of teaching learning process if necessary. At the beginning of every semester, plan of activities for the semester are scheduled by all the Heads of the departments. The academic activities are reviewed every month by the Academic Administrative Audit committee at the Institution level. Weekly meeting is conducted by the Principal with all HODs, to review the academic activities, attendance details and Students Internal marks. The HODs of every department conducts weekly meeting with all the faculty of the department to review the academic activities at the department level. Class committee meeting is conducted before the commencement of every Internal Assessments to review the progress in teaching learning process. Every Friday mentor meeting with students is held to provide counseling for the students. Result Analysis Review Board conducts the results analysis meeting for Internal Assessments and University Examinations to review the learning outcomes of teaching, learning process.

Example of an Activity: Academic Administrative Audit Committee

To appreciate achievements and give suggestions for further improvement in the quality of teaching, learning process the Academic Administrative Audit committee reviews the following:

1. Before the commencement of a semester, course files of all the faculty members are reviewed.
2. During the working days, the followings are reviewed:



1. Students' Attendance Record
2. Events organized by the department
3. Participation of the students in co-curricular, extracurricular activities
4. Updated Course file with Internal Assessment question papers, Internal Marks of the students.
5. Class coordinator file that includes students' personal details, weekly attendance details, Consolidated Internal Marks of all the courses, Students participation in various events, Parents Meeting report and Leave letters of the students.
6. Mentor File.
7. Minutes of meeting of the department meeting

Example 2: Result Analysis Review Board (RARB)

The Result Analysis Review Board (RARB) reviews the performance of the students and gives suggestions for further improvement in the academic performance and quality of teaching. The Director, Principal, HODs of all the departments are the members of this board.

The functions of this board are

1. After every Internal Assessment, the HODs present subject wise, class wise performance of their department.
2. Performance comparison with the previous Internal Assessments is also presented.
3. If a class has less pass percentage in any particular subject, then necessary steps are suggested for further improvement.



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4.The students' attendance during Internal Assessments is also reviewed to ensure that all the students attend the Internal Assessments.

5.Every semester the results of University Examinations are reviewed and suggestions are given to improve the performance of the students.