

JSS STU Teaching Learning and Assessment Policy-2021

STU/IQAC/TLP/2021/20

JSS Mahavidyapeetha
JSS Science and Technology University
JSS Technical Institutions' Campus
Mysuru- 570006

JSS Mahavidyapeetha
JSS Science and Technology University, Mysuru

Policy Details

Title	JSSSTU –Teaching Learning and Assessment Policy-2021
Document Number	STU/IQAC/TLP/2021/20
Original / Revision Number	Ver. 1
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BoM Approval - reference and date:	19-01-2021
Effective Date:	19-01-2021
Next Review date:	19-01-2026

Policy review and amendment History

Date	Version	Brief Description of the review/ amendments made	Reference to amendments
19-01-2021	Ver 1.0	-	-

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1.0 Preamble:

In pursuit of academic excellence and the holistic development of our learners, JSS STU is committed to establishing a dynamic and inclusive learning environment. This Teaching, Learning, and Assessment Policy reflects university's dedication to fostering a culture of continuous improvement, innovation, and equity. Grounded in the principles of student-centered education, academic integrity, and responsive pedagogy, this policy serves as a compass guiding our educational endeavors. JSS STU recognizes the transformative power of education in shaping individuals and society while fostering critical thinking, creativity, and a lifelong passion for learning.

2.0 Statement:

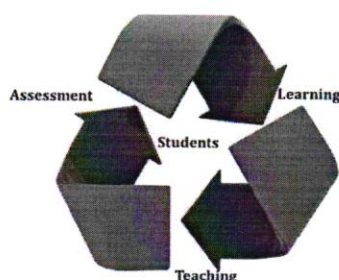
JSS STU is committed to provide an inclusive and diverse learning environment that respects and celebrates the richness of individual backgrounds, cultures, and experiences. Through varied teaching methodologies and a curriculum that reflects global perspectives, we aim to empower our learners to thrive in an interconnected world.

3.0 Definition:

- I. Teaching Process:** Teaching is the intentional and systematic process of imparting knowledge, skills, and understanding to learners. It involves the organized presentation of information, facilitation of learning experiences, and the provision of guidance and support to help individuals acquire, apply, and integrate new knowledge.
- II. Learning Process:** Learning is the active and transformative process through which individuals acquire knowledge, skills, attitudes, or values. It involves cognitive, emotional, and behavioral changes as a result of exposure to educational experiences. Learning is a dynamic and individualized process that occurs through various methods, including instruction, observation, and practice.
- III. Assessment Process:** Assessment is the systematic and ongoing process of gathering, interpreting, and using evidence to evaluate and understand an individual's knowledge, skills, or abilities. It involves the measurement of learning outcomes and provides feedback to both learners and educators. Assessment methods can include tests, projects, observations, and other tools to gauge the extent of learning and to inform instructional decisions.
- IV. Teaching, Learning, and Assessment Process:** The teaching, learning, and assessment process is a cyclical and interconnected system. It begins with the teacher facilitating the learning environment, delivering content, and guiding students through educational experiences. Learners actively engage with the material, participate in activities, and apply what they have learned. Assessment occurs at various points to measure progress, identify areas for improvement, and inform instructional adjustments. This process continues iteratively, with feedback from assessments informing future teaching strategies, creating a dynamic and responsive educational cycle. The goal is to foster a continuous loop of improvement and growth for both educators and learners.

4.0 Purpose:

The purpose of the Teaching, Learning, and Assessment Policy is to provide a structured and comprehensive framework for guiding the delivery of education within the University and its constituent college. This policy serves several key purpose like Ensuring the maintenance of high standards in teaching, learning, and assessment practices to uphold the overall quality of education provided by the University, to Establish a consistent approach across all learning programs, irrespective of the type of activity, delivery location, learning environment, Provides clear guidelines and expectations for all staff members engaged in facilitating, supporting, and managing learning, fostering a shared understanding of best practices, focuses on enhancing the overall learning experience for students by emphasizing effective teaching methods, promoting engagement, and ensuring fair and transparent assessment practices, fosters the review and improvement of teaching and assessment strategies, encourages a culture of continuous enhancement in educational practices



5.0 Objectives:

The objective of the Teaching, Learning, and Assessment Policy and Procedure is to establish a robust framework for ensuring the delivery of exceptional teaching, learning, and assessment within the College. This policy is applicable to all involved in facilitating, supporting, and overseeing learning processes. It encompasses all learning programs offered, regardless of the type of activity, delivery location, learning environment, level, or duration of the course.

The Teaching, Learning, and Assessment Policy and Procedure strive to ensure the delivery of inspirational and high-quality education at the University by.

- a) Providing all learners with opportunities to succeed and empowering them to realize their potential.
- b) Cultivating effective learning skills among students.
- c) Placing the learner at the top of the learning process.
- d) Actively promoting diversity and ensuring equality of opportunity. Elevating the self-esteem and aspirations of all learners through mutual support and commitment.
- e) Establishing high expectations for both staff and learners, fostering collaboration to achieve high levels of accomplishment.
- f) Integrating employability skills into the curriculum.
- g) Seizing opportunities to enhance mathematics, English, and Information Communication Technology (ICT) skills when appropriate.
- h) Offering excellent progression opportunities for students.
- i) Recognizing and celebrating success in teaching and learning.

6.0 Scope :

This policy applies to all stakeholders involved in the educational processes, including but not limited to:

Teaching Staff:

All academic staff engaged in instructional activities, curriculum development, and student support.

Learners:

All enrolled students, irrespective of age, level, or program of study, including those engaged in face-to-face, blended, or online learning modalities.

Administrative Staff:

Personnel responsible for administrative functions related to teaching, learning, and assessment, including scheduling, resource allocation, and academic support services.

Parents and Caregivers:

Individuals providing support and guidance to learners, collaborating with the educational institution in fostering a conducive learning environment.

Board of Governors/Trustees:

The governing body responsible for overseeing and approving policies, ensuring alignment with the institution's mission, vision, and values.

External Stakeholders:

Regulatory bodies, accreditation agencies, and other external entities with a vested interest in the quality and compliance of the institution's teaching, learning, and assessment practices.

7.0 Key aspects:**7.01 Curriculum Design and Delivery**

- JSS STU shall establish a mechanism for Design, review, and approval of educational programs and courses.
- JSS STU shall design dynamic and relevant curricula that integrate emerging trends in science and technology, ensuring alignment with industry needs and global challenges.
- JSS STU shall encourage a culture of research and innovation, integrating the latest developments into teaching and providing opportunities for students to engage in research projects.

7.02 Teaching Methods

- JSS STU shall devise Approaches, strategies, and best practices for effective instruction.
- JSS STU shall identify Methods, tools, and criteria for evaluating learner performance.
- JSS STU shall ensure usage of technology in teaching and learning.
- JSS STU shall Support for online and blended learning initiatives.

- JSS STU shall create Opportunities, requirements, and support mechanisms for ongoing teacher training.
- JSS STU shall arrange for Counseling, guidance, and other support services for learners.

7.03 Assessment and Evaluation

1. JSS STU shall employ fair, transparent, and varied assessment methods that provide meaningful feedback and support the development of critical skills.
2. JSS STU shall prepare Guidelines for formative and summative assessments while maintaining high standards of academic integrity.
3. JSS STU shall create Mechanisms for the regular review and enhancement of teaching, learning, and assessment practices.
4. JSS STU Shall ensure diverse learners are taken care as per their needs

7.04 General Aspects

1. Dean Academics shall prepare institute academic calendar of events comprising of dates of
 - a. Holidays
 - b. Schedule of CIE and SEE
 - c. Annual events
 - d. Feedback cycle etc.
 - e. Academic audit
 - f. CIE and Attendance status display schedule
2. Post department staff meeting, Department shall prepare department academic calendar of events as per the institute academic calendar comprising of dates of
 - a. CIE
 - b. Mentor-mentee meeting schedule
 - c. PTM schedule
 - d. Co-curricular and extracurricular event schedule.
3. Time table co-ordinator shall prepare academic time table and test time table as per the department academic calendar of events
4. HOD shall monitor the academic progress of the department by conducting meeting periodically.
5. Faculty shall maintain then following file
 - a. Course file/academic file as per the checklist
 - b. Personal file as per the checklist
 - c. Mentoring file
6. Department shall organize need based co-curricular and extracurricular activities and the same shall be recorded in respective departmental files.
7. HOD shall allocate the courses to faculties as per the workload.
8. Faculty shall prepare course delivery plan, teaching methodology and assessment plan and get approval from HoD before the commencement of every semester.
9. CIE question paper shall be scrutinized before the conduction of CIE.

10. HOD shall ensure that the department is in adherence to the calendar of events and OBE practices.
11. HOD shall ensure the adequacy of all kinds of learning resources and facilities to the students before the commencement of every semester.
12. At the end of each semester the following process shall be completed
 - a. CO-PO-PSO Attainment process
 - b. Feedback process
 - c. Impact analysis
 - d. Result analysis
 - e. Curriculum gap analysis
 - f. Action plan for next year.
13. At the end of year, course files, department files and personal file shall be audited internally.
14. HOD shall ensure the conduction of annual DAB meeting before every BOS meeting.
15. HOD shall ensure the department is catering to all kinds of learners as per their requirement.
16. HOD shall identify student class representatives, slow learners and advanced learners and also devise strategies for support all kinds of learners.
17. Faculty and Student Achievements shall be recorded and consolidated at the end of every year.
18. Usage of ICT shall be encouraged in TLP.
19. All kinds of extension and outreach activities shall be encouraged as per the prevailing policies.
20. Stakeholder interaction shall be encouraged at all levels of teaching learning process in the department.

7.0 Breach of This Policy

Users are encouraged to be vigilant and to report any suspected violations of this Policy immediately to the Helpdesk. If any breach of this Policy is observed, then (in addition to the above) disciplinary action up to and including dismissal in the case of Staff, expulsion in the case of Students or contract termination in the case of third parties may be taken in accordance with the University's disciplinary procedures

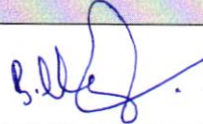
8.0 Revisions to Policy

The University reserves the right to revise the terms of this Policy at any time. Any such revisions will be noted in the revision history of the policy, which are available on the UNIVERSITY website and by continuing to use the University's Resources following any update it is considered acceptance on the revised terms of this Policy.

Contact Us

- If you have any queries in relation to this policy, please contact:

Policy Framework and Development Committee Details

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