

# Teaching Learning Policy

## Policy Statement

MCU, Bhopal strives to achieve academic excellence, by providing quality education through excellent teaching learning ICT based methods and research pursuits with the continuous assessment of the academic activities, so as to empower students to evolve as self-reliant citizens who would cater to the human welfare and sustainability. This policy document reflects academic objectives of the University and the strategies envisaged to achieve them.

## Objectives

The academic policy discloses the principle objectives observed/implemented for quality teaching at MCU and defines the procedures for the multiple levels of accountability in teaching-learning and ensuring quality education with responsibility.

The University is responsible to its students to develop professional skills, communication skills, sense of creativity, design capabilities, depth knowledge, ethical standards in professional works, awareness of the competence and important technical areas etc. to prepare them quality professionals to meet the challenges in the present scenario of advanced latest technology.

The quality parameters in the University are mainly ensured by:

- Academic Accountability and Assessment to enable quality assurance through continuous improvement in all the sectors.
- Ensuring the quality of technical/professional education including preparation of the course materials/ syllabi in accordance with adequate standards and also inculcating with societal and ethical values among students.
- Delivery of course contents adopting appropriate ICT based technologies.

## Teaching & learning principles

The approach of the College towards teaching & learning is underpinned by the following key principles:

- i. Teaching & learning should be a professional, positive, engaging and rewarding partnership between teacher and the taught.
- ii. Teachers should ensure that their students fully understand the learning objectives of their studies at every stage. In turn, students should reflect on their own progress towards achieving their goals and share responsibilities for their learning outcome.
- iii. Teachers should develop the skills, confidence and motivation in students to transform into successful independent learners in their academic pursuits.
- iv. The teachers should support the acquisition of English language skills and thereby open cultural, social boundaries of the students.
- v. Teachers should approach teaching & learning with a cosmopolitan outlook, actively seek new ways to motivate and engage students and utilize the technology and other resources available to enhance the teaching & learning experience.
- vi. Each and every student should be provided with the equal opportunities, resources and support they need to fulfil their academic pursuits.
- vii. Teachers should be provided with the opportunities, resources, training and support they need to fulfil their teaching abilities
- viii. Teachers are encouraged to be reflective, assessing their own performance and developmental needs, and to work together to share best practices and support each other's prospects.

## Challenges

Some of the probable challenges faced by the students in getting the advanced professional / technical education in an educational University especially dealing with Media and IT subjects are as under:

- The students must have depth knowledge of the subject / course concerned with latest updates in accordance with the industry & professional trends.
- Much hard work will be required by the students to get full understanding of latest technologies to improve their interpersonal skills which will certainly benefit them throughout their career.
- Best to be done by students to improve their practical knowledge as per need of the industry trends.



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- Improvement of communications skills, technical skills and skills to win the competitive edge of the globe will be essentially met with by the students to have a progressive growth.

## Academic Responsibilities

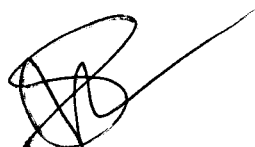
Academic Responsibilities of different authorities/officials of an University are in the accordance with those specified by the regulating authorities' i.e. AICTE, UGC, university/s and Directorate of Technical Education, State Government etc.

- Management of the University will ensure the implementation of various policies in the institution to ensure to meet its vision and mission and will manage the University in accordance with the required parameters.
- The Head of the Institution will ensure the development and implementation of quality assurance policies and procedures as prescribed by the regulating authorities regarding academics and in all other fields.
- Registrar of the University will maintain all kinds of record of the University with the assistance of deputy/assistant registrar/s who will manage the record of all kind in the University. Registrar will also manage all the affairs of non teaching staff of the University
- Vice Chancellor and Registrar will also look after the academic and non academic activities scheduled in the University to ensure the organization/ conduct of such activities are for the enrichment and upliftment of the students and the University.
- Dean academic will ensure preparation of all Research activities, Academic Calendar and Semester Plan, all academic activities including examinations etc. and their implementation in the University accordingly.
- Dean Student Welfare will ensure all kind of co-curricular and extracurricular activities as well as sports/athletic activities etc. with maximum participation of students with the motto of holistic development of the students of the University.
- Controller of Examination will ensure timely conduction of internal and external examinations as per norms and examination policy and academic calendar, evaluation of answer sheets and publication of final results including issue of certificates to the students.
- Head of the Department will ensure proper subject allocation among its faculty, course completion, preparation of lecture plans and lecture notes, teaching learning progress, feedback and other departmental activities etc. in his/her department.
- Faculty of the University will ensure quality teaching, timely completion of syllabus holding of invited talks/guest lectures, remedial / compensatory classes, competitive classes, class tests etc. In addition the faculty is required to timely completion of all kind of additional assignments/works assigned by the higher authorities.
- Academic audit should be conducted every year in the University with a motive to improve the academic and other related activities in the interest of the student and the University.

## Action Plan

In general the step by step processes of the academic activities to be conducted in an education University are as below:

- Head of each department in the University allocates the subjects to the faculty members after collecting their preferences before the commencement of each semester and time - table of the department is prepared accordingly.
- Academic calendar of the University & the department are prepared including all the academic, co-curricular and extra- curricular activities as well as list of holidays to be observed in the University.
- The Lecture Plan and Course Information Sheet is prepared by the faculty which is then verified by the head of the department.
- Review of the attainment of COs of the previous batches and devising techniques to improve the attainment is done in each department of the University.
- Course material and content delivery is prepared using appropriate ICT tools to improve the effectiveness of teaching- learning and to make it more student- centric.
- The induction / Orientation programs are conducted in the University for the newly admitted students in 1st year class of any discipline in the University to make them aware of the academic & other activities to be held in the University and about the rules and regulations by the students in MCU.
- Various workshop, seminars, expert lectures are organized in the University and IT departments at regular intervals to improve the effectiveness of teaching for the faculty of MCU.



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 Central Board of Secondary Education  
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- T&D cell of the University ensures that all trainings activities related to subjects to take place in the stipulated time.
- HODs & faculty will ensure the conduct of assignments/tutorials and class work as well as completion of the courses according to the plan & attendance registers of students' attendance is properly maintained by every faculty.
- Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes (COs) and the program outcome (Pos) is duly prepared by faculty & approved by Head of department concerned.
- Mentor – mentee system is applicable in the University with assignment of duty as mentor to a faculty over 30 students of his/ her class, that will monitor & listen the problems / suggestions of their mentee during the meetings and will act like a guardian of that group of students.
- Feedback committees will collect feedback from all the students of the University, department wise with the help of faculty and HODs. Feedback of alumni, teachers, parents and about management of the University is also collected by feedback committee.
- Controller of examination will ensure the conduct of Theory & Practical examination and its assessment in time as per the examination policy of the University & publishing of the assessment marks. He / she will also conduct university examinations as per schedule.
- Organizing various skill development workshops and guest lectures etc. by the professional societies and the departmental associations.
- In addition to the academic activities mainly teaching – learning, feedback, mentoring, class tests & examinations etc. the other student related activities of cultural, sports, athletics, women related activities, expert lectures, industrial tours, educational tours etc. extension activities are also scheduled by the University during the session.

## Academic Monitoring And Student Support

Various committees have been constituted to ensure proper monitoring of the academic activities and to provide support services to the students including co- curricular & extra-curricular activities.

- Academic Committee is responsible to monitor the teaching - learning of all the courses, adherence to the course plan, completion of the syllabus in prescribed time schedule as per academic calendar, class adjustments, standards of the internal examinations, evaluation process, difficulties faced by the students and recommend for necessary remedial actions, if any.
- Mentor - mentee System: In every class there will be one faculty nominated as mentor for every 30 students. The mentor maintains all documental records related to the academic and non-academic matters of the students under a mentee group. They are the primary contact of students and parents for all kinds of advices, clarifications and permissions on academic matters. They are responsible to mentor the students. The mentor makes arrangements for the meetings with students and parents as and when required to discuss any matters for the progress of the students. They also carry out the result analysis and arrange for remedial activities, if required.
- Student welfare committee is responsible for organizing different activities / functions /events involving students & help to redress grievances of the students, if any.
- Feedback committee shall be responsible to collect feedback from various stakeholders concerned with the University and further process accordingly after feedback analysis.
- Discipline committee is responsible to maintain discipline in the University and may initiate a suitable action against the defaulters.
- In addition to all above committees, University may constitute some other committees / cells to have better coordination regarding academic affairs.

## Academic Auditing

Under the guidance of Internal Quality Assurance Cell (IQAC) of the University the academic auditing is carried out in each department of the University annually by an academic audit committee constituted as per norms of the affiliating university with internal & external experts of the field. The IQAC shall monitor all the academic activities including the internal evaluations and the examinations. The audit also covers the co-curricular and extra-curricular activities made available to the students, mentoring & feedback mechanisms etc.

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## Faculty Development Program (Fdp)

Faculty Development programs on a regular basis are organized in the University to enable continuous learning and improvement for faculty and Staff. It enables sharing of good teaching practices and Innovation in teaching methods among faculty.

### Placement Activities

The University has constituted a separate training & placement cell (T&P Cell) which is actively engaged in making placement drive a success not only by organizing placement drive by the University but also place our students through pool placement drive in other University by their active participation of students in our University/universities. T&P cell first organizes a number of training programs in the University by holding programs of industry & corporate experts in the University to train & motivate our students to prepare them to face placement interviews.



  
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