



## POLICY AND STANDARD OPERATING PROCEDURE

### Teaching Learning

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## GOPIKABAI SITARAM GAWANDE MAHAVIDYALAYA

Umarkhed Dist. Yavatmal 445206

(Affiliated to Sant Gadge Baba Amravati University Amravati)

NAAC accredited by B<sup>++</sup> with CGPA 2.79 (3<sup>rd</sup> Cycle)

Yavatmal Zilla Akhil Kunbi Samaj Dwara Sanchalit  
**Gopikabai Sitaram Gawande Mahavidyalaya, Umarched**

Dist:-Yavatmal Pin Code – 445206  
Arts – Commerce – Science & M.C.V.C.

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Ref.No.  
Date:

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## **POLICY AND STANDARD OPERATING PROCEDURE FOR TEACHING LEARNING PROCESS**

### **Title:**

This policy and SOP is entitled as “Teaching –Learning Policy and Procedure” which set a standard for teaching learning and evaluation process run for all programs of all classes.

### **Scope:**

This policy will be applicable to all College staff engaged in facilitating, supporting and managing learning and evaluation process. It applies to all learning offered through the college. The teaching learning process with proper delivery of curriculum with the help of ICT tools and resources is the specific area of this policy. The policy will guide teaching staff on how they can support students experiencing difficulties with course content or assessment and how additional supports can be offered to them.

### **Objectives:**

The policy is designed with the following objectives to achieve.

1. Create and provide systematic framework for all teaching, learning, assessment and feedback activities at the College and focus on high quality teaching, learning and assessment to enable all learners to achieve their full potential.
2. This policy aims to design a standard operating process for effective curriculum delivery and implementation, evaluation and documentation.
3. To create conducive academic environment and experience that inspires learners to exceed their expectations and achieve what they felt difficult to achieve.
4. Create opportunities for increasing participation in all sorts of academic and co-curricular activities and prepare students with knowledge and skills.

5. To bring into practice new technologies in education and use E-platforms as supplement to classroom teaching learning process.

### **Procedure and Practice:**

1. An induction program for all new students will be held at the beginning of the teaching session through which detail guidance is provided on all aspects of the college including teaching learning resources and facilities.

2. Preparation of academic calendar of the college by IQAC and the departmental calendar by department head and teaching staff shall be done.

3. Each department shall keep the record of time table, workload, teaching plans, question bank, previous exam question papers, academic diary, student attendance record, practical record, internal exam record, innovative teaching processes in the department files.

4. Tutors will ensure that all lessons are prepared and delivered unto the highest satisfaction of students. Therefore the use of ICT equipment and G-Classroom shall be strictly included in the teaching process and effective curriculum delivery.

5. Classes be strictly conducted as per schedule. (In case of leave, substitute teacher shall conduct the class) after which E-DTR to be submitted regularly at the end of the day which will be monitored by the Head and the Principal.

6. All notices/ circulars/ time tables, exam related information to be shared with students through E-platform.

7. The teaching learning and evaluation process will be monitored by IQAC.

8. Centralized exam cell to conduct all internal exams including unit tests, open book tests, pre semester exams and keep documentary evidences.

9. To supplement conventional chalk and board teaching, the teachers shall invent their own strategies to make classroom teaching more impactful, playful and effective.

10. College staff will be responsible to manage the learning environment in line with college vision on attendance, discipline and quality:

### **Responsibility rests with:**

**A.** The principal: will approve the policy and ensure its development and evaluation.

**B.** The Principal, Vice- Principal and IQAC will be responsible for the dissemination of the policy.

**C.** It is the responsibility of all teaching staff to read this policy carefully and follow the SOP as directed.

**Date of creation:** June 2021

**Review Date:** The policy will be reviewed annually or as needs dictate during the academic year.

**Approved by :**

  
**Co-ordinator**  
**IQAC,**  
**G.S.Gawande College, Umarkhed.**



  
**Principal**  
**G.S.Gawande College**  
**Umarkhed Dist. Yavatmal.**