



SAROJINI NAIDU GOVERNMENT GIRLS POST GRADUATE (AUTONOMOUS) COLLEGE

Shivaji Nagar, Bhopal



Teaching and Learning Policy





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***TEACHING
AND
LEARNING POLICY***



TEACHING AND LEARNING POLICY



Introduction -

The *Sarojini Naidu Government Girls Autonomous Post Graduate College* (self-sustaining) college offers a huge variety of publications across the various regions of further training, higher training, Internships and abilities. The coaching and mastering coverage and method pursuits to provide a holistic assessment of strategies to guide the effective delivery of coaching and gaining knowledge of across all these particular remits, whilst recognizing that each remit has its personal outside policy drivers and influences.

The institute is committed to presenting high first-rate coaching, getting to know and assessment (evaluation) to enable all freshmen to acquire their full ability. this may be performed thru high great teaching and mastering opportunities, rigorous assessment, feedback and the sharing of suitable exercise.

A teaching and learning policy promote best practice and establishes consistency in teaching and learning across the whole process of education. It aims to ensure that all children are provided with high quality learning experiences, leading to a consistently high level of pupil achievement and attitude

Policy objectives -

- Engage students intellectually, emotionally, socially, soulfully and/or physically.
- The goal of teaching and learning process includes using Bloom's taxonomy is to encourage higher-order thought by building up from lower-level cognitive skills.
- Increase the capacity of the student to respond efficiently and effectively to the needs of students and the nation by rationalizing, modernizing and restructuring its services and organizational model.
- Improve efficiency and effectiveness in the delivery of education services by strengthening the legislative, regulatory and policy frameworks and structures which govern the education

system.

- Improve the relevance and quality of education by reforming the national curriculum to ensure that students develop the knowledge, skills, values and attitudes needed to participate in national development and lead productive and meaningful lives.
- Modernize the education system by building a robust education technology infrastructure and by harnessing the power of modern technology to transform teaching and learning in and out of the classroom.
- Improve student achievement and well-being by increasing the effectiveness and professionalism of the teaching force through innovative teacher education and professional development and support programs.
- Improve the inclusion and experience of students with special education needs by providing adequate resources and establishing relevant legislation, regulations and policies.
- Expand the availability of relevant skills in the workforce by partnering with industries and the private sector to improve the governance, infrastructure, relevance and quality of technical and vocational education in the country.
- Increase the quality and relevance of the higher education sector by creating the enabling environment and building the capacity of tertiary institutions to deliver quality, relevant education programs

Principles of Teaching and Mastering

learning process, the student is actively engaged in posing questions, investigating, experimenting, being curious, solving problems, assuming responsibility, being creative and constructing meaning. The coaching and learning coverage ambitions to ensure that coaching on the university is inspirational and of the very best great by way of:

- All newbies having the opportunity to prevail and be empowered to fulfil their potential.
- Placing the learner at the Centre of the gaining knowledge of method.
- Lively promotion of range and equality of opportunity.
- The aspirations of all beginners being raised via mutual guide and commitment.
- All personnel and rookies having excessive expectancies and working collectively to expand highdegrees of achievement and achievement.
- Ensuring newbies are retained and achieve their qualification
- Supplying awesome progression opportunities, to employment, apprenticeships, or further andhigher gaining knowledge of recognizing and celebrating achievement, of both newbies and body of workers.
- The use of assessment to offer powerful learning possibilities via remarks.
- Making sure degrees of scholar satisfaction and learner voice feedback are high throughout all courses.

- The usage of studies to inform and encourage college students.
- Promoting a culture of instructional assignment, scholarly hobby and research informed coaching.
- The challenge knowledge and pedagogic content material understanding of staff leading to wonderful teaching and studying
- Actively promoting nice practice in terms of embedding sustainability, specifically inside theregions of aid performance, recycling, strength performance, use of renewable strength, conservation of natural assets, and welfare.
- Meeting the objectives recognized inside the college through strategic plan.We do this via:
- Growing a clean information of scholar’s region in a multicultural and numerous world respecting variations and similarities.
- Developing environmentally conscious citizens.
- Growing an understanding of private properly-being, healthful dwelling, personal safety and safe relationships.
- Growing important thinkers, who're capable of articulate their ideas in an assured manner.
Growing a sense of obligation.

This policy embraces the university values:

- Admire yourself, every other and the environment.
- Welcoming, sincere and inclusive approach.
- Satisfied, safe and supportive subculture.
- Inspiring learners and team of workers.
- Superb and innovative culture.

The college offers:

- A secure environment following university fitness and protection processes.
- A smooth, tidy and nicely-maintained environment.
- A welcoming environment for all rookies selling identical possibilities.
- An induction for all novices and personnel who deliver coaching and learning.
- Access to assets that permit powerful teaching, mastering and assessment to take place and suitable gaining knowledge of outcomes to be performed.
- Stimulating surroundings with presentations of rookie paintings, studies interest, posters and applicable getting to know materials.
- Promotion of virtual generation.
- Curriculum shipping that gives interplay, flexibility and encourages a huge variety of coaching and getting to know sports.
- Possibilities for teaching and studying to be discussed and promoted with desirable exercise

and strategies being shared.

Inclusive Education –

- Facts concerning beginners with ship (special training desires and Disabilities) and necessary changes, consisting of get right of entry to arrangements for tests, with the assist of HEPSN Unit installed in the institute and these centers are to be shared with all individuals of the location group.
- Guide for teaching personnel through the advanced teaching practitioners.
- Suitable continuous school improvement programs (FDP) possibilities for coaching workforce.

Tutors will make sure that training are organized and brought to the very best. Populargaining knowledge of classes on the university will:

- Meet the needs of all individuals with, where appropriate, the full involvement of inclusive getting to know in the making plans and shipping of the session.
- Meet all direction / program objectives and necessities.
- Build on newbies, earlier understanding and understanding the use of formative evaluation to monitor development and inform destiny mastering.
- Have sturdy links between concept, realistic and enterprise practices.
- Promote unbiased learning.
- Be informed by cutting-edge studies and scholarly pastime.
- Have finished updated hazard exams.
- Comply with relevant approaches when it comes to fitness and safety.
- Use findings from learner remarks to improve planning and delivery.
- Generate learner self-belief through the sound situation information of tutors.
- Use mastering methods that encourage and project inexperienced persons.
- Actively sell the improvement of virtual competencies.
- Sell and display Equality, diversity and Inclusion
- Promote the usage of the virtues to know surroundings and other knowledgeable resources along with the library in guide of mastering and supply of additional learning possibilities.

College personnel can be anticipated to manipulate the mastering environment in line with collegepolicies on attendance subject.

- Registers will be completed for each timetabled session.
- Bad attendance and punctuality may be monitored and movement promptly taken,
- Newbies can be expected to apply time efficiently and take responsibility for their very own gaining knowledge of in timetabled periods and at some stage in the college,
- Field issues can be handled right away by means of workforce with the correct reporting tactics observed.

Remark of Coaching and Mastering

Roles and obligations: it miles the duty of character participants of personnel to:

- Be familiar with and maintain the requirements of performance expected of them.
- Follow, and adopt, appropriate FDP referring to improving coaching, mastering and evaluation.
- Follow any motion plans which might be advanced.

It miles the obligation of the Heads of Departments to:

- Talk expectations and set standards referring to coaching and getting to know with all teaching workforce
- Make certain that all staff in their areas have an allocated time table and program path
- Ensure that person action plans finished to a exceptional general.excellent exercise.

Planning: Instructors are expected to have an extended-time period plan, and short-term plan.

Plan long-term making plan

The lengthy-term plan presents a broad evaluation of the year, organized by time period, and coverage of the problem regions. The long-term plan allows us to ensure there may be insurance of all the curriculum areas.

Daily Dairy

It's miles an expectation that instructors plan for every day they educate.

PEDAGOGY

Bloom's Taxonomy is a categorization that defines different levels of intelligence including thinking, learning, and understanding. Institutes make use of bloom's taxonomy to improve curriculum, assessments, and teaching methods. Pedagogy is the artwork or technological know-how of coaching. this is distinct from the curriculum as it is the technique to how we train the curriculum, no longer the content material itself. In our institute we take a 'Centrist technique' list of teaching strategies used in the institute might be

A. Teacher focused technique to getting to know through

- Lectures
- Direct instructions with a cease aim of superb effects from testing and evaluation
- Small group instruction

B. Student concentrated technique to studying through

- Inquiry based studying
- mission primarily based learning
- Flipped class room
- Cooperative learning

- Gaining knowledge of environment

The studying environment will be controlled in such a way as to facilitate one of a kind approach to getting to know.

opportunities could be made for:

- Complete magnificent teaching.
- Group paintings, organized in line with suitable criteria (i.e. capacity, mixed attainment, friendship, and many others)
 - One to at least one teaching.
 - Conferencing
 - Collaborative getting to know in pairs or groups.
 - Impartial getting to know.
- All areas of the studying environment might be deliberate for, which includes, where appropriate, the outside regions, on the way to make sure possibilities for a range of practical sports, with the intention to develop appropriate understanding, talents and knowledge.
- Lecture rooms offer a stimulating and purposeful gaining knowledge of environment, consisting of thought scary and stimulating shows.
- College students are welcomed into college and certain standards of prescribed Uniform and conduct are predicted.
- Excellence is widely known in show and overall performance is recommended to beautify standards.
- Students are encouraged to trust that any exhibited work (performance or show) need to constitute their highest standards of private success.
- Evaluation, Recording and Reporting.

Normal tests are product of college students' work with a view to set up the level of attainment and to tell destiny planning. Formative assessment is used to guide the progress of character pupils. It includes identifying every infant's development in each place of the curriculum, determining what every student has found out and what therefore ought to be the subsequent stage in her mastering.

Termly summative tests: Formal summative assessment is executed on the cease of every semester/ year.

Formative evaluation incorporates with it the expectation that, when well-motivated and correctly taught, all freshmen can reach a stage of fulfillment which can also currently appear past them. It gives a breadth of verified existence-lengthy studying talents primarily based on an information of ways we study in place of what we ought to be studying. This includes:

- Creating a nice studying environment.
- Focusing all feedback on specific performance improvements which may be acted on.
- Sharing an overview of content material, procedure and benefits of the studying to come.
- Attractive beginners by posing issues and difficult thinking.

- Imparting possibilities for beginners to fulfill the mission in a diffusion of pairings and with multiple methods of representing their information.
- Developing space for reflection and significant speak.
- Reviewing what has been found out, how it changed into learned and how it'll be used.

Appropriate obligations for informal evaluation encompass:

- Group discussions
- Short exams in which college students write solutions.
- Particular assignments for person students.
- Discussions in which youngsters are recommended to appraise their very own paintings and progress.

The COVID-19 pandemic has created the largest disruption of education structures in records, COVID-19 has created a state of affairs which needs transformation in better training scenario and additionally in the roles of various stakeholders. even though center factors of education along with curriculum, syllabus, books, evaluation, and so on. will remain there, but the transaction mechanisms in training may work through a drastic exchange.

Education at some point of the COVID-19 duration is dependent upon the various eventualities of the technological devices to be had to students. Given the social, cultural and geographical variety only one version of teaching and gaining knowledge of will no longer work. consequently, a few fashions, various in nature, want to be adopted, which can be in addition contextualized from instructor to teacher. rather, based on the fashions, the trainer may additionally have its very own version as per the wishes of its stakeholders. gaining knowledge of enhancement applications and models want to take into consciousness following challenges and concerns of learning after the COVID-19 length, while the student is there to attend the on-campus training.

The massive efforts made in a brief time to reply to the shocks to education systems remind us that change is viable. We have to seize the possibility to find new approaches to address the learning crisis and result in a set of answers previously considered tough or impossible to implement.

Demanding situations before institute

the subsequent entry factors might be to the fore of our efforts:

- Consciousness on addressing mastering losses and preventing dropouts, specifically of marginalized groups.
- Offer skills for employability program.
- Assist the teaching profession and instructor readiness.
- Enlarge the definition of the proper to education to encompass connectivity.
- Take away obstacles to connectivity.
- Enhance information and monitoring of learning.
- Beef up the articulation and versatility across stages and sorts of training.

The maximum inclined inexperienced persons are also amongst those who have

- Negative digital skills and the least get entry to the hardware and connectivity required for distance learning answers implemented throughout university closures even if they could get entry to content, they could apprehend.
- Living conditions, monetary stress, and low schooling tiers of dad and mom.
- Inclusive of digital skills, meant that many college students did not enjoy the solid environment and the learning support had to adapt to those new modes of instruction.
- College students from lower socio-financial backgrounds are more likely to lack reading opportunities.
- A quiet room, and parental help at some point of school closure.

Learning during COVID-19

as the health disaster spread out, inflicting big socio-economic disruptions, education systems around the world were swift to react and adapt. Governments replied fast to ensure schooling continuity and protect the safety of newbies and schooling

An extensive range of Distant learning tools:

Making sure studying continuity during the time of university closures have become a priority for governments lots of which turned to ICT, requiring instructors to move to on-line delivery of instructions.

This shortfall can largely be attributed to the virtual divide, with the deprived having restricted get entry to simple household services consisting of electricity; a lack of generation infrastructure; and occasional levels of virtual literacy among college students, mother and father, and teachers.

situations can be created to facilitate rookies to evaluate their own moves, thoughts and mastering, in a moral, responsible and honest way. college students want to be sensitized to the concept of self-assessment as a reflective learner. To facilitate studying and make studying direction and adventure glad to the learner university may additionally convey in easy principles of earn while you research, assist your institute and help yourself and so on.

Accessibility to virtual devices desires to be kept in view even as making any program of getting to know enhancement. the following parent indicates the various situations of digital accessibility.

THE NON-NEGOTIABLE

Even as framing fashions or motion plans for attaining out to college students with differential / nil accessibility to digital devices for studying Enhancement in exceptional conditions, the following factors may be considered:

- Mental fitness and properly-being of inexperienced persons.
- Social Distancing
- Physical fitness and Sanitation
- Self-observe
- Learner-cantered coaching-learning
- Strain-loose gaining knowledge of surroundings
- Experiential mastering

- Instructor ability constructing for persevering with coaching through one-of-a-kind modes
- Achieving mastering outcomes
- Curriculum mapped to getting to know consequences.
- Teacher-parent-community partnership.
- Accessibility to diverse modes of virtual training – full, constrained or none
- Tailored modes of evaluation

The evolution of the virtual studying systems has a huge effect in instructional institutions and has ultimately put the conventional strategies within the back seat. However, there are demands for both era and conventional getting to know techniques. Because of this, the art of mixing virtual mastering tools with greater conventional lecture room head-to-head teaching gave birth to the timeperiod “blended studying”.

The important capabilities of combined mastering (hereafter called BL) surroundings are:

- Extended pupil engagement in gaining knowledge.
- Superior teacher and student interplay.
- Obligation for mastering.
- Time management and flexibility
- Progressed student gaining knowledge of consequences • improved institutional popularity.
- Extra flexible coaching and mastering environment
- Extra amenable for self and continuous gaining knowledge of
- Higher possibilities for experiential getting to know

under are the sample configurations of BL sports to do not forget for BL teaching situation

- Combined face-to-face class - sometimes called the “face-to-face motive force model,” the combined face-to-face class version is based totally in the study room, although a tremendous amount of lecture room time has been changed through online sports. Seat time is required for this version, while online activities are used to complement the in-individual instructions; readings, quizzes or other tests are completed on line at home.
- Blended on line class- sometimes known as the “on-line motive force model,” this elegance is the inverse of the blended face-to-face class. The magnificence is typically performed on-line, but there are some required in-person sports including lectures or labs.
- Hybrid class – within the most effective terms, hybrid mastering can be described as instructors taking both online and offline classes simultaneously for the scholars. a few college students attend the instructions in man or woman at the same time as a few attend sincerely. it's miles more often than not the selection of student the manner they want to attend the lessons.

Assessment

- The teacher can use various tools for studying evaluation of students: Assignments
- Oral Questions asked in the course of online elegance interactions.

- Assignments acquired on Google school room, WhatsApp and different online systems.
- Query papers shared on diverse online platforms for the assessment purpose.
- Worksheets
- On-line Quizzes
- Google form
- Query papers shared on WhatsApp and evaluation of solution sheet may be obtained via electronic mail/WhatsApp.

