

Internal Quality Assurance Cell

16-08-2022

Report of Orientation Programme on Quality Issues in maintaining Course File and Log Book

IQAC is conducting periodic internal audits regarding the Teaching and Learning Process in the departments. Based on the audit outcome, support is given to the departments in the form of suggestions and guidance and also organises training programmes to improve upon the Teaching Learning Process.

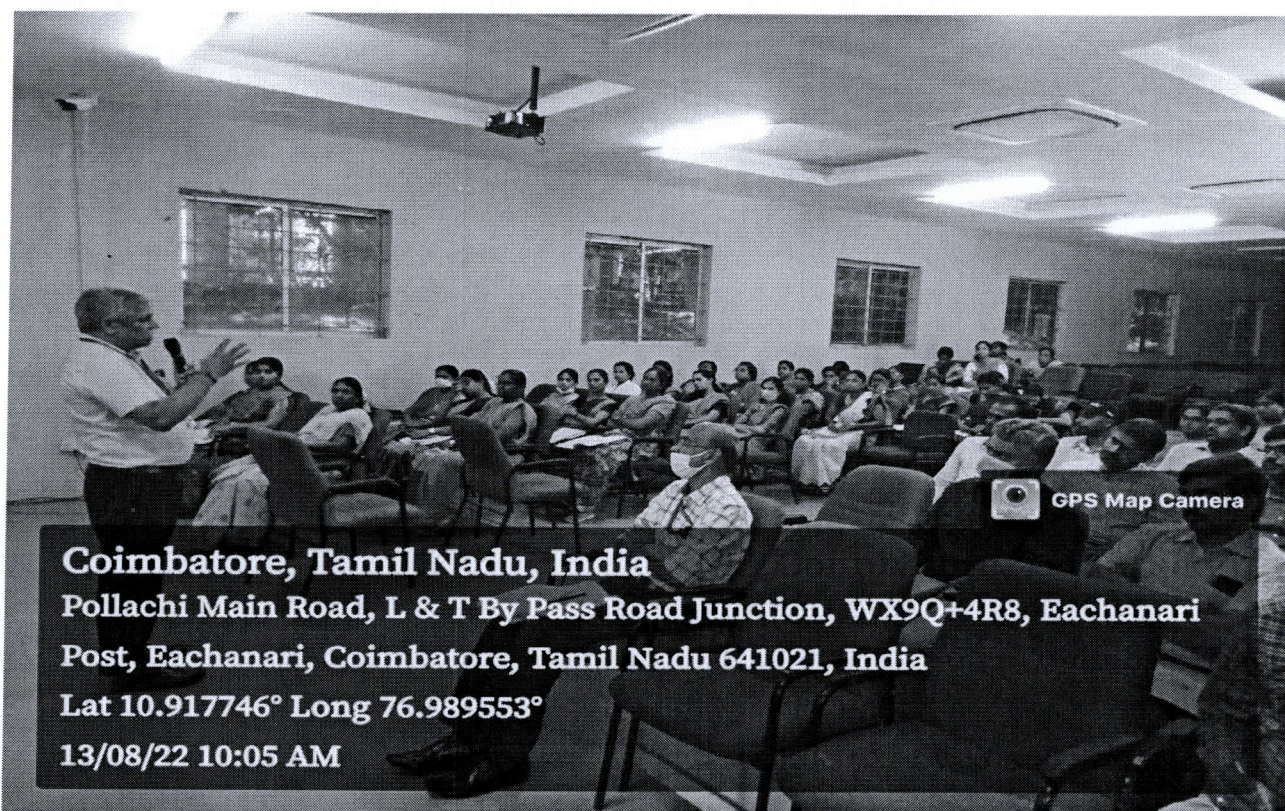
In that way, an Orientation Programme was conducted by the IQAC Team consisting of the Director, IQAC Dr. S.Ravi and the Coordinators Mr.T.Shanmugavel, Mr. C. Nithiyapathy and Mr. K. Kathirvel on 13-08-2022 at MBA Seminar Hall for 66 Faculty Members who have joined the Institution after 1st of January 2022.

The Vice-Chancellor Dr. B. Venkatachalapathy welcomed the participants and delivered the Opening Remarks. He stressed that teachers should be well prepared before going to the class, should have hand written notes and the content delivery and engagement of the students in the class by the faculty member to be good. The importance of preparation of Log Book and Course File was emphasized by him.



Opening Remarks by the Vice Chancellor (13-08-2022)

The Director IQAC addressed the participants about the shift required in Teaching Learning Process from input based to output based and from faculty centred to student centred. He added that while preparing the Lecture Notes and planning the teaching methods, the attainment of outcome and learning levels to be kept in mind which will be useful for setting the question paper also.



The Director IQAC Dr. S. Ravi addressing the participants (13-08-2022)

After the address by the Vice -Chancellor and the Director, IQAC, the participants were asked to form 4 groups and each group was handled by each member from IQAC. The participants were fully oriented towards preparation of Log Book before the commencement of the course and about the recording of the details during the teaching, learning and evaluation process

Regarding the Course File, the list of documents to be filed and the points to be taken care in the assignment, seminar and evaluation of internal tests were explained in detail.

While concluding the session, based on the observations made during the internal audit of the Teaching Learning Process, the participants were given input to maintain the Course File and Log Book correctly and systematically.

S.R.m.
16/8/2022

Dr. S. Ravi,

Director, IQAC.