

## **Review by IQAC on Teaching - Learning Process and Methodologies**

- ❖ Monitoring the logbooks.
- ❖ Convening class committee meetings and Student's feedback.
- ❖ Monitoring Remedial classes and Organizing Parents-Teachers meet.

### **Monitoring the logbooks:**

Before the commencement of each semester, the IQAC, monitors the preparation of the logbooks by every teacher based on the academic calendar, which includes plans for coverage of portions, schedule of internal test and dispatching of progress reports to parents.

### **Convening class committee meetings and Student's feedback:**

The Class Committee Meetings are conducted after every internal test and feedback from student's representatives is collected during these meetings, which are analysed by the Principal and IQAC Members. Accordingly, proper counselling is given by them by the faculty members concerned and corrective measures are taken.

### **Monitoring Remedial classes and Organizing Parents-Teachers meet.**

A Special time table is framed for remedial classes for slow learners after the working hours. Proper guidance is given to the students by the teachers concerned during the remedial classes. This is followed by Parents Teacher's meeting and the parents are requested to take personal care of their children's studies at home. They are asked to maintain contacts with their tutors regularly.