



*Thakur Educational Trust's (Regd.)*

**THAKUR COLLEGE OF SCIENCE & COMMERCE** 

Autonomous College Permanently Affiliated to University of Mumbai  
(NAAC Accredited with Grade 'A' [3<sup>rd</sup> Cycle] & ISO 9001:2015 Certified)  
**Best College Award by University of Mumbai for Year 2018-2019**

## **Teach Learn Process**


Thakur College of Science & Commerce has a robust Teach-Learn process to ensure effective delivery of the planned curriculum. Being, an autonomous College, the curriculum structure has been redesigned with respect to industry demand and with continued discussions with the Board of Studies Members. This is further reviewed and approved by the Academic Council and Governing Body.

IQAC had a planned mechanism to review its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals. ISO Apex team and IQAC conducts bi-annual audits to ensure conformity of the process.

The Teach Learn process is planned as follows :

1. Every Department Head and Coordinator submits the details of departmental workload to the respective Deans and Vice Principals.
2. The Deans and the Vice Principals in consultation with the Principal prepare consolidated timetable for the stream (Science & Commerce) and hand over the same to the Heads and Coordinators.
3. Every Teacher of the department is instructed to prepare and submit teaching plan to the respective Head / Coordinator at the beginning of each semester as per the guidelines issued by the competent authorities. This plan is recorded in the Annual LogBook of respective faculty member, which is approved and authenticated by the Department Head and Vice Principal. Teaching methodology with respect to teaching tools to be used are discussed herewith. The Work Instructions of recording the Teaching Plan in the LogBook is mentioned on Page 1 of the LogBook too.

## Work Instructions on Page 1 of Log Book

	<b>THAKUR COLLEGE OF SCIENCE AND COMMERCE</b> <b>THAKUR VILLAGE, KANDIVALI (E), MUMBAI - 400101</b>	Doc. No. TCSC/TEACH/WI/01 Rev. No: 01 Implementation Date 13/06/2005 Page 1 of 1
	<b>TITLE: INSTRUCTION FOR LECTURERS/TEACHERS                  FOR PREPARING TEACHING PLAN AND FILLING LOG                  BOOK</b>	

12:55 PM	Teaching Process			
Performer	Lecturers/ Teachers			
Connected Procedure	TCSC/TEACH/P/01			
Applicable to	JC SCIENCE	JC COMMERCE	DEG. SCIENCE	DEG COMMERCE

- Teaching plan has to be written on monthly basis.  
(Only names of the chapter/ main topic has to be written)
- Teaching plan has to be verified by respective H.O.D/Subject In charge.
- Logbook has to be maintained on daily basis.
- Sub topics have to mention in the daily logbook clearly.
- Daily logbook has to be written division wise for which separate page should be taken for each division per month.
- Due to any reason if lecturers are not conducted as per teaching plan, the number of lectures should be adjusted for that particular chapter/Topic in the same month or else the corrective action decided should be clearly mentioned in the logbook.
- Respective H.O.D/Subject In-charge should properly verify the logbook on weekly basis and the Supervisors/Vice principals on monthly basis.
- A Review regarding the portion planned and the portion actually covered has to be done by all H.O.D's / Subject In-charges on Quarterly basis for Junior College and on Monthly basis for Degree college.**
- The detail analysis of the Total no. Of lectures planned and Total No. Of Lecturers conducted for each individual staff members should be submitted by all H.O.D's. /Subject-In charges to the Teach Process owner on Quarterly basis in Junior Section and on Monthly basis in Degree section.

Stream

Process Owner

Prepared and released by:	Reviewed and approved by: MR	Control copy Stamp:
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4. The lectures are conducted as per the plan and compliance is recorded for all the lectures.
5. All the details are maintained in the log book of an individual teacher.
6. At the end of every month the log book is cross checked and signed by the Head / Coordinator and the concerned Vice Principals to check the regularity of the conduct of the lectures / tutorials. Any deviations from the Teaching Plan are discussed and Extra Lectures are planned if the need be.
7. At the end of each semester, the percentage compliance and deviation for each teacher are calculated in the log book.
8. If there is any kind of positive or negative deviation in the teaching plan, then every teacher needs to submit justification and clarification for the same.
9. Based upon this, every teacher is guided regarding planning and implementation, as and when required.
10. During the process of teaching – learning within stipulated time, the students appear for the continuous evaluation in the form of tests, assignments, PPT presentation, case studies, mini projects etc. as per the guidelines of respective Board of Studies and the Academic Council.
11. At the end of the semester, every student appears for semester end examination whereby they are assessed and evaluated on the basis of cumulative orientation.
12. There is provision of categorization of slow and advanced learners in every programme / department / subject under supervision of the respective mentors in consultation with the Head / Coordinator, Dean, Vice Principal and the Principal.
13. Every unsuccessful student is given remedial coaching for the required subject and evaluated under the ATKT pattern of the CBGS System.
14. Due to this processes, the students can cope up accordingly and do not lose their pace with the academics. There is also provision for the students to give feedback on programmes and Teachers in a formulated way.
15. Team IQAC is involved at every stage of all these processes for quality maintenance, enhancement, review and improvement. The IQAC suggests active and hands-on learning with emphasize upon problem formulation and solution.

**THAKUR COLLEGE OF SCIENCE AND COMMERCE**  
Thakur Village Kandivali (E), Mumbai – 400101

**YEAR PLAN AND LOG BOOK**

**Name of the Lecturer/Teacher** : \_\_\_\_\_

**Department** : \_\_\_\_\_

**Subject** : \_\_\_\_\_

**Class/Div** : \_\_\_\_\_

**Stream** : \_\_\_\_\_

**Academic Year** : \_\_\_\_\_

Recording of Teaching Plan in LogBook

TCSC/TEACH/F/10 REV01

TEACHING PLAN

Month/Week	Chapter/topic/practical	No. Of lectures allotted as per Univ/Board/H.O.D guideline	No. Of lectures actually required

(Signature of H.O.D/Subject Incharge)

Distribution of Marks and Evaluation Plan to be recorded in the LogBook at the beginning of the Term

TCSC/TEACH/F/11 REV00

**DISTRIBUTION OF MARKS FOR EXAMINATION**

Examination	Name of the Chapter/Topic	Weightage of Marks

Sign	Lecturers/Teacher	H.O.D/Subject Incharge
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Daily Recording of Lectures by the Subject Teacher and reviewed by Head of Department on weekly basis. Incase of any deviations from the Teaching Plan, measures like 'Extra Lectures/ Practicals is planned by the Faculty Member and Head of Department.

**LOG BOOK**

Month/ Week :                      From \_\_\_\_\_ to \_\_\_\_\_

Date/Time	Class/Div	Chapter/Topic/Sub Topic/Practical	Complete/Reason if Incomplete

Total number of Extra Lecture conducted: \_\_\_\_\_

Corrective action Decided:

Sign	Lecturers/Teacher	H.O.D	Vice principal/Supervisor

Performance Evaluation of the Faculty Member's Teach Learn Process and Deviations if any are measured,



**PERFORMANCE EVALUATION OF**  
**LECTURER/TEACHER**

Subject	Class/Div	Total No. Of lecturers as per teaching Plan	Total No. Of lecturers actually conducted

Remark from H.O.D: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remark from Principal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERFORMANCE EVALUATION OF  
LECTURER/TEACHER( FIRST TERM)**

Subject	Class/Div	Total No. Of lecturers as per teaching Plan	Total No. Of lecturers actually conducted

**Percentage deviation observed**

**(No. of Lectures Planned – No. of Lectures Conducted/No. of Lectures Planned)\*100**

**If Percentage deviation is more than 15% then Root Cause\_\_\_\_\_**

\_\_\_\_\_

**Remark from H.O.D: \_\_\_\_\_**

\_\_\_\_\_

**Remark from Vice Principals/ Supervisor:**

\_\_\_\_\_

Performance Evaluation at the end of Term II

TCSC/TEACH/F/13 REV01

**PERFORMANCE EVALUATION OF  
LECTURER/TEACHER( SECOND TERM)**

Subject	Class/Div	Total No. Of lecturers as per teaching Plan	Total No. Of lecturers actually conducted

Percentage deviation observed

(No. of Lectures Planned – No. of Lectures Conducted/No. of Lectures Planned)\*100

If Percentage deviation is more than 15% then Root Cause\_\_\_\_\_

\_\_\_\_\_

Remark from H.O.D: \_\_\_\_\_

\_\_\_\_\_

Remark from Vice Principals/ Supervisor:

\_\_\_\_\_

All Faculty Members are expected to follow this process for effective delivery of the curriculum.

In Academic Year 2020-21, due to the pandemic, most of the lectures were on Online basis and hence tools used were PPT presentations, Online sessions on Zoom, White Board Usage on Zoom App and LMS like Google Classrooms and Easy Class.

Log Book in academic year to be maintained in digital manner and the process to be monitored in virtual mode.



*And-ly*

Dr. (Mrs.) C. T. Chakraborty,  
Principal, Thakur College of Science & Commerce