

# INTERNAL QUALITY ASSURANCE CELL (IQAC) GEETANJALI INSTITUTE OF TECHNICAL STUDIES

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Director (IQAC)

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All HODs

While going through the Teachers Record Books (TRB) of all departments, the undersigned has made several observations and recommend the following actions to be taken at the HOD's end:

1. Some of the teachers have not written the Course Outcomes (COs) of the subject being taught. Ensure everyone marks the COs. The copy of syllabus with COs and Text books should be provided by the department.
2. The topics taught beyond syllabus should be mapped with CO & PO.
3. In suggested readings, Reference materials are to be indicated with source, including web contents related to specific topics.
4. Suggested MOOCs must be mentioned with title and platform.
5. The teaching plan is missing in several TRBs. The teachers are required to prepare the teaching plan for full course in the beginning of the session. Teachers should include one revision class at the end of each unit for addressing the issues raised by the students during feedback.
6. Some teachers have not taken the required feedback on completion of the unit. Feedback should be taken from significant number of students and action taken be marked in TRB with verification by one or two students.
7. Every assignment given to the student must bear the date of giving the assignment and last date for submission. After last date of submission, discussions on the assignment should be held.
8. The assignments must contain tasks to evaluate the learning levels of the students including higher learning levels according to Bloom's Taxonomy; i.e. teachers should include some open ended and complex problems as well.
9. The mid-term paper date should be marked invariably; and remedial classes for slow-learners should be planned indicating the same in the space provided.
10. The student's grievances regarding marks should be marked with reason (if revision is made for significant number of students).
11. All kinds of visits or on-site demonstrations should be marked in the TRB.
12. Student Centric activities like Seminar by students, Open ended design activity, role play, etc should be conducted by every teacher (related to the subject). The advance learners should be engaged in executing these activities.

13. The teachers are required to discuss the COs, POs and PSOs with the students frequently and record the dates in the TRB. Further, they should also motivate the students for acquiring extra skills for good career.
14. The attendance records should be kept neat and parents of the students with frequent absence be notified with record in TRB.
15. The assessments of assignments, mid-term, etc should be marked alongwith identification of Slow and Advanced learners.
16. The HODs are required to check and verify every TRB at least twice in a semester.

The TRB contains comprehensive information on delivery by teacher, it reflects our commitment for quality education. Hence it must be impressed on every teacher to exercise the good practices and record the same in TRB

  
(Dr. S. Jindal)

Copy to:

1. PA to Director
2. All concerned