



SSM COLLEGE OF ENGINEERING

DIVAR PARIHASPORA PATTAN, KASHMIR (PIN 193121)

(Approved & Recognized by AICTE New Delhi & Govt. of J&K)

Affiliated to the University of Kashmir

ISO 9001: 2015 Certified

Standard Operating Procedure for Slow Learners and Advanced Learners

(Process and Outcome)

Academic Year: 2018 - 2019

Scope of this document: To identify the slow learners and advanced learners to help them out for improvement in the academics.

Formulation of SOP: IQAC Cell under the supervision of its Chairperson.

Who should control the document of SOP: Head of the Institution and Director IQAC through Head of the Department concerned.

Definitions and Procedures to be followed for implementation of SOP:

Within the classroom, faculty has to deal with different types of students; some are very intelligent who learn very fast and some are quite weak who learn very slowly. Therefore it is required to determine the abilities of the students in the class. Based on the ability determined, some students need only guidance and some students need hard work and regular attention.

Generally on the basis of their learning speed students are classified in three groups; weak, moderate and advanced, out of these the weak and the advanced group needs special attention for optimum use of their learning abilities.

Each type of student has different learning attitude and learning abilities and habits. Faculty has to adopt a teaching methodology such that he/she may not lose the attention of the slow learners and bore the advanced learners.

Identification of ability of students to learn

The identification is done by a team of mentors after analyzing following data of merit:

- i. Marks obtained at SSC level.
- ii. Marks obtained at the HSC level.
- iii. Rank obtained in the Common Entrance Test (CET) conducted by the J&K Board of Professional Entrance Examinations (JKBOPEE) for admission to the graduate programme in Engineering.
- iv. Performance in the continuous assessment.
- v. Performance in the University Examination.
- vi. Desire for active participation/involvement in committees/seminars etc.
- vii. Interest of the student during lecture delivery.

The students are mentored by their respective mentors through interactive sessions. In addition to this, feedback about the capacity and impact of mentorship is obtained from the concerned faculty of their class and the students are guided as per their requirement level.



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Strategies for slow learners:

- Slow learners are provided with tutorials. Remedial classes are conducted after class hours to clarify doubts and re-explain the critical topics for an improved performance.
- Counseling and mentoring sessions conducted in a friendly way help the students to overcome their psychological problems and achieve their goals successfully.
- The Institute has a system to communicate performance and attendance of students to parents regularly. Faculty members do periodic interactions with parents about their performance.
- By virtue of appropriate counseling with additional teaching, the students are motivated to attend the classes regularly which in turn help them in improving their overall performance.
- Faculty members revise the difficult/complicated topics as per the students requisition and provide previous university question papers and also guide them in presenting the answers in appropriate manner.

Strategies for Advanced Learners

- Advanced study materials are provided to further enhance their performance.
- In order to take benefit of papers published by professional bodies and participation in high profile events/sessions/symposia, the students are encouraged to become members of these bodies like ISTE, Institute of Engineers etc.
- Encourage students to take part in various competitive examinations like GATE, CAT, IES, IAS, KAS etc.
- Encourage students to qualify IELTS, TOEFL, GRE etc. which is required to pursue higher studies outside the country.
- The students are motivated to take up micro projects to inculcate research orientation and practical awareness from second year onwards apart from mini and major projects.
- Merit toppers are provided with certificate of merit by the Management.
- Providing opportunities to develop their creativity and organizing intercollegiate events as well as attending technical events.
- Encourage students to participate in various MHRD quality programs such as FOSS, SWAYAM, NPTEL etc.


Director IQAC


Chairperson IQAC

Voice: (0194) 2496135, 2496260, 9906413186, 9697994705

Website: www.ssmengg.edu.in Email: ssmkashmir@gmail.com / ssmengg@ssmlive.com



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SOP: Mentoring System

Academic Year:- 2014-15

Scope of this document: This SOP is aimed at defining standard operating practices for mentoring students in both academic and personal problems

Formulation of SOP: IQAC cell under the supervision of Chairperson.

Who should control the document of SOP: Chairperson and Director IQAC.

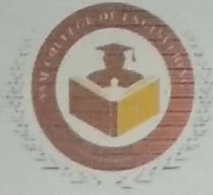
Definitions and Procedures to be followed for implementation of SOP:

The scheme is intended at value additions like:-

- Bridging the gap between the teachers and the students.
- Creation of the conducive environment in college where students can approach freely teachers for both obtaining educational and personal guidance.
- Enhancement of knowledge base for both teachers and students alike, due to effective two way communication.
- Motivation for higher studies and entrepreneurship in respect of fast learners.
- Advice and support for improvement in academic performance.

On Going Process

The college has a well-defined Mentor Mentee system. Each faculty (Mentor) is the mentor of a group of 20 to 25 students (Mentees) allocated to him/her by the Head of The Department. The teacher mentor extracts personal information from the mentee in a very methodical way without touching sensitive issues or forcing any information out of the mentee, analyses and finds out appropriate methods of counseling. Critical issues are brought to the notice of the Head of the Department. A mentor is a teacher acting both as a friend, facilitator and a role model who supports and encourages a student in his/her academic and personal growth. The Mentor meets the Mentees informally outside class hours as well and guides them regarding their career options. Regular Meetings are held between mentor and mentees. A mentoring book is maintained and updated regularly. The mentoring book has both personal and academic data. Personalized/professional/career advice is given to the mentees. The parents of the students are approached for obtaining feedback about their wards. The report generated from the mentoring book is submitted to the concerned Head of the Department for further assessment.



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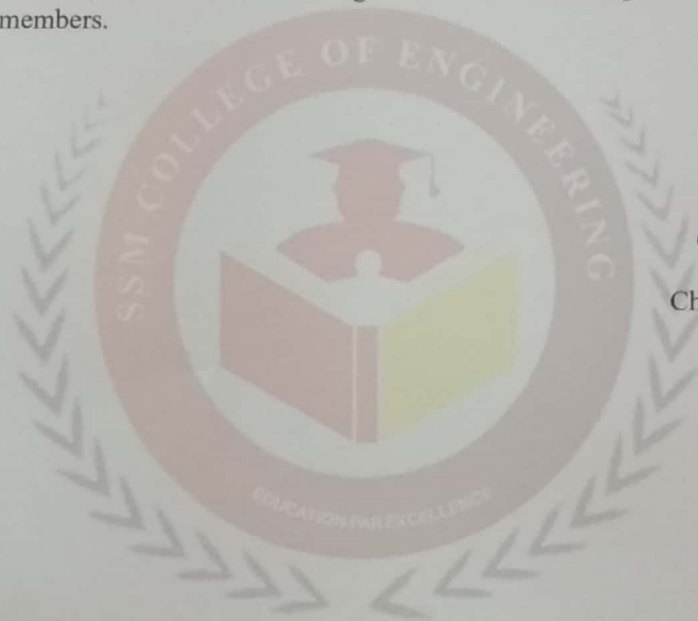
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Outcomes:

- Enhance the students' confidence and capacity to face challenges by setting higher goals, taking risks and ultimately guiding them to achieve higher levels.
- Individual recognition and encouragement.
- Psycho Social Support at the time of need.
- Students get an insider's perspective on navigating their career in the right channel.
- The Mentor Mentee system helps the students (Mentees) to improve their educational relationship with the faculty members (Mentors).
- Mentoring helps the students develop essential behavioral and soft skills such as communication, team work etc. through transfer of knowledge and experience by their faculty members.



Nashab
Approved by
Chairperson IQAC