Teaching and Learning Policy

Marian College Kuttikkanam

(Autonomous)
Marian Teaching and Learning Policy

Introduction

This policy provides a framework for creating excellent teaching-learning and evaluation at Marian College Kuttikkanam (MCK) in every aspect of curriculum design, support and delivery. It reflects the vision, mission, core values and strategic objectives of the College.

Policy Statement

Marian College Kuttikkanam (MCK) values learning and recognizes that learning occurs in many settings, both formal and informal. The College facilitates learning for academic, vocational, social and personal purposes in disciplines at all levels. MCK provides quality programs for students from diverse social and cultural backgrounds in a wide variety of learning contexts. In all its activities, the College aspires to be a learning organization in which all members, students and staff, are committed to their own learning and to that of others. Accordingly, the College is committed to the continuous improvement of its programs of study and services in order to serve its students and its stakeholders effectively. We will ensure that students studying at Marian gain excellent domain knowledge, understanding, skills and good character which lead to successful completion of their studies, meaningful and sustainable employment, progression onto Higher Education, a commitment to lifelong learning, and find meaning and purpose in life.

General Principles

Marian College Kuttikkanam is committed to:

1. A focus on learning: The purpose of teaching is to enable active and positively reinforced learning. A central focus of the College is therefore the provision of environments that promote high quality, differentiated learning and inclusiveness.

2. Developing the skills needed for life and work: The College will enhance the ability of its students to read, write and speak in English. It will also develop the skills of learners to think critically, be reflective in their actions, to apply their skills and knowledge to progression, to behave ethically and to make informed decisions.
3. **Promoting active and positive learning:** The College will provide teaching and learning activities that actively engage students in learning and promote student ownership and responsibility for the learning process. These activities will involve both autonomous learning and collaborative learning. Learning will be underpinned by positive reinforcement and effective assessment for learning strategies which will ensure the provision of quality feedback to learners and teach learners to receive feedback positively and use it to effectively improve their work.

4. **A learner-centered approach:** The College will enable access to education by a wide range of students. The teaching and learning activities offered will accommodate the diverse backgrounds, learning styles and needs of its students. This is done by using a range of stimulating learning styles and reflect real progression opportunities for students in sustainable environments.

5. **Recognizing prior learning:** The College acknowledges that all students bring an element of relevance to knowledge, skills, attitudes and beliefs to the learning environment. The College will formally recognize this prior learning where this is educationally appropriate. When not formally recognized, prior learning will be acknowledged and built on by teachers.

6. **Enhancing both employability and lifelong learning:** The College has the dual responsibility of enhancing the employability of its students and developing their effectiveness as lifelong learners.

7. **The learning for life:** All the stakeholders are convinced of the fact that the learning is for life. Leading a worthy life, useful for oneself and the fellow human beings is the very aim of human life. Marian through its motto: ‘**Inform, Form and Transform**’ aims to achieve the same.
8. **Inclusiveness:** We believe that learning is an inclusive and igniting process. All the stakeholders - the management, faculty and students involved in the process undergo continuous learning. The contributions of the students are highly valued. The college also makes sure no student is denied education due to financial problems alone. Wherever possible ample scholarship and other support is given to student community.

9. **Continuous improvement of teaching and learning:** The College will ensure that teaching and learning are continuously improved using the quality cycle (Plan-Do-Review-Improve). This includes regular review of all courses involving consideration of feedback from all key stakeholders, both internal and external.

**Operational Principles**

Marian College will ensure that:

1. **Students are supported in their learning:**

   The College will provide its students with:
   - Guidance and support from first enquiry to completion of program and beyond
   - Quality learning resources
   - Effective classroom management that creates an environment that is conducive to learning
   - Timely and helpful personalized feedback on their learning
   - Work-integrated learning
   - Recognition of prior learning
   - Assessment that is fair, transparent, consistent and aligned with stated learning outcomes
   - Support to improve the essential skills of learners
   - Support for learners with individual learning needs including financial support.
2. **Courses are of high quality**

All courses will:

- Have clear learning outcomes
- Have clear statements of course objectives
- Focus on employment-related outcomes and/or career development
- Have a coherent program of subjects, modules or units that is consistent with its aims
- Be subjected to regular formal review

3. **Modules or units are effectively supplemented and delivered**

All modules and units will:

- Have clear statements of learning outcomes
- Have learning activities that are designed to achieve those learning outcomes
- Have assessment activities that are aligned to the learning outcomes
- Be evaluated both informally and formally with the aim of continuous improvement of student learning
- Be subjected to regular formal review
- Be taught by teachers with appropriate levels of up-to-date knowledge and skills

4. **Assessment as a fundamental process used to promote learning and achievement (Formative Assessment)**

All teachers will:

- Explain learning aims and outcomes to learners and check their understanding
- Demonstrate the standards learners are required to achieve and help them recognize when they have achieved that standard
- Give effective feedback on assessment decisions so that learners are motivated and empowered to improve
- Demonstrate high expectations and raise aspirations by helping students believe they can improve on their past performance and achieve to their full potential
Provide regular opportunities for teachers and learners to reflect on past performance and review learners’ progress

Develop learners’ self-assessment skills, so that they can recognize what aspects of their own work they need to improve

Assess the students fairly and objectively and no discrimination will be shown in awarding marks or ranks in any of the areas of learning process.

5. Teachers are supported in their practice

The College will enhance the effectiveness of its teachers by:

- Providing and maintaining resources and facilities to support teaching and learning
- Developing the use of educational technologies to support teaching and learning
- Recognizing and rewarding excellent teaching and teaching support
- Ensuring access to ongoing professional development for teachers
- Sharing good practice across the College
- Encouraging the scholarship of teaching and learning