

Sree Saraswathi Thyagaraja College, Pollachi

IQAC - Circular 2017 - 18

C:No/IQAC/July/003

10/07/2017

Kind attention Deans/UG -HOD's

The IQAC has designed and proposed a format for **"Tutor – Ward System"** for implementation from this academic year (2017 – 18) onwards. The formats are enclosed for your kind perusal.

Note: The soft copy of the format is mailed to all HoDs and Deans.


IQAC Co-ordinator
IQAC CO - ORDINATOR
Sree Saraswathi Thyagaraja College
(Autonomous)
Thippampatti, POLLACHI - 642 107




Principal
Dr.V.VENKATESWARAN
PRINCIPAL
Sree Saraswathi Thyagaraja College,
Thippampatti, POLLACHI - 642 107.

SREE SARASWATHI THYAGARAJA COLLEGE

(AUTONOMOUS)

<DEPARTMENT NAME>

TUTOR – WARD SYSTEM

<BATCH>

<SEMESTER NO>

Sree Saraswathi Thyagaraja College, Pollachi
Internal Quality Assurance Cell (IQAC)
Tutor Ward System 2017 – 18

<Department Name>

Agenda

1. Analysis of differential requirements of the students
2. Academic growth of the students (Analysis of SC/ST – listed separately)
3. Identification of slow learners and advanced learners
4. Selection of optional subjects (Elective List)
5. Analysis of Personal/Psychological/Social/Financial matters
6. Analysis of Course Outcomes (End of the Semester)
7. Analysis of Programme Outcomes (End of the Programme)
8. Any other matter

Note:

1. The IQAC will send **rubrics** (Assessment Tool/Method) at the end of semester for the above point numbers 6 and 7.
2. Analysis of the tutor ward meeting can be in any form like chart/table/text/pictorial representation as per your convenience.
3. Meeting has to be conducted
First Semester: Base – Line Survey(UG) (Or) Entry Level Survey(PG) (D1), I – Cycle Test (D2), II – Cycle Test (D3) and Model Examinations
Semester II – VI: After Semester Results (D1), I – Cycle Test (D2), II Cycle Test (D3), Model Examination (D4).
4. A copy of this record should be submitted to the IQAC at end of the semester.

Name of the Tutor: <Tutor Name>

Batch: <year of admission>

List of students

S. No	Register Number	Name of the Student	Mobile Number	e-mail
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Minutes of the Meeting

<Date of the Meeting>

1. Analysis of differential requirements of the students

It includes:

- Analysis of “**Base Line Survey**” (UG)/“**Entry Level Survey**”(PG)
- Identifying the potentials of students (Co-curricular/Extracurricular)
- Analysis of Medium of instruction (English competency)
- Any other matters

2. Academic growth of the students (Analysis of SC/ST – listed separately)

It includes:

- Result Analysis
- ABCD Analysis

3. Mechanism for Slow Learners and Advanced Learners

It includes:

- **For Slow Learners:** Remedial Classes/if any innovative model
- **For Fast Learners :**
Paper Presentations/Publications/Workshops/Seminars/Conferences
if any other practices

4. Selection of optional subjects (Elective List)

It includes:

- Identifying the interested area/specialization/project/internship
- Guiding details to choose electives

5. Analysis of Personal/Psychological/Social/Financial matters

It includes:

- Grievances of wards if any (Personal/Psychological)
- Issues related to Social and Financial matters
- Any other disciplinary issues

6. Analysis of Course Outcomes (End of the Semester)

7. Analysis of Programme Outcomes (End of the Semester)

8. Any other matter

Tutor Ward Meeting 2017 – 18

S. No	Register No	Name of the Student	Meeting Dates (D)			
			D1	D2	D3	D4
			Signature of the Student			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Signature of Tutor						
Signature of HoD						

IQAC Coordinator

Dean

Principal