

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<p>Learning and Teaching Enhancement Plan Review and Monitoring Policy and Procedures</p>
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Administering Entity	Learning, Teaching and Quality Assurance Committee
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1. Overview

The policy relates to the procedures for the development and monitoring of the Learning and Teaching Enhancement Plan (L&TE Plan) at S P Jain School of Global Management (S P Jain). The process is a key element of the School's quality assurance and enhancement efforts in Learning and Teaching.

2. Purpose

The purposes of developing and monitoring the L&TE Plan are to:

- a. ensure that learning and teaching objectives are set by the School and that indicators to measure the progress and achievement of those objectives are approved and overseen by the School's peak academic governance body,
- b. ensure that the Plan, its strategies and measures are regularly monitored and reviewed as part of the School's quality assurance processes;
- c. assure alignment between learning and teaching programs and assessment practices with the School's goals, values and strategic objectives;
- d. identify areas of practice in learning, teaching, assessment and/or curriculum in need of improvement; and
- e. develop strategies to address areas in need of improvement, guided by School-level evaluation-feedback and National Quality Indicators for Learning and Teaching (QILT).

3. Development of the L&TE Plan

- a. The Learning, Teaching and Quality Assurance Committee will be responsible for developing the School's 4 -year L&TE plans.
- b. The L&TE plan's goals and KPIs will be aligned with the School's Strategic Plan.
- c. The Academic Board has the responsibility for approving the L&TE Plan.

4. Monitoring the L&TE Plan

The process for monitoring the L&TE Plan is an activity comprising four parts. It requires:

Part 1: Annual (or more frequently as specified by the Learning, Teaching and Quality Assurance Committee) preparation of Progress Report of the L&TE plan for their respective areas by the Course Directors (Deans) and nominated committees/staff. The report should take into consideration the various aspects of learning and teaching that contribute towards assuring and improving the quality of:

- a. Learning (Student Participation, Student Experience and Attainments)
- b. Teaching (Staff Practice and Scholarship),
- c. Curriculum (Courses and Subjects), and
- d. Infrastructure for Learning and Teaching (Administrative, Physical/Environment and Technological).

Part 2: The Review by the Learning, Teaching and Quality Assurance Committee of the Progress Reports including performance, actions taken and progress against each of the strategic objectives of the Learning and Teaching Enhancement Plan. This should include a description of the achieving of any additional goals for learning and teaching enhancement over and above those articulated in the School's Plan. It should also include any recommendations for additional strategic objectives to enhance learning, teaching and assessment in the School.

PART 3: Annually, the Learning, Teaching and Quality Assurance Committee should analyse the reports for Parts 1 and 2 of this process and if required formulate an updated L&TE Plan and seek the Academic Board's approval for the updated plan.

PART 4: The Academic Board reviews progress against the L&TE Plan at each quarterly meeting.

5. Responsibilities:

- a. The Academic Board has responsibility for monitoring the implementation of the L&TE Plan.
- b. The overall responsibility for the implementation of this policy rests with the Chair of the Learning, Teaching and Quality Assurance Committee.
- c. Part 1 of this process will be overseen by the Course Directors (Deans) and nominated committees/ staff.
- d. Parts 2 and 3 of this process will be undertaken by the Learning Teaching and Quality Assurance Committee / designated member of the Learning Teaching and Quality Assurance Committee under the guidance and oversight of the Chair of the Learning, Teaching and Quality Assurance Committee.