

 <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	Academic Regulations and Course Development 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:

- ensure that learning and teaching strategies and objectives are regularly monitored and reviewed as part of the School's quality assurance processes;
- assure alignment between learning and teaching programs and practices with the School's goals, values and strategic objectives;
- identify areas of practice in learning, teaching or curriculum in need of improvement; and
- develop strategies to address areas in need of improvement.

3. Process

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

Part 1: Half-yearly preparation of Progress Report of the L&TE plan for their respective areas by the Deans. The report should take into consideration the various aspects of learning and teaching that contribute towards assuring and improving the quality of:

- Learning (Student Experience and Outcomes)
- Teaching (Staff Practice and Scholarship),
- Curriculum (Programs and Courses), and
- Infrastructure for Learning and Teaching (Administrative, Physical, and Technological).

Part 2: The Academic Regulations and Course Development Committee (ARCDC) should review the Deans' Progress Reports of L&TE Plan including performance, actions taken, and progress against each of the strategic objectives of the L&TE Plan. This should include a description of the achieving 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 and teaching in the School.

PART 3: Annually, the ARCDC should analyse the reports for Parts 1 and 2 of this process and if required, formulate a draft revised L&TE Plan. This draft document should then be forwarded back to relevant staff for review and comment with such comments being forwarded to the ARCDC for its consideration and possible incorporation into the revised L&TE Plan.

4. Responsibilities:

- a. The overall responsibility for the implementation of this policy rests with the Chair of the ARCDC.
- b. Part 1 of this process will be overseen by the Deans of various courses or a designated Dean.
- c. Parts 2 and 3 of this process will be undertaken by the ARCDC / designated member of the ARCDC under the guidance and oversight of the Chair the ARCDC.