

 <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<p><b>Learning and Teaching Enhancement Plan Review and Monitoring Policy and Procedures</b></p>
Document Type	Policy and Procedures
Administering Entity	Learning, Teaching and Quality Assurance Committee, Course Director (Deans)
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Approval Authority	Academic Board
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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 plan and its monitoring are a key element of the School's enhancement and quality assurance 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 will take into consideration the various aspects of learning and teaching that contribute towards assuring and improving the quality of:
  - i. Learning (Student Participation, Student Experience and Attainments)
  - ii. Teaching (Staff Practice and Scholarship),
  - iii. Curriculum (Courses and Subjects), and
  - iv. Infrastructure for Learning and Teaching (Administrative, Physical/Environment and Technological).
- c. The L&TE plan's goals and KPIs will be aligned with the School's Strategic Plan.
- d. The Academic Board has the responsibility for approving the L&TE Plan.

### **4. Monitoring the L&TE Plan**

The L&TE Plan will be regularly monitored and reviewed as detailed below:

- a. Half yearly preparation of Progress Report of the L&TE plan for their respective areas by the Course Directors (Deans) and nominated committees/staff for review by the Learning, Teaching and Quality Assurance Committee.
- b. The Learning, Teaching and Quality Assurance Committee will review the progress of the L&TE Plan and provide a half yearly update to the Academic Board on the progress against the L&TE Plan for the Academic Board's review and inputs if any.
- c. Annually, the Learning, Teaching and Quality Assurance Committee will conduct and present a comprehensive review report of :
  - i. analysis of the performance, actions taken and to the Academic Board progress against each of the strategic objectives of the LT& E Plan;
  - ii. description of the achieving of any additional goals for learning and teaching enhancement over and above those articulated in the School's Plan;
  - iii. any recommendations for additional strategic objectives to enhance learning, teaching and assessment in the School, and
  - iv. if required formulate an updated L&TE Plan and seek the Academic Board's approval for the updated plan.

### **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.

## **6. Related Documents**

- a. Assurance of Learning Policy
- b. Learning and Teaching Enhancement Plan
- c. Research Framework Policy
- d. Scholarship of Learning and Teaching (SoLT) Policy
- e. Staff Development Policy