

Peer Learning Support Policy

1. Preamble

VFSTR operates a structured Peer Learning Support System under which academically strong students mentor peers who require additional academic support. The policy is intended to strengthen conceptual understanding, improve academic performance, and build confidence among learners, while developing mentoring and leadership skills among peer mentors.

2. Vision

To create an inclusive academic ecosystem that encourages collaborative learning, academic excellence, leadership development, and lifelong learning through structured peer support.

3. Objectives

- Improve academic performance of slow and average learners.
- Encourage collaborative learning.
- Strengthen conceptual understanding.
- Reduce failure rates.
- Develop leadership and mentoring skills.
- Improve student engagement and retention.

4. Scope

This policy applies to all undergraduate, postgraduate, and diploma programs offered by the University.

5. SOP for Identification of Students and Mentors

- Step 1: Identify students with CGPA less than 6 or with backlogs or with less than 40% in performance in module 1 or poor attendance (<75%).
- Step 2: The departmental faculty coordinator will review academic records and class observations. The departmental coordinators will prepare the list of students and mentors and time-table and submit to HoDs.
- Step 3: HoD approves the final list and assigns peer mentors.
- Step 4: The list of student and mentor is sent to central level coordinator along with schedule.
- Step 5: The conduction of sessions is monitored by the departmental and central level coordinators.
- Step 6: The students' performance is evaluated in the subsequent assessment in module 2. Additional classes are conducted if required to make them prepared for summative assessment
- Step 7: Summative performance is also assessed and improvement is measured.

6. Selection of Peer Mentors

Peer mentors should normally possess a CGPA of 8.0 or above, good communication skills, good attendance, strong performance in the relevant course(s), faculty recommendation, and no disciplinary record.

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7. Roles and Responsibilities

- Central level coordinator: Overall supervision and monitoring across departments and report to the Office of Dean – AAA.
- Head of Department: Overall supervision and approval at the departmental level.
- Faculty Coordinator: Identify students, assign mentors, prepare schedules, maintain attendance, monitor progress, maintain records, submit reports.
- Peer Mentor: Conduct weekly sessions, clarify concepts,
- Peer Learner: Attend sessions regularly, complete assigned work and provide feedback.

8. Modes of Peer Learning Support

One-to-one mentoring, small-group tutorials, problem-solving sessions, laboratory guidance, assignment support, revision sessions, mock quizzes, LMS-enabled discussions and examination preparation.

9. Schedule for Additional Learning Support

- Week 1: Intimation of peer-learning process to HoDs, departmental and central level coordinators by Dean-AAA
- After formative assessment of module 1: Identification of students and selection of mentors
- Week 5 onwards: Weekly peer learning sessions (60 minutes per day)
- After formative assessment in module 2: Progress assessment
- Before Summative assessment: Revision
- End of Semester: Outcome assessment at the departmental meeting, feedback and strategy for improvement

10. Monitoring and Documentation

Departments shall maintain student identification records, mentor allocation registers, attendance sheets, session reports, feedback forms, academic improvement reports, and Minutes of Meeting (MoM).

11. Assessment and Quality Assurance

Programme effectiveness shall be evaluated through continuous assessment performance, semester examination results, attendance improvement, student feedback and faculty observations.


Prof. P. M. V. Rao
Dean – AAA
VFSTR

Office of Dean – Academics, Assessment & Awards

CIRCULAR

08.07.2024

A meeting with HoDs, BoAs and departmental coordinators is scheduled at VC Conference Hall, A Block on 10.07.2024 at 2 pm to discuss upcoming preparedness of the Peer-Learning Process.

All HoDs, BoAs and departmental coordinators are requested to attend the meeting without fail.

Agenda:

1. Peer Learning Support – The necessity.
2. Overview of the Peer Learning Support Policy.
 - a. Appointment/confirmation of departmental coordinators.
 - b. SOP for identification of students requiring additional learning support.
 - c. Selection criteria for peer mentors.
 - d. Preparation of departmental implementation plan.
 - e. Preparation of schedules for peer learning sessions.
 - f. Monitoring and review mechanism.
 - g. Timeline for implementation.
3. Discussion and approval.

Thanking you



Prof. P. M. V. Rao
Dean – AAA
VFSTR

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Minutes of the Meeting

Date : 12.07.2024

Date of the Meeting : 10.07.2024

Venue : VC Conference Hall

Chairperson : Dean – AAA

The Chairperson welcomed HoDs, BoAs and departmental coordinators and reviewed the agenda. Detailed discussions were held on each agenda item. Faculty Coordinators emphasized on the importance and the associated steps. The committee emphasized strict adherence to the Peer Learning Support Policy, timely monitoring and continuous improvement through evidence-based interventions.

Sincerely,



Prof. P. M. V. Rao
Dean – AAA
VFSTR

Office of Dean – Academics, Assessment & Awards

CIRCULAR

20.12.2024

A meeting with HoDs, BoAs and departmental coordinators is scheduled at VC Conference Hall, A Block on 22.12.2024 at 11 am to discuss upcoming preparedness of the Peer-Learning Process.

All HoDs, BoAs and departmental coordinators are requested to attend the meeting without fail.

Agenda:

1. Peer Learning Support – The necessity.
2. Overview of the Peer Learning Support Policy.
 - a. Appointment/confirmation of departmental coordinators.
 - b. SOP for identification of students requiring additional learning support.
 - c. Selection criteria for peer mentors.
 - d. Preparation of departmental implementation plan.
 - e. Preparation of schedules for peer learning sessions.
 - f. Monitoring and review mechanism.
 - g. Timeline for implementation.
3. Discussion and approval.

Thanking you



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Minutes of the Meeting

Date : 23.12.2024

Date of the Meeting : 22.12.2024

Venue : VC Conference Hall

Chairperson : Dean – AAA

The Chairperson welcomed HoDs, BoAs and departmental coordinators and briefed about agenda. Faculty Coordinators highlighted the implementation strategies, possible challenges and potential corrective measures. The committee emphasized on following Peer Learning Support Policy, where timely monitoring is expected to ensure the continuous improvement of the learners.

Sincerely,



Prof. P. M. V. Rao
Dean – AAA
VFSTR