

TEACHING-LEARNING AND EVALUATION POLICY Kakojan College



IQAC, KAKOJAN COLLEGE
Policy Adopted on 27/06/2018

Introduction:

The vision of Kakojan College is to provide “Quality Education” through high quality teaching, learning and assessment to enable all students to achieve their full potential. This policy provides a framework for effective curriculum design (Add on course), support, and delivery, along with teaching-learning and evaluation, at the Institution. It reflects the Institution’s vision, mission, core values and strategic goals. The Institution performs all the activities related to academics under the guidance of Affiliating University, UGC, NAAC and Govt. of Assam. There is a mechanism for periodic review of the policy and making changes as necessary.

Scope:

The Teaching-Learning Policy, Kakojan College shall be encompassed all the present faculty members, both permanent (Sanctioned and Non-sanctioned) and guest faculties; library staff, office staff including laboratory assistants engaged in facilitating, supporting and managing teaching –learning process; students and other stakeholders that is person/ organization/ NGO associated with the institution concerning the Teaching Learning Process. The policy is also applicable to all the infrastructure facility required in teaching learning practices viz. the books in Central Library as well as in departments, laboratory equipments, all the ICT tools, internet facility, electricity, classrooms etc. within the premises of the institution.

Policy Statement:

Kakojan College values the holistic education and shall be ensured effective teaching-learning practices, imparting Quality Education of National Standard and imbibing skill for solving real life problem. The College strives to be a learning organization in all of its endeavours, where all of its members—students and staff—are dedicated to both their own and others' learning. In order to effectively serve its students and stakeholders, the College is dedicated to make improvements to both its academic programmes and service quality. The institution's teaching learning policy was adopted to encourage a well-organized, efficient, and persuasive approach for the academic activities through which students will acquire good subject knowledge, understanding, skills, and character that lead to successful completion of their studies, meaningful and sustainable employment, progression to higher education, a commitment to lifelong learning, and find meaning and purpose in life.

Policy Section:

A. Effective Teaching Learning Practices:

- IQAC of the Institution shall be planned all the academic activities to be performed at the Institution in every Academic Session.
- The authority of the institution shall take steps for decentralized the responsibilities of diverse activities by forming different committees, namely Academic Council, Admission Committee, Prospectus Committee, Academic Calendar Committee, Examination Committee etc. regarding smooth running of teaching learning practices according to affiliating University guideline, UGC and Govt. of Assam.

- Regular classroom delivery of faculty members shall be monitored by the Vice-Principal and Academic Vice-Principal and members of Academic Council.
- Departmental activities of respective departments shall be monitored by the HoDs of all the Departments
- The meeting of the Academic Council chaired by the Principal will be held before the initiation and end of every semester to discuss about covering of syllabus, progression of students, etc. All the issues related to academic matters shall be discussed in Academic council's meeting and steps to be taken to resolve the problems.
- Guardian Meeting shall be organized by the Authority as well as all the departments of the institution to appraise the progression of their wards periodically.
- The authority of the institution shall be flexible in adopting new testing/ strategies to assessing the students.
- On the basis of need-based assessment authority shall take necessary arrangement to fully maximize the human resources available to fill the vacant teaching position in the institution.
- To impart Quality and Holistic Education the Institution shall sign MoU with other Academic Institution, Academic Association and registered Organization/ NGO to facilitate the teaching learning process.

Mentoring System:

- The institution shall adopt effective mentoring system. Every mentor shall be taken care of mentees assigned to him/her by providing necessary information about the recent development of the subject that a student opts to study. The mentors shall provide advice and emotional support to the students.
- Every mentor shall be talked with the parents of his/her mentee individually during guardian meeting to discuss about the progression of students.
- All the mentors shall be taken necessary steps, especially for progression of slow learners.
- All mentors shall observe minutely the mental and physical state of their mentee and shall pay attention to their problems with empathy. Mentors shall also discuss with parents to resolve their problems.

Medium of Instruction:

- As the majority of the students are coming from vernacular medium, the faculties shall be allowed to instructs in both Assamese and English, so that the students can easily understood the contents of their courses and it will be followed as per guideline the parent university.

Teaching Pedagogy:

- Method of teaching may vary subject wise. The policy is flexible regarding the use of pedagogy used by the faculties during classroom delivery. The faculties shall be encouraged to apply new and innovative ideas during teaching for easy communication with the students.

Use of Student Centric Method:

- The institution shall adopt Experiential Learning, Participative Learning, Critical Thinking and Problem-Solving Methodology for effective learning processes.
- Field study is an important tool for experiential learning through which students can enhance their knowledge. The authority as well as the departments of the institution shall organize field trip for students as a part experiential learning.
- The necessary laboratory equipments shall be provided by the Authority to all the Science and Education Department for experiencing in hand learning in the practical class.
- The institution shall place a strong emphasis on participative learning through Group Discussions, Paper Presentations in Departmental Seminars, and other academic activities. All departments shall be required to encourage their students to attend national or student seminars that are held within and outside the institution.
- The institution shall be focused on critical thinking and problem-solving methodology through community service in the form of Field Study and Project Work.
- The students shall be encouraged to join NCC and NSS unit of the institution and other activities as per guideline of UGC, MHRD, Parent University and Govt. of Assam.

Mechanism of Continuous Evaluation System:

- As the Institution is affiliated to Dibrugarh University, it follows the guideline of the University concerning the continuous internal evaluation mechanism.
- All the HoDs of Departments of the institution shall observe the student's attendance in classes and shall take necessary steps for regular attendance of the students. Students shall not be permitted to sit end- Seminar examination if, they failed to acquire the required attendance percentage fixed by the University.
- The Institution shall conduct two internal sessional examinations according to the guide line of the parent university regarding the internal assessment. Repeat test shall be conducted for those students, who will fail to sit internal examination for legitimate cause.
- Every Department shall conduct Departmental Seminar for each semester as a part of partial fulfillment of In-Semester examination.
- As all the In Semester Examinations are compulsory for Internal Assessment, Semester Examination, students have to sit all the In-Semester Examination.

Add-on Course:

- To cope up with the present scenario of employability of the students in different sectors, the Institution shall focus on introduction of Add-on Courses for holistic development of the students.
- The Institution has already introduced 9 add- on certificate courses for the students. The existing Add-on certificate courses offered by the institution are—
 1. *Organic Farming and Production of Organic Inputs*
 2. *Basic Computer Application*

3. *Internet Based Web Designing*
4. *Computer Hardware and Networking*
5. *Entrepreneurship Development*
6. *Personality Development and Human Values*
7. *Leadership Development*
8. *Desk Top Publishing (DTP)/ Fine Art*
9. *Spoken Tutorial Programme under IIT, Bombay*

- The number of Add-on courses shall be enhanced according to the need of changing Scenario.

Feedback Mechanism:

- The institution shall adopt measures to collect feedback from the stakeholders to improve its performance, standards and general development.
- The feedback shall be collected at the end of every academic session.
- The collected feedback shall be analyzed and necessary steps to be taken.

B. Infrastructure Facility:

Library Facility:

- The authority of the institution shall provide essential text and reference books in the library for students and faculty.
- Steps to be taken to enhance books, reference books and journals in the library.
- Library will be digitalized and will procure more e-books and e- journals.

Class Rooms:

- The authority of the institution shall provide necessary class room facility for effective teaching learning process.
- The class rooms shall be gradually upgraded with ICT facility.

ICT Enabled Facility:

- The institution shall adopt measures to enhance the computer facilities in the Computer Laboratory.
- The institution currently has internet facility with 4 mb/ps.
- The authority shall be make arrangement to enhance the internet facility up to 8 mb/ps for academic, non-academic and co-curricular issues relevant to the institution.
- The authority of the institution shall provide more ICT enabled facilities for its students, faculty members and staff.

Facilities Provided for Sports and Cultural Events:

- The Institution shall be provided the necessary sports and cultural facility to develop their talent in respective field.

Canteen Facility:

- The institution shall provide Canteen facility for refreshment of students, faculty and staff.
- Necessary steps shall be taken by the college authority to avail cost-effective, healthy and hygienic and nutritious food at the college canteen.
- The Institution's Canteen Committee shall regularly monitor the services provided by the canteen including the price and quality standards of the food item.
- The Institution shall be ensured transparent mechanism for allotment of canteen.

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