



### ***1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process.***

Khagarijan College has affiliation under Gauhati University (GU). The curriculum formulation and syllabus designing are within the ambit of the parent university. The success of an educational institution primarily depends on the effective delivery of the course curriculum. Taking effective delivery of course curriculum as the primary goal, the Academic Calendar Committee of the college formulates the academic calendar of every year. While formulating the academic calendar, the committee sincerely follows the University guidelines. The Academic Calendar is designed throwing light on working days, holidays, internal examinations, and various events celebration. There is a separate routine committee in the institution. This committee follows the academic calendar while preparing the master routine for taking classes and also for conducting sessional examination. The respective departmental heads conduct departmental meeting with the colleagues at the beginning of every session for allocating classes and also to distribute course contents among the faculties. For effective delivery of course curriculum, the college library is well equipped with books, covering the syllabus. The college authority is well concern for this. The principal of the college regularly conducts meeting for highlighting the academic and related matters to make the curriculum delivery more effective. Therefore, faculty members of the institution take the aim of timely completion of the course. There is also the provision of remedial classes for the students. The faculty members always try to be available for the students.

The college use to ensure effective curriculum delivery through a systematic and transparent mechanism.



#### **Academic Calendar:**

- For effective curriculum delivery, the college follows its Academic Calendar design and develops on the basis of the Academic calendar issued by its Parent University.
- After preparation of the **Academic Calendar**, by **Academic Calendar Preparation Committee**, constituted by the Principal each year, it is reviewed by the Principal & IQAC Core Committee and finalized.
- The Principal uses to conduct meeting with the Heads of the respective departments where Academic Calendars are distributed.

#### **Routine Preparation Committee:**

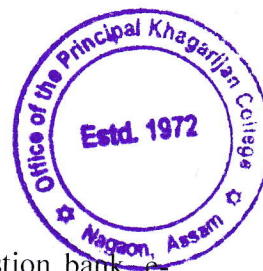
- The College has a **Routine Preparation Committee**.
- The Committee is constituted by the Principal on the beginning of each new academic session.
- The Daily Routine incorporates all the Academic & Co-Curricular aspects of the students.
- The daily Time Table is displayed on the college website [www.khagarijancollege.co.in](http://www.khagarijancollege.co.in) before the beginning of the new academic session.
- On the basis of the Academic Calendar & the Daily Routine, the Heads of the each respective department distribute the workload to the Faculties.

#### **Teaching Diary & Teaching Plan:**

- For smooth running and effective completion of the curriculum Teaching Plan is prepared by the faculty members at the beginning of the academic year.
- All the Faculty members of each department are required to keep Teaching Diary where the daily basis work details are included.
- The Teaching Plan & Teaching Diary includes all the academic and internal assessment records of the students.
- The Teaching Diary contains the practical examination (Education) and results certified by the external experts.

#### **Teaching Aids:**

- The Faculty member generally uses maps, charts, modules and chalks and black & green board.
- Teaching Aids includes departmental seminars, group discussion, viva-Voce, project reports for the effective delivery of the curriculum.



- Besides that, study materials, notes on selected topic, question bank, e-books through college digital library.
- Teaching Aids also includes Field Visit, Industrial visit educational tours etc.
- At the time of Covid-19 situation, maximum emphasis is given on online mode of counseling through Google Meet, Zoom Meeting App, WhatsApp Group, Google Classroom etc.
- Each department of the college maintains a departmental library with accession register.
- Provision is also adopted for slow learners. The slow learners are allowed to attend in the remedial classes done after the completion of the regular course.
- Besides that, the advanced learners are encouraged to take part in the seminars and workshops conducted online and offline mode to supplement their knowledge level.

#### **Teacher Support:**

- For the upgradation of the Faculty members, the college encourages to participate in the Induction & Refresher Courses conducted by UGC HRDC. Also encourages taking part in the FDP and Short Term Courses.
- The college use to send Faculty Members to the parent University for attending the workshops conducted by the University on CBCS implementation and NSS Orientation Programme.

#### **Feedback:**

- The college use to collect feedback from its stakeholders viz., students, and faculty and Alumni members on its curriculum and institution management.
- The Feedback collected through online process are processed and analyzed and the action taken the institution.