



ACADEMIC POLICY



BIJNI COLLEGE, BIJNI

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Academic Policy

Bijni College, Bijni, Chirang, Assam

Introduction

Bijni College is one of the premier Institutions of Higher Education in the district Chirang (BTR), Assam. This institution promotes academic excellence by providing quality education. The College offers UG course in both Arts and Science. In addition to that PG course in Assamese, English and Bodo are also offered by the College under Bodoland University, Kokrajhar. With a view to establish congenial academic atmosphere and to bring academic excellence, the College has formulated a well-planned academic policy which is followed in letter and spirit.

Vision

1. To develop an academic community of lifelong learners and leaders by understanding the aspiration, potential and capabilities of students (learners) from the locality and beyond.
2. To register empowerment of students with Knowledge and Skills imbued with strong values to take up challenges in a changing global society.

Mission

1. To promote learning for the students and faculty to achieve excellence in Education.
2. To build a competitive academic atmosphere to adapt to the contemporary world.
3. To encourage and participate in efforts directed towards study of current issues relating to improvement in quality of students' perception and participation in life around.

Objectives

1. To achieve academic excellence keeping track with Syllabi and Curriculum provided by the University.
2. To mould the students as good citizens by inculcating Social Values, Industriousness, Brotherhood and Sincerity.
3. To guide the students to develop Communication Skills, Competitiveness, Self-study and helps them to assess their own capacity.
4. To grow ecological awareness among the students to make them realise the need of healthy environment and its conservation.
5. To create a sense of mutual respect among various religious, linguistic and cultural communities.

Academic Responsibilities

Academic responsibilities of different authorities/ officials of the College are in accordance with those specified by the regulating authorities like UGC, Affiliating university and Director of Higher Education etc.

1. The Governing Body of the College ensures the implementation of various policies in the College to ensure to meet its Vision and Mission.
2. The Governing Body of the College ensures the development and implementation of quality and procedures as prescribed by regulating authorities regarding academics and other matters.
3. Office of the Principal maintains all kinds of records of the College with the assistance of the co-ordinator, IQAC, teaching and non-teaching staff. Principal also maintains all the affairs of the students, teaching and non-teaching staff of the College.

Academic Cell

The Academic Cell of the College is composed of the Principal as the Chairperson and the Vice-Principal as the Co-ordinator, some senior faculty members and the Co-ordinator, IQAC as a member of the Cell. The Cell regularly takes up emerging need to address the academic matters in the meeting of the Cell.

Admission

1. Admission in the College is made strictly on the basis of the merit of the applicant. The institute follows the reservation policy recommended by the state Government. In addition, College reserves a few seat for candidates with excellence in extra-curricular activities.
2. The tuition and ancillary fees of the College is fixed by Governing Body of the College as per state Govt. guidelines issued from time to time.

Academic Calendar

Academic Calendar of the College and the departments are prepared including all academic, Co-curricular activities, celebration of important and commemorative days as well as list of holidays on the basis of academic calendar of the affiliating university. The task of Academic Calendar of the College is entrusted on “Academic Calendar and Prospectus Committee” of the College and it is published at the commencement of each academic session.

Class Routine

The preparation of the General Routine of the College is entrusted with Routine Committee of the College. The general routine is made available to the Departments and the Heads of the Departments are entrusted to allot classes as per the general routine.

Syllabus Distribution (Unitisation) and maintenance of the Teaching Plan.

The Heads of the departments are entrusted with the distribution of teaching units to the departmental faculty members in theory as well as practical (if any) of each class in a session including seminars, assignments, projects etc. The Teachers are entrusted with

preparation of Teaching Plan before the commencement of the semester classes and are asked to submit the same to the office of the Vice-Principal. The documentation of the progress in teaching is to be maintained periodically by the faculties and the departments to be submitted to the office of the Vice-Principal.

Maintaining of students' Attendance

Daily attendance of the students is registered in each class before the starts of the class by respective teachers. The institution enforces the rule of attaining at least 70% attendance by the students in classes during a semester as per university guidelines. The institution also informs and counsels the parents /guardians and the students respectively for poor attendance from time to time.

Student Centric Learning

1. **Experiential Learning (Learning Through Observation)** - The institution provides facilities for the students to visit Advanced State and National Institutions, National Parks, Industries, Places of Historical Importance etc. for experiential learning. The institution also provides expert / invited lectures by eminent academicians/personalities from various institutions and public life to facilitate the students in learning and interaction.
2. **Participatory Learning (Learning Through Participation)** - The institution facilitates the students for participatory learning in the class. The aim of adopting this method of learning is not only to engage students' interest in theoretical lessons, but also to engage them in more practical activities and to connect academic achievements with real-life issues. Activities like "Hands on Training", "Dramatization", "Literature & Book Review", "Peer Class", Seminars, Work-shops etc. are under taken with the objective of participatory learning.
3. **Learning through Problem Solving** - The institute undertakes Group Discussions, Projects, Field-work etc. to the students as a part of Problem Solving Method of Learning.

Academic Monitoring and students support

Various Committees/ Cells have been constituted to ensure proper monitoring of the academic activities and to provide support services to the students including co-curricular and extra-curricular activities.

1. Academic Cell is responsible for monitoring the teaching-learning of all the courses, completion of the syllabus in prescribed time as per academic calendar, implementation of class routines, internal examination, remedial classes (if any) etc.
2. Career Counselling and employment Cell arranges awareness programme, related to career aspects, Personality Building and also facilitates job placement in nearby institution/ industries/ firms.
3. Students Union Body, Cultural Cell and Sports Cell are responsible for organising cultural and literary activities/ functions and sports events etc. in the College.

4. Feedback Cell is responsible for collecting and analysing feedback from various stakeholders of the college and suggest further actions according to the feedback analysis.
5. Grievance Redressal Cell is functioning in the College to redress the grievances of students and staff in a fair and transparent manner according to laid down rules.
6. Anti-ragging Cell is constituted in the college to bring awareness within and protect the students from the menace of ragging as per the laid down rules.
7. Anti-sexual Harassment Cell is activated in the College to bring awareness within and protect the students and staff from sexual harassment according to the laid down rules.
8. Swachh Campus Initiative Cell takes initiative for organising cleanliness drive, plantation and its awareness programme for maintaining clean, green and hygienic environment within the campus. It also monitors proper sanitation, waste-management and pure drinking water.

In addition to all above, Extension Activity Cell, Women Awareness Cell, Medical Cell and NSS provide various awareness and support to the students whenever needed.

Academic Evaluation

Academic evaluation is one of the most important aspect of academic progress. So the college has evolved a sound system of layered evaluation system like class test, assignments, seminars etc. Students are also placed into advanced and slow learners group based on it. As per the guidance of the affiliating university, both sessional and final examinations are conducted.

Mentoring

The Institution maintains the Mentoring System, wherein each teacher is entrusted to mentor one group of students not exceeding 50 students in a particular group. Each of such group of students are mentored by the same teacher till they graduate from the institute. The mentor maintains the mentee's personal information, the academic and co-curricular achievements etc. Mentor arranges at least bi-monthly meetings with the mentees for mentoring in an ambient environment during their off time on class days. The mentor looks into the issues faced by the mentee in and out of the campus during their course and necessary actions are taken by the mentor to solve the same. There is also a system of inviting any other person to address any motivational or information dissemination session with the mentees of a group.

Academic Audit

Under the guidance of IQAC of the college, the Academic Cell undertakes the responsibility of both internal and external academic audit as per norms of the affiliating University with internal and external experts in the field. The Vice-Principal monitors all the academic activities including internal evaluation and examination.

Faculty Development Programme

Faculty Development Programmes are organised on a regular basis in the college to enable continuous learning and improvement for faculty and staff. It provides training/sharing

of good teaching/working practices and innovation in teaching/working methods among faculty and staff.

Personality Development Programme

Personality Development Programmes are conducted continuously and regularly by inviting prominent counsellors, eminent personalities, guest lecturers and experts from diverse fields and senior faculty members of the college.

Add on Course

The institute has the policy for the enrichment courses offered exclusively free for the students of undergraduate degree classes. Each student can enrol himself / herself into one of the add-on courses as per his/her choice and complete the course in time. The Department running the course will enrol the students, arrange the classes as per the routine prepared by the department, arrange timely examination for the enrolled students and declare the results in due time. Certificates are to be issued by the office of the principal as per the results of the qualified students declared by the departments.

Divyangans

The college is committed to treating all students with dignity and respect and promoting their full participation and inclusion within the college learning community so that they can realise their potentiality. Thus it is committed to accommodate an accessible learning environment and strives to eliminate attitudinal, economic, academic and physical barriers that hinder the academic success of 'Divyangans'. The College affirms that such academic accommodations are a right for 'Divyangans' to be enjoyed by themselves. The college organises special camps for free distribution of support tools for them.

Placement Activity

The Career Counselling and Employment Cell arranges awareness among students about contemporary requirements in the employment sector and collects advertisements from various local institutions, organisations, firms, industry etc. for the benefit of them. It makes every effort to bring more placement for the student community.

N.B.- The Academic Policy is subject to continuous development in responding to the evolving socio-economic-academic scenario.