

ACADEMIC POLICY



**BENGTOL COLLEGE, BENGTOL
CHIRANG, BTR, ASSAM**

www.bengtolcollege.ac.in



Office of the Principal

BENGTOL COLLEGE

Vill. & P.O. BENGTOI

Dist. Chirang, B.T.C. (Assam) Pin-783394, Estd. 1981


Phone No. 9435326513(M)

website: www.bengtolcollege.ac.in email: bengtolcollege@gmail.com

Memo No.

DECLARATION

I hereby declare that all the information furnished herewith are true to the best of my knowledge and belief.


Principal
Bengtol College
Bengtol
Principal
Bengtol College
Bengtol

ACADEMIC POLICY

BENGTOL COLLEGE, BENGTOOL

Introduction:

The academic policy of Bengtol College serves as a comprehensive expression of the institution's overarching goals and administrative guidelines. It serves as a guiding light, outlining the expectations for the college and its employees in various scenarios to achieve the highest standards of excellence. Designed to provide a robust framework for the organization, management, and execution of academic programs, courses, and student affairs, this policy is the bedrock upon which the college's educational mission stands. It stands as a beacon of quality assurance, ensuring that every student receives a top-tier education, while also providing faculty and staff with clear, well-defined guidelines to navigate their roles effectively. In doing so, it upholds the institution's integrity and credibility within the broader educational community. Moreover, it encompasses strategic initiatives and guidelines for academic advising, student progression, and comprehensive support services, demonstrating a holistic commitment to student success.

Objectives of Academic Policy:

The objectives of the academic policy at Bengtol College are far-reaching and fundamental to the institution's mission. This policy strives to nurture a vibrant and inclusive learning community, fostering an environment where students can flourish, faculty can achieve excellence, and the institution can uphold its esteemed reputation for educational prowess. Its commitment to student success is evident through standardized guidelines for academic advising, progression, and robust support services. Simultaneously, it also serves as a guideline for faculty and staff, offering a framework for their roles and responsibilities while upholding the institution's credibility and compliance with legal and accreditation standards. It champions fairness and equity, ensuring that every student, regardless of their background, is afforded equal opportunities. This policy is the bedrock of transparency and accountability that permeates every facet of academia at Bengtol College. Considering the significance, the college has devised the academic policy as elaborated under the following headings:

Policy for Constitution and function of Academic Council:

The Academic Council of the Institution will consist of the Principal as the chairperson, Vice Principal as the coordinator, and all the Head department (HoDs) and coordinator, IQAC as members. This Council is entrusted with the responsibility of

monitoring and supervising all academic activities to consistently uphold and enhance standards of excellence. Its primary mission is to fortify and develop strategies for imparting quality education thereby fostering the holistic development of all stakeholders. The council will regularly take up meetings to monitor and address academic matters.

Policy for Admission of students:

Admission process of Bengtol College is conducted exclusively on a merit-based system. Bengtol College strictly adheres to the state government's regulations regarding the admission and reservation policy during the selection and admission process. It follows the guidelines outlined for National Education Policy (NEP) of 2020. The academic admissions are facilitated through the state's official online portal, SAMARTH Admission Portal, as initiated by the Assam government. This common application portal streamlines the online application process for undergraduate courses. Adhering to the admission rules and regulations of the State Government, the parameters like Admission Criteria, Application Procedures, Selection Process, Admission Categories, Reservation and Quotas, Notification and Acceptance, Waitlist, Appeals Process, and Compliance with Laws will be notified through the institutional website, Notice Board, Medias and Posters in each academic session.

Policy for Fees:

All the matters of tuition and ancillary fees of the institute will be finalised by the Governing Body of the College adhering the rules and instruction of State Government.

Policy for Academic Calendar:

The Academic Calendar serves as a valuable source of information and planning for students, parents, faculty, staff, and other stakeholders associated with the institute. Bengtol College frames Academic Calendar in every academic session following the academic calendar of the affiliating university. It is prepared to provide all the information regarding days of curricular, co-curricular activities; celebration of important and commemorative days, holidays etc. The publication of Academic Calendar of the college will be accomplished by the Publication Cell or as per the decision taken by the authority of the institute. It is published at the commencement of each academic session and made accessible to the stakeholders in the form of circulation, notification through notice board and website.

Policy for Preparation of Class Routine:

The Academic Council executes the preparation of the general class routine in each semester and forwards to the Head of each department for final allocations of the classes to the concerned teachers. Accordingly it is implemented and adopted in the process of class room curriculum transaction. The general class routine is made available in the class routine board and class allocated routine of each department is circulated by the concerned department.

Policy for Syllabus Distribution, Teaching Plan and Monthly Progress Report:

The Head of the Departments (HoDs) are entrusted with the distribution of the syllabus including practical papers (if any). The syllabus distribution of ensuing Semester Classes needs to be completed before the commencement of new classes for ensuring sufficient time to the teachers to prepare the Teaching Plan and other syllabus related works. The department will also distribute themselves on subject policy such as the collaboration, student exchange and faculty exchange programmes, allocation of Date for Seminar, Home assignment and group discussion. All the teacher should maintains log-Register to record the Class, topic and time or duration. The faculty members should keep proper record of the attendance of the students. The documentation of monthly progress in teaching is to be maintained by the faculties and to be submitted to the IQAC after due verification by the heads of the respective departments.

Policy for monitoring of Students' Attendance:

The college strictly follows the guidelines issued time to time by the affiliating university. Accordingly it executes the rule of attaining at least 75% of class attendance in each semester for each student to be eligible for giving their end semester examination. All the heads of the departments are entrusted with the responsibility of monitoring and scrutinising the attendance record of the students and they will also supervise other faculties of the concerned department in executing the work. The defaulters whose attendance are below the minimum required percentage will not be allowed to appear in the examination or may be debarred from form fill-up. However, depending on the situations as proofed and validated by those students whose attendance is below the mark, the case may be verified by the authority of the college concerning the Head of the department. The college has a policy of students' home visit primarily to the long absentees in the classes for finding out the valid reasons discussing with their parents/ guardians. This will be followed by each department

for encouraging and motivating the absentees and for bringing a resolute solution to such issues.

Policy for Student Centric Learning

The Student-centric learning policy of Bengtol college has been adopted to monitor and guide for a continuous engagement in imparting quality of education, student engagement, and the development of skills and attitudes. It always seeks to empower students to become active participants in their learning journey, which is vital for their personal and professional development. This policy also strives to create an environment where students are at the centre of the educational experience, with their needs, interests, and goals being a top priority. This policy prioritizes the following aspects in implementing the students centric learning:

1. **Improved Student Engagement:** When students are actively involved in decisions about their education, they become more engaged in the learning process. This can lead to increased participation in class discussions, collaboration with peers, and a deeper understanding of the subject matter. The institution promotes active student engagement in the classroom. The purpose of embracing this approach to learning is not only to pique students' interest in theoretical subjects but also to immerse them in practical experiences and link academic accomplishments with real-world challenges. This approach includes activities such as "Hands-On Training," "Role-Playing," "Literature and Book Analysis," and "Peer-Led Classes."
2. **Development of Critical Skills:** Student-centric learning often emphasizes skills such as problem-solving, critical thinking, and self-directed learning. These skills are valuable not only in academics but also in life and the workplace. The institute employs interactive approaches like group discussions and assigns projects to students as part of problem-solving learning methods.
3. **Promotion of Lifelong Learning:** By encouraging students to take ownership of their education, the policy fosters a mindset of lifelong learning. Students are more likely to continue seeking knowledge and skills beyond their formal education. The institution's objective is to provide students with opportunities for self-employment and self-reliance through various hands on trainings such as handloom training for female students, bamboo handicraft training for male students, apiculture and mushroom cultivation etc. The policy emphasizes equal opportunities for the development of skills in various related fields.

4. **Experiential Learning:** The institution offers students the opportunity to explore sites of national significance, national parks, industries, historical landmarks, and more for hands-on learning experiences. Additionally, the institution arranges expert lectures featuring distinguished academics from prestigious institutions and universities to enrich students' learning and foster interaction.

Policy differently able students:

The college is dedicated to upholding the principles of treating every student with dignity and respect, and fostering their active involvement and integration within the college's learning community, allowing them to demonstrate their full potential. Consequently, it is committed to creating an inclusive learning environment and working to remove any negative attitudes, academic challenges, or physical barriers that may impede the academic achievements of students with disabilities. The college strives to create a welcoming environment for differently-abled students, offering necessary infrastructure such as ramps, wheelchairs, and more, to ensure equal opportunities for their personal development and academic success.

Policy for Add-on/Enrichment Course:

The college has a policy that offers undergraduate students the opportunity to enroll in Add on or enrichment courses that will be provided time to time. The concerned department will be responsible for each course.