



OFFICE OF THE PRINCIPAL

FAKIRAGRAM COLLEGE

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Memo:

Dated:

DECLARATION

I hereby declare that all the information given and documents submitted are true to the best of my knowledge and belief Fakiragram College, Fakiragram, Assam

(Dr. Chan Miah Ahmed)

Principal

Fakiragram College

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Academic policy Fakiragram College, Fakiragram

Introduction: Fakiragram College, Fakiragram is one of the premier institutes of higher education located in the western District of Assam. The college offers degree courses in Arts which is currently affiliated to Bodoland university. With a view to establish congenial academic atmosphere and to bring academic excellence, the college has formulated a well-planned academic policy framed by the college which is followed in letter and spirit.

Significance of Academic Policy: The primary objective of the academic policy is to ensure academic advancement in teaching-learning process, research and publication, etc. The academic policy expresses institutional and administrative goals and guidelines of a college. The academic policy lays out the expectations on how the college and its employees must function in a given situation so as to reach the desired goals. The basic philosophy of the institution should be included in any policy document so that it can reach out every stakeholder of the college.

Considering the significance, the college has formulated the academic policy as given under the following headings:

Policy for Constitution and function of Academic Council: The academic Council of the institute is composed of the Principal as the chairperson all Head of Departments and Coordinator of IQAC as the members of the council. The council regularly takes up the academic matters in the meetings of the council.

Policy for Admission of students: The policy for admission in the institute is strictly based on merit of the aspirants. The institute follows the state / central government's rules of reservation in the process of selection and admission.

Policy for Fees: The tuition and other relevant fees of the institute is fixed by the Governing Body of the College as per the State Government guideline issued time to time.

Policy in Free ship and Fee waving: The College follows the rule and regulation of Government of Assam in terms of Free ship and fee waving which are notified from time to time for the students.

Policy in Scholarship: The College promotes and implements the Schemes for scholarship under different policies of Government of Assam and Government of India for SC, ST, OBC, and others students of the college. The College has also a policy to provide financial assistance for the marginalized and meritorious students of the college to encourage them in building their career.



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Policy on E-governance: To cope up with the contemporary situation the college is committed to transform to the E-Governance in terms of all the regular day to day works of the college right from online admission, Wi-Fi-campus, office automation, LAN of the campus, online salary of the staff, online feedback system, CCTV for whole campus coverage, ICT class room, use of email of all possible office communication etc.

Policy for Academic Calendar: The institution follows the academic calendar of the affiliating university; the task of preparation of the Academic Calendar of the college is vested on the Prospectus Committee of the college and it is published at the commencement of each academic session. The Academic Calendar is a source of information and planner for students, parents, faculty, staff and other stakeholders of the institute; which is to be kept available in the college website. The Academic Calendar is aimed to provide all the information regarding days of curricular, co-curricular activities; celebration of important and commemorative days etc.

Policy for Preparation of Class Routine: The preparation of the General Routine of the institution is entrusted with the Academic In charge of the college. The General Routine is made available to the departments and the Head of the departments are entrusted to allot classes as per the General routine.

Policy for Syllabus Distribution (Unitization) and maintaining the Teaching Plan: The Head of Departments are entrusted with the distribution of units to the departmental faculty members of each class in a session including seminars, projects etc. Such distribution commences at the end of each term so as to ensure sufficient time to the teachers for preparation of the assigned work and preparation of the Teaching Plan before the commencement of the next semester. The faculties are required to submit their respective Teaching Plan to the IQAC within first week of the commencement of the semester. 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 institution enforces the rule of attaining at least 70% attendance by the students in class during a semester for appearing in the semester examination. Daily attendance of the students is collected in each class before the start of the class by respective teachers. Analysis of attendance is done before the commencement of filling up of application forms by the students for appearing in the examination. The Policy also includes raising the issues of poor attendance of the students in the Parent Teacher meet and suggestion is sought to improve the situation.

Policy for Student Centric Learning •

- Learning through Observation (Experiential Learning): The institution provides facilities for the students to visit Places of Historical Importance etc. local area of bio diversity etc. for experiential learning. The institution also provides expert / invited lectures by eminent academicians of various prestigious institutions / universities to facilitate the students in learning and interaction.
- 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 involve them in more practical activities and to connect academic achievement with real-life



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issues. The institute encourages the activities like “Dramatization”, “Literature & Book Review”, “Peer Class” etc. under participatory learning.

- Learning through Problem Solving: The institute undertakes Group Discussions, allots Projects to the students etc. as a part of Problem-Solving Method of Learning.

Policy for Mentoring System: The Institution maintains the Mentoring System, wherein each teacher is entrusted with 30 number of students to mentor 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 meeting 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 within and outside of the campus during their course and necessary actions are taken by the mentor to solve the same.

Policy for 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 show their potentiality. Thus, it is committed to accommodate an accessible learning environment and strives to eliminate attitudinal, 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.

Policy for Add-on/Enrichment Course: The institute has the policy for the enrichment courses offered exclusively free for the students of undergraduate degree. Each student can enroll himself / herself into one of the enrichment courses as per their choice and complete the course in time. The Department running the course will enroll the students, arrange the classes as per their routine, 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 result of the qualified students declared by the departments.

Policy on Financial support to staff for attending Seminar, workshop, conference etc: The College has adopted a policy on extending financial support to the staffs for attending seminar, workshop, conference etc. for their professional and skill development.



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