



## **ACADEMIC POLICY**

### **PROGATI COLLEGE, AGOMANI**

#### **Introduction:**

Progati College, Agomani is one of the leading institutes of higher education located near Indo Bangla Border. The college offers degree courses in Arts at present under the affiliation of Gauhati University. Additionally, the college offers Graduation and Post Graduation courses in different subjects through KRISHNA KANTA HANDIQUÉ STATE OPEN UNIVERSITY. The college has developed a well-thought-out academic policy that is adhered to word and spirit in order to foster a friendly learning environment and promote academic performance.

#### **Importance of the Academic Policy:**

Ensuring the progress of academic aspects, such as the teaching-learning process, research, and publishing, is the main goal of academic policy. A college's administrative and institutional aims and policies are articulated in its academic policy. The academic policy outlines the standards for how the college and its staff should operate in a particular circumstance in order to achieve the best possible outcomes. The administrative and institutional objectives and policies of the college are articulated in its academic policy. The academic policy outlines the standards for how the college and its staff should operate in a particular circumstance in order to achieve the best possible results.

The college has developed the academic policy, which is explained under the following headlines, in light of the significance:

#### **Formation and function of Academic Council:**

The Academic Council of the college is formed with the HOD of Economics Department as coordinator along with some other teachers of the college. The council looks after the academic matters and call for meetings to resolve and rectify any kind of academic issue.

#### **Student Admissions Policy:**

The institute's admissions policy is based solely on the applicants' qualifications. The institute selects and admits students in accordance with the state and central governments' reservation policies.

#### **Fee Policy:**

In accordance with periodically announced State Government guidelines, the College's Governing Body sets the tuition and other fees.

#### **Academic Calendar Policy:**

The college's academic calendar is prepared by the Academic Council and is published at the start of each academic session. The institution adheres to the academic calendar of the

affiliated university. The college website should maintain the Academic Calendar, which serves as a planner and information source for students, parents, instructors, staff, and other institute stakeholders. The Academic Calendar is designed to give all the details on when curricular and extracurricular events are held, as well as when significant and memorial days are observed.

#### **Policy for Class Routine Preparation:**

The Academic Council of the institution is responsible for setting up the institution's general routine. Department heads are tasked with assigning courses in accordance with the General Routine, which is made available to the departments.

#### **Guidelines for distributing the syllabus (unifying it), upholding the lesson plan, and creating the monthly progress report:**

The task of assigning theoretical and practical papers (if any) to the departmental faculty members for each class in a session, including seminars, projects, and other activities, falls to the department heads. In order to provide instructors enough time to prepare the assigned work and the teaching plan before the start of the following semester, this distribution starts at the conclusion of each term. Monthly teaching progress reports must be kept up to date by the faculty and submitted to the IQAC following appropriate department heads' certification.

#### **Procedure for keeping track of students' attendance:**

The college imposes the requirement that students must attend class for at least 70% of the semester in order to sit for the examination. Before class begins, the teachers in charge of each class gather the students' daily attendance. Prior to the pupils starting to fill out application forms to take the test, an attendance analysis is conducted. The defaulters are fined with a nominal amount for not attaining the required attendance (at least 70%) and debarred from appearing in the Examination unless the fine is paid to the college.

#### **Student Centric Learning policy:**

- **Learning through Observation (Experiential Learning)**

For experiential learning, the college offers opportunities for students to tour other state and federal laboratories, national parks, industries, historical sites, etc. To help students study and engage, the college frequently hosts expert or invited talks by distinguished academics from several famous institutions and universities.

- **Participatory Learning:**

The college encourages pupils to participate in class discussions. The goal of using this teaching approach is to integrate academic success with real-world problems and to engage students in more hands-on activities in addition to stimulating their interest in theoretical

lectures. Participatory learning includes activities such as "Dramatization," Role Playing," "Group Discussion," etc.

- **Problem Solving Learning:**


As part of the Problem Solving Method of Learning, the institute assigns projects to the students, conducts group discussions, and more.

**Mentoring System Policy:**

Most of the instructors are assigned to mentor one or two groups of students, with a maximum of 25 students per group, under the institution's mentoring system. Until they graduate from the institution, the same teacher mentors each of these student groups. The mentee's personal data, academic and extracurricular accomplishments, etc., are kept up to date by the mentor. The mentor investigates the mentee's problems both on and off campus during the course and takes the appropriate steps to address them.

**Add on Course Policy:**

According to the institute's regulation, undergraduate students are eligible for free enrichment courses. Every student is free to enroll in any enrichment course they like and finish it on schedule. The department in charge of the course will enroll the students, schedule the courses according to the central class schedule, set up prompt exams for the registered students, and promptly announce the results. According to the results of the qualifying students announced by the departments, certificates must be provided by the principal's office. At present the college is offering 3 add on course/ enrichment program only.



Principal  
Progati College, Agomani

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