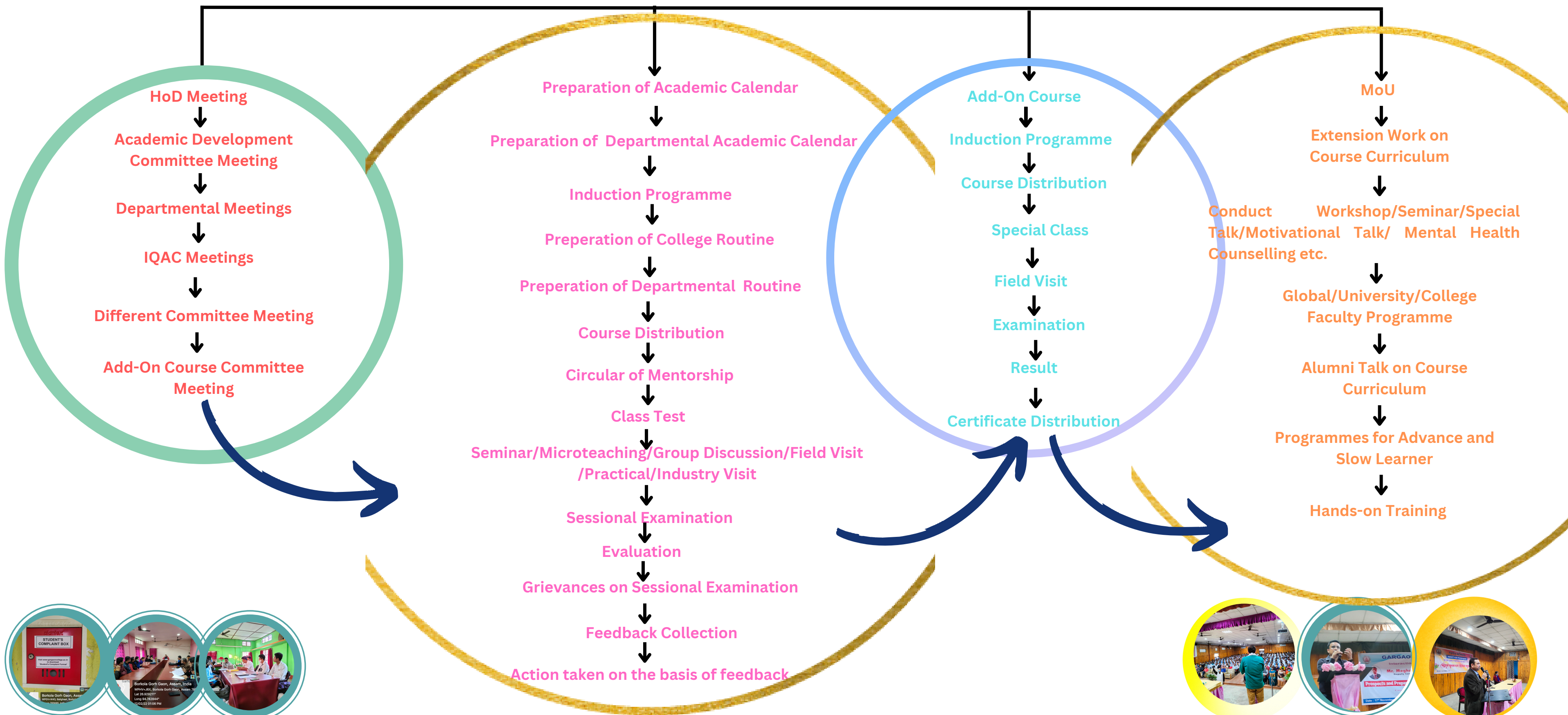




CURRICULUM PLANNING & IMPLEMENTATION

ORGANOGRAM

PLANNING AND IMPLEMENTATION OF COURSE CURRICULUM





PLANNING

The curriculum planning of Gargaon College is consistent and well-planned, and it is designed within the broad parameters and predetermined syllabus established by Dibrugarh University. The curriculum planning is initiated by following the Academic Calendar issued by Dibrugarh University for the affiliated colleges. The respective departments also prepare a departmental academic calendar to give information regarding important events to the students and teachers, schedule the time, carry out the course smoothly, and complete the assigned tasks on time. Each semester's planning begins during the semester itself. The Academic Development Committee incorporating the Principal, Heads of Departments and all Faculty members of the college holds a meeting at the beginning of every session. It discusses the various aspects of curriculum planning and implementation. It is also entrusted with the task of forming the Routine Development Committee.

IMPLEMENTATION

The Routine Development Committee formed by the Academic Development Committee prepares a general routine. The routine includes classes for the three streams including remedial classes, classes for add-on courses, remedial classes, sports etc. After the Routine Development Committee hands out the general routine The departments hold meetings to discuss the preparation of departmental routine, allotment of classes to teachers, course distribution etc. Accordingly, the departmental routines are prepared, the course is distributed unit wise and classes are allotted to teachers. However, prior to that, the courses of the syllabus of the semester in hand are mutually shared by the teachers with a view to the timely completion of the same. The teachers accordingly prepare teaching plans for the proper execution of the course contents.

An Induction programme, both general and department wise is held for the newly admitted students to acquaint them with the course curriculum, examination pattern etc. Induction programmes for the Add On courses are also held. In respect of course delivery, teachers in addition to the regular classes, conduct group discussions and seminars, hold internal semester examinations, class tests, give out assignments etc. from time to time. The importance of keeping the Teachers' Diaries is stressed upon to monitor one's progress with a particular course. The classes are conducted through a number of methods such as traditional lecture method, use of blackboards, use of ICT, Google Classroom, YouTube videos, demonstration method, role play method, audio-visual method and also library visits. In order to organize special programmes and classes related to the syllabus, faculty members from different Universities, experts and alumni from the country and abroad are invited from time to time. In order to provide hands-on training to students, the college has provided a fishery, botanical garden, GIS lab, and museum among other facilities. In addition, the college has signed MoUs with several institutions, firms, and NGOs under which teacher and student exchange programmes, alumni talks, Global University faculty programmes, seminars, FDPs, workshops, industrial visits, field visits, projects etc. have been undertaken to make the course application-oriented. The NCC and NSS units of the college undertake various initiatives to render service to society. Moreover, seminars related to courses, and mental health programmes for students are also organized for the benefit of students and effective implementation of the curriculum.

The departments have mechanisms to monitor the progress made by the students as well as the lack of it. It is done through the mentor-mentee system in which each of the teachers is allotted with a certain number of students from each semester. Besides, the departments take various initiatives and organize different programmes for the slow as well as the advanced learners. In each session, students of basic sciences, social sciences, commerce etc. carry out a field work together in order to offer themselves exposure to the practical aspects of learning outside the boundaries of a classroom. Course completion certificate are distributed to the faculty members on successful completion of their course.

There is a Central Internal Assessment Monitoring Committee responsible for overseeing the evaluation process. The evaluation criteria for the students are also decided in the Department Monitoring Committee meeting which takes into consideration class attendance, quiz, sessional examinations, home assignments, class seminars and group discussions. Both In Semester and End Semester examinations are conducted as per the norms and routines prepared by the College and the University. The answer scripts are evaluated at the department for the In Semester examinations and students are intimated about the results through mark sheets hung in the display boards. The internal examination process is transparent as all the marks and answer scripts are shown to the students. Grievances of the students related to the said examinations are also addressed by the respective departments.

Moreover, the various departments have a feedback mechanism for obtaining feedback from the various stakeholders including students, teachers, alumni, and parents for continuous improvement in the curriculum. Feedback pertaining to teaching-learning, faculty, student support, academic governance by HOD/Faculties of the Department, assessment/ continuous evaluation/examination, library, sports, classrooms, laboratory facilities, ICT facilities and other infrastructure etc. are collected, analyzed and actions are taken based on the said feedbacks. Further, the grievances related to various issues of the students of the college are addressed by the Grievance Redressal Cell.







Some Photographs of Meetings








Some Photographs of student related Programmes











Title of the Initiatives	Link of the Report
Academic Calendar	
Induction Programme	
Teaching Plan	
Course Distribution	
Class Routine	
Prospectus	
Teachers Diary	








Title of the Initiatives	Link of the Report
Parent Teachers' Meetings	
MoU and Collaborations	
Course Completion Certificates	
ICT Class Report	
Seminar/Workshop/Conferences	



Title of the Initiatives	Link of the Report
Mentorship	
Programmes for Advance and Slow Learners	
Add-on Courses	
Skill Development Programmes	
Experiential and Participative Learnings	
Evaluation Process and Reforms	



Title of the Initiatives	Link of the Report
FDP/Workshop	
NSS/NCC	
Academic and Physical Facilities	
Library Infrastructure	
Grievances and Redressal	
Feedback	