

ACADEMIC POLICY OF BK COLLEGE

Responsible Officers: Principal, the HODs and the IQAC

Last Reviewed: March 2022

Academic Calendar

The College follows the academic schedule of the University regarding admission, internal and external examinations, holidays, publication of results, re-opening etc. The University Academic Calendar and the College Calendar are available for the staff and the students.

Planning and Implementation

The academic year commences in June and in May, the entire staff fraternity get together for elaborate review and detailed planning. The activities and tasks to be accomplished are planned in tune with the University Academic Calendar. Broad plans for the year, semester and month are chalked out after detailed discussions and deliberations first and foremost in the Managing Board and the IQAC. The next step is the systematisation of the draft-plan by the Staff Council wherein the Administrator, the Principal, Vice-Principal, the Bursar and Heads of Departments are present. The approved plan is worked out in greater detail at micro levels in the individual departments.

Preparation of the Academic calendar

The College has an academic calendar which is prepared every year by the Principal in consultation with the Staff members and the administrative section of the College. The academic calendar is published in the handbook of the College which is distributed to students at the beginning of the odd semesters. Dates of internal and model examinations, parent teacher meetings and all activities are given in the College calendar for the effective Teaching - Learning process. Students are also informed of the various program options offered by the College. The general timetable of the college is published in the handbook.

At the Department level

Each department has Teaching Plans, Mentor-Mentee system and Evaluation methods to ensure smooth Teaching-Learning-Evaluation. Work allotment is done in the very first meeting and the schedules are adhered to. Periodic reviews and efficient feedback and the three-tier monitoring system in place ensures transparency.

Teaching plan/ Learning Strategies- measures adopted

Teaching plan is prepared by all teachers at the beginning of each semester itself. It includes a work plan, the course content, time plan, methodology, evaluation methods for all courses they teach. Ph. D Course work/ UG/PG project planning/ Viva Voce and the seminars and assignments to be submitted are planned. The teacher in charge of the open course advise students about the options and help them choose as per their preference.

Monitoring/Review

The implementation progress is monitored by the heads of departments and Principal. Monthly /Weekly departmental meetings (the reports of which are available in the individual departments for perusal) are actually internal academic audit of the department. Remedial coaching and tutorial system are discussed and planned for needy students by teachers of the same class. Absentee list is monitored. Monitoring is done at the Managerial level too. Parents are part of the process too.

Evaluation

Learning Process evaluated through assignments, seminars, test papers- gives us an idea of learner comprehension and quality. The marks scored in these various components are published on the notice board for verification by students before they are sent to the University. This provides them with the opportunity to redress grievances, if any. The answer sheets are given to each student personally which provides an occasion for the mentor and the ward to discuss the problems they face and measures to improve.

Additional Options

Remedial/Bridge/WWS/SSP/Certificate/Value-Added/Open Courses are introduced, familiarised and offered based on need and aptitude. Attendance and schedules are chalked out and maintained and checked. The Principal and the IQAC with the support of the Heads of Departments ensure that students benefit from these support systems. There is a review by the Manager through the online Monthly Performance Report submitted countersigned by the HODs and the Principal.

Feedback Policy

The HEI has a stated and systematic feedback policy. Feedback on all parameters is collected from the stakeholders. The employers, the parents, the alumni, the students, the teachers and the external experts are the sources from where the input comes. We codify the feedback and those relevant to syllabus content are communicated to the Board of studies as we are an affiliated college. This is mentioned in the handbook too.

The parent teacher meetings, (which are a regular feature) analyse the progress of each student and measures are initiated whenever necessary. At the end of each semester formal and informal feedback is collected from students on syllabus, facilities and amenities, satisfaction level, suggestions for improvement and measures are adopted to rectify their problems and make improvements. Teachers are evaluated at various levels and efforts for better performance are taken.

The Departments establish linkages for fruitful academic/curricular/co-curricular collaboration with other institutions, departments, industrial houses, governmental and non-governmental bodies for better student learning outcomes.