

# TEACHING-LEARNING AND EVALUATION POLICY

## SIBSAGAR COMMERCE COLLEGE



Prepared by

**IQAC, Sibsagar Commerce College**



**Introduction:**

The vision of college is to establish itself as a comprehensive institution excellent in imparting commerce and social science education to the society by responding to the changing realities of a globalized world, The vision is also to facilitate the creation of policies and programmes for developing professional approach and to serve as a valuable resource for industry and society as a whole. This policy provides a framework for effective curriculum design (Add on course), support, and delivery, along with teaching-learning and evaluation, at the Institution. The Institution performs all the activities related to academics under the guidance of Affiliating University, UGC, NAAC and Govt. of Assam. There is a mechanism for periodic review of the policy and making changes as necessary.

**Scope:**

The Teaching-Learning-Evaluation Policy, Sibsagar Commerce College shall be encompassed all the present faculty members, both full time(Sanctioned and Non-sanctioned) and guest faculties; library staff, office staff engaged in facilitating, supporting and managing teaching –learning process The policy is also applicable to all the infrastructure facility required in teaching learning practices viz. the books in Central Library as well as in departments, laboratory equipments, all the ICT tools, internet facility, electricity, classrooms etc. within the premises of the institution.

**Policy Statement:**

Sibsagar Commerce College values the holistic education and shall be ensured effective teachinglearning practices, imparting Quality Education of National Standard and imbining skill for solving real life problem. The College strives to be a learning organization in all of its endeavours, where all of its members—students and staff—are dedicated to both their own and others' learning. In order to effectively serve its students and stakeholders, the College is dedicated to make





improvements to both its academic programmes and service quality. The institution's teaching learning policy aims to encourage a well-organized, efficient, and persuasive approach for the academic activities through which students will acquire good subject knowledge, understanding, skills, and character that lead to successful completion of their studies, meaningful and sustainable employment, progression to higher education, a commitment to lifelong learning, and find meaning and purpose in life.

**Policy Section:**

**A. Effective Teaching Learning Practices:**

1. IQAC of the Institution shall be planned all the academic activities to be performed at the Institution in every Academic Session.
2. The authority of the institution shall take steps for decentralized the responsibilities of diverse activities by forming different committees, namely Academic Council, Admission Committee, Prospectus Committee, Academic Calendar Committee, Examination Committee etc. regarding smooth running of teaching learning practices according to affiliating University guideline, UGC and Govt. of Assam.
3. Regular classroom delivery of faculty members shall be monitored by Academic Committee.
4. Departmental activities of respective departments shall be monitored by the HoDs of all the Departments.
5. The meeting of the Academic Committee chaired by the Principal will be held before the initiation and end of every semester to discuss about covering of syllabus, progression of students, etc. All the issues related to academic matters shall be discussed in Academic committee's meeting and steps to be taken to resolve the problems.





6. Parents Teachers Meeting shall be organized by the Authority as well as all the departments of the institution to appraise the progression of their wards periodically
7. The authority of the institution shall be flexible in adopting new strategies for students whenever need arise.
8. To impart Quality and Holistic Education the Institution shall sign MoU with other Academic Institution, Academic Association and registered Organization/ NGO to facilitate the teaching learning process

**B. Mentoring System:**

1. The institution has an effective mentoring system. Every teacher is appointed as mentor against a certain number of students as mentees. Every mentor shall take care of mentees assigned to the mentor by enquiring about the recent performance of the mentees in internal exams and guide them if they find any difficulty in any subject. The mentors shall also provide emotional support to the students.
2. Every mentor shall have discussion with the parents of mentee individually during Parents Teachers Meet about the progression of students.
3. All mentors shall observe minutely the mental and physical state of their mentee and shall pay attention to their problems with empathy. Mentors shall also discuss with parents to resolve their problems.

**C. Medium of Instruction:**

As the majority of the students are coming from vernacular medium and diverse backgrounds, the faculties shall be allowed to instruct in Assamese and English and Hindi in classroom so that the students can easily understood the contents of their courses and it will be followed as per guideline of the Dibrugarh university.

**D. Teaching Pedagogy:**

Method of teaching may vary subject wise. The policy is flexible regarding the use of pedagogy used by the faculties during classroom delivery. The faculties shall be encouraged to apply new and innovative ideas during teaching for easy communication with the students. Faculties shall be encouraged to increase the use of ICT in teaching.





#### **E. Use of Student Centric Methods:**

1. The institution shall adopt Experiential Learning, Participative Learning, Critical Thinking and Problem-Solving Methodology for effective learning processes.
2. Field study is an important tool for experiential learning through which students can enhance their knowledge. The authority as well as the departments of the institution shall organize field trip for students as a part experiential learning.
3. The necessary equipments shall be provided by the Authority to all the departments including Department of Computer Application to experience hands on training in the practical class.
4. The institution shall place a strong emphasis on participative learning through Group Discussions, Paper Presentations in Departmental Seminars, and other academic activities such as preparation of wall magazine, organizing departmental meetings.
5. The institution shall be focused on critical thinking and problem-solving methodology through community service in the form of Field Study and Project Work and giving different assignments to students.

#### **F. Mechanism of Continuous Evaluation System:**

1. As the Institution is affiliated to Dibrugarh University, it follows the guideline of the University concerning the continuous internal evaluation mechanism.
2. All the HODs of Departments of the institution shall observe the student's attendance in classes and shall take necessary steps for regular attendance of the students. Students shall not be permitted to sit end-Seminar examination if, they failed to acquire the required attendance percentage fixed by the University.
3. The Institution shall conduct two internal sessional examinations according to the guide line of the Dibrugarh University regarding the internal assessment. Repeat test shall be conducted for those students, who will fail to sit internal examination for legitimate cause





4. Every Department shall conduct Departmental Seminar/Group Discussion/ Assignment/Peer Teaching sessions for each semester as a component of In-Semester examination.

#### **G. Add-on/ Certificate/Diploma Courses:**

1. To cope up with the present scenario of employability of the students in different sectors, the Institution shall focus on introduction of Add-on, Certificate and Diploma Courses for holistic development of the students.
2. The institution has already introduced following 13 Add on Courses Approved by Dibrugarh University :
  - (i) Certificate Course in Banking
  - (ii) Certificate Course in Soft Skills
  - (iii) Certificate Course in Data Analysis
  - (iv) Certificate Course in E-Commerce
  - (v) Certificate Course in Computer Application
  - (vi) Certificate Course in D.T.P
  - (vii) Certificate Course in Event Management
  - (viii) Certificate Course in Tally and E-Return Filing
  - (ix) Certificate Course in Basic in Art and Craft
  - (x) Certificate Course in Basics in Fashion & Lifestyle
  - (xi) Certificate Course in Quantitative Aptitude
  - (xii) Certificate Course in GST
  - (xiii) Certificate Course in Wildlife Photography
3. One Year Diploma Course in Hospitality Management is being continued in the institution since 2015-2016 as per UGC's approval No.F.1-20/2015 (CC) Dated 9th June, 2015.
4. The institution has started One Year Diploma Course in Mass Communication under Dibrugarh University since 2021.

#### **H. Feedback Mechanism:**

1. The institution has a mechanism of collecting feedback from the stakeholders i.e. students, teachers, alumni, employers and parents to improve its performance, standards and for general development.





2. The feedback shall be collected at the end of every academic session.
3. The collected feedback shall be analyzed and necessary steps to be taken.

## **I. Infrastructure Facilities**

### **1. Library Facilities:**

- (i) The authority of the institution shall provide essential text and reference books in the library for students and faculty.
- (ii) Steps to be taken to enhance books, reference books and journals in the library.
- (iii) Library will be digitalized and will subscribe more e-books and e-journals.

### **2. Class Rooms:**

- (i) The authority of the institution shall provide necessary class room facility for effective teaching learning process.
- (ii) The class rooms shall be gradually upgraded with ICT facility.

### **3. ICT Enabled Facility:**

- (i) The institution shall adopt measures to enhance the computer facilities in the Computer Laboratory.
- (ii) The institution currently has internet facility with 100 mb/ps.
- (iii) The authority of the institution shall provide more ICT enabled facilities for its students, faculty members and staff.

### **4. Facilities Provided for Sports and Cultural Events:**

- (i) The Institution shall be provided the necessary sports and cultural facility to the students to develop their talent in respective field.
- (ii) The institution has already established an Indoor Stadium, a Gymnasium Center, a Yoga and Meditation Center for the students , faculty and office staff of the college.

### **5. Canteen Facility:**

- (i) The institution shall provide Canteen facility for refreshment of students, faculty and office staff.



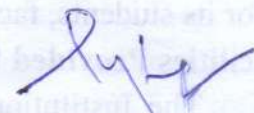
- (ii) Necessary steps shall be taken by the college authority to avail cost-effective, healthy and hygienic and nutritious food at the college canteen.
- (iii) The Institution's Canteen Committee shall regularly monitor the services provided by the canteen including the price and quality standards of the food item.
- (iv) The Institution shall be ensured transparent mechanism for allotment of canteen.

**The Above Policy is adopted on .....**



**(Dr. S.J. Mahanta)**  
Principal  
Sibsagar Commerce College

PRINCIPAL  
SIBSAGAR COMMERCE COLLEGE  
SIBSAGAR



**(Dr. P. N. Sharma)**  
IQAC Co-Ordinator  
Sibsagar Commerce College

Coordinator  
IQAC,  
Sibsagar Commerce College

