



THE INSTITUTION ENSURES EFFECTIVE CURRICULUM DELIVERY THROUGH A WELL PLANNED AND DOCUMENTED PROCESS

PLANNING

The curriculum planning is initiated by following the Academic Calendar issued by Dibrugarh University for the affiliated colleges. 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 and 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, sports etc. The departments, too, 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 and classes are allotted to teachers. 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. In respect of course delivery, teachers make use of ICT, conduct group discussions and seminars, hold internal semester examinations, class tests etc. Moreover, certain bridge courses in subjects like Assamese, English, and Economics etc. are conducted to enhance and develop the skills of students in creative writing, communication skill, and mathematical economics among others. Further, the college takes the initiative of taking feedback from students regarding the curriculum and accordingly, a joint meeting of authority and IQAC is held to address the grievances and offer solutions. In addition to these, the IQAC of the college distributes teacher's diaries to all the teachers to maintain teachers teaching plans, class records, Group discussions/seminars etc. and collects the same at the end of the academic year.



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POLICIES AND PROCEDURES FOR IMPLEMENTATION

The college develops an academic calendar for effective curriculum delivery of all the programmes.


Link of Academic Calendar	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/Academic%20calendar%202020-21.pdf
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METHODS FOR EFFECTIVE CURRICULUM DELIVERY DURING COVID-19 PERIOD


Online Class Routine

The college provides online class routine for the smooth function of the classes during COVID-19 period.


GARGAON COLLEGE
Daily Class Routine, Even Semester
Session: January – June, 2021
For Online Classes only
Even Semester

	9 am - 10 am	10 am - 11 am	11 am - 12 pm	12 pm - 1 pm	1 pm - 2 pm	2 pm - 3 pm	3 pm - 4 pm
MON	6 th Sem (Maj) 601 4 th Sem (Hon.) C-8	2 nd Sem (Hon) C-3 2 nd Sem (NH)-Eng Comm.	6 th Sem (Maj) 602 4 th Sem GE	4 th Sem (Hon) C-9 DSC- 1 B	6 th Sem (Maj) 603 2 nd Sem (DSC)	4 th Sem (Hon) C-10 2 nd Sem (GE)	6 th Sem (Maj) 604 6 th Sem (G)
TUE	2 nd Sem (Hon) C-4 4 th Sem (Hon.) C-8	6 th Sem (Maj) 603 2 nd Sem (NH)-Eng Comm.	4 th Sem (Hon) C-9 4 th Sem GE	6 th Sem (Maj) 604 4 th Sem-SEC-2 DSC- 2 B	6 th Sem (Maj) 601 2 nd Sem (DSC)	4 th Sem (Hon) C-10 2 nd Sem (GE)	6 th Sem (Maj) 602 6 th Sem (G)
WED	4 th Sem (Hon) C-10 2 nd Sem (Hon) C-4	6 th Sem (Maj) 602 2 nd Sem (NH)	2 nd Sem (Hon) C-3 4 th Sem GE	6 th Sem (Maj) 601 4 th Sem-SEC-2	6 th Sem (Maj) 603 2 nd Sem (DSC) 4 th Sem DSC (MIL/ Alt. Eng. 1, 2	4 th Sem (Hon) C-10 2 nd Sem (GE)	6 th Sem (Maj) 604 6 th Sem (G) AECC-3(Envs)
THU	6 th Sem (Maj) 604	2 nd Sem (Hon) C-4	6 th Sem (Maj) 603 4 th Sem GE	4 th Sem (Hon) C-9	6 th Sem (Maj) 601 2 nd Sem (DSC) 4 th Sem DSC- 1 D	4 th Sem (Hon) C-10 2 nd Sem (GE)	6 th Sem (Maj) 602 6 th Sem (G)
FRI	6 th SEM (MAJ) 602	4 TH SEM (HON) C-8	6 th SEM (MAJ) 601 4 th Sem GE	2 ND SEM (HON) C-3 4 th Sem-SEC-2	6 th Sem (Maj) 603 2 nd Sem (DSC) 4 th Sem DSC-2 D	4 th Sem (Hon) C-10	6 th Sem (Maj) 604 6 th Sem (G)
SAT	6 th SEM (MAJ) 603	6 th SEM (MAJ) 604	2 ND SEM (HON) C-4	4 TH SEM (HON) C-10	6 th Sem (Maj) 601 2 nd Sem (DSC) 4 th Sem DSC (MIL/ Alt. Eng. 1, 2	2 nd Sem (GE)	6 th Sem (Maj) 602 6 th Sem (G)

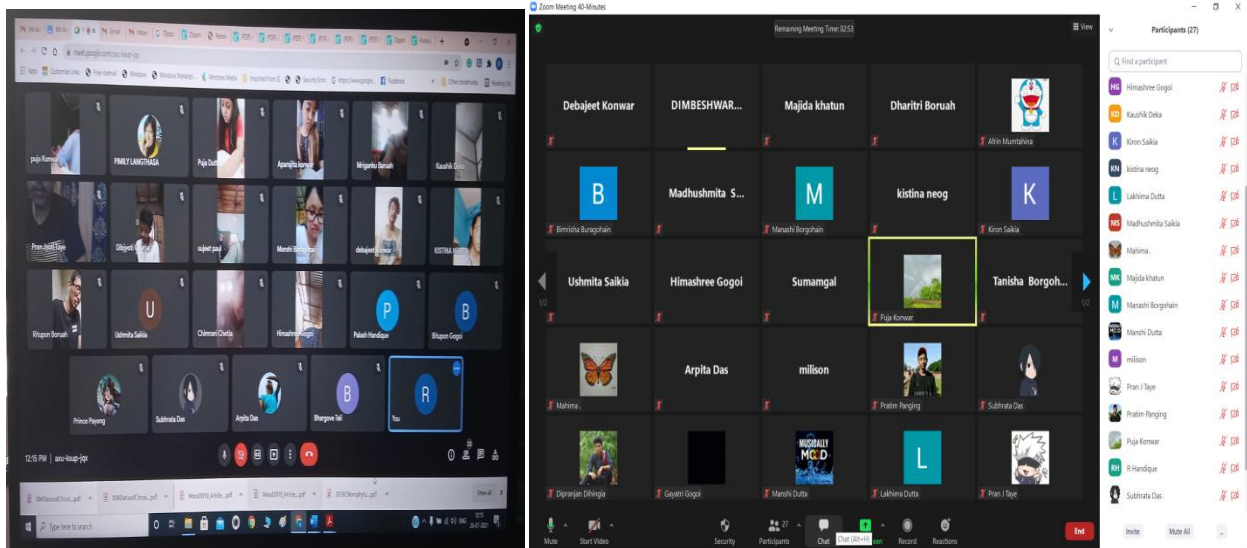
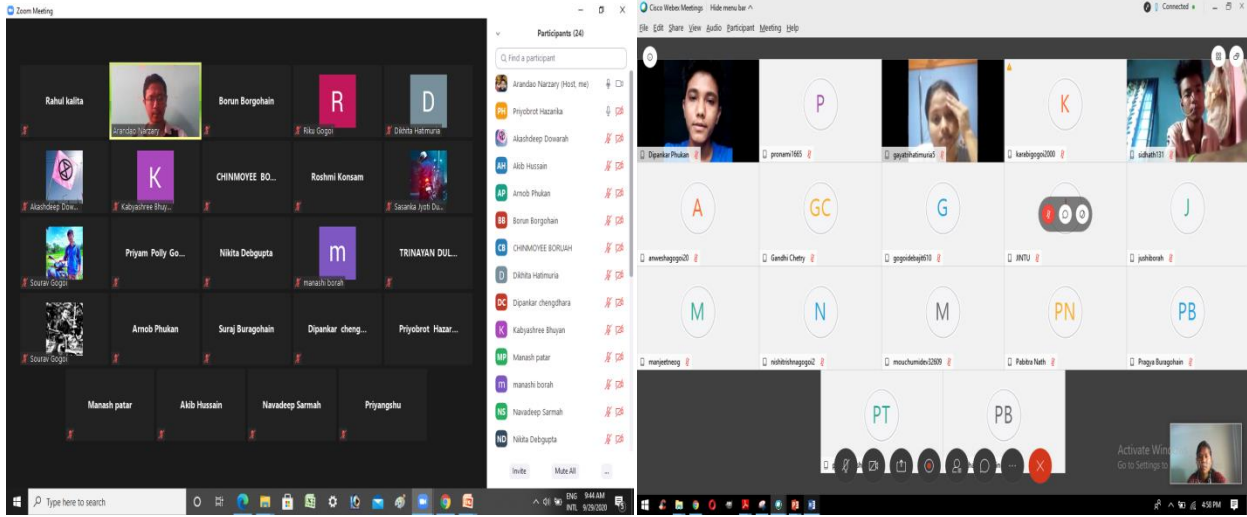



Principal
Gargaon College
Simaluguri, Sivasagar (Assam)



Online Classes

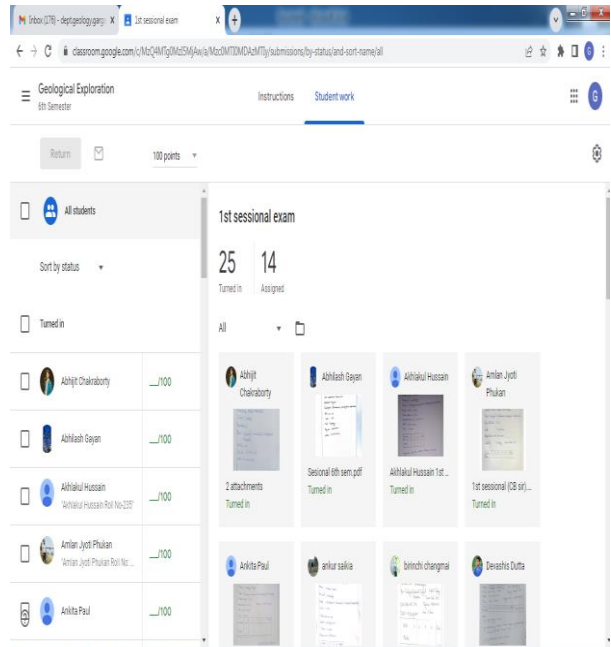
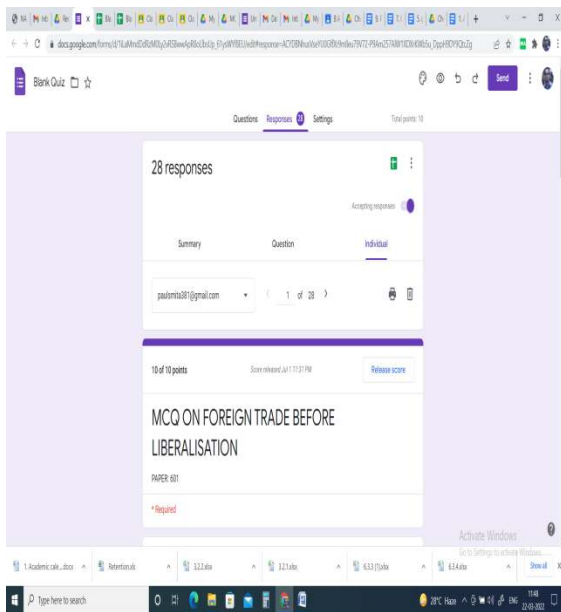
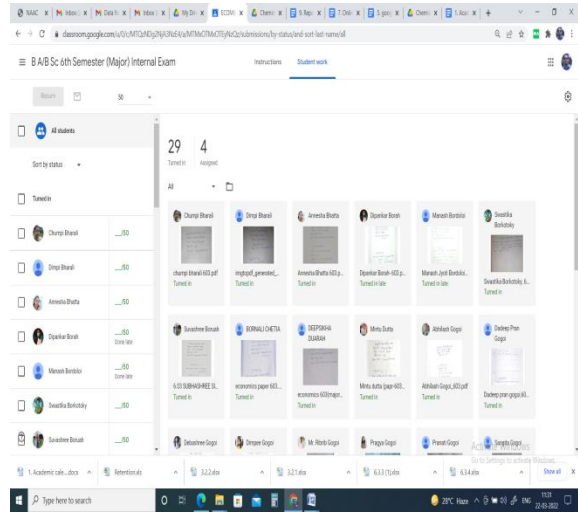
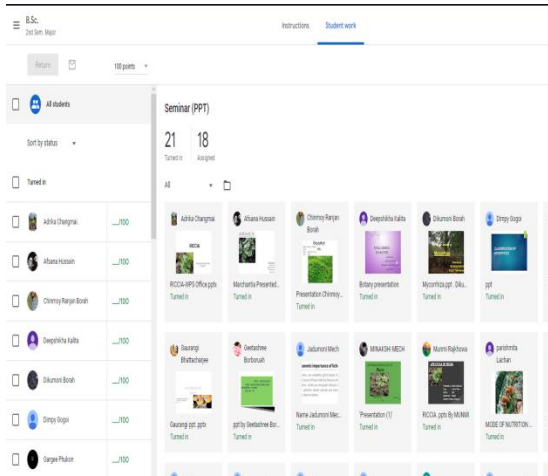
Online classes have been organized by the academic departments to deal with the pandemic period. Some screen shots of the online classes are-





Use of Google Class Room

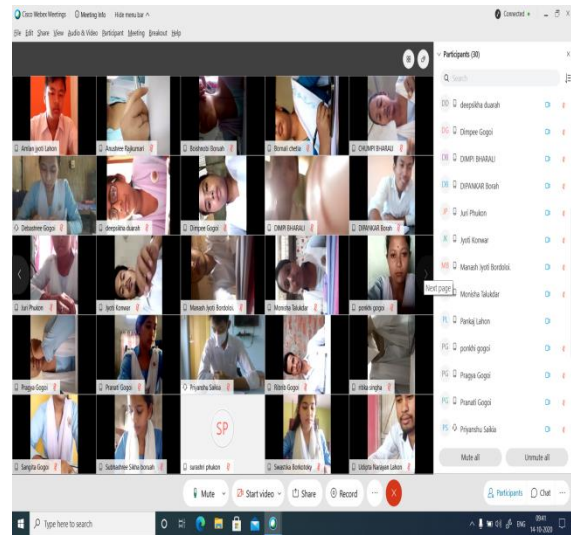
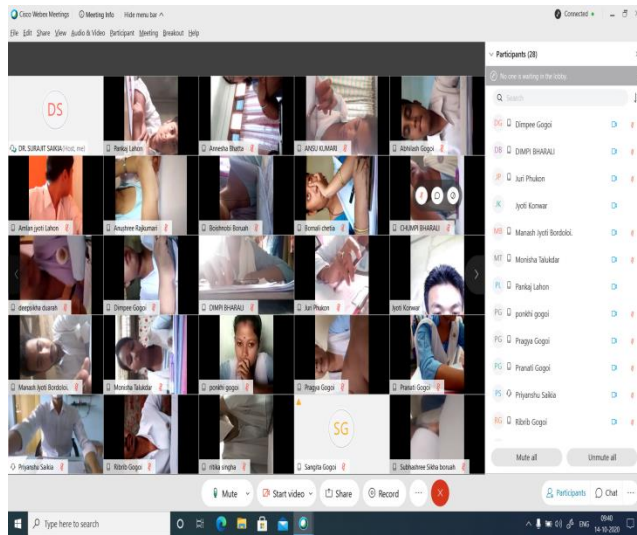
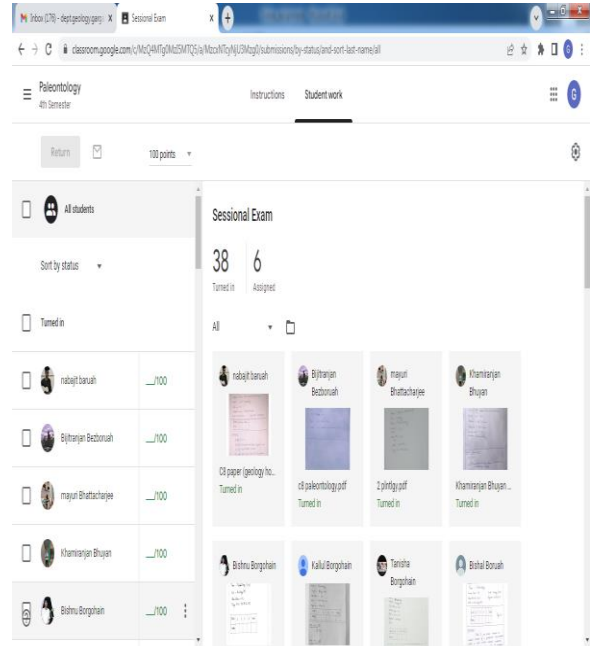
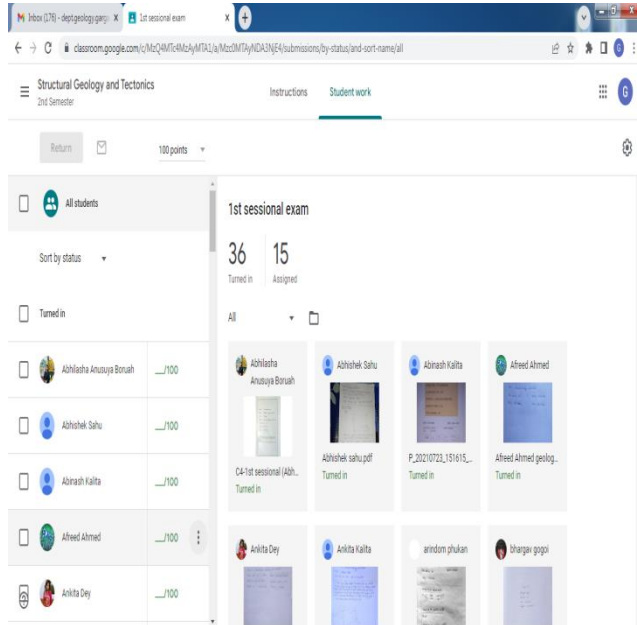
During the lockdown period to assess the students all the faculty members of the college used google class room. Some screen shots of the activities of the students through google class room are-





Online Examination

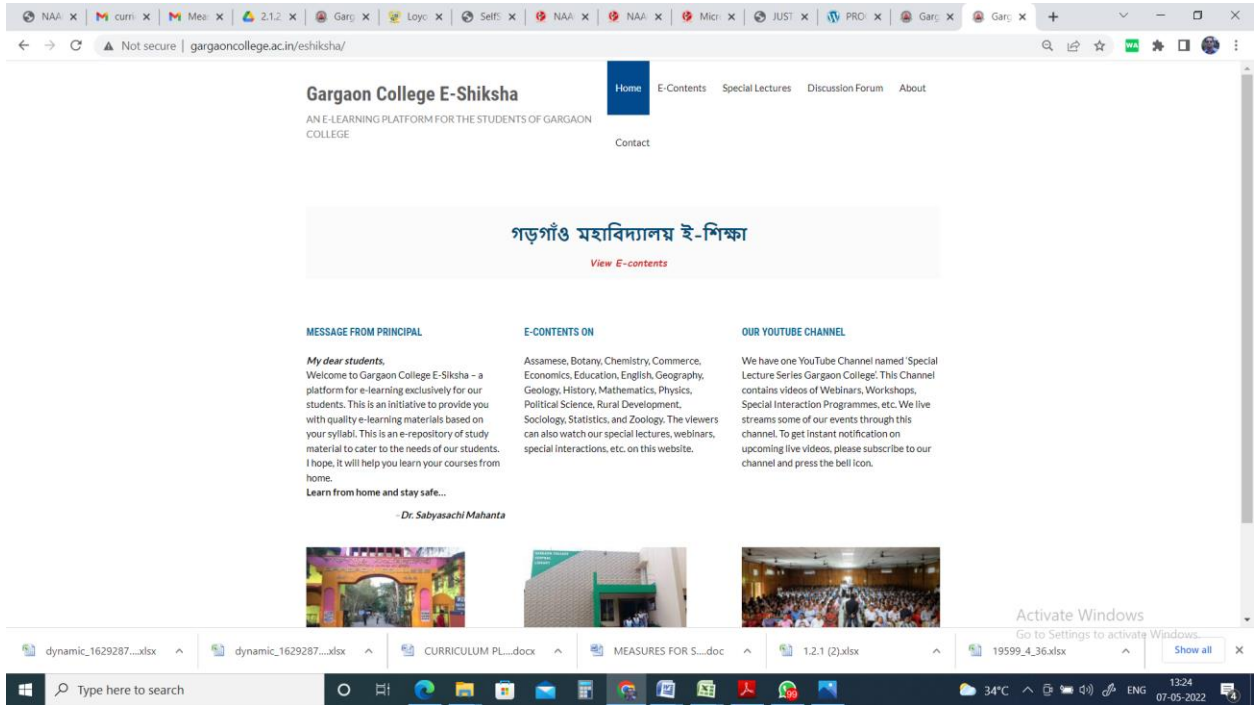
During COVID-19 both internal semester examination and end semester examinations were conducted through different online platform like google class room, zoom, cisco webex etc. Screen shots of the online examinations are-





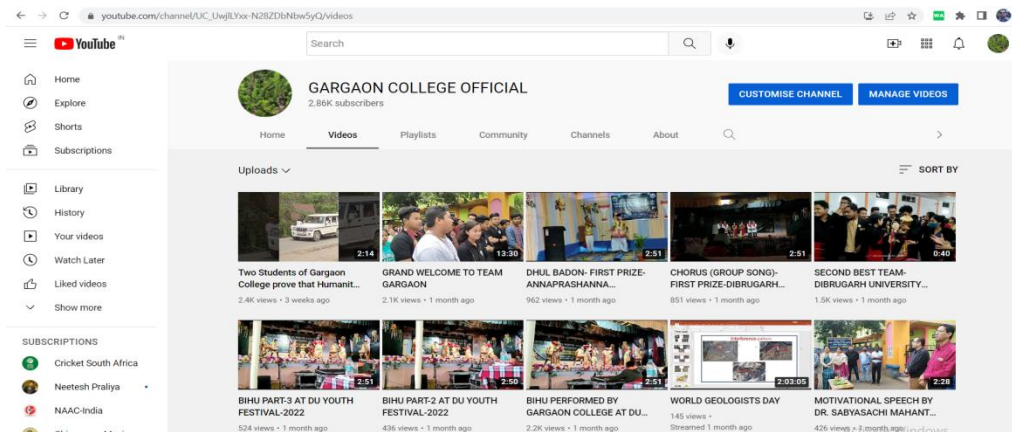
E-Shiksha

An E-learning Platform for the students of Gargaon College to provide online materials to the students. Link- <http://gargaoncollege.ac.in/eshiksha/>



College Official YouTube Channel

https://www.youtube.com/channel/UC_UwjlLYxx-N28ZDbNbw5yQ/videos





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The IQAC of the college initiates the following steps to ensures effective curriculum delivery and deployment of the same.

Online Class Report Of The Teachers	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/Online%20Class%20Report%20of%20Faculty%20members%20%28samples%29.pdf
Students Feedback about Online Class	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/STUDENTS%20FEEDBACK%20ON%20ONLINE%20CLASSES%2C%20GARGAON%20COLLEGE%2C%20SIMALUGURI.pdf
Online Teachers Diary	https://bit.ly/3v4FdAB
Students Satisfactory Survey	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/STUDENT%20SATISFACTORY%20SURVEY-2020-21.pdf
Feedback Report	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/FEEDBACK%20REPORT.pdf



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MENTORSHIP PROGRAMME FOR EFFECTIVE CURRICULUM DELIVERY

**MENTORSHIP PROGRAMME
GARGAON COLLEGE**





COLLEGE MENTORSHIP COMMITTEE



INSTRUCT THE DEPARTMENT MENTORSHIP COMMITTEE TO FORM MENTOR-MENTEE LIST



SUBMIT THE MENTOR-MENTEE LIST TO THE COLLEGE MENTORSHIP COMMITTEE



THE COLLEGE MENTORSHIP COMMITTEE PROVIDES

**GUIDELINES OF MENTORSHIP PROGRAMME
MENTORSHIP REPORT CARD
INDIVIDUAL TEACHERS FILE ETC.
TO THE DEPARTMENT MENTORSHIP COMMITTEE**



**AT THE END OF THE ACADEMIC SESSION THE DEPARTMENT MENTORSHIP COMMITTEE
SUBMITS**

**MENTORSHIP REPORT CARD
MINUTES OF THE MEETING
ACTIONS TAKEN REPORT
FUTURE PLAN OF ACTION
TO THE COLLEGE MENTORSHIP COMMITTEE**



**ON THE BASIS OF THE DEPARTMENT MENTORSHIP COMMITTEE REPORT THE COLLEGE
MENTORSHIP COMMITTEE AND COLLEGE AUTHORITY JOINTLY CARRY OUT NECESSARY
ACTIONS.**



ABOUT THE PROGRAMME

Gargaon College, one of the premier institutes of Upper Assam, has formed a Mentorship Committee with a view to providing a healthy environment for all of its students. With its inception in 2019, Mentorship Committee aims at giving each and every student a right platform to move with the rapid changes of time. The prime concern of the committee is to build up confidence and infuse a competitive spirit among the students to cope with the rapidly developing human society and keep pace with the fast moving world. With that humble effort in force the committee aspires to give equal importance to all the students irrespective of slow learners and advance learners and provide them all round sustenance, apart from their usual classroom learning, by raising the edifice for them to inculcate their potentialities that very often remain hidden and unexposed.

Previously, all the teachers from all the departments mentored the students of their respective departments, very often individually and sometimes departmentally. The mentoring activities carried out as such were a regular practice among each and every teacher although they were not done uniformly under one institutionally collective banner as mentorship committee program.

Gargaon College is located in an area surrounded largely by rural areas and marginally by semi urban ones. More than 95 percent of the total enrolment is comprised of rural-based students who are always in need of a right exposure to the competitive world. Most of the students are from economically downtrodden families which are naturally compelled to daily focus more on their means of survival than on ensuring their children a right platform for healthy education. So, the teachers of Gargaon College have to shoulder three-fold responsibility – friend, guardian and guide. Creating a friendly environment a teacher helps the students feel free to share their personal life if and where needed and renders them proper guidance purely like parents.

OBJECTIVES OF THE PROGRAMME

- To dedicate itself for the cause of learning
- To work for the goal of the college
- To identify the strengths and weaknesses of each and every students and take follow up actions as per the needs and requirements
- To create a healthy academic and intellectual environment equally for all the students
- To identify slow learners so as the advanced learners
- To encourage the slow learners for learning and infuse in them a competitive spirit



- To give extra care and remedial classes to the slow learners.
- To extend a platform for the advanced learners to increase their acumen and sharpen their knowledge
- To introduce them with the outside world of knowledge explosion
- To adopt all the measures such as student-oriented seminars, group discussions, workshops, etc. to improve their potentialities
- To extend to them overall moral support and help to pursue higher education amidst financial or any other hindrance
- Above all, to mould them up as true human resource

DETAILS OF THE PROGRAMME

Immediately after induction programme in which the profiles of the students are collected and well ahead of the start of class sessions the departmental meeting is held along with the newcomers in whom the Head of the department does announce the rules and regulations of the department and then the mentor mentee list already approved by the Principal. The students of all the semesters including the new batch are divided into mentee groups among the existing teachers who are supposed to devote their time for overall uplift of their respective mentees till they leave the institution after successful completion of their course.

The mentor-mentee meeting is held once in a month in which the mentees can freely share whatever they have in mind and in which the mentor too encourages them to express themselves freely. The mentees are encouraged to feel free to contact their mentor any time with any pertinent issue if and when arises. The mentor gives utmost importance on sorting out slow learners and advanced ones and identifying their strengths and weaknesses and then taking up various measures as per need.

During one to one mentor-mentee meeting enquiry is made about mental and physical health of the mentees, their study related issues, and problems pertaining to family or society. If any case arises which cannot be publicly related, a Personal Information Form is given to the concerning mentee who fills up the form which is verified by the mentor, maintained as confidential record and kept in a file in a safe place in the department. Habitual absentees are informed to the HOD who takes the responsibility to take the matter to the Mentorship Committee.

Monthly report of mentor-mentee meeting record in prescribed format is kept in hard copy by the individual mentor and the soft copy of the same is sent to the Coordinator of the Mentorship Committee. Any issue related with their pursuit of course or personal life as raised by a mentee is addressed to the concerned committee.



Any significant or genuine issues related to physical or mental health or personal issues are conveyed to the HOD first. The HOD conveys the same to the Coordinator of the Mentorship Committee who then sends the same to the respected Principal of the college. All the HODs monitor the mentorship activities of the mentors of their respective departments. They too encourage and guide them to solve the problems promptly.

Head of the department takes review of mentorship programmes every three months. He discusses with his/her departmental mentors all concerning the mentees and they together contrive strategies to solve the problems. Slow learners are given extra care and remedial classes whereas advances ones are given extra advanced platforms to become more efficient in the area of their choice. The concerned mentor keeps close eye on the development of the mentees from the various activities he adapts from to time to time.

The Mentorship Committee reviews meeting every six months with all the HODs, prepare a report which is submitted to the respected Principal.

In the event of retirement of any mentor the existing mentors take charge of the mentees under the retiring mentor till appointment of new teacher.

The Mentorship Committee also issues Student Feedback Form to the students of each and every department. The filled up forms are directly submitted to the Coordinator of the Mentorship Committee.

SAMPLE MENTORSHIP REPORT CARD OF THE COLLEGE

Name of the Mentor:			Department:		
Designation:			Session:		
Mentee Information					
Name of the Mentee	Semester	Roll No.	Mobile No.	Email	Address
Academic Performance					
Paper	Marks in GD/Seminar/Micro Teaching	Marks in First Internal Assessment	Marks in Second Internal Assessment	Attendance (%)	Percentage in Final Examination
SEMESTER-I					



SEMESTER-II					
SEMESTER-III					
SEMESTER-IV					
SEMESTER-V					
SEMESTER-VI					
Extra Curricular Activities					
Brief Description	Participation in National Level	Participation in State Level	Participation in Institutional Level	Achievements	



Co-curricular Activities				
Brief Description	Participation in National Level	Participation in State Level	Participation in Institutional Level	Achievements
SWOC Analysis				
Strengths	Weaknesses	Opportunities	Challenges	
Overall Grade of the student				
Excellent	Very Good	Good	Satisfactory	
A+	A	B	C	

Signature of the Faculty

SAMPLE OF STUDENT PROFILE



Name of the Mentee	Semester	Roll No.	Address	Contact Details
Date of Birth			Caste	
Age			Religion	
Blood Group			Weight and Height	



Family Profile	
Father's Name	
Occupation	
Contact Number	
Education Qualification	
Mother's Name	
Occupation	
Contact Number	
Education Qualification	
Annual Family Income	
APL/BPL	
Total Family Member	
Local Guardian's Information	
Name	
Address and Contact Number	
Relationship with the Local Guardian	
Academic Inputs	
Name of the Previous Institution	
Previous Course Completed	
Percentage in the Previous Examination	
Prize Awarded in Previous Institution	

Special Interests and Hobbies

Signature of the Student

SAMPLE OF STUDENT FEEDBACK FORM

Name of the Mentor	
Department	
Designation	

Total Number of Meetings with the Mentor	Tick					
Supportive and tries to solve our problems	Yes	No	4	3	2	1



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Provides Career Counselling	Yes	No	4	3	2	1
Motivates us	Yes	No	4	3	2	1
Completed Syllabus timely	Yes	No	4	3	2	1
Use ICT in the class	Yes	No	4	3	2	1
Takes Seminar/ Micro Teaching/GD	Yes	No	4	3	2	1
Provides study materials	Yes	No	4	3	2	1
Takes tutorial/remedial classes	Yes	No	4	3	2	1
Takes Virtual Classes	Yes	No	4	3	2	1
Overall			4	3	2	1

Signature of the Student

Mentorship Circular Link

<https://gargaoncollege.ac.in/pdf/iqac/aqar-data/Mentor-Mantee.pdf>



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