

KALIABOR COLLEGE
Policy Document on
Effective Curriculum Delivery for
NEP-FYUGP



Table of Contents

1. Purpose
 2. Scope
 3. Definitions
 4. Policy Statement
 5. Curriculum Delivery Process
 - o 5.1 Planning
 - o 5.2 Implementation
 - o 5.3 Assessment and Evaluation
 6. Roles and Responsibilities
 7. Documentation Requirements
 8. Continuous Improvement
 9. Review and Revision of Policy
-

1. Purpose

The purpose of this policy is to establish a clear framework for the effective delivery of the curriculum within the institution. This ensures that educational programs designed by Gauhati University are systematically implemented and evaluated to meet the needs of students and stakeholders.

Effective syllabus implementation involves a combination of careful planning, proactive engagement with students and a willingness to adapt based on ongoing assessment and feedback. By following these steps, the college can create a dynamic learning environment that maximizes student success and aligns with the objectives outlined in the syllabus and review the syllabus from the affiliating University to understand its goals, objectives, required materials, and assessment methods.

This policy will enable the college to ensure that each lesson aligns with the syllabus's learning objectives. This provides focus and coherence in teaching, incorporate digital tools and platforms that enhance learning, such as online resources, educational software, or learning management systems. It will encourage discussions, group work, and peer-to-peer learning to promote engagement and ownership of the syllabus content, regularly assess students' grasp of the material through quizzes, discussions, and feedback sessions.

2. Scope

This policy applies to all academic programs and courses offered by the institution, encompassing faculty, administrative staff and students. For the same, a Curriculum Committee will be set with the Heads of all Departments and Members of the IQAC. The committee will decide, at the onset of every semester, the best methods to deliver curriculum based on the semester's papers and needs so as to provide quality education to the learners.

3. Definitions

- **Curriculum:** The structured set of learning experiences and intended outcomes designed to meet educational goals.



- **Curriculum Delivery:** The method and process through which the curriculum is taught, assessed and evaluated.

4. Policy Statement

The institution is committed to delivering a high-quality curriculum that promotes student learning and success. Effective curriculum delivery will be achieved through a well-planned and documented process involving collaboration among faculty, staff and stakeholders.

5. Curriculum Delivery Process

5.1 Planning

- **Curriculum Design:** Implement the curriculum aligned with institutional goals, standards and learner needs.
- **Stakeholder Engagement:** Involve faculty, industry representatives and students in the planning process to ensure relevance and comprehensiveness.
- **Resource Allocation:** Identify and allocate necessary resources, including technology, materials and facilities.

5.2 Implementation

- **Teaching Strategies:** Employ diverse teaching methods to cater to various learning styles, including lectures, discussions, practical activities and online learning.
- **Faculty Development:** Provide training and support for faculty to enhance instructional skills and curriculum delivery.
- **Communication:** Maintain open lines of communication among faculty, students and administration to facilitate smooth implementation.

5.3 Assessment and Evaluation

- **Assessment Methods:** Use a variety of assessment techniques to evaluate student learning, including formative and summative assessments.
- **Feedback Mechanisms:** Gather feedback from students and faculty on curriculum effectiveness and areas for improvement.
- **Review Processes:** Conduct regular reviews of curriculum delivery to ensure alignment with educational goals and student needs.

6. Roles and Responsibilities

- **Faculty:** Responsible for effective delivery of the curriculum, engaging students, and assessing learning outcomes.
- **Department Heads:** Oversee curriculum implementation and evaluation within their departments.
- **Curriculum Committee:** Facilitate curriculum development, review processes and recommend changes.
- **Administration:** Support faculty and staff with resources, training and infrastructure needed for effective delivery.



7. Documentation Requirements

- **Curriculum Guides:** Maintain updated curriculum guides for all programs and courses.
- **Assessment Reports:** Document assessment results and feedback for continuous improvement.
- **Meeting Minutes:** Record minutes from curriculum committee meetings and stakeholder consultations.

8. Continuous Improvement

The institution is committed to a culture of continuous improvement. Regularly scheduled reviews and assessments of the curriculum delivery process will be conducted to identify strengths and areas for enhancement.

9. Review and Revision of Policy

This policy will be reviewed annually by the Curriculum Committee and revised as necessary to reflect changes in educational standards, stakeholder needs, and institutional goals.

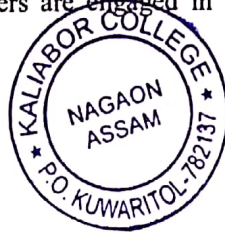
Approval

[*Dr. Uttam Kr. Boruah*]

[Date: 22.7.2023]

**Principal
Kaliabor College
Kuwaritol- 782137
Nagaon, Assam**

This policy document aims to foster an environment of excellence in curriculum delivery, ensuring that all stakeholders are engaged in the educational process and that continuous improvement is prioritized.



16/3/23

A meeting of HODs is held at Kolong Seminar Hall at 7 pm to discuss on some important matters as mentioned below.

- (1) To discuss on holding of Sessional Exam, for 1st Even semester.
- (2) To discuss on holding of student Union Elections, 23.
- (3) To discuss on employment of Guest Faculties.
- (4) " " " " NEP implementation from the session 2023-24
- (5) Any other matter.

The following members were present in the meeting:

- (1) Raju Pokhrel
- (2) Dilip Kumar Sonowal
- (3) Anjali Chetri
- (4) Sarada Upadhyaya
- (5) Matijul Haque
- (6) Prangit Ka Bhandari
- (7) Banani Sarma
- (8) Muni Druhi
- (9) Sujata Munir
- (10) Anupam K. Mishra
- (11) Anuradha Mahapatra
- (12) Bakini Hazarika
- (13) Prekash Bhandari
- (14)
- (15)

1. Uniformity of mark allotment for all.
2. Total Marks will be out of 20 following G.U.O. pattern
3. Commencement of sessional work be 1st week of April and will be completed before Vacation of Bihu.
4. A tentative Routine has to be followed.
* Policy documents to be prepared for NEP.

Seasonal Exam Committee is constituted as follows.

1. Dr. Dilip Kumar, Convener

2. Dr. Sanjay Harshika, Member

3. Dr. Pranjit Kr. Chyavan "

4. Dr. Sarada Upadhyay "

5. Dr. Barani Sharma "

6. Manoj Dutta "

7. Dr. Anupam Choudhary & Member "

* All Major/Minor papers will be held by respective departments by the end of March, 2023.

* Student General Election

Date of election is tentatively fixed after Bihar or will be decided to be held in the Month of August with reference to Academic Calendar, 2/3

* class or guest lectures will allowed after prior approval of the Principal.

Date - 02.06.2023

Meeting of HODs

Place - Kolong Conference Hall

Time - 12 noon

Matters to be discussed

1) Formation of Admission Committee

2) Others if any

Signature of the members present.

SLNO.	Name	Signature
1.	Rupsagas Sahni	
2.	Najin Patel	
3.	Dilip Kumar Sonowal	
4.	Anjali Chatur	
5.	Sarada Upadhyaya	
6.	Barisha Pratik Bara	
7.	Amit Datta	
8.	Anuradha Hazam	
9.	Balim Haronster	
10.	Sujah Usrip	
11.	Manoj K Datta	
12.	e. m.	
13.	Anupam K Mohar	
14.	Mahjuz Haque	
15.	Jayanta Kumar Das	
16.	Purabhi Bhargava	
17.	Pranjit K. Bhargava	 02/6/2023
18.	Banali Sana	 21/6/23

The meeting is held under the chairmanship of Do. Uttam Kumar Barnah, the principal, Kaliabor College. The meeting decided the following:

2/6/23

- 2505.20.50 - 2023
- (1) Academic Committee will decide the combination of subjects to be taught as per NEP. The committee will ~~solicit~~ solicit co-operation of all the HODs.
 - (2) The academic committee will sit on or before 07.06.2023 to decide combination of subjects, taking into consideration available infrastructure facility and other resources available.
 - (3) The meeting suggests an orientation programme for students before admission into B.T.S. and Undergraduate classes.
 - (4) The college will take initiative for mass publicity of the NEP and the role of the college for its implementation. The college will also highlight the courses to be taught in the college.
 - (5) Dr. Arun Mahanta as a co-ordinator and Dr. Dilip Kumar Somowal as a member are added to Academic committee.
 - (6) Admission committees are formed as follows:

B.T.S. 1st year admission committee

1. Dr. Balin Jaganika
2. Ridip Das
3. Jata Kanta Nath
4. Dr. Jayanta Kumar Das
5. Debi Charan Choudhary
6. Ankur Saikia
7. Sukanya Jaganika
8. Matizni Jaque
9. Dhruba Jyoti Borah

2/6/23

Degree 1st Sem. Admission Committee.

1. Manoj Kumar Datta - co-ordinator.
2. All HODs - members.

D.D

2/6/23

(i) Manoj Kumar Datta

(ii) All HODs

(iii) Manoj Kumar Datta

(iv) All HODs

(v) Manoj Kumar Datta

(vi) All HODs

(vii) Manoj Kumar Datta

(viii) All HODs

(ix) Manoj Kumar Datta

(x) All HODs

(xi) Manoj Kumar Datta

(xii) All HODs

(xiii) Manoj Kumar Datta

(xiv) All HODs

(xv) Manoj Kumar Datta

(xvi) All HODs

(xvii) Manoj Kumar Datta

(xviii) All HODs

(xix) Manoj Kumar Datta

(xx) All HODs



22/07/23

Meeting of HODs held at 11:30am on 22/07/23 to discuss the regarding offering of Multidisciplinary and Value based courses at TDC 1st year under FYVA programme. The other objectives are

- (1) To discuss on routine preparation
- (2) To discuss start of classes.
- (3) To adopt the draft Policy document on curriculum for NEP - AYUGP (Effective Curriculum Delivery)

(1) Dr. M. D.

22/7/23

(10) Motizul Haque.

11. Shilip Kr. Sonowal

12. Barnali Sarma.

(2) Rupangar Sahu

(3) Rupak P. 22/7/23

4. Pratap Medhi

5. Balim Hanowal

6. Purabir Bhowm

7. Arun Mahanta.

8. Anupam R Medhi

9. Sarada Upadhyaya

Discusi:

The house proposed and accepted the following combinations for Multi-disciplinary subjects:

(1) For Arts: (i) Natural and physical science or (Any one) (ii) Commerce and Management

(2) For Science (i) Humanities and social science (ii) Commerce and Management

(3) For Commerce (i) Natural and physical science (ii) Humanities and Social science

2/ Discussion on Value-based Courses is proposed and accepted as follows:

- ① Understanding India
- ② Environmental Science

3/ Regarding College routine, it is decided to form a Committee with the following faculties

- (1) Dr. Shrubangini Bora
- (2) Madhul: Dague
- (3) Dr. Hara Kanta Nath
- (4) Hemanta Tamuli - Office Assistant
- (5) Bhabush Sarma
- (6) Barnali Kakoty

* The hours proposed to prepare a central routine for all semesters including 1st, 3rd and 5th semester.

* classes will be spread over upto 4 pm.

* No break is proposed for teachers at 1 pm.

* orientation programme will be within one week but departmental orientation will be as per conveniences.

* Register for 3rd and 5th sem will be as per Roll nos.