TEACHING, LEARNING AND EVALUATION POLICY, 2023

Policy Name : Teaching, Learning And Evaluation Policy, 2023
Version No. 1.0
Policy No. TKC/POLC/TLE/1
Effective Date : 01/08/2023
Last Date Of Revision 19/06/2023
Admin Responsible: Academic Cell, Internal Quality Assurance Cell (IQAC), Tingkhong College
Contact Information 9101 374 163

Applies To
A. Permanent Teaching Staff
B. Adhoc/Contactual Based/Temporary Teaching Staff
C. Non Teaching/Office/Support Staff
D. Students
E. Outsourced Staff
F. Any Other Stakeholder(S) As/When Specified

Version History

Version : 1.0
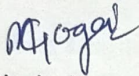Approved By : Principal, Tingkhong College And Co-Ordinator, Iqac
Date : 19/06/2023
Descrription Of The Change: Adoption Of Policy
Author: Academic Cell And Internal Quality Assesment Cell (Iqac)

POLICY APPROVAL AND REVIEW

The Teaching, Learning and Evolution policy, Tingkhong College, 2023 has been reviewed and discussed at the meeting dated 19th June 2023 and has been approved by the Principal and the Co-ordinator, Internal Quality Assesment Cell on the same day. The policy shall come into effect from 01/08/2023. Academic Cell, Tingkhong College shall co-ordinate the implementation of the policy. The policy shall be subject to annual reviews.
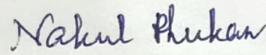

Pincipal
Tingkhong College
Date: 19/06/2023

Principal
TINGKHONG COLLEGE

Nakul Phukan
Co-ordinator
IQAC, Tingkhong College
Date: 19/06/23

Co-ordinator, IQAC
Tingkhong College
Tingkhong

SCOPE OF THE POLICY

The Teaching Learning and Evaluation Policy, Tinkhong College, 2023 shall be applicable to all the current permanent, sanctioned, non-sanctioned, adhoc, contractual and temporary teaching staff, non-teaching/office/support staff, students, outsourced staff, any stakeholder(s) as and when specified, and any individual, group of individuals or organization(s) associated with Tingkhong Collegein any capacity. The policy shall be in effect within the physical and the virtual premises of the college, during working hours of the college, after working hours of the college when any officially sanctioned activities are conducted and when the faculty/students/staff of the college represents the college in any capacity.

POLICY STATEMENT

The Teaching Learning and Evaluation Policy, Tinkhong College, 2023 has been adopted to foster a well-planned, steamed lined and coherent methodology for the academic activities to be conducted in the college. The policy offers broad, diverse and flexible guidelines for the departments and the faculty of the college for instructions with skill development, employability and extension services of the college. While the policy has been formulated to cater to the needs of all the Departments, the individual Departments are encouraged to devise their customized methodologies at the same time, while adhering to the letter and the spirit of the policy. The adoption of the policy is expected to facilitate a smooth transition of the faculty, staff and the students of the college into the existing Choice Based Credit System (CBCS) for the 2nd and 3rd year of undergraduate students for the Arts stream and the newly implemented FOUR YEAR UNDER-GRADUATE PROGRAM (FYUGP) for the 1st year students of both Arts and Science Stream.

Principal
Tingkhong College
Date: 19/06/2023

Principal
TINGKHONG COLLEGE

Co-ordinator
IQAC, Tingkhong College
Date: 19/06/23

TERMS AND DEFINITIONS

TERM	DEFINITION
College Premises	The physical premises of the college and the online/virtual space associated with any academic, non-academic or extracurricular activity sanctioned by the college.
Current Students	Students of HS 1st year, HS 2nd year, and all the 3 semesters of the Undergraduate Degree Programme enrolled in the college at any given time the policy is consulted/referred to for the year 2023. The students under FYUGP are to reach the 7th semester ie the 4th year in the year 2026.
Faculty	All the teachers/instructors of the college in sanctioned, non-sanctioned, permanent, temporary, contractual or adhoc positions.
Infrastructure	All the physical property of the college including but not limited to the buildings and construction materials, teaching apparatus, scientific equipment, information and communication technology, books, electricity and water connection, and furniture.
Extension Services	Any forms of community services sanctioned by the college authorities undertaken by the faculty, staff and the students of the college outside the physical premises of the college.
Add-on Courses	Courses developed, introduced and run by the College. The curriculum and the structure of the course is decided by the College itself.
Skill Enhancement Courses	Courses offered by the College the Dibrugarh University Regulations on BA, BSc and BCom Programmes for the Choice Based Credit System and FYUGP as effective from 2023.

POLICY SECTIONS

1. Experiential Learning

The College shall focus on experiential learning for instruction. This shall include use of laboratories for the Departments of Botany, Chemistry, Education, Physics, Mathematics and Zoology. The Departments that do not require the usage of laboratories shall devise their own custom-made methodologies for hands-on learning. All the Departments shall conduct field-based studies and excursions relevant to their curriculum as far feasible. The emphasis shall be on placing an active role on the learner in the teaching-learning process, instead of them being passive recipients. To achieve this, classroom instructions should be interactive as far as feasible.

2. Participative Learning

The focus of the college shall be on participative learning. For this, classroom instructions shall be learner-centric, and the pedagogy undertaken should be 'with' students, instead of 'for' students. Learning within this framework shall be inclusive, collaborative and shall constitute of greater control of the students over the pace and method. This shall empower students to be more independent, while simultaneously being interdependent with other stakeholders in the learning process. The individual Departments shall devise their own methodologies for slow and advanced learners, and shall focus on peer-learning as a manner to bridge the gaps in the pace of learning, and to build teamwork and leadership capabilities.

3. Critical Thinking and Problem-Solving Skills

In order to acclimatize students to real-life scenarios, the emphasis of the teaching- learning process shall be on learning based on problem-solving. The classroom instructions in all the courses shall incorporate critical thinking and problem-solving skills in order to inculcate independent thought among the students. The assignments, projects, groups discussions, workshops and seminars involving students shall be based on critical thinking and problem-solving skills. In addition, the Departments shall also focus on honing the logical reasoning and computing skills of the students. Add-on courses and Skill Enhancement Courses focusing on critical thinking and problem-solving skills may be adopted/instituted by the college for this purpose.

4. Use of Information and Communications Technology [ICT]

The college shall make the optimum use of the ICT tools available for the teaching- learning process, including but not limited to, use of Audio-Visual Tools, LCD projectors and smart boards, online classes, distribution of reading materials and dissemination of information using Email and instant messaging services, online submission of assignments, online tests and MCQs, preparation of instructional videos for students on video- streaming platforms, and webinars.

The college shall use free and open-source software and applications as far as feasible. In case of using licensed software and applications, the purchasing and the procuring process shall be transparent. The college shall also ensure that the platforms, software and applications used for ICT-based learning are inclusive, user- friendly and accessible for students, and do not create any unnecessary financial burden. In addition, the college shall specifically focus on digital literacy.

5. Use of Mentoring Mechanism

The faculty shall act as mentors to discuss and resolve any academic, non- academic and extra-curricular issues pertaining to the students. The Departments shall assign an equitable share of mentee students to each permanent faculty as mentors. The mentors may be assigned at the beginning of the academic year, or at the beginning of the semester. It is recommended that the students continue to be mentored by the same mentor throughout the three years of their undergraduate programme, in order to develop a healthy and respectful professional relationship and rapport. The mentors shall regularly monitor the academic progress, extracurricular activities and the physical/mental well-being of the students, and shall orient them towards becoming well-rounded individuals and responsible citizens. In addition, the Departments may also organize mentoring sessions by experts from outside the college, and by the alumni.

6. Faculty and Student Exchange Programmes

In an attempt to share expertise and resources, the college shall engage in intra-college and inter-college exchange programmes involving both faculty and students. The Departments may invite faculty from other Departments to share their expertise via lectures, seminars, workshops and group discussions. At the same time, Departments may enter into Memorandum(s) of Understanding with other colleges, institutions and organizations if required for this purpose. The Departments may conduct exchange programmes for faculty and students with other Departments and other colleges within the aegis of this.

7. Imparting Value Education

In addition to the classroom instructions as recommended by the University curriculum, the college shall also make efforts to impart value education to the students. This shall include, but shall not be limited to, commitment to uphold the Constitution of India, commitment towards national integration, morality, ethics in personal and public domain, ethics in workplace, civic responsibilities and democratic values, commitment to the society and to fellow citizens, healthy respect towards the diverse heritage of the country, gender sensitization, and respect towards people with disabilities.

8. Awareness of Issues at Local, National and Global Level

In order to ensure that the students are able to develop themselves as well-rounded individuals and empowered citizens, they need to be aware of the socio-political and economic issues of their immediate surroundings. To achieve this, the college, the respective Departments, and individual faculty shall keep them aware of the recent developments in their own subjects, as well as local, national and global current affairs.

9. Diversification of Learning Resources

The college shall make the utmost effort to diversify learning resources. Ample copies of the textbooks and the reference books pertaining to all the courses taught in the college shall be maintained in the College Library. The Departments shall also keep copies of the same in the Departmental Libraries. The Departments may also keep eBooks of textbooks and reference books whenever feasible. The faculty may develop e-learning content relevant to their subject which may be uploaded to video streaming platforms, slide sharing platforms, and the college website. In addition, students shall also be encouraged to join Massive Open Online Courses.

10. Updating Library Resources

The Library of the College shall be updated to reflect the changes in curriculum as and when they come into effect. The library shall maintain multiple copies of textbooks and reference books for all the courses taught at the Undergraduate and the Higher Secondary Level in the college. To inculcate a reading habit among the students, the library shall also stock fictional and non-fictional works by renowned authors in multiple languages that are suitable for young adults. The library shall regularly procure volumes pertaining to the different entrance examinations and competitive examinations. The Library shall incorporate all the state-of-the-art technology required for the cataloguing, requisition and maintenance. The library shall subscribe to reputed journals, newspapers, periodicals as well as digital libraries and databases pertaining to the subjects taught in the college. The library shall have a section dedicated to collection of rare books. In addition, the library shall also instate digital attendance and requisition tracking systems.

11. College Museum and Departmental Museums

A College Museum reflecting the heritage of the college and its surroundings as maintained and coordinated by Museum Committee. The museum maintains catalogue, label and display their content in a precise manner. Currently, the Departments of Botany and Zoology are equipped with showcase for displaying their specimen. Students are able to view the contents of the specimens under supervision of the faculty responsible. The specimens are bought from agencies and if collected from nature shall diversify their collections in an ethical manner with respect to authorship and origin. If possible crowd-sourcing methods should be encouraged. The museums shall use materials that are frugal, easily available, and sustainable. All the other Departments may also establish their museums as far as feasible.

12. College Website to Be Developed as a Learning Centre

The college website shall be updated to be used as an exhaustive, all- encompassing, multipurpose learning centre for the students. The Website shall have a section dedicated to providing learning resources to the students in one go and at one place. This shall include, but shall not be limited to, links to University websites, links to University syllabus, time-tables, course content, open-access learning resources, self-learning resources, e-learning modules, and audio-visual content developed by the faculty. In future, the College should also make efforts for the students to access their attendance records, progress reports, and Internal Assessment scores via the website.

13. Attendance in Classrooms as per University Guidelines and Recommendations

The College shall ensure that students attend their classes, practical sessions, workshops, group discussions, seminars, mentoring sessions, tutorial classes, and remedial classes regularly. In addition, student participation must also be ensured at any event organised by the College, the Departments or by any faculty in any official capacity. A minimum of attendance in classes in a semester must be maintained by a student to appear in the final examinations as mandated by the University guidelines. A minimum of attendance in classes must be maintained by a student to contest elections for the College Students' Union. The Departments shall maintain meticulous records of attendance for regular, tutorial and remedial classes. In addition, attendance in group discussions, seminars and workshops must also be kept. The College shall also take steps to maintain a real-time online database of attendance.

14. Emphasis on Group Discussions, Seminars and Workshops for Internal Assessment

In order to facilitate group-based, collaborative and participative learning, the respective Departments shall regularly conduct Group Discussions, Seminars and Workshops to internally assess the students. The faculty shall work towards developing the communication skills, teamwork and leadership capabilities of students via these. The faculty shall also familiarise the students with proper research methodologies to equip them for higher studies, and to enable them to participate in academic events. The weightage given to these activities for internal assessment shall be according to the University Guidelines.

15. Transparent Evaluation Process

The evaluation process for any examinations conducted by individual Departments for the students, including but not limited to Class Tests, Sessional Examinations and Quizzes shall be transparent. The schedule of the in-house examinations, seminars, group-discussions and workshops shall be intimated to the students not less than seven days before the commencement of the examinations. The answer-scripts of the examinations that are evaluated internally must be checked within 20 days from the date on which the examination was conducted. Once the answer scripts have been evaluated, the concerned Departments shall make the evaluated answer scripts available for the viewing of the students concerned. If the students bring any legitimate discrepancy in the evaluated answer scripts to the attention of the concerned Department, those must be rectified immediately or forwarded via proper channel. The Departments may also keep visual and documentary records of students viewing their evaluated answer scripts. The College shall instate an email helpline for students to address any grievances associated with the evaluation process.

16. Archiving of Question Papers

The College Library and the Departments shall maintain hard and soft copies of all the examinations conducted, for future reference by the faculty and the students. The question papers shall be catalogued properly, and may be made accessible via the College website. For easy accessibility, QR code mechanism may be adopted.

17. Incorporation of Physical Fitness in the Teaching-Learning Process

The college takes cognizance of the fact that health, hygiene and physical fitness must be a part of the education process, in order to mould students as well-rounded individuals. The college shall encourage students towards sports, physical education and yoga. The Indoor Stadium shall be equipped with state-of-the-art infrastructure for this purpose. The mentors shall regularly monitor the physical health and hygiene standards of the students. The college shall organize health camps and periodic medical check-ups for faculty and students. In addition, the college should maintain first-aid materials, stock of over-the-counter medicine, and a doctor-on-call for any medical emergencies. The college may also purchase an ambulance if feasible.

18. Mental Health of the Students

The college shall make the necessary arrangements for ensuring a healthy state of mental health for students. The college shall collaborate with therapists, counselors, and organizations working in the field of mental health for this purpose. The faculty shall also ensure that the environment of the college within and beyond the classrooms remains safe and secure for the students. The faculty shall regularly monitor the mental health of the students during mentoring sessions.

19. Appointment of Permanent Faculty by Filling the Vacant Positions

In order to fully maximize the human resources available to the college, the authorities shall make the required arrangements to fill up the vacant teaching positions. If the sanctioned number of teaching positions has been unable to fulfill the needs of the students, the college shall make arrangements to hire guest faculty.

20. Inviting Domain Experts, Alumni and Retired Faculty to Conduct Classes

In order to widen the scope of the expertise available to the College, the College shall invite experts in different fields and the retired faculty of the College to conduct classes, seminars, workshops, group discussions and mentoring sessions.

21. Development and Renovation of Infrastructure

The college shall regularly conduct quality checks of the existing infrastructure required for the teaching-learning process, including but not limited to the number and the condition of classrooms, electricity and internet connectivity, blackboards, stationary, furniture, ICT apparatus, laboratory equipment, sanitation facilities, and equipment required for sports and extracurricular activities. If any renovation, modification and augmentation is required, that shall be conducted in a swift manner. The purchase and procuring process for the aforementioned shall be transparent.

22. Digital Service Centre

It shall be ensured that the dedicated Digital Service Centre of Tingkhong College is equipped with the required technology to cater to the needs of the students and the faculty. The College shall ensure that there is a regular, seamless channel of communication between the Centre and the College Office to facilitate an easy mechanism for the application procedures for examinations, scholarships and financial assistance. The pricing for the services provided by the Centre shall be regularly monitored by the College authorities, and periodic quality checks shall be conducted. It shall also be ensured that the bidding process for the tender of the Service Centre is transparent.

23. Healthy and Hygienic Dining Options for Students

The college shall ensure that the students may avail cost-effective, healthy, hygienic and nutritious food at the College Canteen. The pricing for the services provided by the Canteen shall be regularly monitored by the College authorities, and periodic quality checks for health and hygiene standards shall be conducted. It shall also be ensured that the bidding process for the tender of the Canteen is transparent.

24. High-Speed Internet Connection

In order to facilitate an ICT-based teaching-learning environment, the college shall make high-speed internet connections available to the faculty, the staff and the students, both as Local Area Networks and as Wireless services. The college shall also ensure that the bandwidth of the connections are sustainable, and are used only for academic, non-academic and extra-curricular issues pertinent to the college.

25. Internships/Visits to the Industry by the Students

In order to organically link curriculum with human resource development and employability, the college shall make arrangements for the students to visit fields, workplaces and industries relevant to their curriculum, as part of their coursework. In addition, the college shall also encourage students towards regular internship programmes with relevant sectors and industries. To facilitate this, the college may enter into collaborations and Memorandum(s) of Understandings with other recognised organisations.

26. Engaging Alumni in the Teaching-Learning Process

The college boasts of a wide range of alumni engaged in a diverse field. In order to motivate students towards a fulfilling and rewarding career, the college in general and the departments in particular shall regularly organise interaction sessions between alumni and current students. If possible, the college shall also arrange classes, seminars, group discussions and workshops to be conducted by the alumni. When required and if feasible, the alumni may also be involved in the mentoring activities, orientation and career guidance programmes.

27. Capacity Building among Students

The College, the Departments and the Faculty shall make make capacity building efforts for the students via classes, extra-curricular activities and other activities conducted in the College. This shall include, but shall not be limited to, soft skills, language and communication skills, ICT skills, digital literacy, financial literacy, research skills, teamwork, leadership, life skills [physical fitness, hygiene standards and yoga], computing skills and disaster management skills.

28. Streamlining the Feedback Mechanism

The College shall offer a six-fold online feedback mechanism consisting of-

1. Student's Feedback.
2. Teacher's Feedback.
3. Guardian/Parent's Feedback.
4. Alumni Feedback.
5. Employer's Feedback.
6. Students' Satisfaction Survey.

29. Parent-Teacher Meeting

In order to apprise guardians/parents of students about the academic progress, extra-curricular performance, and physical/mental health of their wards, the College and the Departments shall regularly conduct meetings of guardians/parents with the faculty. Any issues pertaining to the students shall be intimated to the guardians/parents in these meetings in a precise and respectful manner. In addition, the guardians/parents may also convey any legitimate request or grievance to the faculty in these meetings.

30. Gender-sensitive Approach to Teaching-Learning

The college shall be dedicated towards achieving equity and parity in terms of gender. The college, its faculty, staff and the students shall display no prejudice or bias against any gender in the course of the teaching-learning process. The teaching-learning process, the pedagogy and the terminology used shall be gender-neutral. The college and the faculty shall regularly conduct awareness programmes for gender sensitization. The college shall ensure that any reported incidents of gender-based violence and harassment is addressed via the proper channel and in a sensitive manner. In addition, the College shall institute a certificate course on Gender Studies.

31. Disabled-friendly Teaching-Learning Methodology

In an effort towards providing equal opportunity to students, the college shall be particularly mindful of the needs of students with disability. The first benches of each of the classroom shall be reserved for students with disability. The college shall make the classrooms and the lavatories accessible for students with disabilities by providing ramps and handrails. The college library shall be equipped with braille books, audio books and any other disabled-friendly learning materials. In addition, the faculty, the staff, the stakeholders and the students of the college shall be respectful and sensitive towards the needs and the sentiments of students with disability.

32. Frugal and Sustainable Use of Resources

In order to the maximise the optimum usage of the available resources, the college shall focus on using them frugally and in a sustainable manner. The college shall make efforts in the direction of using locally available, environment-friendly, and cost-effective usage of resources for the teaching-learning process. Any e-waste, chemical waste and bio-hazard materials generated during the teaching- learning process shall be disposed in the proper manner.

33. Academic and Financial Assistance to Students

The college shall be sensitive to the needs of students from socio-economically underprivileged backgrounds. The college shall offer scholarships, fellowships and other forms of assistance [in the form of books, stationary and payment of relevant bills] to the students in need. The individual Departments are encouraged to institute merit-based financial assistance for the students in need as far as feasible. The College Students Union may also assist students in need, with the Principal as the disbursal authority in such matters. In addition, the college may also collaborate with individuals and organisations from outside for this purpose. While offering financial assistance, utmost caution should be maintained of the fact that the dignity of the students receiving assistance in not violated in any manner.

34. Financial Literacy for Students

In order to shape students as well-rounded adult citizens, the college shall organise programmes to inculcate basic financial literacy among students. This shall include, financial decision-making, saving habits, investments, taxation, understanding annual budgets, and intelligent management of resources. The Dept of Economics, the College Unit of the National Service Scheme and Women's Cell of the College shall be the coordinating units for these activities.

35. Multilingual instruction

The students of the College come from a large number of different linguistic backgrounds. The constituent Departments of the college use both Assamese and English as language of instruction. To ensure that the linguistic background of students and the medium of instruction do not create a hindrance in learning, the faculty shall impart multilingual classroom instructions as far as feasible. In addition, the faculty shall regularly monitor that no student is left behind in learning due to language being a barrier. The faculty of the College is also encouraged to develop accessible learning materials in locally prevalent languages other than English.

36. Add on courses

In order to skill and empower the students in a well-rounded manner, and to equip them to face real-time scenarios and further challenges in their career, the College shall institute the following Add-on courses-

1. Editing and Proof Reading [Currently ongoing]
2. Tourism and Assam. [Currently ongoing].
3. Fundamentals of Academic Essay writing [Currently ongoing].
4. Human Rights in Assam. [Currently ongoing].
5. Indigenous weaving. [Currently ongoing].
6. Seminar paper writing and presentation on Social Sciences. [Currently ongoing].
7. Digital Economy. [Currently ongoing].

37. Continuity programm for Students

The College shall institute a continuity programme where the college shall prepare potential students before they join the college, and shall offer assistance to students even after they graduate.

The programmes to be conducted for potential students are-

1. Familarising Higher Secondary students enrolled in the College with the Undergraduate Honours Programmes available in the college.
2. Allowing school students to use the sports facilities available in the college.
3. Lectures by Faculty in the schools in the immediate vicinity.
4. Visit by school students to the College, its library and laboratory facilities.
5. Organising different competitions among school students.
6. Observing a College Open Day for potential students and their guardians/parents.

38. Programmes after Graduation

The programmes to be conducted after the students had graduated are-

1. Continued mentoring by Faculty.
2. Continued guidance in academic, extra-curricular and career-related activities.
3. Permission to use the library and the laboratory facilities of the College.
4. Classes to be conducted by ex-students, which is expected to assist their own academic grooming as well.
5. Financial Assistance if required.

RELATED POLICIES AND OTHER REFERENCES

1. Dibrugarh University Regulations on BA, BSc and BCom Programmes for the ChoiceBased Credit System dated 02/05/2019.
2. Dibrugarh University Regulations on BA, BSc and BCom Programmes for the four Year Under-Graduate Programme.
3. Policy for Gender Equity and Sensitivity, Tingkhong College.
4. Annual Financial statement, years 2018-2023.
5. Code of Conduct, Tingkhong College.

DISCLAIMER

In regard to any disagreement, dispute or contestation over the wording and the interpretation of any part(s) of the policy, the Internal Quality Assurance Cell, Tingkhong College shall be the final and binding authority.