



SUNDARBAN HAZI DESARAT COLLEGE

POLICY FOR

ACADEMIC EXCELLENCE AND CONDUCT OF EXAMINATIONS AT INSTITUTIONAL BASIS

आचार्यात् पादमादत्ते पादं शिष्यः स्वमेधया ।

सब्रह्मचारिभ्यः पादं पादं कालक्रमेण च ॥

[One fourth from the teacher, one fourth from own intelligence,

One fourth from classmates, and one fourth only with time.]

(Mahābhārata, Udyoga Parva 44:16)

The institution ensures effective curriculum delivery by following the academic calendar and structure provided by the University of Calcutta. The students are inducted through an **Orientation programme**, and the faculties plan the curriculum as prescribed by the University of Calcutta, where apart from regular routine classes, as per designated credit hours for each course, care is taken to include different activities which would make the learning process for every student more interesting.

- A. An **Entry-Point Examination** is taken in all Departments upon online admission every year. On the basis of the assessment of students, each department maintains an online and offline date of students as –Brilliant, Mediocre, and Backward etc. These data are entered on **Departmental Bi-Monthly Report (DBR)**. Each Department monitors once in two months the progression of students, and reports the same to IQAC.
- B. All Academic departments, following the timetable, conducts classes through not only classroom teaching, but also through various interactive activities like group discussions, student seminars, power point presentations, quiz, debates among others. The students are provided with the necessary insight into the topics included in their curriculum through general insight and practical application that helps them to develop their higher order cognitive skills, such as critical analysis, problem solving, evaluation and synthesis. The college has undertaken systematic steps to circumnavigate the problems faced by the students, who are mostly first-generation learners, by drawing and collating absentee reports and taking necessary actions, like
i) The teachers undertake extra classes, outside their stipulated workload to aid the students
ii) The College provides extra incentives for Hostel accommodation,
iii) The Library is kept open **till 7 PM**, in the evening so that the students may access necessary materials. The teachers and staff of the College ensured that during the

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disruption caused to the normal academic calendar by the Covid 19 pandemic, the students are reached and efforts were taken during the pandemic to bridge the academic gap with the teachers undertaking online classes, and uploading relevant study materials online, and keeping in mind the disruptive nature of internet connection which the students faced, many of whom come from the remotest recesses of the Sundarbans, the teachers uploaded lecture videos on YouTube and links for the same has been provided in the College website for the students to access at their convenience.

C. The institute is affiliated to the University of Calcutta, and as such implements the curriculum as prepared by the University. The institute has developed a streamlined and coherent process for implementing the curriculum. It is as follows:

- An Academic Calendar is prepared before the commencement of each semester, based on the Calendar prepared by the University of Calcutta. The Academic Calendar incorporates the time-period of classes based on the CBCS Curriculum and Credit Hour format as prescribed by the affiliating University. It includes dates for the internal examinations, tutorial project submissions, seminars, add-on programs and other curricular and extra-curricular activities. The students at the start of the first semester are made part of an orientation class organized centrally by the College, where they are made aware of the structure of the broad structure of the course and initiated into life as a student in the College. After which each Department conducts their specific orientation class during which the students are made aware of the class plan, semester calendar and the syllabus for the semester.
- A mobile application, named **Chanakya**, has been developed for keeping records of all classes. Teachers make entries of the classes s/he has taken on daily basis, facilitating authorities to keep records of all classes centrally through digital platform.
- The institute conducts an **Entry-point Examination** after the admission process is over. The examination is meant to assess students' general awareness and her/his basic knowledge the subject s/he has opted for.
- Each Department regularly maintains a **DBR – Departmental Bi-Monthly Report** – for keeping records of progression of students. It's been made digital through the application **Chanakya**.
- The concerned faculties undertake regular evaluation exercises in the form of class tests, student presentations, compulsory student seminars and projects along with the evaluator exercises stipulated by the University as per the CBCS curriculum, where internal examination is conducted centrally and faculties in each department guide students on project work, wherever required in the B.A. curriculum and the College conducts practical examination for the B. Sc curriculum.
- Regular uploading of study materials on LMS. It has been made mandatory each teacher uploads at least 2 materials for each semester per week.
- IQAC periodically monitors the coverage of the syllabus, quality of question papers and assignments, and the progress of the lab sessions, etc.

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