



**Bharatiya Vidya
Bhavan**
AGARTALA KENDRA

BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION

(Recognised by N.C.T. E. & Affiliated to Tripura University, A Central University)

(Recognized by UGC under Section 2(f) & 12(B) of UGC Act, 1956)

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F.1(1)/Chairman/Policy/BVB/2021/13

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Academic Policy

POLICY STATEMENT

Bhavan's Tripura College of Teacher Education, Narsingarh strives to achieve academic excellence, by providing quality education in teaching & learning field through excellent teaching learning process, ICT based methods and practice teaching in or out side of college pursuits with the continuous assessment of the academic activities, so as to empower students to evolve as self-reliant citizen, future teacher who would cater to the human welfare and sustainability. This policy document reflects academic objectives of the institutes and the strategies envisaged to achieve them.

INTRODUCTION

The academic policy discloses the principle objectives implemented for quality teaching at institution and defines the procedures for the multiple levels of accountabilities in teaching learning and ensuring quality education with responsibility. It impacts academic programmes and services to students and facilitates the academic and professional life of the faculty.

OBJECTIVES

The institute is responsible to its students to develop professional skills, communication skills, sense of creativity, design, depth knowledge, ethical standards in professional works, awareness of the competence and important technical areas etc. to prepare them quality professionals to meet the challenges in the present scenario of advanced latest technology.

The quality parameters in the institute are mainly ensured by:

- Academic Accountability and Assessment to enable quality assurance through continuous improvement in all the sectors.
- Ensuring the quality of teaching & learning education including preparation of the course materials in accordance with adequate standards and also inculcating with societal and ethical values among students.
- Delivery of course contents and practice teaching for preparation of future teacher adopting appropriate teaching strategies and ICT based technologies.

CHALLENGES

Some of the probable challenges faced by the students in getting the advanced professional education in educational institute especially dealing with subject content and method of teaching are as under:

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- The students must have depth knowledge of the subject content/course concerned with latest updates in accordance with the latest trends in different school board as well as University.
- Much hard work will be required by the students to get full experimental training (like micro teaching / macro teaching) of latest syllabus to improve their interpersonal skills which will certainly benefit them throughout their career.
- Best to be done by students to improve their practical knowledge as per need of schools and competitive exam.
- Improvement of communications skills, teaching skills and skills to win the competitive edge of the globe will be essentially met with by the students to have a progressive growth.

ACADEMIC RESPONSIBILITIES

Academic responsibilities of different authorities/officials of an professional teaching institute are in accordance with those specified by the regulating authorities' i.e. NCTE, UGC, SCERT, Affiliating university/s and Directorate of Education, State Government etc.

- Management of the institute will ensure the implementation of various policies in the institution to ensure to meet its vision and mission and will manage the institute in accordance with the required parameters.
- The Director of the institute will ensure the development and implementation of quality assurance policies and procedures as prescribed by the regulating authorities regarding academics and in all other fields.
- Chairman of the institute will maintain all kinds of record of the institute with the subordinate who will manage the record of all kind in the institute. Principal will also manage all the affairs of non-teaching staff of the institute
- Director and Principal will also look after the academic and non-academic activities scheduled in the institute to ensure the organization/ conduct of such activities are for the enrichment and upliftment of the students and the institute.
- Principal will ensure preparation of Academic Calendar and Semester Plan, all academic activities including examinations etc. and their implementation in the institute accordingly.
- All Committees coordinators for Student Welfare will ensure all kind of co-curricular and extracurricular activities as well as sports/athletic activities etc. with maximum participation of students with the motto of holistic development of the students of the institute.
- Examination committee will ensure timely conduction of internal and external examinations as per norms and examination policy and academic calendar, evaluation of answer sheets and conducting University Examination.
- Committees will ensure proper subject allocation among its faculty, course completion, preparation of lecture plans and lecture notes, teaching learning progress, feedback and other departmental activities etc.
- Faculty of the institute will ensure quality teaching, timely completion of syllabus holding of invited talks/guest lectures, remedial / compensatory classes, competitive classes, class tests etc. In addition, the faculty is required to timely complete of all kind of additional assignments/works assigned by the higher authorities.
- Academic audit should be conducted every year in the institute with a motive to improve the academic and other related activities in the interest of the student and the institute.


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ACTION PLAN

In general, the step-by-step processes of the academic activities to be conducted in an education institute are as below:

- Principal as a Head of the institute allocates the subjects to the faculty members after collecting their preferences before the commencement of each semester and time - table is prepared accordingly.
- Academic calendar of the institute is prepared including all the academic, co-curricular and extra-curricular activities as well as list of holidays to be observed in the institute.
- Course material and content delivery is prepared using appropriate as per level of student, availability and ICT tools to improve the effectiveness of teaching- learning and to make it more student- centric.
- Various skill based activities, workshops, training programmes, seminars are organized in the institute at regular intervals to improve the effectiveness of teaching for the faculty as well as students of the institution.
- IQAC cell of the institute ensures that all research activities related to seminars/workshops/conferences and projects etc. to take place in the stipulated time.
- Coordinators & faculty will ensure the conduct of assignments/tutorials and class work as well as completion of the courses according to the plan & attendance registers of students' attendance is properly maintained by every faculty.
- Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes (COs) and the program outcome (Pos) is duly prepared by faculty & coordinators approved by Institution.
- Grievance Redressal and Disciplinary committee system is applicable in monitor & listen the problems / suggestions of the student during the session and will act like a guardian of students.
- Grievance Redressal and Disciplinary committee will collect feedback from all the students of the institute with the help of faculty and coordinators. Feedback of alumni, teachers, parents and about management of the institute is also collected by Grievance Redressal and Disciplinary committee.
- Examination committee will ensure the conduct of internal examination and its assessment in time as per the examination policy of the institute & publishing of the assessment marks. Committee will also conduct university examinations as per schedule.
- Organizing various skill development workshops and guest lectures etc. by the professional societies and the departmental associations.
- In addition to the academic activities mainly teaching – learning, feedback, mentoring, class tests & examinations etc. the other student related activities of cultural, sports, athletics, women related activities, expert lectures, schools visit, educational tours etc. extension activities are also scheduled by the institute during the session.

ACADEMIC MONITORING AND STUDENT SUPPORT

Various committees have been constituted to ensure proper monitoring of the academic activities and to provide support services to the students including co- curricular & extra-curricular activities.

- Academic Committee is responsible to monitor the teaching - learning of all the courses, adherence to the course plan, completion of the syllabus in prescribed time schedule as per academic calendar, class adjustments, standards of the internal examinations, evaluation process, difficulties faced by the students and recommend for necessary remedial actions, if any.
- Student welfare committee is responsible for organizing different activities / functions / events involving students & help to redress grievances of the students, if any.

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- Coordinators of different course level shall be responsible to collect feedback from various stakeholders concerned with the institute and further process accordingly after feedback analysis.
- Grievance redressal cell is constituted in the institute to redress the grievances of students & staff, if any, in a fair and transparent manner according to rules.
- Discipline committee is responsible to maintain discipline in the institute and may initiate a suitable action against the defaulters.
- Cultural/ Beautification/Games and Sports committee is responsible to organizes & conduct all kind of extension activities like tree plantation, blood donation camp, cleanliness drive, cultural activities, sports and athletics etc. in the institute with an active involvement of staff & the students.
- In addition to all above committees, institute may constitute some other committees / cells to have better coordination regarding academic affairs.

ACADEMIC AUDITING

Under the guidance of Internal Quality Assurance Cell (IQAC) of the institute the academic auditing is carried out in each department of the institute annually by an academic audit committee constituted as per norms of the affiliating university with internal & external experts of the field. The IQAC shall monitor all the academic activities including the internal evaluations and the examinations. The audit also covers the co-curricular and extra-curricular activities made available to the students, mentoring & feedback mechanisms etc.

FACULTY DEVELOPMENT PROGRAM (FDP)

Faculty development programs on a regular basis are organized in the institute to enable continuous learning and improvement for faculty and staff. It enables sharing of good teaching practices and innovation in teaching methods among faculty.

PERSONALITY DEVELOPMENT PROGRAM (PDP)


Personality development programs are conducted continuously and regularly by inviting prominent counsellors from nearby region and by guest lecturers/invited talks of experts of the field. PDP programs are also organized in the institute time & again in which the senior faculty members of the institute deliver lectures for the students.

PLACEMENT ACTIVITIES

Institute has constituted a separate Guidance & Placement cell (G&P Cell) which is actively engaged in making placement drive a success not only by organizing placement drive by the institute but also place our students through pool placement drive in other institute by their active participation of students in our institutes. G&P cell first organizes a number of placement activity for different wings of the parent organisation of institution and organise guidance activities for different sides of job oriented information of same level, this cell also motivates our students to prepare them to face placement interviews.

LIBRARY ACTIVITIES

The institution provides library facilities to the student and faculty members under some rules and regulation which are always displaced in library notice board. Some facilities are also provided in on line mode. They are provided free use of library for learning preparation during college time.



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