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## Curriculum Planning and Delivery

The college being affiliated to North Bengal University, has to follow the University curriculum, though some teachers from the College as members of Board of Studies offer their suggestions to that are usually considered in deciding the curricula of different subjects. Academic activities in the College run according to the Academic Calendar prepared by the IQAC in consultation with the Departments, in accordance with the Academic calendar of the University. Academic Calendar is displayed on the College Website, providing tentative dates for the commencement of sessions, class tests, internal examinations, holidays as per Government of West Bengal Holiday List, institutional events, Vacations and session breaks. The College strives to adhere to the Academic Calendar as far as possible to keep the students, teachers and non-teaching staff remain aware of the upcoming events.

### Mechanism for Curriculum delivery:

The Routine committee of the College prepares Class Schedules in the form Master Routine taking into cognizance departmental priorities for each semester for both UG and PG courses.

The academic session begins with departmental meetings at every department, subsequently leading to the distribution of topics. Individual teacher after due consultation with the Heads of the Department chalk out strategies of teaching and initiate preparation of lesson plans in accordance the course structure.

Teachers discuss the tentative teaching plan with the students to make them aware of the distribution of the syllabus. Syllabus distribution, teaching plans and individual class records are maintained to ensure that the syllabus is completed within the stipulated time. Different methods for teaching-learning, apart from the traditional chalk-and-talk method are employed including ICT tools, audio-visual aids, power point presentations, etc. Practical classes are conducted regularly for Laboratory based subjects.

Tutorial classes for each paper are held according to the routine. Special classes are also arranged in online or off line mode to assist students as per requirement. Mentors also help the students with online materials, PPTs and video learning material.



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Through mentoring sessions in the tutorial classes, students freely discuss their academic problem with their mentors.

The College Library provides regular book lending services, and quality reference books. Besides, every Department has seminar library to facilitate the students and faculty. Class tests, assignment submission, student's seminar are part of the Continuous Evaluation related to teaching-learning process. Departments conduct Test Examination to assess the preparation of the students before each semester examination conducted by the University, the results of which are duly displayed on Departmental Notice Boards.

Wall magazines are prepared by students in some Departments under the guidance of the teachers, reflecting their creativity, awareness of academic topics and different contemporary issues.

Excursions and field surveys are organized by several departments for experiential learning of the students.



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