



Office of the Principal
গুৱাহাটী মহাবিদ্যালয়
GUWAHATI COLLEGE

Recognised under UGC 2 (f) and 12 (B)
[Reaccredited by NAAC with B Grade (CGPA 2.62) in 2015]

Ref. No.

DEPARTMENTAL ACTIVITIES POLICY

Date

POLICY:

The college encourages learning through activity and hence every department is entrusted to organize/ conduct various co-curricular and extra-curricular activities along with academic engagement and comprehensively cover all kinds of beneficial student-related activities across departments.

PROCEDURES:

1. The Head of the Departments will prepare the plan of activities, discuss the plan with Academic Monitoring Committee and accordingly prepare the expenditure budget for the activities.
2. The documents will be submitted through the IQAC to the Principal for approval.
3. Subject to approval, the department will initiate activities as per plan and submit documents accordingly.
4. For bill clearance, application to be submitted along with following documents:
 - a) The expenditure bills and receipts duly counter-signed by the HoD.
 - b) A detailed report on the activity along with geo-tagged photos and attendance duly signed by the Programme Coordinator and counter-signed by the HoD.
 - c) A copy of departmental activities plan approved by the IQAC.
 - d) A copy of the expenditure budget approved by the Principal.

ACTIVITY GUIDELINES:

1. Departments will conduct at least one lecture every year by any eminent personality on a topic relevant broadly to the subject domain.
2. Departments will comprehensively mentor their students and orient them about various career prospects in line of their education.
3. Departments will conduct tests to identify learner levels and accordingly conduct remedial classes to bridge the gap between advanced and slow learners.
4. Departments will conduct at least one student-centric seminar/workshop every year individually or in collaboration with other departments of the college.
5. Departments will conduct feedback of their department every semester and duly maintain record.
6. Departments will organize Parent-Teacher meeting every semester where the parents/guardian will be told about their ward's progress and challenges.
7. Departments will document all the above mentioned processes and share a copy with the Documentation committee.
8. The Head of the Departments will apprise the Academic Monitoring Committee about the plans and challenges of departmental activities from time to time.


Principal
Guwahati College
Guwahati-21