

**REPORT OF ACADEMIC & ADMINISTRATIVE AUDIT (AAA)
FOR FURKATING COLLEGE**

1. Preface

Furkating College invited a two-member committee comprising of (i) Prof D C Baruah, Director, IQAC, Tezpur University and (ii) Dr Bimal Barah, Principal, J B College, Jorhat for Academic and Administrative Audit (AAA) of the College vide letter No. FKGC/Academic and Admntive Report/503, dated 07-01-2021. The members of the AAA committee visited the College on 08-02-2021 and conducted the detail audit through (i) visits to the administrative sections, academic Departments, Facilities, Infrastructures associated with (ii) series of meetings with relevant stakeholders of the College.

2. Programme schedule of the AAA visit

The programme schedule of the AAA visit which was prepared in consultation with the Principal of the College is provided as below.

Time	Programme
10:30 am	Welcome meeting with Principal and others
10:40 am	Presentation of Report by the Principal of the College (The report covers the brief introduction of the college and broadly highlight the important aspects covering all the key indicators of NAAC accreditation viz., (i) Curricular Aspects; (ii) Teaching- Learning and Evaluation; (iii) Research, Innovations and Extension; (iv) Infrastructure and Learning Resources; (v) Student Support and Progression; (vi) Governance, Leadership and Management; (vii) Institutional Values and Best Practices)
11:40 am	Visit to the selected Departments The AAA team will attempt to understand specially the status concerning Criteria #1, #2 and #3 of NAAC manual during the visit and interaction with the Departments
1:40 pm	Visit to library, canteen, sports facilities, other activities (with special reference to Criteria #4, #5 and #7 of NAAC manual)
2:30 pm	Interaction with different stakeholders represented by management, teachers, non-teaching staffs, students, alumni, and society (with special reference to Criteria #5, #6 and #7 of NAAC manual)
3:20 pm	Meeting of AAA team and Preparation of AAA report
4:00 pm	Submission of AAA report and Exit meeting (in presence of Principal, Teachers, IQAC Coordinator and other members as decided by College)

3. The AAA Report

The AAA Committee critically analysed all the inputs gathered during the visit and prepared this report for consideration of the Furkating College.

3.1 Furkating College: A brief overview

Furkating College, established in 1981, has been accredited by NAAC thrice (C++ in 2003; B (2.63) in 2010 and B++ (2.76) in 2016) and now is going for 4th Cycle of NAAC Accreditation. Primarily Furkating College offers Bachelor of Arts (BA) programme in seven subjects viz., Assamese, Economics, Education, English, History, Political Science and Sociology with Honours as well as without Honours. In addition to the above, College is also engaged in offering B Voc Programme in Hospitality Management and supporting learners of Higher Secondary (10+2, Science stream) under Assam Higher Secondary Education Council.

Furkating College is also academically engaged in the UG and PG Programmes offered by Dibrugarh University Open and Distance Learning (DUODL) and Krishna Kanta Handique State Open University (KKHSOU) supporting the study centres located in the College Campus.

At present College has 09 Associate Professors, 12 Assistant Professors and 08 Contractual Faculties.

The College, affiliated to Dibrugarh University, is located in a rural campus occupying about 09 acres land in Golaghat District of Assam. The buildings and infrastructure of the Furkating College, endowed with natural vegetation, make the campus attractive and potential to be an ideal space for learners.

3.2 Curricular, Teaching Learning and related aspects

Curricular of the College is taken care by the seven Departments (viz., Assamese, Economics, Education, English, History, Political Science and Sociology). The notable points pertaining to the Curricular Aspects are presented below.

The academic calendar/plans (including allotment of the courses among the Faculty members, preparation of the class time tables, evaluation plans) are prepared by individual Departments in accordance with the Academic Curriculum of the Affiliating University (Dibrugarh University) at the beginning of the academic session. This is



Principal
Furkating College
Date.....

reported to be the common practice by all the Departments of the college and department level meetings are organized for this purpose.

- Enrichment of the curriculum through students' seminars, field works, and projects are almost common for all the Departments.
- Expertizes of individual Faculty members are taken into consideration while allotting the courses among the Faculty members.
- The Faculties of all the Seven Departments regularly participate in Assessment /Evaluation of examinations as per the directive of the Dibrugarh University
- It is reported that Choice Based Credit System (CBCS) has been implemented by all the Seven Departments.
- Certificate courses are also offered time to time for the benefits of the students. Some of the courses as reported have been in the areas of (i) Group Discussions, (ii) Beauty & Aesthetics, (iii) Yoga and Meditation, (iv) Computer Application, (v) Computer Networking and Email Handling, (vi) Nursery Management & Mushroom Cultivation, (vii) Performing Art in Acting & Sattriya Dance.
- Uses of ICT in teaching, provisions of tutorial classes, doubt clear sessions are also common in the College.
- Students are encouraged to join co-curricular activities including NCC and NSS by all the Departments.
- There are variations in the intake capacity of students among the Departments. Increases in the intake seat capacity have been almost common among Departments during the recent years.
- This is commonly noticed for all the Departments that the number of students appearing in the respective final examination remain less than the admitted/enrolled students. Prevalent socio-economic conditions of the region are considered as the contributing factors for this phenomena and College/Departments are keen to address this issue urgently through involvement of relevant stakeholders.
- In general pass percentage of students is encouraging. Moreover, there are also University rank holders among the students of Furkating College.
- Furkating College also has Vocational programme with laboratory and related facilities imparting skill-based learning.

3.3 Aspects related to Faculty, Research, Innovations and Extension

The general status of Furkating College in terms of the human resources (Faculty), Research, Innovations and Extension appears good. Some of the high points are noted as below.

- Out of 22 sanctioned teaching positions, there are 21 (eight with PhD degree) Faculties appointed as Full time whereas other four teachers are appointed as temporary.
- A total of 16 research publications (UGC approved Journals - English: 01, Political Science: 08, Economics: 01, History: 02 & Sociology: 04) are published by the Faculties during the last Five Years with a variation of numbers among the Departments. Similarly, 143 number of other publications (including books and chapters in edited volumes/books, papers published in national/ international conference proceedings) are credited by the Faculties of seven Departments (viz.,

Assamese: 64, English:11, Education: 04, Political Science: 36, Economics: 07, History: 06 and Sociology: 15) of Furkating College during last Five Years.

- The college is also active in organizing the extension activities covering important areas like Swachha Abhiyan/Cleanliness, Awareness on Yoga, AIDS, Awareness on legal provision against sexual harassment, In-service Teachers' Training for English Teachers, Observance of events like World Disabled Day by the NCC cadets etc. relevant to regional and national importance.
- College is also engaged with organizations outside the campus. In this context, some of the active MoUs signed during the last five years are reported in Table 2 details are available in College website.

Table 2 MoUs signed during the last five years

Organisation with which MoU is signed	Year of signing MoU	Leading Department
Kamarbandha College	2020	Assamese
Gattani Industry Ltd., Chinamora, Jorhat	2021	Economics
Prajapita Brahma Kumari Eswari Viswavidalya	2020	
Gojanand Jalan Balika Bidyalaya	2016	Education
Furkating Boys' High School	2018	
Rotary Club of Golaghat	2016	English
Assam Agricultural University, Jorhat	2020	
SIRDPR- Jorhat	2020	
Teachers Education, Golaghat (Faculty Exchange)	2020	
Tourism & Hospitality Skill Council, Sector Skill Council, New Delhi	2019	
M. Tech Computer Education, Golaghat	2018	
Indian Skills Academy, Guwahati	2018	
RANGALAYA, Nagaon (Drama)		
Ellora Vigyan Mancha, Guwahati	2020	
Golaghat Commerce College	2020	
H. P.B Girls' College	2020	
Golaghat Nursing Home		
Stay fit gym. (Gym. awareness)	2020	
Furkating Tea Estate (waste management)	2019	
G. B.M Nursing Home, Golaghat	2019	
Ath Gaon Chariali Kria Sanstha and Library	2019	

3.4 Infrastructure and Learning Resources

There are buildings and related infrastructure supporting the teaching-learning activities of the College. Some notable highlight of the available infrastructure and learning resources are mentioned as below.

- Major infrastructural facilities available in the College includes (i) administrative

- units (including Office of the Principal), (ii) well delineated academic Departments, (iii) teaching blocks with adequate number class rooms, (iv) rest-room facilities for students, (v) drinking water facilities, (vi) large capacity meeting hall, (vii) sports facilities (both indoor and outdoor), (viii) Canteen, (ix) Hostels (both boys and girls separate), (x) Library, (xi) Computer centre, (xii) Offices for NCC and NSS.
- The Faculty members (designated Faculty in-charges) under the leadership of the principal of the college actively participate to ensure operation and proper maintenance of the available infrastructure facilities.
 - Fishery and plantation (*sachi* wood) are two income generating activities seen in the College campus having potential to become learning examples for the students besides being constructive ways of utilization of land resources.
 - In addition to fulfilling the requirements of the students at the College, the uses of the sports facilities are also extended to outsiders for some sports events.
 - Computers are also made available to the individual academic Departments for various academic and office works besides the centrally located Computer centre.
 - The College keeps provision for annual maintenance contracts with various vendors for the maintenance of IT infrastructure, physical facilities, electrification, and water purification.
 - The Library is well equipped with books and managed by competent manpower and updated management and supervision system. In addition to the Centrally located library, Departments are also maintaining sectional Libraries.
 - The College is also keen to update the available software regularly and protect using anti-virus software.

3.5 Student Support and Progression

The College is aware about the importance of additional support and care required for the progression of its students. This is especially important due to the challenging socioeconomic ambience prevalent among majority of the learners' families. Effort of the College and its outcomes in this aspect are highlighted as below.

- Faculty members encourage the students to pursue higher study. As a result of which adequate number of graduated students from all the seven Departments are reported to enrol in the Higher Education Institutes (HEI) for attaining higher degree such as B. Lib, B.Ed., D. El. Ed, BT (DIET), LAW, PGDCA, MBA and MA.
- Faculty members also encourage the students for various competitive examinations. One student from each of the Department of Assamese, Education, Political Science and English has been found qualifying the National Eligibility Test (UGC).

- Similarly, there are also examples of successes by the graduating students belonging to the Departments of Economics (Cleared TET: 02), Political Science (Cleared NET: 01, PET: 20, TET: 08, SLET: 02 & SSC: 04) and English (Cleared NET: 01).
- There are provisions of financial assistances for the topper of the Departments
- There are 36 successful students of Furkating College qualifying for the Ishan-Uday Scholarship (Govt of India Scholarship).
- College has record of placements of more than 50 students in different places including Government Sector (School, College, and Police Department), Non-Government sectors, Central Government sectors (Post Office, Railway, Indian Army) and Banking Sectors in recent time.
- College has also glorious records of student placement in organizations with International exposure.
- College felicitates the meritorious students and achievers and actively considering displaying records of such students for public notices.

3.6 Governance, Leadership and Management

The Governance and management of the College are well structured. There are Governing Body of the College comprising of President, Principal, University nominated members, teacher and employee representatives etc. as per guidelines of the Govt. of Assam, Higher Education Department.

Some notable points pertaining to the Governance, Leadership and Management are presented below.

- Principal of the College takes the key responsibility to lead all the affairs of the College with well-coordinated action plan.
- College has clear-cut Vision and Mission Statements well displayed for all stakeholders.
- College has rationally prepared financial budget and all expenditures are appropriately audited.
- Regular meetings of Governing body are convened to discuss all the key issues of the functioning of the College. Minutes of the meetings are made available.
- There are also various decentralized committees in the College to look after various academic and administrative affairs including purchase, maintenances of the infrastructure, campus beautification.

The student Council of Furkating College is active and works in coordination with the College administration.

- College has provision for teachers to provide financial support to attend conferences/workshop and towards membership fee of professional bodies.

- College supports professional development programmes for the teaching fraternity in the key areas required for quality improvement. A list of 16 Faculty members successfully completing Faculty Development Programmes (FDP) in the areas of ICT, Pedagogy, MOOCS, E-Content development, human rights, is available.

3.7 Quality Assurance, Community engagement/Outreach, Best Practices

The College is keen to upkeep the quality in all the affairs of its functioning. It has an active Internal Quality Assurance Cell (IQAC) to monitor and assure quality. College organizes programmes to engage with the local community time to time which is reported on the website of the college. College has a dynamic website for benefits of the students and all stakeholders. College is keen to conserve resources, promote renewable energy, and environment friendly sustainable practices. College observes all major events of national importance with the participation of students and Faculties.

Cordial teacher-students relationship while executing curricular and co-curricular activities including special club to promote healthy practices is one of the best practices. Strict adherence to the academic plan, progressive adoption of ICT in teaching, regular student mentoring, demonstrating revenue generating avenues in the campus, overcoming the challenges showing team spirit (particularly during recent lock-down) are some of other notable practices of the College. Faculty members' involvement in publishing books (reputed publisher) including textbooks is laudable.

Recommendations

- College is expected to remain vigilant and monitor constantly to upkeep the required quality in all the key areas to ensure output of the best human resources overcoming the inherent challenges arising out of regional disadvantages.
- The College shall prepare Department specific action plans to maintain as well as to enhance (i) quality publication profile and (ii) learners' performance further.
- College shall take pro-active measures to reduce the cases of discontinuing of study by the enrolled students. Awareness programme among the parents may also be considered.
- College has well placed Alumni network. Enhanced alumni engagement is recommended to get the benefits of better visibility and encouraging the current batches of students.
- Pro-active actions by students' units including Students union, NSS/NCC for supporting healthy and environmentally friendly practices inside and outside campus including hostel premises, with wide publicity as means of awareness, are recommended.
- College has land and building infrastructure in a rural area. College authority may consider for optimum utilization of these resources through short-term and long-term

plans without compromising the quality of primary uses. Revenue generation may also be considered in such plan so probable fund related uncertainty for maintenance may be taken care.

- Upgradation of ICT facilities including Wi-Fi bandwidth, software may be examined.
- Efforts of the Faculty Members for externally funded research projects deserve appreciation and recommended to continue.
- Additional vocational courses for Women suiting the local needs including the Tea sector is recommended.
- Feedback system mainly in online mode from different stakeholders be implemented
- System of seed money for pursuing research project by the faculty may be introduced.
- Increase the coaching activities for students aiming to enhance the success in the competitive Examinations
- Provision for supporting Faculties for attending Conferences/Seminars/FDP as a policy.
- Grievance redressal system mainly in online mode needs to be introduced.



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