



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

|  |  |                                     |
|--|--|-------------------------------------|
| <b>1.Name of the Institution</b>                     |  | <b>FURKATING COLLEGE</b>            |
| • Name of the Head of the institution                |  | <b>DR APURBA SAIKIA</b>             |
| • Designation  |  | <b>PRINCIPAL</b>                    |
| • Does the institution function from its own campus? |  | <b>Yes</b>                          |
| • Phone no./Alternate phone no.                      |  | <b>9365446210</b>                   |
| • Mobile No:   |  | <b>9435154761</b>                   |
| • Registered e-mail                                  |  | <b>furkatingcollege01@gmail.com</b> |
| • Alternate e-mail                                   |  | <b>indiragogoi10@gmail.com</b>      |
| • Address  |  | <b>FURKATING</b>                    |
| • City/Town  |  | <b>GOLAGHAT</b>                     |
| • State/UT   |  | <b>ASSAM</b>                        |
| • Pin Code   |  | <b>785610</b>                       |
| <b>2.Institutional status</b>                        |  |                                     |
| • Type of Institution                                |  | <b>Co-education</b>                 |
| • Location   |  | <b>Rural</b>                        |
| • Financial Status                                   |  | <b>Grants-in aid</b>                |

|  |   |                |                             |               |             |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Name of the Affiliating University   | DIBRUGARH UNIVERSITY  |                |                             |               |             |
| • Name of the IQAC Coordinator   | DR DEBASHIS BARUAH  |                |                             |               |             |
| • Phone No.  | 9864414117  |                |                             |               |             |
| • Alternate phone No.  | 6003149751  |                |                             |               |             |
| • Mobile   | 9864414117  |                |                             |               |             |
| • IQAC e-mail address  | furkatingcollege01@gmail.com  |                |                             |               |             |
| • Alternate e-mail address   |   |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>  | <a href="http://furkatingcollege.edu.in">furkatingcollege.edu.in</a>  |                |                             |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/02/Academic-Calendar-2020-21.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/02/Academic-Calendar-2020-21.pdf</a> |                |                             |               |             |
| <b>5.Accreditation Details</b>   |   |                |                             |               |             |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 4  | A+  | 3.36           | 2022                        | 08/02/2022    | 08/02/2027  |
| <b>6.Date of Establishment of IQAC</b>   |   |                | 12/01/2004                  |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |                |                             |               |             |
| Institutional/Department /Faculty  | Scheme  | Funding Agency | Year of award with duration | Amount        |             |
| Institutional 1  | RUSA, Infrastructure Development Grant to colleges.   | RUSA           | 2018-19                     | 2 Crore       |             |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>   |   |                | Yes                         |               |             |
| • Upload latest notification of formation of IQAC  |   |                | <a href="#">View File</a>   |               |             |

|   |                           |
|---|---------------------------|
| <b>9.No. of IQAC meetings held during the year</b>  | <b>6</b>                  |
| <ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>  | <b>Yes</b>                |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>  | <a href="#">View File</a> |
| <b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   | <b>No</b>                 |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>  |                           |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>   |                           |
| A self-financing course in Nursery management & Mushroom Cultivation started in collaboration with Assam Agriculture University (AAU), Jorhat   |                           |
| A career counselling programme conducted in collaboration with Kaziranga University, Jorhat   |                           |
| A programme on the development of the GaonPanchayats organized in collaboration with State Institute for Rural Development & Panchayati Raj (SIRDPR), Jorhat  |                           |
| All Assam Inter-College Debating Competition organized  |                           |
| <ul style="list-style-type: none"> <li>A number of MoUs were signed with various organizations/agencies/institutes such as Sector Skill Council, New Delhi, SIRDPR, Jorhat, AAU, Jorhat, PrajapitaBrahmakumariIswariyaViswavidyalaya, Golaghat Commerce College, Kamarbandha College etc</li> </ul> |                           |
| <b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>   |                           |
|   |                           |

|   |   |
|---|---|
| Plan of Action  | Achievements/Outcomes   |
| To start as many Self-Financed Courses as possible.                                     | Three new courses stated in collaboration with other organization/institutes. |
| To conduct AAA  | Conducted   |
| To conduct Green Audit, Environment Audit etc   | Conducted.  |
| <b>13. Whether the AQAR was placed before statutory body?</b>                           | <b>Yes</b>  |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>            |   |
| Name  | Date of meeting(s)  |
| Governing Body, Furkating College   | 28/01/2022  |
| <b>14. Whether institutional data submitted to AISHE</b>                                |   |
| Year  | Date of Submission  |
| 2019-20   | 24/02/2020  |
| <b>Extended Profile</b>   |   |
| <b>1. Programme</b>   |   |
| 1.1<br>Number of courses offered by the institution across all programs during the year | 223   |
| File Description  | Documents   |
| Data Template   | <a href="#">View File</a>   |
| <b>2. Student</b>   |   |
| 2.1<br>Number of students during the year   | 534   |
| File Description  | Documents   |
| Data Template   | <a href="#">View File</a>   |

|  |                           |
|--|---------------------------|
| 2.2  | 182                       |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year |                           |
| File Description   | Documents                 |
| Data Template  | <a href="#">View File</a> |
| 2.3  | 118                       |
| Number of outgoing/ final year students during the year                                      |                           |
| File Description   | Documents                 |
| Data Template  | <a href="#">View File</a> |
| <b>3.Academic</b>  |                           |
| 3.1  | 32                        |
| Number of full time teachers during the year   |                           |
| File Description   | Documents                 |
| Data Template  | <a href="#">View File</a> |
| 3.2  | 22                        |
| Number of Sanctioned posts during the year   |                           |
| File Description   | Documents                 |
| Data Template  | <a href="#">View File</a> |
| <b>4.Institution</b>   |                           |
| 4.1  | 27                        |
| Total number of Classrooms and Seminar halls   |                           |
| 4.2  | 96.79                     |
| Total expenditure excluding salary during the year (INR in lakhs)                            |                           |
| 4.3  | 51                        |
| Total number of computers on campus for academic purposes                                    |                           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Curriculum is delivered effectively through a well-planned and documented process. Keeping in mind vision and mission of the institution several steps are taken and deployment of action plans for effective implementation of the curriculum is also ensured. As an affiliated college, it basically follows the Academic Calendar prepared by the affiliating University both for scholastic as well as nonscholastic activities. At the beginning of each semester, the Principal conducts meeting with all the HoDs. The decisions taken in the meeting are further disseminated in every department conducted by the HoDs and plans out proper implementation of the curriculum. The departments prepare the teaching plans for proper implementation of the curriculum and chalks out activities for the academic session. The time-table is designed by the Principal in consultation with the HoDs. Each department further prepares the time-table allotting teachers of respective departments. Apart from the academic activities, departments also undertake activities like seminars, talks, field works, projects, and others that are relevant to the curriculum and in alignment with the core values of the institution. Emphasis is also laid on the use of the ICT enabled classes and hence it has been ensured that all the classrooms are equipped with modern teaching aids and utilised completely both by the faculty as well as the students.

Teachers Diary is maintained. Daily entries in Teacher Diary give an idea on the progress in curricular. The institution also tries to take care of advance & slow learners through a number of well prepared steps. Mentoring is always active in solving various issues of the students. The authority holds meeting with HoDs from time to time on the progress in curricular delivery. In the IQAC meeting also discussion on academic matters particularly on curricular is held at regular interval.

Most of the classrooms have been covered with CC Camera which help the authority to monitor teaching-learning activities. Besides Vice Principal is entrusted the responsibility of monitoring curricular delivery who keeps on informing details of progress made from time to time. The authority also tries to ensure that the curriculum is executed effectively and remains watchful on the probable shortage

of infrastructure and teaching faculty. If any such issue arises, the authority resolves it with utmost care. In case of vacancy in any teaching post either due to retirement or any other reason the authority tries to meet the shortage by engaging faculty in contractual post. Theoretical lectures are supported by field studies, academic tours, student exchange programme & other co-curricular activities.

In case of any unprecedented circumstances as Covid-19 pandemic, the authority arranges alternative method of curricular delivery. In last two years both teaching & evaluation are being carried out in online mode with the help of 'Google Meet App ,Whatsapp etc. Similarly online resources have been made available through INFLIBNET N-LIST services.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Additional-information.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Additional-information.pdf</a> |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Teaching-Learning and Evaluation Committee of the IQAC prepares the Academic Calendar before the commencement of every academic session. All the important curricular, co-curricular & extra-curricular activities are included in it. The academic calendar is incorporated in the prospectus so that the students get an idea of the complete academic year which includes schedule of academic activities & other important programmes. It is uploaded in the institutional website.

The Continuous Internal Evaluation (CIE) is conducted basically in the following ways 2 Sessional examinations in each semester --total 10 marks. Home Assignments for the non-major students-5 marks Seminars, Group discussions, field study, etc. for Honours students -5 marks Attendance-5 marks.

Details of various components of Internal Evaluation are included in prospectus. A copy of Regulation of the affiliating university, copy of Academic Calendar & also copy of Prospectus is uploaded in the institutional website. All such measures help the students to know



in advance all the components of Internal Evaluation & time of holding it. The college maintains detail record of attendance of all students. Any student whose attendance is less than the rate fixed by the affiliating university is debarred from appearing in end semester exam. There is a mechanism to solve grievance relating to internal evaluation. Any student who is not satisfied with the evaluation may approach the appropriate authority to solve his/her grievance. There is a time line to solve evaluation related grievances. Detail guidelines of the Examination Grievance Redressal Mechanism has been made available in college Notice Board. Besides, the Principal and the IQAC coordinator also informs the freshers about it in the Orientation Programme conducted for them before the commencement of their formal classes. Any changes in the academic calendar due to sudden and unplanned circumstances, the students are communicated through notice board and bulk sms. Based on the academic calendar, the departments prepare their teaching plans and other activities to be undertaken by them. The activities of the departments and observance of important days are notified later by the Principal. Seminars and field visits or study tours are also notified separately in adherence to the academic calendar. The institution has already installed ERP Software to ensure paper free adherence to the academic calendar & for the conduct of CIE. The emphasis is on proper execution of its Academic Calendar. So, the college has introduced an alternative approach to teaching & evaluation during pandemic. There is separate Cell/Unit to observe /celebrate all the important occasions which are included in the Academic Calendar. Immediately after preparation of the calendar it is communicated to all as an intimation to prepare for the event.

| File Description                     | Documents                 |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | <a href="#">View File</a> |
| Link for Additional information      | Nil                       |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of**

**B. Any 3 of the above**



**Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

13

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

186

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

186

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Crosscutting issues are integrated through the following ways: Prescribed syllabus that includes Gender, Professional Ethics, Human Values, Environment and Sustainability, etc. Awareness programmes Talks through invited guests Orientation programmes Observing important days Field trips Educational tours Adopting gender sensitization programme Uploading Code of Professional Ethics in Institutional Website Publishing Hand Book of Code of Professional Ethics. Forming Code of Conduct Monitoring Committee. In order to materialise these, various programmes are undertaken by the NCC troops and NSS unit of the college. The Nature Club, The Red Ribbon Club, The Red Cross Society, Gender Sensitization Cell also undertake several activities in order to sensitise and create awareness among the students. Departments undertake field trips/study tours and observe important days to instill in them these values. For example World Water Day World Environment Day

Swachh Bharat Abhiyan through Plogging, Cycle rally, Cleanliness Drive during Swachhta Pakwada Tree plantation etc Awareness meetings in college and nearby areas are conducted . It is noteworthy that the Alumni association join hands in such activities related to environment through tree plantation in remote villages. The college observes International Women's Day & keeps special sessions during the Orientation Programme for the new comers & awareness to sensitise them on gender issues. meetings are conducted . Keeping intact the gender equity, the self-financed courses too are selected insuch a way that it could be accessed by all irrespective of gender. Sports facilities provided are also gender equal and hence, equal achievements could be noticed in this field. Human values are

inculcated and instilled in them through observation of - International Yoga Day International Youth Day World AIDS Day International Day for the Disabled Anti-corruption Day No Tobacco Day Awareness through street plays on the Menace of Drugs and awareness meetings on Drug Abuse are conducted by NCC troops and NSS units. Departments observe important days like Human Rights Day World Population Day Besides, there are courses which particularly deal with these crosscutting issues on Gender, Environment, Human Values and Professional Ethics Economics-- Environmental Economics, Paper Code - 602 Education-- Philosophical Foundations of Education, Course code - EDNH101 History --- History of Ecology and Environment in India ,Paper Code - HISG-601, Paper Code - HISM-601 Sociology-- Environmental Sociology ,Course Code DSE03

Gender Political Science- Introduction to Women Studies ,Paper Code - PSCM-602 English-- Women's Writing, 5th Semester ,Course Code - 50100 History ---- Women in Indian History, Paper Code - HISM - 602 Education ---- Gender and Education, Course Code - DSEED603/GEED202 Sociology--- Sociology of Gender, Core Course- 7 Human Right Political Science-- Human Rights- Paper Code - PSCG-601 ,Paper Code - PSCM-601 Human Rights in Comparative Perspective, Semester - V,Paper Code - DSE-2A PROFESSIONAL ETHICS Libraryand Information Science-- Basics of Library and Information Science, 3rd & 5th Semester, Course Code - SEC-1 English --- Communication Skills, Paper Code - COSK-301 GE 1 - Academic Writing & Composition, Course Code - 10210 Assamese-- Communicative Assamese, Course Code - AECC

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | <a href="#">View File</a> |
| MoU's with relevant organizations for these courses, if any   | No File Uploaded          |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

132

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| URL for stakeholder feedback report  | <a href="#">View File</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View File</a> |
| Any additional information(Upload)   | <a href="#">View File</a> |

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded  |
| URL for feedback report           | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2021/12/Feedback-analysis-report-2020-21.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2021/12/Feedback-analysis-report-2020-21.pdf</a> |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

330

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

182

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**Learners form a heterogeneous group- having different levels of**

competence with diverse background. Without an assessment of their learning level it is not possible to prepare a strategy for effective teaching. So, necessary steps are taken to assess learning levels of the students. A preliminary assessment of learning level of students is made on the basis of their marks at entry. other approaches made to appraise them before the onset of the programmes are as follows:

- Through counselling at the time of admission . Counsellors try to assess the skills, knowledge and interest of the students in specific field.
- Admission form contains necessary information to assess learning level of students.
- Admission Register gives a summary of student profile which is made available to the departments.
- Necessary information of all newly admitted students are uploaded in ERP Software.
- Before start of the Academic Session an Orientation Programme is conducted for the freshers for assessing their knowledge.
- Class room interactions, seminar presentation, group discussion etc help in knowing learning level of students.
- Participation in the activities of different cells and clubs
- Curricular related activities and other extra-curricular events & achievement help in assessing learning level of students.
- Result of Internal Assessment examination helps to categorise students into two groups.

#### Programmes for Slow Learners:

- Individual care by their mentors. They are advised to meet the teachers concerned even outside the class to clear doubts, if necessary.
- They are engaged with hand-on training and encouraged to participate in club activities like Population club, Nature club, Red Ribbon club etc & to participate in programmes like yoga and meditation to enhance their concentration and understanding skills.
- Tutorial class, extra class test held to enhance their learning level. The students who perform poorly are short listed by the subject teachers to discuss about their difficulties. The teacher concerned gives additional input and conduct additional test ,provide assignment or project to such students in order to improve their academic performance
- Special emphasis is given to clear their concept with the help of ICT tools.



- Previous years examination papers are discussed. Question banks at library.
- Focused interactions are held with parents to actively involve them in the learning process.

#### Programmes for Advanced Learners :

- Given exposure through invited lectures, field visits and workshops etc
- They are advised to refer to further reference materials for better understanding.
- They are engaged with hand-on training and encouraged to participate in club activities like Population club, Nature club, Red Ribbon club etc., department level activities and dramas. Their participation in the programme like yoga and meditation enhances their concentration and understanding skills
- Soft skill, employability skill, exposure to industry ,career guidance & Counselling ,debate, quiz competition etc are organized .
- They are motivated to prepare for the competitive examinations.
- They are motivated to take the membership of N-LIST & avail other e -resources .
- Given responsibility to organize events or to represent the college in events organized by other institutes.
- Task like preparation of seminar paper, survey report is given.
- They are motivated to secure rank & distinction in university examination, additional references, notes are given.
- Cash Award, Medals in recognition of their talent.
- They are encouraged to apply for Merit Scholarship, Ishan Uday Scholarship etc.
- Best reader award by the Library Committee, Best all-round performer Award, most disciplined student award by the authority to encourage them.
- Faculty members motivate them to go for higher studies.

| File Description                  | Documents   |
|-----------------------------------|---|
| Link for additional Information   | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.2.1_1628392507_3802.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.2.1_1628392507_3802.pdf</a> |
| Upload any additional information | No File Uploaded  |



**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

|                    |                    |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| 534                | 32                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning experiences are enhanced by adopting practical approach to teaching learning. A healthy and student-centric friendly learning environment has been developed in the campus in which students can explore, experience, examine and establish their own perspective. Some of the student centric methods used by the college are listed below.

- Seminar Presentation
- Assignment
- Group Discussion
- Essay writing
- PP presentation
- Field Study
- Internship
- Quiz contest
- Language lab
- Publication of students' magazine 'Nandanik'.
- Nukkad Natak on cross cutting issues like environment, women empowerment which are also the part of curriculum.
- . Debate
- Project Work to motivate students to think individually to find practical solutions to the problems.
- Laboratory Practical
- Practice Teaching
- Academic Tour
- Visit to places of historical importance to provide practical exposure to the students.
- Participation of students in Swachh Bharat Abhiyan & other cleanness programme.
- Participatory activities under NCC, NSS & Indian Red Cross Society.
- Participation of students in the celebration of important

days/festivals.

- Organize Soft Skill & Personality Development Programme.
- Personal counselling
- Involvement of students in organizing various competition-sports, cultural, academic.
- Participation in the competition organized by other institute under leadership of senior students
- Participation in NCC Camp
- Students' representation in various committees of the college such as IQAC, Anti-Ragging Committee, Admission Committee, Project Monitoring Unit of RUSA etc.
- Certificate Courses like Yoga & Meditation, Nursery Management, Acting, Cutting & Tailoring etc introduced by the college involve students in participative learning.

Most of the teachers use technology to make teaching effective & participatory. For this purpose interactive board (Smart Board) with LCD Projector have been provided in 16 nos class room. A laptop has been provided to each department to prepare informative and attractive slides for Power Point presentation.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional information   | Nil                       |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Besides conventional mode of teaching, the faculty members of the college use ITC driven modern learning methods intensively. Around 90% of the staff use ICT tools and resources available in the campus. The college inspire all to get friendly with ICT teaching tools. To make ICT enabled tools accessible to all, necessary infrastructure has been developed. Some of the ICT tools available in the college are as follows:

- Sixteen nos ICT enabled smart classrooms which are equipped with interactive board, LCD projector, whiteboard etc.
- One Conference Room with podium sound system, smart board, whiteboard etc.
- Auditorium with the facility of LCD Projector & Screen.
- A Computer Lab with BSNL leased line connection having 34 Desktop & one LCD Projector.

- Language lab with five Desktop.
- Library with one server, 4 Desktop & 5 LED Monitor.
- Two Copiers.
- Six printers.
- All departments with Laptop or Desktop.

The college has installed ERP Software to maintain database of students' .It is also used for online curricular delivery.

INFLIBNET N-LIST resources have been made accessible to all. There is a digital section in the library to provide online resources to the students.

The college conducts online FDP for the teachers to update their knowledge & skill for the use of ICT tools.

The college has been running two computer related certificate courses—Computer Application & Computer Networking & Email Handling. Both the courses are helpful in using ICT facilities in teaching learning process.

During pandemic online video conferencing platform 'Google Meet' was used for teaching & 'Google Form' for evaluation . Similarly a number of webinar, workshop ,training programmes were also conducted. Through WhatsApp groups, course materials in form of Word Documents, PDFs, PPTs, Videos, and YouTube Link has been provided not only in the pre lockdown period but also in the post lockdown period.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | No File Uploaded  |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.3.2-Photograph.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.3.2-Photograph.pdf</a> |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

| File Description  | Documents                 |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded          |
| Circulars pertaining to assigning mentors to mentees                | <a href="#">View File</a> |
| mentor/mentee ratio   | <a href="#">View File</a> |

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

32

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | No File Uploaded          |

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

08

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <a href="#">View File</a> |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

421

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Examination & assessment is conducted following Regulation & Academic Calendar of Affiliating University. Detail schedule of internal examinations is prepared accordingly. As per the norms of the university, 20 marks are allotted for the internal assessment—10 marks for two in-sem exam ,5 marks for seminar ,group discussion ,home assignment, projects etc and 5 marks for attendance .To make the mechanism of transparent and robust the college follows below mentioned steps:

- Academic Calendar is uploaded in college website.
- During the orientation programme of freshers, details of academic calendar along with time of internal assessment are informed.
- Details of internal assessment are also displayed in Notice Board.
- The college authority hold a meeting with the HoDs and Staff regarding smooth conduct of internal assessment .
- Assignments, topics of seminar presentation are given well in advance and the departments ensure their submission as per schedule.
- Internal marks are displayed on the Notice Boards to ensure transparency and correctness before they are forwarded to the university.
- HoDs hold separate exam for those who fail to appear in exam due to some valid reason .
- Students are asked to report their grievances, if any, with regard to marks of internal assessment.
- The Heads of the Department monitor attendance and progress of the student in every semester.
- The evaluation process includes both conventional and innovative methods.
- The conventional methods include conducting two pre-declared written tests and the innovative methods include group

discussions, seminar presentations and assignments, project preparation etc.

- The college insist on Power Point presentation by students in seminar & also on their active participation.
- Parent meeting is held at regular interval to inform them about performance of their wards.
- Online assessment was done with the help of Google app during pandemic to maintain time table.
- The college has installed ERP Software for conducting online assessment of students.

The written examinations, assignments, seminar presentations enhance the communication and interpersonal skills of the students

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.5.1.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.5.1.pdf</a> |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Norms and procedures of internal examination are as prescribed by the Undergraduate Semester/CBCS Regulation of the affiliating University. It tries to maintain fairness & transparency in all the three components of internal exams - Seminars/ Group Discussions/Field Studies/ Home Assignments/ Projects , two sessional exams & attendance . At the same time the College also emphasizes to resolve examination related grievances in a transparent, time-bound & efficient manner. For this purpose a well-planned mechanism is in operation since the time of introduction of semester/CBCS.

Details of internal exam such as examination pattern, mark of three components, time of exam etc are communicated to the students through Prospectus, Orientation Programme ,Notice Board & also during class interaction. HoDs also make it familiar to the students of their concerned department.

In order to redress any kind of grievance relating to internal examinations the college has three platforms for the students to approach. These three platforms are: the Departments, the college authority and the affiliating university.



- The Departments:
  - Every department displays in their respective notice boards the mark-division obtained by each student in three categories framed by the affiliating university . Marks of in-semester examinations are displayed within one week of exam.
  - Assignments, topics of seminar presentation are given atleast 20 days in advance and the departments ensure their submission as per schedule.
  - The departments conduct separate examinations for those students who fail to appear in exams due to some valid reasons
  - The students are given the assessed answer scripts to have an idea about the assessment process.
  - Any under evaluation or wrong calculation of marks may be pointed out to take necessary rectification by the concerned department within three days.
- 
- The College Authority:
  - The college has an Examination Committee headed by the Principal/ Vice-Principal along with representatives of the IQAC and other stakeholders as its members to monitor the entire Continuous Internal Evaluation (CIE) system.
  - Students have the freedom to approach the college authority directly with regard to any internal examination related grievances.
  - The Examination Committee takes necessary initiatives to redress any internal examinations related grievance if it is cannot be sorted out by the departments.
  - The college authority supplies list of the departmental students in proper format to each department to enter the marks of internal assessment against each of them and all the departments submits mark sheet to the college authority with signatures of the respective HoDs.
  - The college office keeps a copy of these mark sheets of internal assessment for its own record while a duplicate copy is submitted to the university in due time.
  - The University:
  - If the marks of internal assessment are not properly entered in the mark sheet of the End-Semester examination conducted by the affiliating university, a student may approach the HoD of the concerned subject and approve an application addressed to the Principal.
  - The Principal, after necessary official verifications, send this grievance to the university authority.
  - The Examination Branch of the affiliating university headed by



the Controller of Examinations address such grievances promptly.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | No File Uploaded  |
| Link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2021/08/GUIDELINES-FOR-EXAMINATION-RELATED-GRIEVANCE-REDRESSAL.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2021/08/GUIDELINES-FOR-EXAMINATION-RELATED-GRIEVANCE-REDRESSAL.pdf</a> |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college offers two programmes through eight departments. Details of course outcome of all the departments are described below:

**Department of English:** After completion of its courses learners come to know background of Indian, American & European literary, value of literature in terms of emotion, passion & love towards nature, culture of positivism, gender related issues, understand concept like stream of consciousness, Oedipus complex etc, modern drama & acquaintance with text & context of post-colonial literature.

**Department of History:** Learners get acquainted with various ancient culture of India, history of Roman empire & economic development in Europe, political structure, social & religious institutions, religious reformation & emergence of European state system, history of Mughal Empire, expansion of Mughal rule, history of Modern Europe, transition of India in to colonial domain of British & transition from colonial to post -colonial era in India.

**Department of Political Science:** Learners come to know Political theory & contemporary trend, new political insight & challenges, contradictory dynamics of modern state power, key aspects of world history, interface between public policy & administration in India, contemporary global issues of politics, foundation of political philosophy, Indian political thoughts, themes defining modernity of Indian political thoughts.

**Department of Education:** Learners come to know the Indian & Western Philosophy & their contribution to education, role of education in social change, thought of educationist, measurement & evaluation in education, comparison of Indian education with other countries,

psychological experiment, role of education & society in the development of child, pre & post-independence education system of India, value education & Human Right Education.

Department of Sociology: Enhance sociological knowledge, critical thinking about various aspects of society, develop understanding on major social institutions & ability to apply sociological concepts & theories to the real world & everyday life.

Department of Economics : Learners are made well informed about economic aspects of modern society, technique of analysing contemporary economic problems, ability to evaluate public policies, strong numeracy & statistical skills, power to analyse complex data sets, ability to work in different fields, skill to deal with real life situation.

Department of Assamese : Learners get acquainted with the linguistic and literary features of the Assamese language.

B Voc in Hospitality Management : Enable students to acquire skill & knowledge required for dealing with different people which will be helpful in their employment & self-employment .

AECCs & SECCs: Both the courses help students in promoting their communicative power & skill to face real life situation.

The college adopts following mechanism to communicate course outcome to its stakeholders.

- After introduction of new programme by the affiliating university the IQAC prepares PO,PSOs,Cos involving teachers of the concerned departments
- HoDs are requested to communicate the same to the stakeholders.
- Details made available in the institutional website.
- Fresher are informed during Orientation Programme.
- Each department display Course Outcome in their respective Notice Board.
  
- • While delivering course contents, teachers make sure that all students become familiar with course outcome.
  
- Teacher explain the pattern of question in the In-sem Exam & its connection with the course outcomes.

- Hard copy of syllabus and learning outcomes are available for the students as ready reference.

| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="http://www.furkatingcollege.edu.in/courses-program-outcomes/">http://www.furkatingcollege.edu.in/courses-program-outcomes/</a> |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a>   |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Following method is used for measuring the level of attainment of POs , PSOs and Cos which can be described as follows.

The results of the students in Class Test & their performance in other academic exercise help in evaluating the attainment of POs, PSOs and COs by the students. Marks obtained by the students in In-sem Exam and final university examination are a measure of the attainment of the PSOs and COs. A student who secures 80% & above is said to have attained the highest level of outcome, students securing 60-80% marks are supposed to have attained satisfactory level of outcome & those securing 40-60% marks are considered to have attained average outcome & those below 40% marks are considered to have attained poor outcome.

Immediately after declaration of End Semester result the college makes a comparative analysis of result with the result of neighbouring colleges & affiliating university .It is helpful in evaluating the outcome.

To track programme outcomes, the departments maintain an alumna database, regularly updating information on their current employment and other endeavours. The departments track how many of the students who successfully complete the course seek employment or go in for higher studies.

The college emphasizes on continuous internal evaluation of students by using various means. Assignments/projects submitted by students and marks obtained by them also indicate the outcomes. Participation of students in classroom interaction ,personal interaction ,co-

curricular & extra-curricular activities also is an indicator of PO & COs. Similarly prizes & medals won by the students in various intra & inter institution competition also give an idea of attainment of outcome.

Feedback collected & analysed by the IQAC also provides a picture of attainment of POs , PSOs and COs.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for Additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.6.2_1628397687_3802.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.6.2_1628397687_3802.pdf</a> |

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

118

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Paste link for the annual report   | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Annual-Report.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Annual-Report.pdf</a> |

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/report-on-student-satisfaction-survey-2021-22.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

#### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded          |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | No File Uploaded          |
| Paste link to funding agency website                          | Nil                       |

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

04

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

5

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In line with the Mission & Vision statement of the College a strong network with the neighborhood has been established through various extension activities carried out by the following Cells/Units of the

College.

NSS Unit.

NCC Boys' & Girls' Unit

Women Cell

Alumni Association

Red Cross Society, Furkating College Unit

Students Union Body

Nature Club

A number of extension activities undertaken to sensitize the students to social issues like environment, health & fitness, constitutional rights, women empowerment, population issues, road safety, menace of drugs, water conservation etc. & has contributed immensely to their holistic development. Details of some activities are as follows.

On the occasion of 'World Environment Day' on 05.06.2017 an 'Awareness Rally' was organized in Furkating Town.

The NSS Unit organized one day cleanliness and awareness programme on 22nd September 2017, at Borahigaon village in collaboration with "AthGaon Chariali Library and Sports Association".

A plantation programme by the NSS wing in collaboration with its 'Alumni association' on 6th May, 2018 at Kachamari, Golaghat.

The NSS Unit hang Banner at important locations & as a part of Swaha Bharat Summer Internship Programme in July, 2018, the Volunteers, went door to door to promote awareness about necessity of cleanliness, hygiene & sanitation.

Swachha Bharat Abhiyan was conducted in Furkating Railway Junction on 17.09.2019 as a joint Cleanliness Drive for the Swachhta Pakwada which culminates on 2nd of October by the NCC Unit in association with Furkating Railway Station.

A Cycle Rally by the NCC cadets from Furkating to Merapani Town on 24.10.2019 as an awareness programme on Swachhta.



PLOGGING, an activity of picking up garbage while jogging or walk was carried out by the NCC cadets on 07.12.2019 in Furkating Town as a part of the Swachh Bharat Abhiyan of DGNCC, New Delhi.

These events proved to be successful in sensitizing students to environment issues.

International Day for the Disabled was celebrated by the NCC Cadets in association with Rotary Club ,Golaghat and Disabled School of Furkating, on 3rd December, 2018 & 3rd Dec,2019.

A Nukkad Natak on the menace of drugs in Furkating Town by the NCC Cadets on 24.11.2019 as a part of the NCC Day celebration.

NCC Cadets' door-to-door Covid-19 awareness campaign organized on 17.06.2020 in nearby villages as a part of EXNCC YOGDAN amidst the lockdown of the pandemic.

NCC Cadets participated in the Covid-19 awareness campaign launched by the District Administration of Golaghat for sensitizing the public in the market areas and crowded areas of Golaghat town.

NCC Cadets participated in the World AIDS Day rally on 01.12.2020 under the banner 74 Assam Girls'(I) Coy, NCC, Golaghat, in association with AIDS Control Society, Golaghat.

NSS unit observed the National Road Safety month from 18th January to 17th February 2021.

'Appreciation Letter' has been received from the Station Master, Furkating Railway Junction for cleanness Program & from the Executive Engineer, Public Health Engineering Department ,Golaghat ,Assam for active participation in Swachha Bharat Abhiyan & from Joint Director Medical & Health Services, Golaghat for organizing Blood Donation Camp.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/3.3.1.1-Photograph-Link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/3.3.1.1-Photograph-Link.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

### 3.3.2 - Number of awards and recognitions received for extension activities from government /

**government recognized bodies during the year****3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | No File Uploaded          |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

4

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

172

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

4

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

4

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College tries to mobilize maximum possible fund from its internal sources and approaches different funding agencies to create new infrastructure.. The campus spread over 8.85 acres has enough space to house the college building and an open ground.

The college building designed to accommodate the necessary facilities has the following blocks:

Administrative building:

It consists of space for the Principal and office staff

Separate room for the Vice-Principal

Room for IQAC Coordinator

Room for the Coordinator of KKHSOU Study Centre.

Academic Infrastructure:

It consists of followings:

ICT enabled Classrooms - 17.

Total Classrooms -27.

Departmental rooms and Common room for the teaching staff - 7+1.

Separate Toilet for male & female staff. 3+3

Library with separate section for reading & e-resources

Computer Lab equipped with 39 Computers.

Education Lab.

Science laboratories for Physics, Chemistry and Biology for HS Section.

Kitchen and Practical labs for the B.Voc Programme.

Language Lab- 1.

Room for Cutting-Tailoring & Embroidery practical.

Conference Room.

KKHSOU(Krishna KantaHandique State Open University).

Shared NCC office for boys and girls.

Well-furnished Auditorium with sound system & a projector for presentations.

Boys' & Girls' Hostel . Girls' Hostel intake capacity 40 ,Boys Hostel-10.,construction of RCC Boys

Hostel with a capacity of 40 boarders under progress.

Examination:

Separate examination control room with CC Camera installation.

The physical infrastructure has been designed for optimal utilization of space. The open ground has been well utilized to provide space for,

Football and cricket field Kabaddi ground

Parking area for students and teachers

Garden

Pond

Park

Indoor Stadium with facility of Table Tennis,Badminton & Kick-Boxing.

Apart from these, the college has the below mentioned facilities within its campus:

ERP Software

Leased Line.

Green boards

19 white board

19 projectors

Student notice boards

2 Conference halls

12 laptops

2 Generators

2 Xerox machines

7 printers

scanner

5 inverters

14 Interactive and Digital display Board

1 set of sound system

1 Water cooler

Seven nos of Water Purifier

CCTV cameras.

2 Grass cutting Machine

2 AC

3 Vacuum cleaner

1 handy cam

1 Lecturn

Library with more than 18000 books & periodical & e-resources.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.1.1.-link-for-additional-information.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.1.1.-link-for-additional-information.pdf</a> |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Adequate sports and games infrastructure available in the campus for an all-round development of the students.

There is adequate space provided for outdoor and indoor games in the college premises. There are facilities for the below mentioned sports.

#### Playground

6 Table tennis boards

2 Badminton Courts (size 880 sq. fts)

All equipment of Athletics

Mats for Kabaddi and Kick Boxing

A generator for uninterrupted power supply during sports

Separate toilet for boys & girls.

#### Gymnasium

The college has a fully equipped modern multi-gymnasium (size 700 + 900 Sq.ft) for training and fitness

purposes. The gym can be utilized by both the staff and the students.

#### Yoga

Yoga sessions are also regularly organized in the college auditorium and the indoor stadium where certified yoga instructors are invited to the college to train the students. The College is running a self



financed certificate course on Yoga in association with Patanjali Yoga Samitee, Assam.

There are facilities for the following games as well:

Carrrom

Chess

The support of the college to its students for participating in sports is well reflected in the achievement of

Sima Murah, a student of the college who won National Award in Ushu Competition in 2017.

Facilities for Cultural Activities:

The college is well known for its cultural spirit on campus. The below mentioned physical infrastructure is available in college for the purpose of cultural activities:

A well-equipped auditorium for theatre, dance and musical performances of the students.

Various musical instruments like Tabla, Harmonium, Dhol, Guitar, Khol, Taal, Maracas etc.

The college has been running a self-financed certificate course on Performing Art.

Other supports:

Providing professional training by appointing Professional choreographers, Theatre directors, etc.

Bears the travel expense

Cash award to medal winners.

Thus, the college encourage and support students in every possible way who wish to engage in extracurricular activities through the aforementioned methods.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.1.2-link-for-additional-information.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.1.2-link-for-additional-information.pdf</a> |

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

17

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

54.01

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library has over 18,200 books for the use of students and staff. It also has Journals, Magazines to cater the needs of the visitors to the library. The library has membership of N-List of INFLIBNET where the e-resource is made available for the users. The library is computerized. It uses SOUL 2.0 software of INFLIBNET to maintain its library automation process. Library operations like - administration, acquisition, cataloguing, circulation, OPAC etc. are maintained with SOUL 2.0. Name of ILMS software is SOUL 2.0.

Nature of automation : Partially

Version : 2.0

Year of automation : 2010

Library automation was started with SOUL 1.0 software in 2010 and it started creating database of its holding. With the gradually up gradation to 'SOUL 2.0' and automating other subsystems, Bar Coding of documents were done and Barcode library membership cards are continued for circulation in the library.

Features of SOUL 2.0

User Friendly

Fully Integrated High Data Security

Exhaustive Information Retrieval Tool

Printouts in desired formats

Various report generation

Simple and Boolean search result

Barcode Facility

Library Services

Computerized Issue/ Return

New arrival display

**Subscription of Journals - Print and Online**

The library has open access system

Orientation programs for new users

Access to INFLIBNET- N-LIST resources

Hard Copy of question papers, dissertations and theses .

Reprographic facilities

CCTV surveillance for security reinforcement

Library Awards/Certificates provided to the

Best Library User (Yearly)

Awareness Programme on Use of online E-Resources is held at regular interval

Librarians' Day is observed.

Library resources :

Presently the library has 18,047 volumes of books with 12735 titles, 1012 Book Bank with 225 nos

titles, 552 volumes of journals with 5 titles, 39  
Dissertations/Thesis,12 Dictionary,20

Encyclopedias,E-books & E-Journals under N -List.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2021/12/4.2.1-Library-Software.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2021/12/4.2.1-Library-Software.pdf</a> |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** B. Any 3 of the above

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

<https://www.furkatingcollege.edu.in/wp-content/uploads/2021/12/4.2.3-Books.pdf>

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

29

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The existing IT facilities including internet facilities in the college are updated at regular intervals. The college reviews its IT resources periodically and fulfills the necessities.

New IT equipment like Computers, LCD, Projector, Softwares etc. have been procured regularly as per the budget mainly from development funds received from external agencies like the UGC & RUSA.

The college has available bandwidth of internet connection i.e. Leased line connectivity from BSNL.

Internet speed in the range of <5 MBPS.

The college checks & updates its IT resources regularly.

Wi-Fi facility and LAN facility available in Computer Lab and office.

Annual Maintenance Contract has been made with EsKay Solution, a local firm for maintenance of

electronic equipment.

A laptop, desktop with printer for the IQAC.

Total 39 computers are there in Computer Lab for use of the students.

There are 12 computers in Library for use of the students.

Laptop and scanner have been provided to each of the Department.

Two 25 KV Generator has been installed to ensure uninterrupted power supply.

UPS made available with the desktop.

A Transformer has been installed for un-fluctuated voltage.

CCTV Cameras installed to monitor the campus.

Licensed Software includes:

SOUL 2.0 Software in library management

Academy DCL (Office automation)

Disk Operating system

Ramdhenu (Software for Assamese Type Writing)

Windows

MS Office

Data Entry Software developed by Dibrugarh University

K7, Total Security Antivirus

The new ERP system comprehensively captures the college data. For the staff it has the following

facilities:

Entry of attendance

Marks

Lesson plans

Academic reports

Reports of additional activities

Work-done diary

Entry of research details, conference and seminars attended

Leave management

The ERP also has a Learning Management System included within it which helps in

Disseminating reading materials

Organize lesson plan

Conduct online tests

Announce assignments

Assign marks and provide feedback to students.

For the students the following facilities are available:

Attendance management



**Marks management**

Download of marks card

Receive reading materials, lesson plans, assignments

Provide feedback to the faculty

The college communicates with students through bulk SMS for any emergency announcements. The

college website is easily accessible to the students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.3.1-paste-link-for-additional-information.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.3.1-paste-link-for-additional-information.pdf</a> |

**4.3.2 - Number of Computers**

61

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded          |
| Student – computer ratio          | <a href="#">View File</a> |

**4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS**

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | No File Uploaded          |

**4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

#### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

15.46

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has well prepared procedures & policies for maintaining and utilizing physical, academic and support facilities. Some of the purposes of its procedures & policies are as follows.

To ensure effective utilization of the facilities.

To keep the facilities under constant monitor & supervision.

To make sure that facilities last for longer period.

#### Procedures & Policies:

The college authority reviews quantity & quality of facilities time to time to ensure their availability in tune with academic growth & enrolment.

Feedback analysis report of stakeholders are also considered to assess the necessity of additional facility.

Grievances raised by the stakeholders as to inadequacy of facilities are also considered.

After the assessment of requirements, detail report is placed in the Governing Body meeting for approval.

Monitoring of infrastructural facilities is entrusted to the Vice-Principal who reports time to time on the use& maintenance of facilities.

CC Camera has been installed in most of the buildings.

Budget provision for the maintenance of facilities.

Engagement of labour on daily wage basis to keep the facilities clean.

An Electrician has been appointed on contract basis for regular checking & maintenance of electrical items.

A permanent site map with detail of facilities has been made.

Installation of signboards indicating availability of facilities at specific location.

Fire safety measures have been provided.

The college maintains an Asset Register to keep the record of movable assets

procured time to time & also name of the staff in whose custody the asset has been kept.

Day & Night Chowkidars have been appointed.

Gate Keeper at the Main Gate

Annual Maintenance Contact (AMC) with EsKaySolutions, Golaghat for the maintenance of electronic items.

Additional Provision:

The seminar hall, auditorium and other infrastructural facilities of the college can be used by other agencies preferably during holidays, if required, with prior approval from the authority & without hampering normal academic activities.

Sports and other Co-Curricular Facilities:

An Indoor-Stadium with well-equipped furniture and two gyms for the physical and mental development

of both the students and the teachers.

Sufficient sports equipment for outdoor games. All sports equipment & facilities are under overall

supervision of Prof-in-Charge.

The Chowkidar is also entrusted with the responsibility of safekeeping of the sports goods.

In the Students' Union Body there are separate secretaries for sports & co-curricular activities to promote

such activities.

Based on requirement, the Purchase Committee buys the necessary goods for sports.

In last five years, the college has successfully organized Inter-college Football Tournament, Athletics Competition & Kick Boxing Competition with approval & participation of affiliating University. The college

also organize Late Narayan Dutta Memorial Biannual Inter-College Debate Competition. On an average students of the college win 8-15 medals in Inter-College Events organized by either affiliating University or other affiliated colleges, state & national level competition. It has been made possible due to sincere effort of Prof-in-charge, active participation of students & proper utilization of its facilities.

The college extends its support to the students to excel in cultural activities by providing them musical instruments, professional training, etc

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.4.2-link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.4.2-link.pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

504

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

6

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

**A. All of the above**

| File Description  | Documents   |
|---|---|
| Link to institutional website   | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/5.1.3-Photograph.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/5.1.3-Photograph.pdf</a> |
| Any additional information  | <a href="#">View File</a>   |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>   |

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

50

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

50

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

13

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | <a href="#">View File</a> |

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

15

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government



**examinations) during the year**

5

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | <a href="#">View File</a> |
| Any additional information          | No File Uploaded          |

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

5

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | No File Uploaded          |
| Any additional information   | <a href="#">View File</a> |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The College ensures adequate representation & active engagement of its students' in various administrative, co-curricular and extracurricular activities. Some of the Administrative Cells/Units having students' representation are as follows. IQAC : As member of IQAC, the President/Secretary of the Students' Union Body plays an important role in taking quality enhancement initiatives for the College. Admission Committee: Both the President & Secretary of the Students' Union Body are the member of the Admission Committee. Their views are considered in formulating admission criteria of the College. Anti-ragging Committee : As a member of Anti-ragging

Committee, the representative of the Students' Union Body contribute significantly in maintaining a ragging free campus in the College.

**Project Monitoring Unit :** As per guidelines of RUSA, Assam the President & Secretary of the Students' Union Body serve as member of Project Monitoring Unit. They get involved in monitoring various construction activities under RUSA, Assam. **Grievance Redressal Cell :** In the Grievance Redressal Cell students' representatives place grievances on behalf of the students & try to resolve them in consultation with the College authority. **Internal Complaint Committee :** Students' representative take part in resolving different categories of complaints.

**Engagement in co-curricular and extracurricular activities :** The College engages students' in co-curricular and extracurricular activities through a democratically elected Students' Union Body as per the recommendations and guidelines laid down in the Lyngdoh Committee. The Student Union Body consists of a President, Vice-President, General Secretary, Assistant General Secretary, Cultural Secretary, Major Games Secretary, Minor Games Secretary, Magazine Secretary, Debating Secretary, Girls Common Room Secretary, Boys Common Room Secretary and Social Service Secretary. The members of the Student Union Body promote co-curricular and extracurricular activities among the students & lead them in attending tournaments at different levels. Some of the co-curricular and extracurricular activities in which students'

of the college get engaged can be listed as follows. The Annual College Week. Participation in various sports & cultural events organized by the affiliating university & other State & National level events. Saraswati Puja. Freshmen Social

Publication of College Magazine. Celebration of Alumni Day & College Foundation day National Festivals such as Independence Day, Republic Day, Gandhi Jayanti etc. Students' of the College are also engaged through some other units which are listed below : NCC Boys & Girls. NSS Unit Red Ribbon Club

Red Cross Society Population Club Sexual Harassment Cell Nature Club

Student's Union Body acts as an important channel for the generation of feedback responses which is helpful in taking measures in the areas demanding immediate attention. Besides they also help in maintaining a eco-friendly environment in the campus & the volunteers of NSS & NCC Cadets take the lead to organize various social activities inside campus as well as outside the campus. It helps the

College in working in line with its mission & vision.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

5

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <a href="#">View File</a> |

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

A provision has been made in college website for the passed out students to be member of the association. It has a committee under overall supervision of a Prof-in-charge. The committee hold meeting at regular interval & chalk out plan of action for successful implementation of its activities. A Whats app group has been formed for effective communication among the members of the association. Here is a brief mention of some of the contribution of the association to the college.

1. Academic: The Alumni Association provides necessary information regarding job and career opportunities to the passed out students of the college. The association invite passed out students to such program organized by the college from time to time. The association has donated a book self with books to the College library.
2. Financial support :The association carries

out its activities from membership fee & donation of its members. For this purpose the association has a Saving Bank Account at the Furkating Branch of Indian Bank which is run under joint signatureship of President & Secretary of the association. 3. Games and Sports: Some of the alumni of the college train existing sports talent in various field of sports like weightlifting, athletics, compact sports and help them in bringing laurels to the college by winning medals in various tournament. 4. Culture: The college has produced a good number of alumni who have reputation in the field of film & theatre of the state. The association utilize their talent in training the students of the college in the fields

like dance(modern & classical), drama and singing(vocal, traditional) & in other areas .Due to their cooperation the college has been able to win in different state level and inter college cultural tournaments. 5 Allumni Day : . Every year 31st December is observed as the alumni day of the college. A colourful cultural function is organized on that day where the alumni, the students along with the faculty members actively participate and perform various cultural activities. Sports programme are also organized on this day in which large number of alumni participate. 6. Social: One of the important aims of Alumni Association is to undertake as many extension programme as possible. The association undertakes programme like plantation of seedling and provides relief materials to the flood affected people in various occasions. During pandemic the association has taken sanitization programme in important areas of Furkating .The association provides financial assistance to some of the students whose regular study has been interrupted due to poor financial condition.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the college has been planned in alignment with the location, the socio-economic status of the surrounding areas, prospective students and feeder schools. The college is located in a rural ambience having influence of rural traditions & values in institutional activities. Majority of its students come from the downtrodden, marginalized & economically weaker section of the society where 2/3 students are first generation learners and monthly average income of 2/3 guardians is less than Rs 5000. Hence, the college has come up with the Vision for preparing the learners for knowledge society & strengthening socio-economic base of the surrounding areas through quality higher education and with Mission to enlighten the learners with relevant knowledge & equipping them for developing their level of competence through effective teaching & activities.

Nature of governance:

In order to materialize the Vision and mission of the institution The decentralization of powers and functions in the hierarchical system of different bodies and the involvement of the stakeholders has been instrumental in achieving and fulfilling them. The Governing Body which is the main decision taking body of the college entrusts the responsibility of formulating and operating action plans to the Principal of the college in consultation with faculty members & others. The Principal then further delegates the authority through the Vice-Principal, The IQAC, the HoDs, different Committees/Cells/Units and other stakeholders depending upon the magnitude and essence of the action plans. Based on the resolutions of the IQAC, the authority formulates its action plan & incorporates the same into the institutional strategic plan.

Perspective Plans:

Perspective Plans with short- and long-term goals have been drawn for the academic years and deployed through an organized governance system.

To transform the perspective plans, annual action plans are chalked out by the IQAC through its different Criterion-wise committees and other Sub-Committees and Cells which are further deployed considering the vision & mission statement of the college,



recommendations of the Peer Team, NAAC, and Feedback Report of the Stakeholders.

Participation of the teachers in the decision-making bodies:

The teachers of the institution are involved in different Committees and Sub-Committees who play an important role in materializing the vision and mission of the college. The HoDs, the Coordinators/Conveners of the Committees, Cells and Units are instrumental in formulating the policy statements and action plans and transforming them through the IQAC and the college authority.

All the HoDs are involved in academic and administrative and other disciplinary matters.

Different Committees, Cells and Units function within the jurisdiction of the set guidelines and attempt to fulfill the institutional plans and policies. The teachers are involved as representatives of the Governing Body and either as members or Coordinators and Conveners of different Committees like the Teachers' Unit, Admission Committee, Examination Committee, Anti-Ragging Committee, Disciplinary Committee, Library Committee, Hostel Committee, Purchase Committee, Construction and Monitoring Committee, Anti-Sexual Harassment Committee, Women's Cell and Project Monitoring Unit of RUSA.

In addition, teachers are also involved as motivators in various Co-curricular and Extra-Curricular activities.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.1.1-Link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.1.1-Link.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralized policy and participatory approach is followed to fulfill vision & mission.. This practice is visible at all levels ranging from the provision of operational autonomy to the departments/units/Committees and promoting a culture of participative management even among the stakeholders. The constitution of different Committees, the autonomy given in their

functioning, the involvement of the stakeholders as representatives in various bodies speaks in volume that reflects the decentralization and participative management in various institutional practices.

A particular emphasis reflecting this practice may be seen in the Examination System of the College.

A case study of Decentralization and Participative Management is the Examination System of the college which is being practiced every year:

Before the commencement of final examination, an Examination Committee is formed every year in a meeting convened by the Principal in the college.

Objectives of the meeting:

To form a new committee for the entire year

Preparation of the budget

Smooth conduct of the examination with participation from all stakeholders

Structure of the Committee:

President of the Committee is from the locality, preferably an educationist, selected in the public meeting convened by the Principal

Representatives from the Governing Body and people from the locality are members of the Committee for monitoring the examination process

The Principal is the Officer-in-charge

One senior faculty member is selected as the Assistant Officer-in-charge on rotation basis

Participation of all the faculty members as invigilators

Non-teaching staff carries out all the official works related to the examination

Strategy adopted:



The Principal convenes a public meeting where the GB members, people from the locality, the faculty members and the ministerial staff attend it.

In that meeting the principal makes a presentation on the details of exams conducted in last year, result of different exams & problems encountered, if any .

Besides the formation of a new Committee, the budget to conduct the exam is approved in the public meeting.

Audit Report of the previous examination is also placed.

The Committee approves audit report of the previous examination.

#### Functional Process:

The Assistant Officer-in-charge of the concerned exam usually conducts the examination on behalf of the Officer-in-charge who is the Principal. He/She is assisted by a team consisting of the invigilators and the non-teaching staff that includes from the Upper Division clerk to the Grade-IV employee who carries out all related official works in running an examination. Other members of the committee who are stakeholders of the college visit during days of exam to know conduct of the examination.

#### Outcome:

It exemplified the involvement of all in hierarchical system from the GB members to the Grade-IV employees.

It exemplified the involvement of the stakeholders.

It exemplified conducive atmosphere reflecting the decentralization and participative management.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.1.2-Link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.1.2-Link.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Perspective Plan of the college has been prepared considering its vision & mission statement, recommendations of the NAAC Peer Team, and Feedback Report from Stakeholders. It includes both short-term and long-term goals and effort is made to ensure that the plans are fulfilled. The plan prepared is for 5 years which is both learner-centric and faculty oriented inclusive of the Curricular, Teaching-Learning, Infrastructure, Research-Oriented and Supportive of students in their holistic development. The plan is prepared taking in to account the recommendation of Peer Team, NAAC, feedback report of its stakeholders & suggestion of other stakeholders. Equal emphasis is given on the implementation of the plan in a definite time limit.

Of the several aspects of Perspective Plans which have been deployed so far, special emphasis on one activity which has been successfully implemented is the B.Voc Programme in Hospitality Management.

#### Introduction:

To introduce skill development programme is one of the long-term plans of the institution. The increasing demand of "skilled" workforce has been felt everywhere and so has been incorporated in the curriculum And the outcome is the B.Voc degree programme initiated by the MHRD as a joint venture of UGCNSQF.

#### Strategy:

The Programme has been introduced with the initiatives of Curricular Committee of IQAC. The Committee was entrusted the responsibility for selecting the trade and preparing the proposal. While applying, various aspects had to be analyzed like the feasibility of the programme, its prospects, finding industry partners, availability of faculty, etc.

#### Action Plan and Execution:

Once finalized, the college applied for B.Voc programme in Hospitality Management as the institution had some good rapport with industry partners to pursue the programme.

After receiving the approval letter, the process of admission started.

MoU signed with NSDC & Industry partner and the responsibility of

designing the syllabus was entrusted on a reputed retd. Faculty of IHM, Guwahati.

Following the UGC guidelines the college communicated with the affiliating university to conduct the programme.

Advertisement published for faculty recruitment.

After selecting the required faculty, interaction held with the industry partners.

Brochures were distributed and banners were hung in public places for wide publicity.

Execution:

The programme has been running on in full swing with two batches of students, 2 permanent faculties and 1 part time faculty for the skill component and 4 part time faculty for the general component.

The department is well furnished with 04 Laboratories

Expected outcome of the Programme: To produce skill manpower for the hospitality sector.

Programme Specific Outcome of Hospitality Management:

Upon completion of the programme, students will be able

To develop a range of leadership skills and abilities such as motivating others, leading changes, and resolving conflict

To communicate effectively in oral and written communication

To analyze and solve problems, using appropriate tools and technology

To recognize the challenges and opportunities of working effectively with people in a diverse environment.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/PERSPECTIVE-PLAN-LINK.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/PERSPECTIVE-PLAN-LINK.pdf</a> |
| Upload any additional information                      | No File Uploaded  |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Description of the organogram:**

**Governing Body:** The Governing Body is the main decision taking body of the institution. It is constituted as per the guidelines of the Higher Education Department, Govt. of Assam.

**Principal:** The Principal act as the head of the institution, conducts day-to-day activities & executes all the decision taken by the Governing Body.

**Vice-Principal:** The Vice-Principal is delegated partial administrative power besides monitoring the academic activities.

**HoDs:** The Head of the departments plan, executes, monitors activities of the respective departments and inform the same to the College authority from time to time.

**Teaching Staff:** Teaching staff include those directly involved in teaching, promotion of extra-curricular activities & overall development of the institution.

**IQAC:** The IQAC prepares & implements policy & sets quality benchmark for various activities of the college.

**Admission Committee:** The Committee conducts entire admission process following Government reservation policy for the reserved categories of students.

**Examination Committee:** The College has an Examination Committee that conducts all internal and end semester examinations.

**Other important Committees/Cell/Units:**

## Disciplinary committee

**Purchase Committee:** This committee takes decisions with regard to purchase all the essential goods.

**Construction Committee:** This Committee is constituted of the Governing Body President as its Chairperson, Principal as the Member Secy, One nominee of Honorable VC'S of the affiliating university, representative of teaching & non-teaching staff & one technical member.

**Project Monitoring Unit (RUSA):** This Committee is constituted as per the RUSA guidelines. The PMU monitors all developmental works under RUSA grant.

## Library Committee

**Information and Career Guidance Cell:** The Cell organizes career related seminars, workshops and disseminates career related information in different avenues.

**Teachers 'Unit:** The Unit works for all-round development of its members & carries out academic programme in the interest of students & extends financial support to deserving meritorious students.

**Grievance Redressal Cell:** The Cell receives and redresses the grievances of the staff and students, if any.

**Anti-Sexual Harassment Committee:** It is constituted as per guidelines of Statutory Bodies to safeguard female stakeholders.

**Anti-Ragging Committee:** The Anti-Ragging Committee ensures ragging free College Campus.

**Ministerial Staff:** They provide administrative support to the Head of the institution, the faculty and students in every aspect.

**Red Ribbon Club:** The Club promotes awareness about AIDS and encourage for blood donation.

**Students' Union Body.**

The Governing Body selects candidates as per OM issued by the Govt. of Assam. Service condition of all the staff including Principal is governed by existing Service Rules of the state Government. The Assam Services (Discipline & Appeal Rules, 1964) is applicable to

the staff of the college & as per provision made in this rule the college authority takes disciplinary action against its staff, if required.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/ACT-OF-COLLEGE-LINK.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/ACT-OF-COLLEGE-LINK.pdf</a> |
| Link to Organogram of the Institution webpage | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/ORGANOGRAM-LINK.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/ORGANOGRAM-LINK.pdf</a>         |
| Upload any additional information             | <a href="#">View File</a>   |

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description  | Documents                 |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document   | <a href="#">View File</a> |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution undertakes various welfare measures for both the teaching and non-teaching staff. The measures can be classified as Financial, Supportive, Academic & others.

Welfare Measures for financial benefits:

### 1. Mutual Benefit Fund

This fund is created out of the monthly contributions of both the teaching and the non-teaching staff. Members of the Fund can avail

loan at a low rate of interest & within short period. In the interest of teaching & non-teaching staff the college administration help in running the fund.

## 2. Group Link Saving Insurance (GLSI)

It is allow-cost scheme of LIC that provides insurance cover to teaching & non-teaching staff of the college who are member of the scheme. On behalf of the members of the scheme, the college authority deposit premium in LIC.

## 3. Group Insurance Scheme (GIS)

It is scheme of the Govt of Assam to guarantee insurance cover to its employee. Monthly premium under the scheme is deducted by the Treasury releasing salary to the staff of the college.

## 4. Salary saving Scheme (SSS) of LIC

The institution provides the facility of depositing insurance premium of its staff under SSS of LIC.

## 5. Provident Fund

It is a government managed retirement savings scheme. Under it minimum 6% of salary towards GPF is deducted at source & accumulated amount with accrued interest is released at the time of retirement.

## 6. Pension & New Pension Scheme:

Those who joined prior to 2005 get pension & others get the benefit of New Pension Scheme. Deduction at source is made for those who are under New Pension Scheme.

7. Gratuity: It is one-time payment given to staff as per Govt rules.

## Supportive Measures:

The institution provides following leave to its employees as per the Govt. of Assam Rules.

Casual leave for teaching & non-teaching

Earned Leave



Duty Leave to serve as Resource Person to attend seminar, conference, RCs, OCs etc.

Maternity Leave

Child Care Leave.

Leave with pay to attend conferences of Professional Bodies.

Reservation of seat for the wards of its employees.

Measures for Academic & Intellectual Development:

The college organizes training for its staff & encourages its teaching staff to participate in Seminar, Workshop Conferences ,FDP ,Refresher & Orientation Programmes etc and also organizes training programmes for its non-teaching staff .

Promotion under Career Advancement Scheme.

Provision of representation in various bodies/Cells of the college.

Periodic Health Check-up:

The college has a MoU with GBM Nursing Home ,Golaghat for arranging Health Check-up Camp for its staff & students.

Infrastructural Facilities:

Departmental room to all the teaching departments & well-furnished Administrative Building for the non-teaching staff.

Separate Toilets for Male & Female Staff.

Multi-gym & Sports facilities.

Wi-Fi facility in campus

Pedestrian friendly footpath.

CC Camera in the Academic Building.

Car Parking Shed .

Water Purifiers.

Generator .

Canteen

Green Campus facility.

Membership of N-List.

Books & Journal in Library.

Reading Room

Laptop/ Desktop to all departments.

Honoring teachers acquiring higher academic qualifications.

Residential facility for the chowkidar & night chowkidar.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.3.1-Link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.3.1-Link.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

| File Description  | Documents        |
|---|------------------|
| Upload any additional information   | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | <a href="#">View File</a> |
| Reports of Academic Staff College or similar centers   | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

03

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has a formal Annual Performance Appraisal system for

teaching & non-teaching staff and provision of maintaining Annual Confidential Report for the non-teaching staff.

For the Teaching staff it follows the proforma suggested by the UGC and is conducted every year. The faculties are required to submit the recommended filled-in proforma of Self Appraisal to the Principal of the college. The principal examines the filled in proforma & ask the Coordinator of the Governance, Leadership and Management Committee to prepare a consolidated report in consultation with other senior members and place it in the IQAC meeting .For assessing performance related to teaching, the evaluation indicators are academic excellence gained by the students, learning outcome of the students and the API scores of the faculty. The IQAC analyses the report and attempts to identify the strengths and weaknesses of each faculty member and takes the following steps:

Arranges meeting for evaluation and to take corrective measures.

Performance of each faculty member is assessed

Attempts to identify prospective for improvement and progress of the faculty in research and publications, participation in Seminars, Conference, Symposia, Workshop, etc.

Involvement in discharging corporate responsibility.

Attempts to analyse the participation of faculty members in promotion of curricular & extra-curricular activities.

Attempts to analyse the performance in teaching-learning process.

Encourages the faculty members to self-assess and improve the areas in which they are lagging behind.

Promotion of faculty members are recommended based on the API score as reflected in the proforma

The authority takes corrective measures of those faculties & staff whose performance is found unsatisfactory

On the basis of the report, adequate and timely suggestions are provided by the Principal to the concerned faculty and departments to improve their performance of curriculum delivery.

The college takes offline feedback from student regarding curricular delivery & implementation. An analysis of the same is shared with

the teachers and the management, and discussed with the faculty members individually

The college strictly follows the systematic procedures for the appraisal of the performance of the Nonteaching staff. They are assessed through Self-appraisal forms and the Principal reviews their performance. Their assessment is based on

Their ability to do allotted work

Efficiency in documentation.

Enhancement and adaptability towards the technological changes

Discipline

Punctuality

Responsiveness

Character

Their interpersonal relations with seniors, juniors, colleagues, students and public.

For non-teaching staff, the indicators of performance are efficiency and time bound completion of tasks assigned to them. The Principal maintains Annual Confidential Report of all Non-Teaching staff & their promotion depend on this report. Annual Confidential Report of each employee is forwarded to the Director of Higher Education along with Departmental Promotion Committee Report.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.3.5-LInk.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.3.5-LInk.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college mobilizes fund from two sources -external sources & internal sources. External sources comprise of UGC, RUSA, ICSSR, NAAC, NSS Cell, Dibrugarh University, and Philanthropies contribution, Scholarship from Central & State Government& fund from Government of Assam. Fees from students such as Tuition Fee, Library Fee, Hostel Fee,Examination Fee, Centre Fee, Students' Union Body Fee, Self-Financing Courses Fee etc. are the internal sources of fund. Revenue received from the sale of college assets is also an important internal source of fund.

The Institution has a transparent and well planned financial management system. The Principal serves as Drawing & Disbursing Office (DDO) of the college & he makes financial transaction as per financial rules of Govt. of Assam. Accordingly internal and external financial audits are carried out depending the sources of fund.

External Audit: The entire fund received from external sources are audited by Registered Chartered Accountant. Income and expenditure statement along with supporting documents are submitted to a registered Chartered Accountant who prepares Utilization Certificate & Income &Expenditure Statement. Necessary clarification, if required, is made by the Principal & the UDA associated with the account.After receipt of Audit Report, it is placed before Governing Body of the college for consideration. At the end, the report is sent to the sanctioning authority. Besides CA, RUSA, Assam appoint auditor at regular interval to verify income & expenditure statement of fund released to the higher educational institutions.

Mandatory audit by Directorate of Local Fund, Govt of Assam: It has been made mandatory by the financial rules of Government of Assam that fund received by a college from all sources be audited by Auditors of local fund. So, the college approaches Directorate of Local Fund, Govt of Assam to carry out audit of fund mobilized from internal & external sources. On request of the college authority, a group of two to three auditors visit college premises to make on the spot verification of all transactions made during the given period. It also covers all those fund which have already been audited by the CA. The Principal & the UDA associated with the account try to meet the objections, if any, raised by the local auditors.The college takes utmost care to meet the objection within stipulated time.After hearing the clarifications and corrections, the final accounts are settled. At last the report is placed before the Governing Body for consideration.

Internal Audit :

Funds received from internal sources are audited internally as well as externally on regular basis. Initially all the financial transactions are approved by the Principal. Internal audit of some accounts are conducted by the person having experience in auditing, who is selected in the meeting of stakeholders. A meeting of same stakeholders is convened to consider the audit report. Similarly fund raised from the public to celebrate some important occasion is audited by auditor selected in the public meeting. The Governing Body is the ultimate authority to decide on audit report carried out by an Internal Auditor.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.4.1.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.4.1.pdf</a> |
| Upload any additional information     | No File Uploaded  |

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

A Fund Mobilization Policy has been formulated for achieving the goals and objectives of the institution. Some other objectives of the policy are to ensure accountability and transparency in mobilization as well as utilization of fund. The college is determined to grow and make its mark in national scenario by arranging requisite funds and ensuring optimal use of resources. For this purpose, the college needs to identify its sources of fund and to widen the resource base for the attainment of the set goals. Some



of the sources of fund are Students' Fee, Self-Financing Courses Fee, UGC,RUSA, Assam, Government of Assam, Government organization like ICSSR,NAAC,NSS Dibrugarh University, Donation from the Philanthropers, NGO, Alumni etc, Corporate Sector contribution, Donation of Tea Companies, Revenue from assets of the institution etc. The college has planted 3000 Agar Plant in its campus from where a good amount of revenue can be expected in future. It has a number of self-financed certificate courses. But the fund generated from such courses is low .Most of the students of the college belong to poor families who cannot bear high fee.

Although the college tries to mobilize fund from all possible sources, the amount of fund generated has not been sufficient to meet its growing requirement. Taking in to account limitation of the college to mobilize sufficient fund from its internal sources, efforts being made to mobilize fund from external sources like the UGC,RUSA etc. For this purpose various committees have been formed by the Governing Body not only to prepare proposal but also to ensure timely utilization of fund. Since the time of formation of RUSA, the college has been receiving fund for its infrastructural development. To ensure fund from RUSA, the college tries to go for timely assessment & accreditation by NAAC which is considered as the pre requisite for the sanction of fund by RUSA? To carry out construction work with fund from UGC, the college has formed a Construction Committee as per UGC guideline. Similarly for the civil work of fund provided by RUSA, Assam the college has a MoU with Assam State Cooperative Housing Federation (HOUSEFED). It executes projects funded by RUSA, Assam as per its guideline which help in timely release of fund .The college has also submitted proposal for fund from the Corporate Body like Numoligarh Refinery Limited, ONGC etc.

Similarly to ensure transparency in financial transaction, the college emphasizes on internal & external audit of fund & submit utilization to the funding agencies within time limit. The college stresses on online financial transaction. The college uses Online Software of Affiliating University at the time of admission & in respect of fund received from RUSA,UGC,ICSSR,NSS etc the college uses PFMS Portal & in salary FINASSAM of Govt of Assam. For maintaining detail of its asset the college has installed ERP software.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.4.3.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.4.3.pdf</a> |
| Upload any additional information     | No File Uploaded  |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Like the previous years during this year too the IQAC has tried its best in order to assure quality in every aspect possible. As such, during this year two practices have been institutionalized in order to enhance quality more specifically in the teaching-learning process. These practices include:

1. Maintenance of Teachers' Diary covering academic, corporate and other such related activities on daily basis.
2. Mentors are to submit reports of student mentoring every ten days and then these reports are to be discussed focusing light on their different aspects. This practice seems to make the mentoring process even more dynamic.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.5.1-Mentors-reports.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.5.1-Mentors-reports.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

During this year there has been interruption in normal classroom activities from time to time due the COVID-19 pandemic. Keeping this in mind the IQAC has adopted various measures so that regular classes and other activities may continue without any disruption. These measures included keeping in constant touch with the students through departmental WhatsApp groups, opening WhatsApp groups with the students for nurturing their creative activities, taking regular

classes through various virtual platforms, conducting online tests etc.

All these measures have helped in keeping the overall academic environment stress-free and uninterrupted even during the pandemic.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.5.2-link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.5.2-link.pdf</a> |
| Upload any additional information     | No File Uploaded  |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Annual-Report.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Annual-Report.pdf</a> |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a>   |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Enrolment composition reveal that the girl students outnumber the**

boy students . Hence, it has to play a crucial role in providing and conducting curricular and co-curricular programmes and providing facilities. In the last year, the College has conducted various programmes to ensure that all students are acquainted with gender related issues through integrated programmes. Accordingly, the college has taken the following initiatives:

#### Administrative aspect

In appointing faculties, the Selection Committee adheres to the Constitutional norms for women reservation and follows the gender-neutral norms.

#### Curricular Programmes and activities

Offering of gender-neutral Self-financed Certificate courses

Awareness programmes

Co-curricular Programme and activities

NCC for both girls and boys

NSS volunteers, both girls and boys

YRC volunteers

Participation of students in Community Health Programmes and Blood Donation Camps

Sports activities like Race, High jump, Long jump, Javelin, Shot -Put, Cricket, Tug-of-war, Arm- Wrestling, Chess, Discus, Triple jump etc.

Cultural activities

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/002-converted.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/002-converted.pdf</a> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/003-converted.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/003-converted.pdf</a> |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

To ensure a clean, hygienic and healthy campus as per Environmental Policy, the institution tries to manage the waste generated in the campus in all possible ways -through proper segregation of the waste as liquid, solid and e-waste, accompanied with different measures to compost it too. It also sensitizes its students to manage the wastes of the campus-both solid and liquid waste. Solid waste includes both biodegradable wastes like food waste, vegetable peels, leaves, excreted materials of live animals, straw & hay and non-biodegradable wastes like plastic, polythene etc. Liquid waste generated in the campus are of three types:

- Wash water from canteen.
- Effluents from different sanitary blocks.
- Wastewater from Water Purifiers.

**Measures to dispose of waste of the campus:**

## 1. Solid waste Management

- Biogas plant of the college utilizes the organic waste produced in the campus with the intention of conservative energy consumption too.
- Stakeholders are sensitized through lectures, displaying slogans on boards.
- Placing Dry and Wet dustbins in different locations of the college and then taken away for proper disposal. A MoU has been signed with Furkating tea Estate to collect waste from the college campus.
- To reduce non-biodegradable wastes ,plastic cups, plates, disposable bottles, are replaced by paper made items.
- Wastes generated on the day of celebration are collected by NCC & NSS Volunteers and kept in dustbin for collection.
- Students are encouraged not to use plastic. Hence, if it is found, thrown into the pit allotted for such wastes.
- Efforts are on to make the office paper free by making all the correspondences online.
- Flex used for publicity or as banner are disposed of properly.
- Proper maintenance of infrastructure and timely repair of furniture are done to minimize solid waste.
- The college has installed sanitary pad dispensers in the girls' washroom. Napkin Vending machines are installed in girls' toilet and hostel.

## 2. Liquid waste Management

- Waste water generated from the sanitary blocks, basins etc is disposed of through proper drainage system.
- Toilets are properly connected to the drainage system which gets rid of waste through drain to separate underground tanks which are regularly cleared and maintained.
- Wastewater from canteen is reserved in a tank for use in gardening, watering trees etc.
- Wastewater from RO plant is used for gardening.
- Wastewater generated from the laboratories (HS Science & B Voc Programme) is handled through drainage system.

### E-Waste Management:

The electronic wastes like obsolete computer, Laptops , monitors, compact discs, printers, scanners, calculators etc. are repaired and reused and those irreparable are sold out. The college tries to reduce the volume of e-waste by upgrading the software at the right time & period checking of electronic items. The college has



installed solar street light in the campus to reduce waste from bulbs, tubes etc.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geo tagged photographs of the facilities  | Nil                       |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **A. Any 4 or all of the above**

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | <a href="#">View File</a> |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | <a href="#">View File</a> |



**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | <a href="#">View File</a> |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | <a href="#">View File</a> |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | <a href="#">View File</a> |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

An inclusive environment is provided for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Some of the administrative and academic activities towards this end are as follows:

Administrative activities:

Core Values of the institution are displayed in front of the administrative building.

The Code of Conduct has been uploaded of the institutional website. All students as well as other stakeholders irrespective of their diversities need to follow it.

In the orientation programme separate agenda is kept to promote the feeling of unity and integrity among the students.

Teachers make an unrest effort to understand racial as well as cultural differences of students.

Various cultural activities are organized in the institution to promote tolerance and harmony towards each other.

Different sports activities organized by the institution also play an important role to eradicate diversities among the college community.

Celebration of National Festivals and important occasions such as International Women Day, World WaterDay, Mother Tongue Day, World Population Day, World Disabled Day, YogaDayetcprovide for an inclusive environment for all with diverse background. Such activities increase positive interactions among the people coming from different social, cultural and religious backgrounds. Students are acquainted with different culture of our nation through such programs that helps developing tolerance and harmony towards different cultural, regional, linguistic diversities.

Speech programmes are arranged on various occasions to inspire and motivate the young students to nurture their future journey in a harmonious way.

Grievance Redressal Cell takes care of grievances, if any, raised by

anyone with regard to breach of religious and cultural sentiment.

Workshops on Soft Skill Development are organized to help the students from different background to communicate effectively.

Academic activities:

As per the National Policy on Education (1968), the aim of education is "to promote national progress, a sense of common citizenship and culture and to strengthen national integration"; the curricular of different courses of the university have been designed in such a way that it will be helpful to achieve that goal.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution undertakes different initiatives to sensitize students and employees to the constitutional obligation & to enable them to behave as a responsible citizen.

The institution celebrates national festivals like Independence Day, Republic Day, Constitution Day, Gandhi Jayanti etc with great zeal in which students come to know sacrifices of freedom fighters & various aspects of India's Freedom Struggle.

The institution tries to inculcate duties & responsibilities as entrusted by the constitution of India through celebration of Constitution Day & National Voters Day.

Police Officers, Advocate, Academicians are invited to the Orientation Programme to inculcate the freshers about the duties and responsibilities of a good citizen.

The established Core Values and Code of Conduct help students and employees to be a responsible citizen.

Two days national seminar on, "Ethnic Diversity of North-East India and Indian Democracy" was organized as a step forward to strengthen the roots of values, duties and responsibilities in the mind of our stakeholders.

Workshop on "Soft Skill Development in association with Indian Skill Academy, Gauhati, awareness programme on "Road Safety and Traffic Rules" in collaboration with District Transport Office, Golaghat, Rallies on cleanliness, participation in Swachh Bharat Abhiyan, Blood Donation Camp etc have contributed immensely in inculcating the values of a responsible citizen.

The students are inspired by conducting various programmes on culture, values, duties and responsibilities by inviting people from concerned fields.

Guest Lectures have been arranged for making the students aware about their responsibility on saving environment.

Through the NCC and NSS activities the students have been encouraged towards different social/charity activities.

By involving students on various programmes and rallies on Ban on Plastic, Swachh Bharat, Cleanliness Programmes etc. the institution inculcates the values of cleanliness among the students.

The mission of the institution is "to promote awareness on various issues as environment, human values, culture, human right, etc." These qualities are inculcated among the college community. As the initiatives of fulfilling this mission, the college conducts yoga, performing art class, self defence training programme etc.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional**      **A. All of the above**

**ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | No File Uploaded          |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded          |
| Any other relevant information   | <a href="#">View File</a> |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To inculcate value and sense of nationalism & patriotism in the minds of young students, the institution celebrates national festivals every year. By commemorating the great leaders and great historic events of national importance it tries to inspire and motivate the young learners towards the activities of our forefathers who had a vision for our great nation. On the days of celebration, various events including flag hoisting, lecture competitions are organised to commemorate the days of freedom. Death anniversaries of great personalities are also observed meaningfully to recall their sacrifices in freedom movement of India and in building the nation.

#### Independence Day

The college celebrates the Independence Day every year hoisting the national flag by the Principal. Teaching & Non-teaching Staff & NCC Cadets also participate in celebration. Gandhi Jayanti

In memory of the Father of our Nation, Gandhi Jayanti is celebrated every year. All the stakeholders pay homage to this great leader who devoted his life in preaching Truthfulness and Ahimsa. Along with various competitions, NSS and NCC unit organize programme on cleanliness, tree plantation etc. on this occasion.

#### Teachers' Day

Commemorating the birthday of Dr. Sarvapalli Radhakrishnan, the great teacher of our country, Teachers' Day is celebrated every year. Besides paying homage to the great son, the institution felicitates two retired teachers on that day.

#### International Women's Day

Woman Cell of the college organizes International Women's Day on 8th March every year at the college as well as outside the college by inviting eminent personalities of different fields.

#### International Yoga Day

International Yoga Day is celebrated at the institution every year. On this day eminent personalities from this field are invited to inspire and motivate the students for yoga and meditation and also for making them aware about the mental and physical benefits of performing some asana.

#### Constitution Day

Constitution Day is observed at the college on 26th November.

#### National Voters Day

National Voters Day is celebrated on 25th January for promoting awareness on the necessity of voting and to encourage the young students towards their voting right.

#### World Water Day

World Water Day is observed to increase the awareness on the necessity of proper use of water.

#### World Environment Day

World Environment Day is observed on 5th June by organizing awareness rallies, cleanliness programme etc.

NSS Day: 24th September is celebrated as NSS Day with appropriate programs by NSS unit of the College.



| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best practice: 1**

**Title of the practice: Strengthening Community Relationship**

**Objective of the practice:**

**The objective of the practice is:**

- To strengthen the socio-economic base of surrounding area.
- To inculcate the social responsibility among students.
- To extend the activities of the institution towards social benefit.

**The Context:**

"Preparing the learner for knowledge society and strengthening socio-economic base of the surrounding area through quality higher education" is the vision of our institution. As an initiative to execute the vision, the institution has been trying to keep a close relation with the neighbouring areas as well as the institutions. On the other hand one of the missions of our institution is "To help the people of surrounding area in social mobilization and the improvement of their socio-economic base by involving them in various institutional activities". Focusing both these vision/mission, the institution gives utmost importance in keeping a close relationship with emphasis on extension activities thereby enabling students to make positive contribution to society reciprocating the society to our institution.

**The Practice:**



Both institutionally and departmentally Furkating College have been performing numbers of activities in its locality:

Institutional extension activities:

- World Environment Day, World Water Day has been observed within the campus as well as outside the campus. Other environmental activities such as Swatch Bharat Abhiyan, Cleanliness Drive etc. have also been extended to the surrounding areas.
- The institution takes initiative to jointly organize various awareness programmes with Athgaon Chariali Krira Santha, a non-governmental organization for social welfare.
- International Women's Day is observed both in campus and off campus for making our students as well as local people aware about their responsibility in eradicating gender discrimination.
- On the occasion of World Disabled Day several programmes are held at the nearby Disable School as well as in the campus of the institution by the initiative of NCC Unit in collaboration with Rotary Club of Golaghat.
- The Population Club. On the occasion of World Population Day, the Department of Economics virtually organised a State Level Essay Writing Competition on the topic: 'Impact of Population Growth in the Socio-economic Context of Assam'.

Evidence of Success:

It is because of these activities that developed an amiable relationship between the institution and the locals. There is no doubt that the kind of extension activities undertaken by the institution have been able to make our students socially responsible as well as reach out to the local community. The efforts that the institution has been extending its supportive hands towards various organizations are also cordially appreciated by the concerned authorities.

Problem encountered and resource required:

COVID Pandemic situation had hindered a lot in conducting the proposed activities of the institution. Besides that lack of sufficient funds is the other major problem encountered by the institution in undertaking the extension activities

Best practice: 2

Title of the practice: Coaching classes for Competitive Examinations.

Objective of the practice:

The objective of the practice is:

- To prepare our students and the students of the surrounding areas for various Competitive Examinations.
- To increase the rate of placement of Young Generation.
- To extend the activities of the institution towards social benefit.

The Context:

Being located in rural area the institution realizes the importance of its role in giving a shape to the hopes and aspirations of the people around it. Most of our students are from agrarian background as well as first generation learner without having proper knowledge of various scopes in modern day world. Keeping this in mind the institution tries to provide various facilities to the students of the institution as well as the students of its locality. One of these facilities is the coaching classes for different competitive examinations.

Practice:

Our teachers especially Mr Jatin Mech has been offering his service towards the society by preparing young generation for various competitive examinations such as TET, PET, APSC and SSC.

Evidence of Success:

The unemployment among educated youth is a burning problem of the society. It is because of the initiative of our institution that helps the placement of a good number of youth.

Problem encountered and resource required:

The chief problem encountered in this regard is the shortage of class room.

| File Description                             | Documents        |
|--|------------------|
| Best practices in the Institutional web site | No File Uploaded |
| Any other relevant information               | No File Uploaded |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### Empowering Girl Student to be a Strong Woman in Future

Education, with knowledge and self-confidence, is one of the most important means of women empowerment. So far as the Indian women are concerned no one can deny the fact that women of India have made a noteworthy progress since the independence. Still there are a good number of women who have to fight back against many evils of the society. Keeping this in mind Furkating College as an institution of higher education located in a rural area the college feels the utmost importance of girl empowerment by providing various facilities to girl students.

As most of our students are from poor economic background, they do not have an exposure in sports and cultural fields in spite of having talent and potential in these areas.

- The institution has taken initiatives for providing such students, especially the girl students, facilities of games & sports as well as in the cultural field.
- The institution is offering certificate courses for making them as skilled professionals so that they can sustain in the present competitive job market.
- Establishment Diploma Course in Hospitality Management is an important initiative taken by the institution towards skill-based education.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Curriculum is delivered effectively through a well-planned and documented process. Keeping in mind vision and mission of the institution several steps are taken and deployment of action plans for effective implementation of the curriculum is also ensured. As an affiliated college, it basically follows the Academic Calendar prepared by the affiliating University both for scholastic as well as nonscholastic activities. At the beginning of each semester, the Principal conducts meeting with all the HoDs. The decisions taken in the meeting are further disseminated in every department conducted by the HoDs and plans out proper implementation of the curriculum. The departments prepare the teaching plans for proper implementation of the curriculum and chalks out activities for the academic session. The time-table is designed by the Principal in consultation with the HoDs. Each department further prepares the time-table allotting teachers of respective departments. Apart from the academic activities, departments also undertake activities like seminars, talks, field works, projects, and others that are relevant to the curriculum and in alignment with the core values of the institution. Emphasis is also laid on the use of the ICT enabled classes and hence it has been ensured that all the classrooms are equipped with modern teaching aids and utilised completely both by the faculty as well as the students.

Teachers Diary is maintained. Daily entries in Teacher Diary give an idea on the progress in curricular. The institution also tries to take care of advance & slow learners through a number of well prepared steps. Mentoring is always active in solving various issues of the students. The authority holds meeting with HoDs from time to time on the progress in curricular delivery. In the IQAC meeting also discussion on academic matters particularly on curricular is held at regular interval.

Most of the classrooms have been covered with CC Camera which help the authority to monitor teaching-learning activities. Besides Vice Principal is entrusted the responsibility of monitoring curricular delivery who keeps on informing details of progress made from time to time. The authority also tries to

ensure that the curriculum is executed effectively and remains watchful on the probable shortage of infrastructure and teaching faculty. If any such issue arises, the authority resolves it with utmost care. In case of vacancy in any teaching post either due to retirement or any other reason the authority tries to meet the shortage by engaging faculty in contractual post. Theoretical lectures are supported by field studies, academic tours, student exchange programme & other co-curricular activities.

In case of any unprecedented circumstances as Covid-19 pandemic, the authority arranges alternative method of curricular delivery. In last two years both teaching & evaluation are being carried out in online mode with the help of 'Google Meet App, Whatsapp etc. Similarly online resources have been made available through INFLIBNET N-LIST services.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Additional-information.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Additional-information.pdf</a> |

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Teaching-Learning and Evaluation Committee of the IQAC prepares the Academic Calendar before the commencement of every academic session. All the important curricular, co-curricular & extra-curricular activities are included in it. The academic calendar is incorporated in the prospectus so that the students get an idea of the complete academic year which includes schedule of academic activities & other important programmes. It is uploaded in the institutional website.

The Continuous Internal Evaluation (CIE) is conducted basically in the following ways 2 Sessional examinations in each semester --total 10 marks. Home Assignments for the non-major students-5 marks Seminars, Group discussions, field study, etc. for Honours students -5 marks Attendance-5 marks.

Details of various components of Internal Evaluation are included in prospectus. A copy of Regulation of the affiliating university, copy of Academic Calendar & also copy of Prospectus



is uploaded in the institutional website. All such measures help the students to know in advance all the components of Internal Evaluation & time of holding it. The college maintains detail record of attendance of all students. Any student whose attendance is less than the rate fixed by the affiliating university is debarred from appearing in end semester exam. There is a mechanism to solve grievance relating to internal evaluation. Any student who is not satisfied with the evaluation may approach the appropriate authority to solve his/her grievance. There is a time line to solve evaluation related grievances. Detail guidelines of the Examination Grievance Redressal Mechanism has been made available in college Notice Board. Besides, the Principal and the IQAC coordinator also informs the freshers about it in the Orientation Programme conducted for them before the commencement of their formal classes. Any changes in the academic calendar due to sudden and unplanned circumstances, the students are communicated through notice board and bulk sms. Based on the academic calendar, the departments prepare their teaching plans and other activities to be undertaken by them. The activities of the departments and observance of important days are notified later by the Principal. Seminars and field visits or study tours are also notified separately in adherence to the academic calendar. The institution has already installed ERP Software to ensure paper free adherence to the academic calendar & for the conduct of CIE. The emphasis is on proper execution of its Academic Calendar. So, the college has introduced an alternative approach to teaching & evaluation during pandemic. There is separate Cell/Unit to observe /celebrate all the important occasions which are included in the Academic Calendar. Immediately after preparation of the calendar it is communicated to all as an intimation to prepare for the event.

| File Description                     | Documents                 |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | <a href="#">View File</a> |
| Link for Additional information      | Nil                       |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**B. Any 3 of the above**

**Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

13

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |



**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

186

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

186

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Crosscutting issues are integrated through the following ways: Prescribed syllabus that includes Gender, Professional Ethics, Human Values, Environment and Sustainability, etc. Awareness programmes Talks through invited guests Orientation programmes Observing important days Field trips Educational tours Adopting gender sensitization programme Uploading Code of Professional Ethics in Institutional Website Publishing Hand Book of Code of Professional Ethics. Forming Code of Conduct Monitoring Committee. In order to materialise these, various programmes are undertaken by the NCC troops and NSS unit of the college. The Nature Club, The Red Ribbon Club, The Red Cross Society, Gender Sensitization Cell also undertake several activities in order to sensitise and create awareness among the students. Departments undertake field trips/study tours and observe important days to instill in them these values. For example World Water Day World Environment Day

Swachh Bharat Abhiyan through Plogging, Cycle rally, Cleanliness Drive during Swachhta Pakwada Tree plantation etc Awareness meetings in college and nearby areas are conducted . It is noteworthy that the Alumni association join hands in such activities related to environment through tree plantation in remote villages. The college observes International Women's Day & keeps special sessions during the Orientation Programme for the new comers & awareness to sensitise them on gender issues. meetings are conducted . Keeping intact the gender equity, the

self-financed courses too are selected insuch a way that it could be accessed by all irrespective of gender. Sports facilities provided are also gender equal and hence, equal achievements could be noticed in this field. Human values are inculcated and instilled in them through observation of - International Yoga Day International Youth Day World AIDS Day International Day for the Disabled Anti-corruption Day No Tobacco Day Awareness through street plays on the Menace of Drugs and awareness meetings on Drug Abuse are conducted by NCC troops and NSS units. Departments observe important days like Human Rights Day World Population Day Besides, there are courses which particularly deal with these crosscutting issues on Gender, Environment, Human Values and Professional Ethics Economics-- Environmental Economics, Paper Code - 602 Education-- Philosophical Foundations of Education, Course code - EDNH101 History --- History of Ecology and Environment in India ,Paper Code - HISG-601, Paper Code - HISM-601 Sociology-- Environmental Sociology ,Course Code DSE03

Gender Political Science- Introduction to Women Studies ,Paper Code - PSCM-602 English-- Women's Writing, 5th Semester ,Course Code - 50100 History ---- Women in Indian History, Paper Code - HISM - 602 Education ---- Gender and Education, Course Code - DSEED603/GEED202 Sociology--- Sociology of Gender, Core Course- 7 Human Right Political Science-- Human Rights- Paper Code - PSCG-601 ,Paper Code - PSCM-601 Human Rights in Comparative Perspective, Semester - V,Paper Code - DSE-2A PROFESSIONAL ETHICS Library and Information Science-- Basics of Library and Information Science, 3rd & 5th Semester, Course Code - SEC-1 English --- Communication Skills, Paper Code - COSK-301 GE 1 - Academic Writing & Composition, Course Code - 10210 Assamese-- Communicative Assamese, Course Code - AECC

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | <a href="#">View File</a> |
| MoU's with relevant organizations for these courses, if any   | No File Uploaded          |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

132

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

### 1.4 - Feedback System

|  |                     |
|--|---------------------|
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | A. All of the above |
|  |                     |

| File Description   | Documents                 |
|--|---------------------------|
| URL for stakeholder feedback report  | <a href="#">View File</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View File</a> |
| Any additional information(Upload)   | <a href="#">View File</a> |

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded  |
| URL for feedback report           | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2021/12/Feedback-analysis-report-2020-21.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2021/12/Feedback-analysis-report-2020-21.pdf</a> |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

330

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

182

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Learners form a heterogeneous group- having different levels of competence with diverse background. Without an assessment of their learning level it is not possible to prepare a strategy for effective teaching. So, necessary steps are taken to assess learning levels of the students. A preliminary assessment of learning level of students is made on the basis of their marks at entry. other approaches made to appraise them before the onset of the programmes are as follows:

- Through counselling at the time of admission . Counsellors try to assess the skills, knowledge and interest of the students in specific field.
- Admission form contains necessary information to assess learning level of students.
- Admission Register gives a summary of student profile which is made available to the departments.
- Necessary information of all newly admitted students are uploaded in ERP Software.
- Before start of the Academic Session an Orientation Programme is conducted for the freshers for assessing their knowledge.
- Class room interactions, seminar presentation, group discussion etc help in knowing learning level of students.
- Participation in the activities of different cells and clubs
- Curricular related activities and other extra-curricular events & achievement help in assessing learning level of students.
- Result of Internal Assessment examination helps to categorise students into two groups.

Programmes for Slow Learners:

- Individual care by their mentors. They are advised to meet the teachers concerned even outside the class to clear

doubts, if necessary.

- They are engaged with hand-on training and encouraged to participate in club activities like Population club, Nature club, Red Ribbon club etc & to participate in programmes like yoga and meditation to enhance their concentration and understanding skills.
- Tutorial class, extra class test held to enhance their learning level. The students who perform poorly are short listed by the subject teachers to discuss about their difficulties. The teacher concerned gives additional input and conduct additional test ,provide assignment or project to such students in order to improve their academic performance
- Special emphasis is given to clear their concept with the help of ICT tools.
- Previous years examination papers are discussed. Question banks at library.
- Focused interactions are held with parents to actively involve them in the learning process.

#### Programmes for Advanced Learners :

- Given exposure through invited lectures, field visits and workshops etc
- They are advised to refer to further reference materials for better understanding.
- They are engaged with hand-on training and encouraged to participate in club activities like Population club, Nature club, Red Ribbon club etc., department level activities and dramas. Their participation in the programme like yoga and meditation enhances their concentration and understanding skills
- Soft skill, employability skill, exposure to industry ,career guidance & Counselling ,debate, quiz competition etc are organized .
- They are motivated to prepare for the competitive examinations.
- They are motivated to take the membership of N-LIST & avail other e -resources .
- Given responsibility to organize events or to represent the college in events organized by other institutes.
- Task like preparation of seminar paper, survey report is given.
- They are motivated to secure rank & distinction in university examination, additional references, notes are given.



- Cash Award, Medals in recognition of their talent.
- They are encouraged to apply for Merit Scholarship, Ishan Uday Scholarship etc.
- Best reader award by the Library Committee, Best all-round performer Award, most disciplined student award by the authority to encourage them.
- Faculty members motivate them to go for higher studies.

| File Description                  | Documents   |
|-----------------------------------|---|
| Link for additional Information   | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.2.1_1628392507_3802.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.2.1_1628392507_3802.pdf</a> |
| Upload any additional information | No File Uploaded  |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 534                | 32                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning experiences are enhanced by adopting practical approach to teaching learning. A healthy and student-centric friendly learning environment has been developed in the campus in which students can explore, experience, examine and establish their own perspective. Some of the student centric methods used by the college are listed below.

- Seminar Presentation
- Assignment
- Group Discussion
- Essay writing
- PP presentation
- Field Study
- Internship
- Quiz contest



- Language lab
- Publication of students' magazine 'Nandanik'.
- Nukkad Natak on cross cutting issues like environment, women empowerment which are also the part of curriculum.
- . Debate
- Project Work to motivate students to think individually to find practical solutions to the problems.
- Laboratory Practical
- Practice Teaching
- Academic Tour
- Visit to places of historical importance to provide practical exposure to the students.
- Participation of students in Swachh Bharat Abhiyan & other cleanness programme.
- Participatory activities under NCC,NSS & Indian Red Cross Society.
- Participation of students in the celebration of important days/festivals.
- Organize Soft Skill & Personality Development Programme.
- Personal counselling
- Involvement of students in organizing various competition-sports, cultural, academic.
- Participation in the competition organized by other institute under leadership of senior students
- Participation in NCC Camp
- Students' representation in various committees of the college such as IQAC, Anti-Ragging Committee, Admission Committee, Project Monitoring Unit of RUSA etc.
- Certificate Courses like Yoga & Meditation, Nursery Management, Acting, Cutting & Tailoring etc introduced by the college involve students in participative learning.

Most of the teachers use technology to make teaching effective & participatory. For this purpose interactive board (Smart Board) with LCD Projector have been provided in 16 nos class room. A laptop has been provided to each department to prepare informative and attractive slides for Power Point presentation.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional information   | Nil                       |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description

in maximum of 200 words

Besides conventional mode of teaching, the faculty members of the college use ITC driven modern learning methods intensively. Around 90% of the staff use ICT tools and resources available in the campus. The college inspire all to get friendly with ICT teaching tools. To make ICT enabled tools accessible to all, necessary infrastructure has been developed. Some of the ICT tools available in the college are as follows:

- Sixteen nos ICT enabled smart classrooms which are equipped with interactive board, LCD projector, whiteboard etc.
- One Conference Room with podium sound system, smart board, whiteboard etc.
- Auditorium with the facility of LCD Projector & Screen.
- A Computer Lab with BSNL leased line connection having 34 Desktop & one LCD Projector.
- Language lab with five Desktop.
- Library with one server, 4 Desktop & 5 LED Monitor.
- Two Copiers.
- Six printers.
- All departments with Laptop or Desktop.

The college has installed ERP Software to maintain database of students' .It is also used for online curricular delivery.

INFLIBNET N-LIST resources have been made accessible to all. There is a digital section in the library to provide online resources to the students.

The college conducts online FDP for the teachers to update their knowledge & skill for the use of ICT tools.

The college has been running two computer related certificate courses-Computer Application & Computer Networking & Email Handling. Both the courses are helpful in using ICT facilities in teaching learning process.

During pandemic online video conferencing platform 'Google Meet' was used for teaching & 'Google Form' for evaluation . Similarly a number of webinar, workshop ,training programmes were also conducted. Through WhatsApp groups, course materials in form of Word Documents, PDFs, PPTs, Videos, and YouTube Link has been provided not only in the pre lockdown period but also in the post lockdown period.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | No File Uploaded  |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.3.2-Photograph.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.3.2-Photograph.pdf</a> |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

21

| File Description  | Documents                 |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded          |
| Circulars pertaining to assigning mentors to mentees                | <a href="#">View File</a> |
| mentor/mentee ratio   | <a href="#">View File</a> |

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

32

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | No File Uploaded          |

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

| 08  |                           |
|---|---------------------------|
| File Description  | Documents                 |
| Any additional information  | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)   | <a href="#">View File</a> |
| <b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>   |                           |
| <b>2.4.3.1 - Total experience of full-time teachers</b>   |                           |
| 421   |                           |
| File Description  | Documents                 |
| Any additional information  | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template)  | <a href="#">View File</a> |
| <b>2.5 - Evaluation Process and Reforms</b>   |                           |
| 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.  |                           |
| <p>Examination &amp; assessment is conducted following Regulation &amp; Academic Calendar of Affiliating University. Detail schedule of internal examinations is prepared accordingly. As per the norms of the university, 20 marks are allotted for the internal assessment—10 marks for two in-sem exam ,5 marks for seminar ,group discussion ,home assignment, projects etc and 5 marks for attendance .To make the mechanism of transparent and robust the college follows below mentioned steps:</p> <ul style="list-style-type: none"> <li>• Academic Calendar is uploaded in college website.</li> <li>• During the orientation programme of freshers, details of academic calendar along with time of internal assessment are informed.</li> <li>• Details of internal assessment are also displayed in Notice Board.</li> <li>• The college authority hold a meeting with the HoDs and</li> </ul> |                           |

Staff regarding smooth conduct of internal assessment .

- Assignments, topics of seminar presentation are given well in advance and the departments ensure their submission as per schedule.
- Internal marks are displayed on the Notice Boards to ensure transparency and correctness before they are forwarded to the university.
- HoDs hold separate exam for those who fail to appear in exam due to some valid reason .
- Students are asked to report their grievances, if any, with regard to marks of internal assessment.
- The Heads of the Department monitor attendance and progress of the student in every semester.
- The evaluation process includes both conventional and innovative methods.
- The conventional methods include conducting two pre-declared written tests and the innovative methods include group discussions, seminar presentations and assignments, project preparation etc.
- The college insist on Power Point presentation by students in seminar & also on their active participation.
- Parent meeting is held at regular interval to inform them about performance of their wards.
- Online assessment was done with the help of Google app during pandemic to maintain time table.
- The college has installed ERP Software for conducting online assessment of students.

The written examinations, assignments, seminar presentations enhance the communication and interpersonal skills of the students

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.5.1.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.5.1.pdf</a> |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Norms and procedures of internal examination are as prescribed by the Undergraduate Semester/CBCS Regulation of the affiliating University. It tries to maintain fairness & transparency in all the three components of internal exams - Seminars/ Group

Discussions/Field Studies/ Home Assignments/ Projects , two sessional exams & attendance . At the same time the College also emphasizes to resolve examination related grievances in a transparent, time-bound & efficient manner. For this purpose a well-planned mechanism is in operation since the time of introduction of semester/CBCS.

Details of internal exam such as examination pattern, mark of three components, time of exam etc are communicated to the students through Prospectus, Orientation Programme ,Notice Board & also during class interaction. HoDs also make it familiar to the students of their concerned department.

In order to redress any kind of grievance relating to internal examinations the college has three platforms for the students to approach. These three platforms are: the Departments, the college authority and the affiliating university.

- The Departments:
- Every department displays in their respective notice boards the mark-division obtained by each student in three categories framed by the affiliating university . Marks of in-semester examinations are displayed within one week of exam.
- Assignments, topics of seminar presentation are given atleast 20 days in advance and the departments ensure their submission as per schedule.
- The departments conduct separate examinations for those students who fail to appear in exams due to some valid reasons
- The students are given the assessed answer scripts to have an idea about the assessment process.
- Any under evaluation or wrong calculation of marks may be pointed out to take necessary rectification by the concerned department within three days.
  
- The College Authority:
- The college has an Examination Committee headed by the Principal/ Vice-Principal along with representatives of the IQAC and other stakeholders as its members to monitor the entire Continuous Internal Evaluation (CIE) system.
- Students have the freedom to approach the college authority directly with regard to any internal examination related grievances.



- The Examination Committee takes necessary initiatives to redress any internal examinations related grievance if it is cannot be sorted out by the departments.
- The college authority supplies list of the departmental students in proper format to each department to enter the marks of internal assessment against each of them and all the departments submits mark sheet to the college authority with signatures of the respective HoDs.
- The college office keeps a copy of these mark sheets of internal assessment for its own record while a duplicate copy is submitted to the university in due time.
- The University:
- If the marks of internal assessment are not properly entered in the mark sheet of the End-Semester examination conducted by the affiliating university, a student may approach the HoD of the concerned subject and approve an application addressed to the Principal.
- The Principal, after necessary official verifications, send this grievance to the university authority.
- The Examination Branch of the affiliating university headed by the Controller of Examinations address such grievances promptly.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | No File Uploaded  |
| Link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2021/08/GUIDELINES-FOR-EXAMINATION-RELATED-GRIEVANCE-REDRESSAL.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2021/08/GUIDELINES-FOR-EXAMINATION-RELATED-GRIEVANCE-REDRESSAL.pdf</a> |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college offers two programmes through eight departments. Details of course outcome of all the departments are described below:

Department of English: After completion of its courses learners come to know background of Indian, American & European literary ,value of literature in terms of emotion, passion & love towards nature, culture of positivism, gender related issues, understand concept like stream of consciousness, Oedipus complex etc, modern drama & acquaintance with text & context of post-colonial



literature.

Department of History: Learners get acquainted with various ancient culture of India, history of Roman empire & economic development in Europe, political structure, social & religious institutions, religious reformation & emergence of European state system, history of Mughal Empire, expansion of Mughal rule, history of Modern Europe, transition of India in to colonial domain of British & transition from colonial to post -colonial era in India.

Department of Political Science: Learners come to know Political theory & contemporary trend, new political insight & challenges, contradictory dynamics of modern state power, key aspects of world history, interface between public policy & administration in India, contemporary global issues of politics, foundation of political philosophy, Indian political thoughts, themes defining modernity of Indian political thoughts.

Department of Education: Learners come to know the Indian & Western Philosophy & their contribution to education, role of education in social change ,thought of educationist, measurement & evaluation in education, comparison of Indian education with other countries, psychological experiment, role of education & society in the development of child, pre & post-independence education system of India, value education & Human Right Education.

Department of Sociology: Enhance sociological knowledge, critical thinking about various aspects of society, develop understanding on major social institutions & ability to apply sociological concepts & theories to the real world & everyday life.

Department of Economics : Learners are made well informed about economic aspects of modern society, technique of analysing contemporary economic problems, ability to evaluate public policies, strong numeracy & statistical skills, power to analyse complex data sets, ability to work in different fields, skill to deal with real life situation.

Department of Assamese : Learners get acquainted with the linguistic and literary features of the Assamese language.

B Voc in Hospitality Management : Enable students to acquire skill & knowledge required for dealing with different people which will be helpful in their employment & self-employment .

AECCs & SECCs: Both the courses help students in promoting their communicative power & skill to face real life situation.

The college adopts following mechanism to communicate course outcome to its stakeholders.

- After introduction of new programme by the affiliating university the IQAC prepares PO,PSOs,Cos involving teachers of the concerned departments
  - HoDs are requested to communicate the same to the stakeholders.
  - Details made available in the institutional website.
  - Fresher are informed during Orientation Programme.
  - Each department display Course Outcome in their respective Notice Board.
- 
- While delivering course contents, teachers make sure that all students become familiar with course outcome.
  - Teacher explain the pattern of question in the In-sem Exam & its connection with the course outcomes.
  - Hard copy of syllabus and learning outcomes are available for the students as ready reference.

| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="http://www.furkatingcollege.edu.in/courses-program-outcomes/">http://www.furkatingcollege.edu.in/courses-program-outcomes/</a> |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a>   |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Following method is used for measuring the level of attainment of POs , PSOs and Cos which can be described as follows.

The results of the students in Class Test & their performance in other academic exercise help in evaluating the attainment of POs, PSOs and COs by the students. Marks obtained by the students in

In-sem Exam and final university examination are a measure of the attainment of the PSOs and COs. A student who secures 80% & above is said to have attained the highest level of outcome, students securing 60-80% marks are supposed to have attained satisfactory level of outcome & those securing 40-60% marks are considered to have attained average outcome & those below 40% marks are considered to have attained poor outcome.

Immediately after declaration of End Semester result the college makes a comparative analysis of result with the result of neighbouring colleges & affiliating university .It is helpful in evaluating the outcome.

To track programme outcomes, the departments maintain an alumna data-base, regularly updating information on their current employment and other endeavours. The departments track how many of the students who successfully complete the course seek employment or go in for higher studies.

The college emphasizes on continuous internal evaluation of students by using various means. Assignments/projects submitted by students and marks obtained by them also indicate the outcomes. Participation of students in classroom interaction ,personal interaction ,co-curricular & extra-curricular activities also is an indicator of PO & COs. Similarly prizes & medals won by the students in various intra & inter institution competition also give an idea of attainment of outcome.

Feedback collected & analysed by the IQAC also provides a picture of attainment of POs , PSOs and COs.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for Additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.6.2_1628397687_3802.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/2.6.2_1628397687_3802.pdf</a> |

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

118

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Paste link for the annual report   | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Annual-Report.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Annual-Report.pdf</a> |

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/report-on-student-satisfaction-survey-2021-22.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded          |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-**

**government agencies during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | No File Uploaded          |
| Paste link to funding agency website                          | Nil                       |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

04

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

10

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

5

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In line with the Mission & Vision statement of the College a strong network with the neighborhood has been established through various extension activities carried out by the following Cells/Units of the College.

NSS Unit.

NCC Boys' & Girls' Unit

Women Cell

Alumni Association

Red Cross Society, Furkating College Unit

Students Union Body

Nature Club

A number of extension activities undertaken to sensitize the students to social issues like environment, health & fitness, constitutional rights ,women empowerment, population issues, road safety, menace of drugs, water conservation etc. & has contributed immensely to their holistic development . Details of some activities are as follows.

On the occasion of 'World Environment Day' on 05.06.2017 an



'Awareness Rally' was organized in Furkating Town.

The NSS Unit organized one day cleanliness and awareness programme on 22nd September 2017, at Borahigaon village in collaboration with "AthGaon Chariali Library and Sports Association" .

A plantation programme by the NSS wing in collaboration with its 'Alumni association' on 6th May, 2018 at Kachamari, Golaghat.

The NSS Unit hang Banner at important locations & as a part of Swasha Bharat Summer Internship Programme in July, 2018, the Volunteers, went door to door to promote awareness about necessity of cleanliness, hygiene & sanitation.

Swachha Bharat Abhiyan was conducted in Furkating Railway Junction on 17.09.2019 as a joint Cleanliness Drive for the Swachhta Pakwada which culminates on 2nd of October by the NCC Unit in association with Furkating Railway Station .

A Cycle Rally by the NCC cadets from Furkating to Merapani Town on 24.10.2019 as an awareness programme on Swachhta.

PLOGGING, an activity of picking up garbage while jogging or walk was carried out by the NCC cadets on 07.12.2019 in Furkating Town as a part of the Swachh Bharat Abhiyan of DGNCC, New Delhi.

These events proved to be successful in sensitizing students to environment issues.

International Day for the Disabled was celebrated by the NCC Cadets in association with Rotary Club ,Golaghat and Disabled School of Furkating, on 3rd December, 2018 & 3rd Dec,2019.

A Nukkad Natak on the menace of drugs in Furkating Town by the NCC Cadets on 24.11.2019 as a part of the NCC Day celebration.

NCC Cadets' door-to-door Covid-19 awareness campaign organized on 17.06.2020 in nearby villages as a part of EXNCC YOGDAN amidst the lockdown of the pandemic.

NCC Cadets participated in the Covid-19 awareness campaign launched by the District Administration of Golaghat for sensitizing the public in the market areas and crowded areas of Golaghat town.



NCC Cadets participated in the World AIDS Day rally on 01.12.2020 under the banner 74 Assam Girls'(I) Coy, NCC, Golaghat, in association with AIDS Control Society, Golaghat.

NSS unit observed the National Road Safety month from 18th January to 17th February 2021.

'Appreciation Letter' has been received from the Station Master, Furkating Railway Junction for cleanness Program & from the Executive Engineer, Public Health Engineering Department, Golaghat, Assam for active participation in Swachha Bharat Abhiyan & from Joint Director Medical & Health Services, Golaghat for organizing Blood Donation Camp.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/3.3.1.1-Photograph-Link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/3.3.1.1-Photograph-Link.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | No File Uploaded          |

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

172

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

4

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

4

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College tries to mobilize maximum possible fund from its internal sources and approaches different funding agencies to create new infrastructure.. The campus spread over 8.85 acres has enough space to house the college building and an open ground.

The college building designed to accommodate the necessary facilities has the following blocks:

#### Administrative building:

It consists of space for the Principal and office staff

Separate room for the Vice-Principal

Room for IQAC Coordinator

Room for the Coordinator of KKHSOU Study Centre.

#### Academic Infrastructure:

It consists of followings:

ICT enabled Classrooms - 17.

Total Classrooms -27.

Departmental rooms and Common room for the teaching staff - 7+1.

Separate Toilet for male & female staff. 3+3

Library with separate section for reading & e-resources

Computer Lab equipped with 39 Computers.

Education Lab.

Science laboratories for Physics, Chemistry and Biology for HS Section.

Kitchen and Practical labs for the B.Voc Programme.

Language Lab- 1.

Room for Cutting-Tailoring & Embroidery practical.

Conference Room.

KKHSOU(Krishna KantaHandique State Open University).

Shared NCC office for boys and girls.

Well-furnished Auditorium with sound system & a projector for presentations.

Boys' & Girls' Hostel . Girls' Hostel intake capacity 40 ,Boys Hostel-10.,construction of RCC Boys

Hostel with a capacity of 40 boarders under progress.

Examination:

Separate examination control room with CC Camera installation.

The physical infrastructure has been designed for optimal utilization of space. The open ground has been well utilized to provide space for,

Football and cricket field Kabaddi ground

Parking area for students and teachers

Garden

Pond

Park

Indoor Stadium with facility of Table Tennis, Badminton & Kick-Boxing.

Apart from these, the college has the below mentioned facilities within its campus:

ERP Software

Leased Line.

Green boards

19 white board

19 projectors

Student notice boards

2 Conference halls

12 laptops

2 Generators

2 Xerox machines

7 printers

scanner

5 inverters

14 Interactive and Digital display Board

1 set of sound system

1 Water cooler

Seven nos of Water Purifier

CCTV cameras.

2 Grass cutting Machine

2 AC

3 Vacuum cleaner

1 handy cam

1 Lecturn

Library with more than 18000 books & periodical & e-resources.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.1.1.-link-for-additional-information.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.1.1.-link-for-additional-information.pdf</a> |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Adequate sports and games infrastructure available in the campus for an all-round development of the students.

There is adequate space provided for outdoor and indoor games in the college premises. There are facilities for the below mentioned sports.

Playground

6 Table tennis boards

2 Badminton Courts (size 880 sq. fts)

All equipment of Athletics

Mats for Kabaddi and Kick Boxing

A generator for uninterrupted power supply during sports

Separate toilet for boys & girls.

#### Gymnasium

The college has a fully equipped modern multi-gymnasium (size 700 + 900 Sq.ft) for training and fitness

purposes. The gym can be utilized by both the staff and the students.

#### Yoga

Yoga sessions are also regularly organized in the college auditorium and the indoor stadium where certified yoga instructors are invited to the college to train the students. The College is running a self financed certificate course on Yoga in association with Patanjali Yoga Samitee, Assam.

There are facilities for the following games as well:

#### Carrrom

#### Chess

The support of the college to its students for participating in sports is well reflected in the achievement of

Sima Murah, a student of the college who won National Award in Ushu Competition in 2017.

#### Facilities for Cultural Activities:

The college is well known for its cultural spirit on campus. The below mentioned physical infrastructure is available in college for the purpose of cultural activities:

A well-equipped auditorium for theatre, dance and musical performances of the students.

Various musical instruments like Tabla, Harmonium, Dhol, Guitar, Khol, Taal, Maracas etc.

The college has been running a self-financed certificate course on Performing Art.

Other supports:



Providing professional training by appointing Professional choreographers, Theatre directors, etc.

Bears the travel expense

Cash award to medal winners.

Thus, the college encourage and support students in every possible way who wish to engage in extracurricular activities through the aforementioned methods.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.1.2-link-for-additional-information.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.1.2-link-for-additional-information.pdf</a> |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

17

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

17

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

54.01

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library has over 18,200 books for the use of students and staff. It also has Journals, Magazines to cater the needs of the visitors to the library. The library has membership of N-List of INFLIBNET where the e-resource is made available for the users. The library is computerized. It uses SOUL 2.0 software of INFLIBNET to maintain its library automation process. Library operations like - administration, acquisition, cataloguing, circulation, OPAC etc. are maintained with SOUL 2.0. Name of ILMS software is SOUL 2.0.

Nature of automation : Partially

Version : 2.0

Year of automation : 2010

Library automation was started with SOUL 1.0 software in 2010 and it started creating database of its holding. With the gradually up gradation to 'SOUL 2.0' and automating other subsystems, Bar Coding of documents were done and Barcode library membership cards are continued for circulation in the library.

Features of SOUL 2.0

User Friendly

Fully Integrated High Data Security

Exhaustive Information Retrieval Tool

Printouts in desired formats

Various report generation

Simple and Boolean search result

Barcode Facility

Library Services

Computerized Issue/ Return

New arrival display

Subscription of Journals - Print and Online

The library has open access system

Orientation programs for new users

Access to INFLIBNET- N-LIST resources

Hard Copy of question papers, dissertations and theses .

Reprographic facilities

CCTV surveillance for security reinforcement

Library Awards/Certificates provided to the

Best Library User (Yearly)

Awareness Programme on Use of online E-Resources is held at regular interval

Librarians' Day is observed.

Library resources :

Presently the library has 18,047 volumes of books with 12735 titles, 1012 Book Bank with 225 nos

titles, 552 volumes of journals with 5 titles, 39 Dissertations/Thesis,12 Dictionary,20

Encyclopedias,E-books & E-Journals under N -List.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2021/12/4.2.1-Library-Software.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2021/12/4.2.1-Library-Software.pdf</a> |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

<https://www.furkatingcollege.edu.in/wp-content/uploads/2021/12/4.2.3-Books.pdf>

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <b>No File Uploaded</b>   |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

| 29  |                           |
|---|---------------------------|
| File Description                                  | Documents                 |
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The existing IT facilities including internet facilities in the college are updated at regular intervals. The college reviews its IT resources periodically and fulfills the necessities.

New IT equipment like Computers, LCD, Projector, Softwares etc. have been procured regularly as per the budget mainly from development funds received from external agencies like the UGC & RUSA.

The college has available bandwidth of internet connection i.e. Leased line connectivity from BSNL.

Internet speed in the range of <5 MBPS.

The college checks & updates its IT resources regularly.

Wi-Fi facility and LAN facility available in Computer Lab and office.

Annual Maintenance Contact has been made with EsKay Solution, a local firm for maintenance of

electronic equipment.

A laptop, desktop with printer for the IQAC.

Total 39 computers are there in Computer Lab for use of the students.

There are 12 computers in Library for use of the students.

Laptop and scanner have been provided to each of the Department.

Two 25 KV Generator has been installed to ensure uninterrupted

power supply.

UPS made available with the desktop.

A Transformer has been installed for un-fluctuated voltage.

CCTV Cameras installed to monitor the campus.

Licensed Software includes:

SOUL 2.0 Software in library management

Academy DCL (Office automation)

Disk Operating system

Ramdheni (Software for Assamese Type Writing)

Windows

MS Office

Data Entry Software developed by Dibrugarh University

K7, Total Security Antivirus

The new ERP system comprehensively captures the college data. For the staff it has the following

facilities:

Entry of attendance

Marks

Lesson plans

Academic reports

Reports of additional activities

Work-done diary

Entry of research details, conference and seminars attended

Leave management

The ERP also has a Learning Management System included within it which helps in

Disseminating reading materials

Organize lesson plan

Conduct online tests

Announce assignments

Assign marks and provide feedback to students.

For the students the following facilities are available:

Attendance management

Marks management

Download of marks card

Receive reading materials, lesson plans, assignments

Provide feedback to the faculty

The college communicates with students through bulk SMS for any emergency announcements. The

college website is easily accessible to the students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.3.1-paste-link-for-additional-information.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.3.1-paste-link-for-additional-information.pdf</a> |

#### 4.3.2 - Number of Computers

61



| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded          |
| Student – computer ratio          | <a href="#">View File</a> |

#### 4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | No File Uploaded          |

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

15.46

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has well prepared procedures & policies for maintaining and utilizing physical, academic and support facilities. Some of the purposes of its procedures & policies are as follows.

To ensure effective utilization of the facilities.

To keep the facilities under constant monitor & supervision.

To make sure that facilities last for longer period.

#### Procedures & Policies:

The college authority reviews quantity & quality of facilities time to time to ensure their availability in tune with academic growth & enrolment.

Feedback analysis report of stakeholders are also considered to assess the necessity of additional facility.

Grievances raised by the stakeholders as to inadequacy of facilities are also considered.

After the assessment of requirements, detail report is placed in the Governing Body meeting for approval.

Monitoring of infrastructural facilities is entrusted to the Vice-Principal who reports time to time on the use& maintenance of facilities.

CC Camera has been installed in most of the buildings.

Budget provision for the maintenance of facilities.

Engagement of labour on daily wage basis to keep the facilities clean.

An Electrician has been appointed on contract basis for regular checking & maintenance of electrical items.

A permanent site map with detail of facilities has been made.

Installation of signboards indicating availability of facilities at specific location.

Fire safety measures have been provided.

The college maintains an Asset Register to keep the record of movable assets

procured time to time & also name of the staff in whose custody the asset has been kept.

Day & Night Chowkidars have been appointed.

Gate Keeper at the Main Gate

Annual Maintenance Contact (AMC) with EsKaySolutions, Golaghat for the maintenance of electronic items.

Additional Provision:

The seminar hall, auditorium and other infrastructural facilities of the college can be used by other agencies preferably during holidays, if required, with prior approval from the authority & without hampering normal academic activities.

Sports and other Co-Curricular Facilities:

An Indoor-Stadium with well-equipped furniture and two gyms for the physical and mental development

of both the students and the teachers.

Sufficient sports equipment for outdoor games. All sports equipment & facilities are under overall

supervision of Prof-in-Charge.

The Chowkidar is also entrusted with the responsibility of safekeeping of the sports goods.

In the Students' Union Body there are separate secretaries for sports & co-curricular activities to promote

such activities.

Based on requirement, the Purchase Committee buys the necessary goods for sports.

In last five years, the college has successfully organized Inter-college Football Tournament, Athletics Competition & Kick Boxing Competition with approval & participation of affiliating University. The college

also organize Late Narayan Dutta Memorial Biannual Inter-College Debate Competition. On an average students of the college win 8-15 medals in Inter-College Events organized by either affiliating University or other affiliated colleges, state & national level

competition. It has been made possible due to sincere effort of Prof-in-charge, active participation of students & proper utilization of its facilities.

The college extends its support to the students to excel in cultural activities by providing them musical instruments, professional training, etc

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.4.2-link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/4.4.2-link.pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

504

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

6

| File Description  | Documents   |
|---|---|
| Upload any additional information   | No File Uploaded  |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)  | <a href="#">View File</a>   |
| <b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b> | <b>A. All of the above</b>  |
| File Description  | Documents   |
| Link to institutional website   | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/5.1.3-Photograph.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/5.1.3-Photograph.pdf</a> |
| Any additional information  | <a href="#">View File</a>   |
| Details of capability building and skills enhancement initiatives (Data Template)   | <a href="#">View File</a>   |
| <b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |   |
| <b>50</b>   |   |
| <b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |   |
| <b>50</b>   |   |
| File Description  | Documents   |
| Any additional information  | <a href="#">View File</a>   |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)   | <a href="#">View File</a>   |
| <b>5.1.5 - The Institution has a transparent</b>  | <b>A. All of the above</b>  |

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

13

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | <a href="#">View File</a> |

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

15

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

5

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | <a href="#">View File</a> |
| Any additional information          | No File Uploaded          |

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | No File Uploaded          |
| Any additional information   | <a href="#">View File</a> |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |



5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The College ensures adequate representation & active engagement of its students' in various administrative, co-curricular and extracurricular activities. Some of the Administrative Cells/Units having students' representation are as follows. IQAC : As member of IQAC, the President/Secretary of the Students' Union Body plays an important role in taking quality enhancement initiatives for the College. Admission Committee: Both the President & Secretary of the Students' Union Body are the member of the Admission Committee. Their views are considered in formulating admission criteria of the College. Anti-ragging Committee : As a member of Anti-ragging Committee, the representative of the Students' Union Body contribute significantly in maintaining a ragging free campus in the College.

Project Monitoring Unit : As per guidelines of RUSA, Assam the President & Secretary of the Students' Union Body serve as member of Project Monitoring Unit. They get involved in monitoring various construction activities under RUSA, Assam. Grievance Redressal Cell : In the Grievance Redressal Cell students' representatives place grievances on behalf of the students & try to resolve them in consultation with the College authority. Internal Complaint Committee : Students' representative take part in resolving different categories of complaints.

Engagement in co-curricular and extracurricular activities : The College engages students' in co-curricular and extracurricular activities through a democratically elected Students' Union Body as per the recommendations and guidelines laid down in the Lyngdoh Committee. The Student Union Body consists of a President, Vice-President, General Secretary, Assistant General Secretary, Cultural Secretary, Major Games Secretary, Minor Games Secretary, Magazine Secretary, Debating Secretary, Girls Common Room Secretary, Boys Common Room Secretary and Social Service Secretary. The members of the Student Union Body promote co-curricular and extracurricular activities among the students & lead them in attending tournaments at different levels.. Some of the co-curricular and extracurricular activities in which students'

of the college get engaged can be listed as follows. The Annual College Week. Participation in various sports & cultural events organized by the affiliating university & other State & National

level events. Saraswati Puja. Freshmen Social

Publication of College Magazine. Celebration of Alumni Day & College Foundation day National Festivals such as Independence Day, Republic Day, Gandhi Jayanti etc. Students' of the College are also engaged through some other units which are listed below : NCC Boys & Girls. NSS Unit Red Ribbon Club

Red Cross Society Population Club Sexual Harassment Cell Nature Club

Student's Union Body acts as an important channel for the generation of feedback responses which is helpful in taking measures in the areas demanding immediate attention. Besides they also help in maintaining a eco-friendly environment in the campus & the volunteers of NSS & NCC Cadets take the lead to organize various social activities inside campus as well as outside the campus. It helps the College in working in line with its mission & vision.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

5

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | <a href="#">View File</a> |
| Upload any additional information   | <a href="#">View File</a> |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | <a href="#">View File</a> |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

A provision has been made in college website for the passed out students to be member of the association. It has a committee under overall supervision of a Prof-in-charge. The committee hold meeting at regular interval & chalk out plan of action for successful implementation of its activities. A Whats app group has been formed for effective communication among the members of the association. Here is a brief mention of some of the contribution of the association to the college.

- 1. Academic:** The Alumni Association provides necessary information regarding job and career opportunities to the passed out students of the college. The association invite passed out students to such program organized by the college from time to time. The association has donated a book self with books to the College library.
- 2. Financial support :** The association carries out its activities from membership fee & donation of its members. For this purpose the association has a Saving Bank Account at the Furkating Branch of Indian Bank which is run under joint signatureship of President & Secretary of the association.
- 3. Games and Sports:** Some of the alumni of the college train existing sports talent in various field of sports like weightlifting, athletics, compact sports and help them in bringing laurels to the college by winning medals in various tournament.
- 4. Culture:** The college has produced a good number of alumni who have reputation in the field of film & theatre of the state. The association utilize their talent in training the students of the college in the fields like dance(modern & classical), drama and singing(vocal, traditional) & in other areas. Due to their cooperation the college has been able to win in different state level and inter college cultural tournaments.
- 5 Allumni Day :** . Every year 31st December is observed as the alumni day of the college. A colourful cultural function is organized on that day where the alumni, the students along with the faculty members actively participate and perform various cultural activities. Sports programme are also organized on this day in which large number of alumni participate.
- 6. Social:** One of the important aims of Alumni Association is to undertake as many extension programme as possible. The association undertakes programme like plantation of seedling and provides relief materials to the flood affected people in various occasions. During pandemic the association has taken sanitization programme in important areas of Furkating

.The association provides financial assistance to some of the students whose regular study has been interrupted due to poor financial condition.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the college has been planned in alignment with the location, the socio-economic status of the surrounding areas, prospective students and feeder schools. The college is located in a rural ambience having influence of rural traditions & values in institutional activities. Majority of its students come from the downtrodden, marginalized & economically weaker section of the society where 2/3 students are first generation learners and monthly average income of 2/3 guardians is less than Rs 5000. Hence, the college has come up with the Vision for preparing the learners for knowledge society & strengthening socio-economic base of the surrounding areas through quality higher education and with Mission to enlighten the learners with relevant knowledge & equipping them for developing their level of competence through effective teaching & activities.

Nature of governance:

In order to materialize the Vision and mission of the institution The decentralization of powers and functions in the hierarchical system of different bodies and the involvement of the stakeholders has been instrumental in achieving and

fulfilling them. The Governing Body which is the main decision taking body of the college entrusts the responsibility of formulating and operating action plans to the Principal of the college in consultation with faculty members & others..The Principal then further delegates the authority through the Vice-Principal, The IQAC, the HoDs, different Committees/Cells/Units and other stakeholders depending upon the magnitude and essence of the action plans. Based on the resolutions of the IQAC, the authority formulates its action plan & incorporates the same into the institutional strategic plan.

#### Perspective Plans:

Perspective Plans with short- and long-term goals have been drawn for the academic years and deployed through an organized governance system.

To transform the perspective plans, annual action plans are chalked out by the IQAC through its different Criterion-wise committees and other Sub-Committees and Cells which are further deployed considering the vision & mission statement of the college, recommendations of the Peer Team, NAAC, and Feedback Report of the Stakeholders.

#### Participation of the teachers in the decision-making bodies:

The teachers of the institution are involved in different Committees and Sub-Committees who play an important role in materializing the vision and mission of the college. The HoDs, the Coordinators/Conveners of the Committees, Cells and Units are instrumental in formulating the policy statements and action plans and transforming them through the IQAC and the college authority.

All the HoDs are involved in academic and administrative and other disciplinary matters.

Different Committees, Cells and Units function within the jurisdiction of the set guidelines and attempt to fulfill the institutional plans and policies. The teachers are involved as representatives of the Governing Body and either as members or Coordinators and Conveners of different Committees like the Teachers' Unit, Admission Committee, Examination Committee, Anti-Ragging Committee, Disciplinary Committee, Library Committee, Hostel Committee, Purchase Committee, Construction and Monitoring Committee, Anti-Sexual Harassment Committee, Women's Cell and



Project Monitoring Unit of RUSA.

In addition, teachers are also involved as motivators in various Co-curricular and Extra-Curricular activities.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.1.1-Link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.1.1-Link.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralized policy and participatory approach is followed to fulfil vision & mission.. This practice is visible at all levels ranging from the provision of operational autonomy to the departments/units/Committees and promoting a culture of participative management even among the stakeholders. The constitution of different Committees, the autonomy given in their functioning, the involvement of the stakeholders as representatives in various bodies speaks in volume that reflects the decentralization and participative management in various institutional practices.

A particular emphasis reflecting this practice may be seen in the Examination System of the College.

A case study of Decentralization and Participative Management is the Examination System of the college which is being practiced every year:

Before the commencement of final examination, an Examination Committee is formed every year in a meeting convened by the Principal in the college.

Objectives of the meeting:

To form a new committee for the entire year

Preparation of the budget

Smooth conduct of the examination with participation from all stakeholders

Structure of the Committee:

President of the Committee is from the locality, preferably an educationist, selected in the public meeting convened by the Principal

Representatives from the Governing Body and people from the locality are members of the Committee for monitoring the examination process

The Principal is the Officer-in-charge

One senior faculty member is selected as the Assistant Officer-in-charge on rotation basis

Participation of all the faculty members as invigilators

Non-teaching staff carries out all the official works related to the examination

Strategy adopted:

The Principal convenes a public meeting where the GB members, people from the locality, the faculty members and the ministerial staff attend it.

In that meeting the principal makes a presentation on the details of exams conducted in last year, result of different exams & problems encountered, if any .

Besides the formation of a new Committee, the budget to conduct the exam is approved in the public meeting.

Audit Report of the previous examination is also placed.

The Committee approves audit report of the previous examination.

Functional Process:

The Assistant Officer-in-charge of the concerned exam usually conducts the examination on behalf of the Officer-in-charge who is the Principal. He/She is assisted by a team consisting of the invigilators and the non-teaching staff that includes from the Upper Division clerk to the Grade-IV employee who carries out all related official works in running an examination. Other members of the committee who are stakeholders of the college visit during



days of exam to know conduct of the examination.

Outcome:

It exemplified the involvement of all in hierarchical system from the GB members to the Grade-IV employees.

It exemplified the involvement of the stakeholders.

It exemplified conducive atmosphere reflecting the decentralization and participative management.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.1.2-Link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.1.2-Link.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Perspective Plan of the college has been prepared considering its vision & mission statement, recommendations of the NAAC Peer Team, and Feedback Report from Stakeholders. It includes both short-term and long-term goals and effort is made to ensure that the plans are fulfilled. The plan prepared is for 5 years which is both learner-centric and faculty oriented inclusive of the Curricular, Teaching-Learning, Infrastructure, Research-Oriented and Supportive of students in their holistic development. The plan is prepared taking in to account the recommendation of Peer Team, NAAC, feedback report of its stakeholders & suggestion of other stakeholders. Equal emphasis is given on the implementation of the plan in a definite time limit.

Of the several aspects of Perspective Plans which have been deployed so far, special emphasis on one activity which has been successfully implemented is the B.Voc Programme in Hospitality Management.

Introduction:

To introduce skill development programme is one of the long-term plans of the institution. The increasing demand of "skilled" workforce has been felt everywhere and so has been incorporated

in the curriculum And the outcome is the B.Voc degree programme initiated by the MHRD as a joint venture of UGCNSQF.

**Strategy:**

The Programme has been introduced with the initiatives of Curricular Committee of IQAC. The Committee was entrusted the responsibility for selecting the trade and preparing the proposal. While applying, various aspects had to be analyzed like the feasibility of the programme, its prospects, finding industry partners, availability of faculty, etc.

**Action Plan and Execution:**

Once finalized, the college applied for B.Voc programme in Hospitality Management as the institution had some good rapport with industry partners to pursue the programme.

After receiving the approval letter, the process of admission started.

MoU signed with NSDC & Industry partner and the responsibility of designing the syllabus was entrusted on a reputed retd. Faculty of IHM, Guwahati.

Following the UGC guidelines the college communicated with the affiliating university to conduct the programme.

Advertisement published for faculty recruitment.

After selecting the required faculty, interaction held with the industry partners.

Brochures were distributed and banners were hung in public places for wide publicity.

**Execution:**

The programme has been running on in full swing with two batches of students, 2 permanent faculties and 1 part time faculty for the skill component and 4 part time faculty for the general component.

The department is well furnished with 04 Laboratories

Expected outcome of the Programme: To produce skill manpower for

the hospitality sector.

Programme Specific Outcome of Hospitality Management:

Upon completion of the programme, students will be able

To develop a range of leadership skills and abilities such as motivating others, leading changes, and resolving conflict

To communicate effectively in oral and written communication

To analyze and solve problems, using appropriate tools and technology

To recognize the challenges and opportunities of working effectively with people in a diverse environment.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/PERSPECTIVE-PLAN-LINK.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/PERSPECTIVE-PLAN-LINK.pdf</a> |
| Upload any additional information                      | No File Uploaded  |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Description of the organogram:

**Governing Body:** The Governing Body is the main decision taking body of the institution. It is constituted as per the guidelines of the Higher Education Department, Govt. of Assam.

**Principal:** The Principal act as the head of the institution, conducts day-to-day activities & executes all the decision taken by the Governing Body.

**Vice-Principal:** The Vice-Principal is delegated partial administrative power besides monitoring the academic activities.

**HoDs:** The Head of the departments plan, executes, monitors activities of the respective departments and inform the same to

the College authority from time to time.

**Teaching Staff:** Teaching staff include those directly involved in teaching, promotion of extra-curricular activities & overall development of the institution.

**IQAC:** The IQAC prepares & implements policy & sets quality benchmark for various activities of the college.

**Admission Committee:** The Committee conducts entire admission process following Government reservation policy for the reserved categories of students.

**Examination Committee:** The College has an Examination Committee that conducts all internal and end semester examinations.

**Other important Committees/Cell/Units:**

**Disciplinary committee**

**Purchase Committee:** This committee takes decisions with regard to purchase all the essential goods.

**Construction Committee:** This Committee is constituted of the Governing Body President as its Chairperson, Principal as the Member Secy, One nominee of Honorable VC'S of the affiliating university, representative of teaching & non-teaching staff & one technical member.

**Project Monitoring Unit (RUSA):** This Committee is constituted as per the RUSA guidelines. The PMU monitors all developmental works under RUSA grant.

**Library Committee**

**Information and Career Guidance Cell:** The Cell organizes career related seminars, workshops and disseminates career related information in different avenues.

**Teachers 'Unit:** The Unit works for all-round development of its members & carries out academic programme in the interest of students & extends financial support to deserving meritorious students.

**Grievance Redressal Cell:** The Cell receives and redresses the grievances of the staff and students, if any.

**Anti-Sexual Harassment Committee:** It is constituted as per guidelines of Statutory Bodies to safeguard female stakeholders.

**Anti-Ragging Committee:** The Anti-Ragging Committee ensures ragging free College Campus.

**Ministerial Staff:** They provide administrative support to the Head of the institution, the faculty and students in every aspect.

**Red Ribbon Club:** The Club promotes awareness about AIDS and encourage for blood donation.

**Students' Union Body.**

The Governing Body selects candidates as per OM issued by the Govt. of Assam. Service condition of all the staff including Principal is governed by existing Service Rules of the state Government. The Assam Services (Discipline & Appeal Rules, 1964) is applicable to the staff of the college& as per provision made in this rule the college authority takes disciplinary action against its staff, if required.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/ACT-OF-COLLEGE-LINK.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/ACT-OF-COLLEGE-LINK.pdf</a> |
| Link to Organogram of the Institution webpage | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/ORGANOGRAM-LINK.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/ORGANOGRAM-LINK.pdf</a>         |
| Upload any additional information             | <a href="#">View File</a>   |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

| File Description  | Documents                 |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document   | <a href="#">View File</a> |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution undertakes various welfare measures for both the teaching and non-teaching staff. The measures can be classified as Financial, Supportive, Academic & others .

Welfare Measures for financial benefits:

#### 1. Mutual Benefit Fund

This fund is created out of the monthly contributions of both the teaching and the non-teaching staff .Members of the Fund can avail loan at a low rate of interest & within short period. In the interest of teaching & non-teaching staff the college administration help in running the fund.

#### 2. Group Link Saving Insurance (GLSI)

It is allow-cost scheme of LIC that provides insurance cover to teaching & non-teaching staff of the college who are member of the scheme. On behalf of the members of the scheme, the college authority deposit premium in LIC.

#### 3. Group Insurance Scheme (GIS)

It is scheme of the Govt of Assam to guarantee insurance cover to its employee. Monthly premium under the scheme is deducted by the Treasury releasing salary to the staff of the college.

#### 4. Salary saving Scheme (SSS) of LIC

The institution provides the facility of depositing insurance

premium of its staff under SSS of LICICI.

#### 5. Provident Fund

It is a government managed retirement savings scheme. Under it minimum 6% of salary towards GPF is deducted at source & accumulated amount with accrued interest is released at the time of retirement.

#### 6. Pension & New Pension Scheme:

Those who joined prior to 2005 get pension & others get the benefit of New Pension Scheme. Deduction at source is made for those who are under New Pension Scheme.

7. Gratuity: It is one-time payment given to staff as per Govt rules.

#### Supportive Measures:

The institution provides following leave to its employees as per the Govt. of Assam Rules.

Casual leave for teaching & non-teaching

Earned Leave

Duty Leave to serve as Resource Person to attend seminar, conference, RCs, OCs etc.

Maternity Leave

Child Care Leave.

Leave with pay to attend conferences of Professional Bodies.

Reservation of seat for the wards of its employees.

#### Measures for Academic & Intellectual Development:

The college organizes training for its staff & encourages its teaching staff to participate in Seminar, Workshop Conferences ,FDP ,Refresher & Orientation Programmes etc and also organizes training programmes for its non-teaching staff .

Promotion under Career Advancement Scheme.



Provision of representation in various bodies/Cells of the college.

Periodic Health Check-up:

The college has a MoU with GBM Nursing Home ,Golaghat for arranging Health Check-up Camp for its staff & students.

Infrastructural Facilities:

Departmental room to all the teaching departments & well-furnished Administrative Building for the non-teaching staff.

Separate Toilets for Male & Female Staff.

Multi-gym & Sports facilities.

Wi-Fi facility in campus

Pedestrian friendly footpath.

CC Camera in the Academic Building.

Car Parking Shed .

Water Purifiers.

Generator .

Canteen

Green Campus facility.

Membership of N-List.

Books & Journal in Library.

Reading Room

Laptop/ Desktop to all departments.

Honoring teachers acquiring higher academic qualifications.

Residential facility for the chowkidar & night chowkidar.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.3.1-Link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.3.1-Link.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

| File Description  | Documents        |
|---|------------------|
| Upload any additional information   | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | <a href="#">View File</a> |
| Reports of Academic Staff College or similar centers   | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

03

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has a formal Annual Performance Appraisal system for teaching & non-teaching staff and provision of maintaining Annual Confidential Report for the non-teaching staff.

For the Teaching staff it follows the proforma suggested by the UGC and is conducted every year. The faculties are required to submit the recommended filled-in proforma of Self Appraisal to the Principal of the college. The principal examines the filled in proforma & ask the Coordinator of the Governance, Leadership and Management Committee to prepare a consolidated report in consultation with other senior members and place it in the IQAC meeting .For assessing performance related to teaching, the evaluation indicators are academic excellence gained by the students, learning outcome of the students and the API scores of the faculty. The IQAC analyses the report and attempts to identify the strengths and weaknesses of each faculty member and takes the following steps:

Arranges meeting for evaluation and to take corrective measures.

Performance of each faculty member is assessed

Attempts to identify prospective for improvement and progress of the faculty in research and publications, participation in Seminars, Conference, Symposia, Workshop, etc.

Involvement in discharging corporate responsibility.

Attempts to analyse the participation of faculty members in promotion of curricular & extra-curricular activities.

Attempts to analyse the performance in teaching-learning process.

Encourages the faculty members to self-assess and improve the areas in which they are lagging behind.

Promotion of faculty members are recommended based on the API score as reflected in the proforma

The authority takes corrective measures of those faculties & staff whose performance is found unsatisfactory

On the basis of the report, adequate and timely suggestions are provided by the Principal to the concerned faculty and departments to improve their performance of curriculum delivery.

The college takes offline feedback from student regarding curricular delivery & implementation. An analysis of the same is shared with the teachers and the management, and discussed with the faculty members individually

The college strictly follows the systematic procedures for the appraisal of the performance of the Nonteaching staff. They are assessed through Self-appraisal forms and the Principal reviews their performance. Their assessment is based on

Their ability to do allotted work

Efficiency in documentation.

Enhancement and adaptability towards the technological changes

Discipline

Punctuality

Responsiveness

Character

Their interpersonal relations with seniors, juniors, colleagues, students and public.

For non-teaching staff, the indicators of performance are efficiency and time bound completion of tasks assigned to them. The Principal maintains Annual Confidential Report of all Non-Teaching staff & their promotion depend on this report. Annual Confidential Report of each employee is forwarded to the Director of Higher Education along with Departmental Promotion Committee Report.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.3.5-LInk.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.3.5-LInk.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college mobilizes fund from two sources -external sources & internal sources. External sources comprise of UGC, RUSA, ICSSR, NAAC, NSS Cell, Dibrugarh University, and Philanthropies

contribution, Scholarship from Central & State Government & fund from Government of Assam. Fees from students such as Tuition Fee, Library Fee, Hostel Fee, Examination Fee, Centre Fee, Students' Union Body Fee, Self-Financing Courses Fee etc. are the internal sources of fund. Revenue received from the sale of college assets is also an important internal source of fund.

The Institution has a transparent and well planned financial management system. The Principal serves as Drawing & Disbursing Office (DDO) of the college & he makes financial transaction as per financial rules of Govt. of Assam. Accordingly internal and external financial audits are carried out depending the sources of fund.

**External Audit:** The entire fund received from external sources are audited by Registered Chartered Accountant. Income and expenditure statement along with supporting documents are submitted to a registered Chartered Accountant who prepares Utilization Certificate & Income & Expenditure Statement. Necessary clarification, if required, is made by the Principal & the UDA associated with the account. After receipt of Audit Report, it is placed before Governing Body of the college for consideration. At the end, the report is sent to the sanctioning authority. Besides CA, RUSA, Assam appoint auditor at regular interval to verify income & expenditure statement of fund released to the higher educational institutions.

**Mandatory audit by Directorate of Local Fund, Govt of Assam:** It has been made mandatory by the financial rules of Government of Assam that fund received by a college from all sources be audited by Auditors of local fund. So, the college approaches Directorate of Local Fund, Govt of Assam to carry out audit of fund mobilized from internal & external sources. On request of the college authority, a group of two to three auditors visit college premises to make on the spot verification of all transactions made during the given period. It also covers all those fund which have already been audited by the CA. The Principal & the UDA associated with the account try to meet the objections, if any, raised by the local auditors. The college takes utmost care to meet the objection within stipulated time. After hearing the clarifications and corrections, the final accounts are settled. At last the report is placed before the Governing Body for consideration.

**Internal Audit :**

Funds received from internal sources are audited internally as well as externally on regular basis. Initially all the financial transactions are approved by the Principal. Internal audit of some accounts are conducted by the person having experience in auditing, who is selected in the meeting of stakeholders. A meeting of same stakeholders is convened to consider the audit report. Similarly fund raised from the public to celebrate some important occasion is audited by auditor selected in the public meeting. The Governing Body is the ultimate authority to decide on audit report carried out by an Internal Auditor.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.4.1.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.4.1.pdf</a> |
| Upload any additional information     | No File Uploaded  |

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

A Fund Mobilization Policy has been formulated for achieving the goals and objectives of the institution. Some other objectives of the policy are to ensure accountability and transparency in mobilization as well as utilization of fund. The college is determined to grow and make its mark in national scenario by arranging requisite funds and ensuring optimal use of resources. For this purpose, the college needs to identify its sources of fund and to widen the resource base for the attainment of the set



goals. Some of the sources of fund are Students' Fee, Self-Financing Courses Fee, UGC, RUSA, Assam, Government of Assam, Government organization like ICSSR, NAAC, NSS Dibrugarh University, Donation from the Philanthropers, NGO, Alumni etc, Corporate Sector contribution, Donation of Tea Companies, Revenue from assets of the institution etc. The college has planted 3000 Agar Plant in its campus from where a good amount of revenue can be expected in future. It has a number of self-financed certificate courses. But the fund generated from such courses is low. Most of the students of the college belong to poor families who cannot bear high fee.

Although the college tries to mobilize fund from all possible sources, the amount of fund generated has not been sufficient to meet its growing requirement. Taking in to account limitation of the college to mobilize sufficient fund from its internal sources, efforts being made to mobilize fund from external sources like the UGC, RUSA etc. For this purpose various committees have been formed by the Governing Body not only to prepare proposal but also to ensure timely utilization of fund. Since the time of formation of RUSA, the college has been receiving fund for its infrastructural development. To ensure fund from RUSA, the college tries to go for timely assessment & accreditation by NAAC which is considered as the pre requisite for the sanction of fund by RUSA? To carry out construction work with fund from UGC, the college has formed a Construction Committee as per UGC guideline. Similarly for the civil work of fund provided by RUSA, Assam the college has a MoU with Assam State Cooperative Housing Federation (HOUSEFED). It executes projects funded by RUSA, Assam as per its guideline which help in timely release of fund. The college has also submitted proposal for fund from the Corporate Body like Numoligarh Refinery Limited, ONGC etc.

Similarly to ensure transparency in financial transaction, the college emphasizes on internal & external audit of fund & submit utilization to the funding agencies within time limit. The college stresses on online financial transaction. The college uses Online Software of Affiliating University at the time of admission & in respect of fund received from RUSA, UGC, ICSSR, NSS etc the college uses PFMS Portal & in salary FINASSAM of Govt of Assam. For maintaining detail of its asset the college has installed ERP software.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.4.3.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.4.3.pdf</a> |
| Upload any additional information     | No File Uploaded  |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Like the previous years during this year too the IQAC has tried its best in order to assure quality in every aspect possible. As such, during this year two practices have been institutionalized in order to enhance quality more specifically in the teaching-learning process. These practices include:

1. Maintenance of Teachers' Diary covering academic, corporate and other such related activities on daily basis.
2. Mentors are to submit reports of student mentoring every ten days and then these reports are to be discussed focusing light on their different aspects. This practice seems to make the mentoring process even more dynamic.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.5.1-Mentors-reports.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.5.1-Mentors-reports.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

During this year there has been interruption in normal classroom activities from time to time due the COVID-19 pandemic. Keeping this in mind the IQAC has adopted various measures so that regular classes and other activities may continue without any disruption. These measures included keeping in constant touch with the students through departmental WhatsApp groups, opening

WhatsApp groups with the students for nurturing their creative activities, taking regular classes through various virtual platforms, conducting online tests etc.

All these measures have helped in keeping the overall academic environment stress-free and uninterrupted even during the pandemic.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.5.2-link.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/6.5.2-link.pdf</a> |
| Upload any additional information     | No File Uploaded  |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Annual-Report.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/Annual-Report.pdf</a> |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a>   |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

## 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Enrolment composition reveal that the girl students outnumber the boy students . Hence, it has to play a crucial role in providing and conducting curricular and co-curricular programmes and providing facilities. In the last year, the College has conducted various programmes to ensure that all students are acquainted with gender related issues through integrated programmes. Accordingly, the college has taken the following initiatives:

**Administrative aspect**

In appointing faculties, the Selection Committee adheres to the Constitutional norms for women reservation and follows the gender-neutral norms.

**Curricular Programmes and activities**

Offering of gender-neutral Self-financed Certificate courses

**Awareness programmes****Co-curricular Programme and activities**

NCC for both girls and boys

NSS volunteers, both girls and boys

YRC volunteers

Participation of students in Community Health Programmes and Blood Donation Camps

Sports activities like Race, High jump, Long jump, Javelin, Shot -Put, Cricket, Tug-of-war, Arm- Wrestling, Chess, Discus, Triple jump etc.

**Cultural activities**

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/002-converted.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/002-converted.pdf</a> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/003-converted.pdf">https://www.furkatingcollege.edu.in/wp-content/uploads/2022/01/003-converted.pdf</a> |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

To ensure a clean, hygienic and healthy campus as per Environmental Policy, the institution tries to manage the waste generated in the campus in all possible ways -through proper segregation of the waste as liquid, solid and e-waste, accompanied with different measures to compost it too. It also sensitizes its students to manage the wastes of the campus-both solid and liquid waste. Solid waste includes both biodegradable wastes like food waste, vegetable peels, leaves, excreted materials of live animals, straw & hay and non-biodegradable wastes like plastic, polythene etc. Liquid waste generated in the campus are of three types:

- Wash water from canteen.
- Effluents from different sanitary blocks.
- Wastewater from Water Purifiers.

**Measures to dispose of waste of the campus:**

## 1. Solid waste Management

- Biogas plant of the college utilizes the organic waste produced in the campus with the intention of conservative energy consumption too.
- Stakeholders are sensitized through lectures, displaying slogans on boards.
- Placing Dry and Wet dustbins in different locations of the college and then taken away for proper disposal. A MoU has been signed with Furkating tea Estate to collect waste from the college campus.
- To reduce non-biodegradable wastes ,plastic cups, plates, disposable bottles, are replaced by paper made items.
- Wastes generated on the day of celebration are collected by NCC & NSS Volunteers and kept in dustbin for collection.
- Students are encouraged not to use plastic. Hence, if it is found, thrown into the pit allotted for such wastes.
- Efforts are on to make the office paper free by making all the correspondences online.
- Flex used for publicity or as banner are disposed of properly.
- Proper maintenance of infrastructure and timely repair of furniture are done to minimize solid waste.
- The college has installed sanitary pad dispensers in the girls' washroom. Napkin Vending machines are installed in girls' toilet and hostel.

## 2. Liquid waste Management

- Waste water generated from the sanitary blocks, basins etc is disposed of through proper drainage system.
- Toilets are properly connected to the drainage system which gets rid of waste through drain to separate underground tanks which are regularly cleared and maintained.
- Wastewater from canteen is reserved in a tank for use in gardening, watering trees etc.
- Wastewater from RO plant is used for gardening.
- Wastewater generated from the laboratories (HS Science & B Voc Programme) is handled through drainage system.

### E-Waste Management:

The electronic wastes like obsolete computer, Laptops , monitors, compact discs, printers, scanners, calculators etc. are repaired and reused and those irreparable are sold out. The college tries to reduce the volume of e-waste by upgrading the software at the



right time & period checking of electronic items. The college has installed solar street light in the campus to reduce waste from bulbs, tubes etc.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geo tagged photographs of the facilities  | Nil                       |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | <a href="#">View File</a> |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

A. Any 4 or All of the above

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | <a href="#">View File</a> |



**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | <a href="#">View File</a> |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**  
**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | <a href="#">View File</a> |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | <a href="#">View File</a> |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

An inclusive environment is provided for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Some of the administrative and academic activities towards this end are as follows:

Administrative activities:

Core Values of the institution are displayed in front of the administrative building.

The Code of Conduct has been uploaded on the institutional website. All students as well as other stakeholders irrespective of their diversities need to follow it.

In the orientation programme separate agenda is kept to promote the feeling of unity and integrity among the students.

Teachers make an earnest effort to understand racial as well as cultural differences of students.

Various cultural activities are organized in the institution to promote tolerance and harmony towards each other.

Different sports activities organized by the institution also play an important role to eradicate diversities among the college community.

Celebration of National Festivals and important occasions such as International Women Day, World Water Day, Mother Tongue Day, World Population Day, World Disabled Day, Yoga Day etc provide for an inclusive environment for all with diverse background. Such activities increase positive interactions among the people coming from different social, cultural and religious backgrounds. Students are acquainted with different culture of our nation through such programs that help developing tolerance and harmony towards different cultural, regional, linguistic diversities.

Speech programmes are arranged on various occasions to inspire and motivate the young students to nurture their future journey in a harmonious way.

Grievance Redressal Cell takes care of grievances, if any, raised

by anyone with regard to breach of religious and cultural sentiment.

Workshops on Soft Skill Development are organized to help the students from different background to communicate effectively.

Academic activities:

As per the National Policy on Education (1968), the aim of education is "to promote national progress, a sense of common citizenship and culture and to strengthen national integration"; the curricular of different courses of the university have been designed in such a way that it will be helpful to achieve that goal.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution undertakes different initiatives to sensitize students and employees to the constitutional obligation & to enable them to behave as a responsible citizen.

The institution celebrates national festivals like Independence Day, Republic Day, Constitution Day, Gandhi Jayanti etc with great zeal in which students come to know sacrifices of freedom fighters & various aspects of India's Freedom Struggle.

The institution tries to inculcate duties & responsibilities as entrusted by the constitution of India through celebration of Constitution Day & National Voters Day.

Police Officers, Advocate, Academicians are invited to the Orientation Programme to inculcate the freshers about the duties and responsibilities of a good citizen.

The established Core Values and Code of Conduct help students and

employees to be a responsible citizen.

Two days national seminar on, "Ethnic Diversity of North-East India and Indian Democracy" was organized as a step forward to strengthen the roots of values, duties and responsibilities in the mind of our stakeholders.

Workshop on "Soft Skill Development in association with Indian Skill Academy, Gauhati, awareness programme on "Road Safety and Traffic Rules" in collaboration with District Transport Office, Golaghat, Rallies on cleanliness, participation in Swachh Bharat Abhiyan, Blood Donation Camp etc have contributed immensely in inculcating the values of a responsible citizen.

The students are inspired by conducting various programmes on culture, values, duties and responsibilities by inviting people from concerned fields.

Guest Lectures have been arranged for making the students aware about their responsibility on saving environment.

Through the NCC and NSS activities the students have been encouraged towards different social/charity activities.

By involving students on various programmes and rallies on Ban on Plastic, Swachh Bharat, Cleanliness Programmes etc. the institution inculcates the values of cleanliness among the students.

The mission of the institution is "to promote awareness on various issues as environment, human values, culture, human right, etc." These qualities are inculcated among the college community. As the initiatives of fulfilling this mission, the college conducts yoga, performing art class, self defence training programme etc.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers,**

**A. All of the above**

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | No File Uploaded          |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded          |
| Any other relevant information   | <a href="#">View File</a> |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To inculcate value and sense of nationalism & patriotism in the minds of young students, the institution celebrates national festivals every year. By commemorating the great leaders and great historic events of national importance it tries to inspire and motivate the young learners towards the activities of our forefathers who had a vision for our great nation. On the days of celebration, various events including flag hoisting, lecture competitions are organised to commemorate the days of freedom. Death anniversaries of great personalities are also observed meaningfully to recall their sacrifices in freedom movement of India and in building the nation.

#### Independence Day

The college celebrates the Independence Day every year hoisting the national flag by the Principal. Teaching & Non-teaching Staff & NCC Cadets also participate in celebration. Gandhi Jayanti

In memory of the Father of our Nation, Gandhi Jayanti is celebrated every year. All the stakeholders pay homage to this

great leader who devoted his life in preaching Truthfulness and Ahimsa. Along with various competitions, NSS and NCC unit organize programme on cleanliness, tree plantation etc. on this occasion.

#### Teachers' Day

Commemorating the birthday of Dr. Sarvapalli Radhakrishnan, the great teacher of our country, Teachers' Day is celebrated every year. Besides paying homage to the great son, the institution felicitates two retired teachers on that day.

#### International Women's Day

Woman Cell of the college organizes International Women's Day on 8th March every year at the college as well as outside the college by inviting eminent personalities of different fields.

#### International Yoga Day

International Yoga Day is celebrated at the institution every year. On this day eminent personalities from this field are invited to inspire and motivate the students for yoga and meditation and also for making them aware about the mental and physical benefits of performing some asana.

#### Constitution Day

Constitution Day is observed at the college on 26th November.

#### National Voters Day

National Voters Day is celebrated on 25th January for promoting awareness on the necessity of voting and to encourage the young students towards their voting right.

#### World Water Day

World Water Day is observed to increase the awareness on the necessity of proper use of water.

#### World Environment Day

World Environment Day is observed on 5th June by organizing awareness rallies, cleanliness programme etc.



NSS Day: 24th September is celebrated as NSS Day with appropriate programs by NSS unit of the College.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best practice: 1**

**Title of the practice: Strengthening Community Relationship**

**Objective of the practice:**

**The objective of the practice is:**

- To strengthen the socio-economic base of surrounding area.
- To inculcate the social responsibility among students.
- To extend the activities of the institution towards social benefit.

**The Context:**

"Preparing the learner for knowledge society and strengthening socio-economic base of the surrounding area through quality higher education" is the vision of our institution. As an initiative to execute the vision, the institution has been trying to keep a close relation with the neighbouring areas as well as the institutions. On the other hand one of the missions of our institution is "To help the people of surrounding area in social mobilization and the improvement of their socio-economic base by involving them in various institutional activities". Focusing both these vision/mission, the institution gives utmost



importance in keeping a close relationship with emphasis on extension activities thereby enabling students to make positive contribution to society reciprocating the society to our institution.

#### The Practice:

Both institutionally and departmentally Furkating College have been performing numbers of activities in its locality:

#### Institutional extension activities:

- World Environment Day, World Water Day has been observed within the campus as well as outside the campus. Other environmental activities such as Swatch Bharat Abhiyan, Cleanliness Drive etc. have also been extended to the surrounding areas.
- The institution takes initiative to jointly organize various awareness programmes with Athgaon Chariali Krira Santha, a non-governmental organization for social welfare.
- International Women's Day is observed both in campus and off campus for making our students as well as local people aware about their responsibility in eradicating gender discrimination.
- On the occasion of World Disabled Day several programmes are held at the nearby Disable School as well as in the campus of the institution by the initiative of NCC Unit in collaboration with Rotary Club of Golaghat.
- The Population Club. On the occasion of World Population Day, the Department of Economics virtually organised a State Level Essay Writing Competition on the topic: 'Impact of Population Growth in the Socio-economic Context of Assam'.

#### Evidence of Success:

It is because of these activities that developed an amiable relationship between the institution and the locals. There is no doubt that the kind of extension activities undertaken by the institution have been able to make our students socially responsible as well as reach out to the local community. The efforts that the institution has been extending its supportive hands towards various organizations are also cordially

appreciated by the concerned authorities.

Problem encountered and resource required:

COVID Pandemic situation had hindered a lot in conducting the proposed activities of the institution. Besides that lack of sufficient funds is the other major problem encountered by the institution in undertaking the extension activities

Best practice: 2

Title of the practice: Coaching classes for Competitive Examinations.

Objective of the practice:

The objective of the practice is:

- To prepare our students and the students of the surrounding areas for various Competitive Examinations.
- To increase the rate of placement of Young Generation.
- To extend the activities of the institution towards social benefit.

The Context:

Being located in rural area the institution realizes the importance of its role in giving a shape to the hopes and aspirations of the people around it. Most of our students are from agrarian background as well as first generation learner without having proper knowledge of various scopes in modern day world. Keeping this in mind the institution tries to provide various facilitates to the students of the institution as well as the students of its locality. One of these facilities is the coaching classes for different competitive examinations.

Practice:

Our teachers especially Mr Jatin Mech has been offering his service towards the society by preparing young generation for various competitive examinations such as TET, PET, APSC and SSC.

Evidence of Success:

The unemployment among educated youth is a burning problem of the

society. It is because of the initiative of our institution that helps the placement of a good number of youth.

**Problem encountered and resource required:**

The chief problem encountered in this regard is the shortage of class room.

| File Description                             | Documents        |
|--|------------------|
| Best practices in the Institutional web site | No File Uploaded |
| Any other relevant information               | No File Uploaded |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### Empowering Girl Student to be a Strong Woman in Future

Education, with knowledge and self-confidence, is one of the most important means of women empowerment. So far as the Indian women are concerned no one can deny the fact that women of India have made a noteworthy progress since the independence. Still there are a good number of women who have to fight back against many evils of the society. Keeping this in mind Furkating College as an institution of higher education located in a rural area the college feels the utmost importance of girl empowerment by providing various facilities to girl students.

As most of our students are from poor economic background, they do not have an exposure in sports and cultural fields in spite of having talent and potential in these areas.

- The institution has taken initiatives for providing such students, especially the girl students, facilities of games & sports as well as in the cultural field.
- The institution is offering certificate courses for making them as skilled professionals so that they can sustain in the present competitive job market.
- Establishment Diploma Course in Hospitality Management is an important initiative taken by the institution towards skill-based education.

| File Description                             | Documents        |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information               | No File Uploaded |

### 7.3.2 - Plan of action for the next academic year

#### Plan of action for the next academic year:

- Gender sensitization within and outside the campus.
- To increase the area under green coverage.
- To undertake more environment awarness programme