



## INTERNAL QUALITY ASSURANCE CELL

### FURKATING COLLEGE

P.O. FURKATING-785610

DIST-GOLAGHAT (ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Meeting No. 50

Date: 01.09.2023

Time: 2 PM

Venue: Digital Classroom

#### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator
3. Dr. Ajanta Rajkhowa	Teacher Representative
4. Dr. Debashis Baruah	Teacher Representative
5. Mr. Jatin Mech	Teacher Representative
6. Dr. Swarna Prava Nath	Teacher Representative
7. Dr. Rousonara Begum	Teacher Representative
8. Dr. Binod Sarmah	Teacher Representative
9. Ms. Abhishikha Bailung	Teacher Representative
10. Mrs. Gayatree Baruah	Representative, College Administration
11. Mr. Dibya Neog	Representative, College Management
12. Mr. Jibon Jyoti Phukan	Representative, Local Society
13. Mr. Nabajyoti Bora	Representative, Students' Union Body
14. Mr. Rajarshi Madhab Phukan	Representative, Alumni Association

The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

  
Principal  
Furkating College  
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### Agenda Items

<b><u>Item No. 1</u></b>	Discussion on the Manual for Autonomous Colleges
<b>Discussion</b>	<p>The meeting discussed thoroughly the Manual for Autonomous Colleges and the differences in the metrics from affiliating colleges</p> <ol style="list-style-type: none"> <li>Mentoring process that is prevalent for autonomous colleges</li> <li>Departmental Evaluation</li> <li>Marks allotted to Research Publications and other related aspects</li> </ol>
<b>Resolution</b>	<p>The meeting resolved to</p> <ol style="list-style-type: none"> <li>Continue and maintain the 'Mentoring Process'</li> <li>Departments to focus more on Research Papers/Projects, etc. for departmental evaluation</li> <li>Provide seed money of Rs.1,00,000(Rupees One Lakh) only by the institution to faculty members opting for research projects</li> </ol>
<b><u>Item No. 2</u></b>	Discussion on other aspects of Criterion III of the Manual
<b>Discussion</b>	The meeting discussed the emphasis laid on Consultancy and Extension activities
<b>Resolution</b>	<p>The meeting resolved to</p> <ol style="list-style-type: none"> <li>Introduce a course on GST</li> <li>Maintain 4 case studies of extension activities</li> </ol>
<b><u>Item No. 3</u></b>	Discussion held on the benchmarking of Criterion-wise metrics
<b>Discussion</b>	Thorough discussion was held on the Criterion-wise metrics and the emphasis to be laid for follow-up action
<b>Resolution</b>	<p>The meeting resolved to</p> <ol style="list-style-type: none"> <li>Introduce more than 15 Add-on courses in 5 years</li> <li>Evaluation process to be completed within 20 days from the date of ending the examination</li> <li>Provide a minimum of Rs.2000(Rupees Two Thousand) only per teacher for attending conference and securing membership in related professional bodies</li> </ol>
<b><u>Item No. 4</u></b>	Submission of Institutional Development Plan
<b>Discussion</b>	The meeting discussed the submission of Institutional Development Plan as per the UGC guidelines
<b>Resolution</b>	It was resolved to submit the Institutional Development Plan before the month of December
<b><u>Item No. 5</u></b>	Reconstitution of an Internal Complaint Committee

  
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<b>Discussion</b>	Discussion held on the Composition of an Internal Complaint Committee as per the latest UGC guidelines
<b>Resolution</b>	<p>The house resolved to reconstitute an Internal Complaint Committee with the following members:</p> <p>Chairperson – Ms. Indira Gogoi</p> <p>Members – Mrs. Dipanjali Mudoi</p> <p>Miss Lakhya Das</p> <p>External member – Mrs. Rupali Dutta</p>

As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



Ms. Indira Gogoi

Coordinator, IQAC



Dr. Apurba Saha

Principal

Principal  
Furkating College  
Date.....



## INTERNAL QUALITY ASSURANCE CELL

### FURKATING COLLEGE

P.O. FURKATING-785610

DIST-GOLAGHAT (ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Meeting No. 51

Date: 12.10.2023

Time: 2 PM

Venue: Conference Hall

#### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator
3. Dr. Ajanta Rajkhowa	Teacher Representative
4. Dr. Debashis Baruah	Teacher Representative
5. Mr. Jatin Mech	Teacher Representative
6. Dr. Swarna Prava Nath	Teacher Representative
7. Dr. Rousonara Begum	Teacher Representative
8. Dr. Binod Sarmah	Teacher Representative
9. Ms. Abhishikha Bailung	Teacher Representative
10. Mrs. Gayatree Baruah	Representative, College Administration
11. Mr. Dibya Neog	Representative, College Management
12. Mr. Jibon Jyoti Phukan	Representative, Local Society
13. Mr. Nabajyoti Bora	Representative, Students' Union Body
14. Mr. Rajarshi Madhab Phukan	Representative, Alumni Association

The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

*Indira Gogoi*  
Principal  
Furkating College  
Date.....



### Agenda Items

<b><u>Item No. 1</u></b>	Discussion on the preparation of the AQAR 2022-23
<b>Discussion</b>	A thorough discussion is held on the submission and preparation of the AQAR 2022-23
<b>Resolution</b>	It was resolved to prepare the AQAR 2022-23 as per the manual for the affiliated colleges
<b><u>Item No. 2</u></b>	Discussion on NAAC related works
<b>Discussion</b>	<p>The meeting discussed</p> <ol style="list-style-type: none"><li>The scores set for Research and Publication in the Manual for Autonomous Colleges and the importance of innovation</li><li>Campus Placement drive</li><li>Ph.D guideship and its requisites such as the number of publications in UGC-CARE listed journals</li></ol>
<b>Resolution</b>	<p>The meeting resolved</p> <ol style="list-style-type: none"><li>That faculty members should give due importance in fulfilling the minimum benchmarks set for Research and Publications</li><li>That Information and Career Guidance Cell to take initiative for organizing a Campus Placement drive</li><li>To take initiative in introducing Ph.D programme in the institution</li></ol>
<b><u>Item No. 3</u></b>	IIC related discussion
<b>Discussion</b>	Discussion was held on the activities to be undertaken by the IIC for the quarter and the responsibilities entrusted on the departments
<b>Resolution</b>	<p>The meeting resolved to allot IIC activities to be undertaken by different departments as follows:</p> <ol style="list-style-type: none"><li>Dept. of Political Science - Workshop on "Entrepreneurship and Innovation as Career Opportunity"</li><li>Dept. of English – My Story -Motivational Session by successful innovators</li><li>Dept. of Economics - My Story -Motivational Session by successful entrepreneur/start-up founder</li><li>Dept. of Physics – Session on Problem Solving and Ideation Workshop</li></ol>

  
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	<p>e. Dept. of History – Exposure and Field Visit for Problem Identification</p> <p>f. Dept. of Zoology–Organise an Inter/Intra institutional idea competition/challenge/Hackathon and reward best idea</p>
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As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



Ms. Indira Gogoi

Coordinator, IQAC



Dr. Apurba Saikia

Principal

**Furkating College**  
Date.....





## INTERNAL QUALITY ASSURANCE CELL

### FURKATING COLLEGE

P.O. FURKATING-785610

DIST-GOLAGHAT (ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Meeting No. 52

Date: 27.12.2023

Time: 12 Noon

Venue: Digital Classroom

#### Members Present

1. Chairperson	Dr. Apurba Saikia Principal, Furkating College
2. IQAC Coordinator	Ms. Indira Gogoi
3. Coordinator, Curricular Aspects	Miss Abhishikha Bailung
4. Coordinator, Teaching-Learning & Evaluation	Dr. Ajanta Rajkhowa
5. Coordinator, Research, Innovation & Extension	Dr. Debashis Baruah
6. Coordinator, Infrastructure & Learning Resources	Dr. Binod Sharma
7. Coordinator, Student Support & Progression	Mr. Jatin Mech
8. Coordinator, Governance, Leadership & Management	Dr. Swarna Prava Nath
9. Coordinator, Institutional Values & Best Practices	Dr. Rousanara Begum
10. Representative, College Administration	Mrs. Gayatree Boruah
11. Representative, College Management	Mr. Dibya Neog
12. Representative, Local Society	Mr. Jibon Jyoti Phukan
13. Representative, Students' Union Body	Mr. Nabajyoti Bora
14. Representative, Alumni Association	Mr. Rajarshi Madhab Phukan

The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the emergent meeting was convened to discuss the following single agenda items:

*Indira Gogoi*  
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Furkating College  
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### Agenda Items

<b><u>Item No. 1</u></b>	<b>Seeking approval of the draft AQAR 2022-23 for submission</b>
<b>Discussion</b>	The draft AQAR was presented by the IQAC Coordinator and responses sought from all the respective Coordinators for their inputs
<b>Resolution</b>	The meeting approved the draft AQAR after thorough scrutiny and resolved to submit within 31 <sup>st</sup> December, 2023
<b><u>Item No. 2</u></b>	<b>Reconstitution of the new IQAC body and approval</b>
<b>Discussion</b>	The meeting discussed about the reconstitution of the IQAC and on the replacement and reshuffling of Coordinators for the criteria Teaching-Learning & Evaluation, Research, Innovation & Extension Services, and Governance, Leadership & Management as the earlier assigned Coordinators were appointed in the examination branch and entrusted with other responsibilities.
<b>Resolution</b>	<p>The meeting approved the replacement of the following faculty members as Coordinators in the newly reconstituted IQAC body:</p> <ul style="list-style-type: none"> <li>• Coordinator, Teaching-Learning &amp; Evaluation                      Miss Antara Duuta</li> <li>• Coordinator, Research, Innovation &amp; Extension                      Mr. Durlove Borah</li> <li>• Coordinator, Governance, Leadership &amp; Management                      Miss Indina Senarpi</li> </ul>
<b><u>Item No. 3</u></b>	<b>Constitution of new Committees and approval</b>
<b>Discussion</b>	The meeting discussed the constitution of an IPR Cell, Research Advisory Committee and a Publication & Research Ethics Committee
<b>Resolution</b>	<p>The meeting resolved to constitute the Committees with the approval of the following faculty members as Coordinators of each cell:</p> <ul style="list-style-type: none"> <li>• IPR Cell ----- Mr. Pranab Jyoti Phukon, Coordinator</li> <li>• Research Advisory Committee ----- All the HoDs</li> <li>• Publication &amp; Research Ethics Committee ----- Mr. Biswajyoti Gogoi</li> </ul>
<b><u>Item No. 4</u></b>	<b>Discussion on the preparation of Policy documents and uploading in the website</b>
<b>Discussion</b>	The meeting discussed the preparation of policy documents for Research,

  
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	Examination and Publication & Research Ethics and upload all relevant documents as mandatory disclosure
<b>Resolution</b>	<p>The meeting resolved to prepare the following policy documents and responsibilities entrusted to the faculty members for preparation and uploading in the website:</p> <ul style="list-style-type: none"> <li>• Research Policy ----- to be prepared by Mr. Durlove Borah</li> <li>• Examination Result Policy ----- to be prepared by Mis Antara Dutta</li> <li>• Publication &amp; Research Ethics policy ----- to be prepared by Mr. Biswajyoti Gogoi</li> </ul>
<b><u>Item No. 5</u></b>	<b>Others</b>
<b>Discussion</b>	Discussion was held on setting the seat limit of SEC(Skill Enhancement Courses)
<b>Resolution</b>	The meeting resolved to set the limit of SEC seats to 30 per department

As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



Ms. Indira Gogoi  
Coordinator, IQAC



Dr. Apurba Saikia  
Principal

Principal  
Furkating College  
Date.....



## INTERNAL QUALITY ASSURANCE CELL

### FURKATING COLLEGE

P.O. FURKATING-785610

DIST-GOLAGHAT (ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Meeting No. 53

Date: 03.02.2024

Time: 12.30 PM

Venue: Conference Hall

#### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator
3. Miss Antara Dutta	Teacher Representative
4. Mr. Durlove Borah	Teacher Representative
5. Mr. Jatin Mech	Teacher Representative
6. Miss Indina Senarpi	Teacher Representative
7. Dr. Rousonara Begum	Teacher Representative
8. Dr. Binod Sarmah	Teacher Representative
9. Ms. Abhishikha Bailung	Teacher Representative
10. Mrs. Gayatree Baruah	Representative, College Administration
11. Mr. Dibya Neog	Representative, College Management
12. Mr. Jibon Jyoti Phukan	Representative, Local Society
13. Mr. Nabajyoti Bora	Representative, Students' Union Body
14. Mr. Rajarshi Madhab Phukan	Representative, Alumni Association

The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

*Signature*  
Principal  
Furkating College  
Date.....



### Agenda Items

<b><u>Item No. 1</u></b>	<b>Discussion on latest development of NAAC</b>
<b>Discussion</b>	<p>Thorough discussions were held on</p> <ul style="list-style-type: none"> <li>• Benchmarking of NAAC</li> <li>• Maturity Based Assessment, the structure of 5 level of accreditation in place of the existing grade system</li> <li>• Level 4 &amp; level 5 of National Standard and Global Standard respectively</li> <li>• Preservation of data of an institution (NAAC, NIRF &amp; AISHE) at Pan India level, an initiative of the Government of India with the motto "One Nation One Data"</li> </ul>
<b>Resolution</b>	The meeting resolved to undertake activities in alignment with the NAAC manual and the benchmark in each metric and to input data with accuracy in all three assessments and accreditation bodies.
<b><u>Item No. 2</u></b>	<b>Discussion on the Add-on/Certificate courses for the next academic session</b>
<b>Discussion</b>	The meeting discussed about the introduction of new Add-on/Certificate courses for the academic session 2024-25
<b>Resolution</b>	The meeting resolved to entrust the responsibility to the Coordinator of Curricular Committee and all the HoDs who are willing to offer a course to get the Add-on/Certificate courses approved in the Board of Studies meetings
<b><u>Item No. 3</u></b>	<b>Constitution of new Cells</b>
<b>Discussion</b>	The meeting discussed the constitution of NEP cell and IKS Cell as per the UGC guidelines
<b>Resolution</b>	<p>The meeting approved the constitution of the following cells:</p> <p><b><u>NEP Cell</u></b></p> <p>Chairman ----- Academic Vice-Principal</p> <p>Coordinator ----- Miss Antara Dutta</p> <p>Members ----- All HoDs</p> <p><b><u>Indian Knowledge System Cell (IKS)</u></b></p> <p>President ----- Ms. Indira Gogoi</p> <p>Members ----- All faculty members of the departments of History and Political Science</p>
<b><u>Item No. 4</u></b>	<b>Preparation of Institutional Development Plan</b>
<b>Discussion</b>	Discussion was held on the preparation of Institutional Development Plan as per

  
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	the UGC guidelines
<b>Resolution</b>	<p>The meeting resolved to prepare the Institutional Development Plan and submit within the stipulated time. The meeting also entrusts the responsibility of preparing the IDP to the following faculty members:</p> <ul style="list-style-type: none"> <li>• Dr. Prakash basumatary</li> <li>• Mr. Durlove Borah</li> </ul>
<b>Item No. 5</b>	<b>Matters related to Value-added Courses and marks allotment</b>
<b>Discussion</b>	Thorough discussions were also held regarding imparting education in some Value-added Courses and changing the summative ratio of marks allotment into 30:70
<b>Resolution</b>	<p>The meeting resolved to impart training to faculty members for conducting classes on VACs, wherever necessary.</p> <p>The meeting also resolved to change the summative ratio of marks allotment into 30:70 as it is widely accepted by the DHE which subsequently would be amended in the examination regulations and get approved in the next Academic Council meeting</p> <p>The meeting also resolved to maintain uniformity in pass marks with the State Universities.</p>

As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



Ms. Indira Gogoi  
Coordinator, IQAC



Dr. Apurba Saikia  
Principal

Principal  
Furkating College  
Date.....





## INTERNAL QUALITY ASSURANCE CELL

### FURKATING COLLEGE

P.O. FURKATING-785610

DIST-GOLAGHAT (ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Meeting No. 54

Date: 27.02.2024

Time: 2 PM

Venue: Conference Hall

#### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator
3. Miss Antara Dutta	Teacher Representative
4. Mr. Durlove Borah	Teacher Representative
5. Mr. Jatin Mech	Teacher Representative
6. Miss Indina Senarpi	Teacher Representative
7. Dr. Rousonara Begum	Teacher Representative
8. Dr. Binod Sarmah	Teacher Representative
9. Ms. Abhishikha Bailung	Teacher Representative
10. Mrs. Gayatree Baruah	Representative, College Administration
11. Mr. Dibya Neog	Representative, College Management
12. Mr. Jibon Jyoti Phukan	Representative, Local Society
13. Mr. Nabajyoti Bora	Representative, Students' Union Body
14. Mr. Rajarshi Madhab Phukan	Representative, Alumni Association

The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

  
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Furkating College  
Date.....



### Agenda items

<b><u>Item No. 1</u></b>	Review on the Plans of Action and Action Taken
<b>Discussion</b>	A thorough discussion with in-depth analysis was held on the Plan of Action proposed in the previous meetings and Action Taken so far. It was discussed that only a few of the plans could not be executed
<b>Resolution</b>	<p>The meeting resolved to achieve the outcomes of the incomplete plan of action in the following areas:</p> <ul style="list-style-type: none"> <li>• The department of English publish the seminar proceedings at the earliest</li> <li>• The faculty members publish in SCOPUS indexed journals</li> <li>• A programme on Capacity Building for teaching and non-teaching staff be organized at the earliest</li> <li>• The institution should approach NRL pursuing the earlier proposal</li> </ul>
<b><u>Item No. 2</u></b>	Discussion on the NAAC manual and proposals for the Plan of Action for the academic session 2024-25
<b>Discussion</b>	Discussions are held on all the aspects of the NAAC manual and decides to prepare a Plan of Action
<b>Resolution</b>	<p>The meeting resolved to</p> <ul style="list-style-type: none"> <li>• Introduce BODO as an MIL subject in the academic session 2024-25 with responsibilities entrusted to specific faculty members for undertaking initiatives in arranging faculty, syllabus and other related matters</li> <li>• Introduce BCA and BBA in the academic session 2024-25 with responsibilities entrusted to specific faculty members for undertaking all necessary formalities for approval from AICTE</li> <li>• Introduce PG programmes in the remaining departments</li> <li>• Initiate proposal for DELNET and D-Space app in the library with responsibility entrusted to the Librarian</li> <li>• Initiate collaboration with National Institute of Design, Jorhat</li> <li>• Undertake initiative for a organizing a Sports Festival with responsibilities entrusted to specific faculty members</li> <li>• Arrange doubt clearing sessions with proper maintenance of records at departmental level</li> <li>• Organise an Edfair in association with The Assam Tribune Group with responsibility entrusted to a specific faculty member</li> <li>• Convene a meeting of Electoral Literacy Club with the students with responsibility entrusted to a specific faculty member</li> <li>• Organise an IIC awareness programme on Government initiatives for students with responsibility entrusted to a specific faculty member</li> <li>• To start a course on NET/JRF preparation for the students</li> <li>• Organise a workshop on GST specially for the 6<sup>th</sup> semester students</li> <li>• Update the website with responsibility entrusted to the IQAC Coordinator to be assisted by two other faculty members</li> </ul>
<b><u>Item No. 3</u></b>	Constitution of College Research Committee
<b>Discussion</b>	Discussions were held to constitute a College Research Committee to facilitate



	and encourage faculty members to undertake more research activities that includes publications and research projects.
<b>Resolution</b>	<p>The meeting approved the constitution of the College Research Committee and its functions.</p> <p><b>Composition:</b></p> <p>Coordinator ----- Mr. Durlove Borah</p> <p>Members ----- Dr. Prakash Basumatary</p> <p>Ms. Abhishikha Bailung</p> <p>Mr. Pranab Jyoti Phukon</p> <p>Miss Antara Dutta</p> <p><b>Functions:</b></p> <ul style="list-style-type: none"> <li>• Scrutinise research proposals to be submitted by the departments before final submission to concerned agencies</li> </ul>
<b>Item No. 4</b>	Reconstitution of the Students' Grievance Redressal Cell
<b>Discussion</b>	The meeting discussed about the reconstitution of Grievance Redressal Cell as per the UGC guidelines notified on 11.04.2023
<b>Resolution</b>	<p>The meeting resolved to reconstitute and approve the Students' Grievance Redressal Cell with the following faculties and student:</p> <p>Chairperson ----- Dr. Ajanta Rajkhowa</p> <p>Members ----- Mrs. Dipanjali Mudoj</p> <p>Dr. Swarna Prava Nath</p> <p>Dr. Tarun Saikia</p> <p>Mr. Apurba Ranjan Dutta</p> <p>Student representative ----- Miss Baishali Gogoi (Special invitee)</p>

As no other matters other than these were discussed, the meeting ended with a vote of thanks from the Chair.



Ms. Indira Gogoi  
Coordinator, IQAC



Dr. Apurba Saikia  
Principal

Principal  
Furkating College  
Date.....



## INTERNAL QUALITY ASSURANCE CELL

### FURKATING COLLEGE

P.O. FURKATING-785610

DIST-GOLAGHAT (ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Meeting No. 55

Date: 06.03.2024

Time: 2 PM

Venue: Digital Classroom

#### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator
3. Miss Antara Dutta	Teacher Representative
4. Mr. Durlove Borah	Teacher Representative
5. Mr. Jatin Mech	Teacher Representative
6. Miss Indina Senarpi	Teacher Representative
7. Dr. Rousonara Begum	Teacher Representative
8. Dr. Binod Sarmah	Teacher Representative
9. Ms. Abhishikha Bailung	Teacher Representative
10. Mrs. Gayatree Baruah	Representative, College Administration
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12. Mr. Jibon Jyoti Phukan	Representative, Local Society
13. Mr. Nabajyoti Bora	Representative, Students' Union Body
14. Mr. Rajarshi Madhab Phukan	Representative, Alumni Association

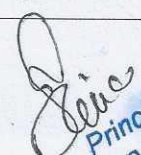
The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

*Indira Gogoi*  
Principal  
Furkating College  
Date.....



### Agenda Items

<b>Item No. 1</b>	Discussion on the minutes of the State Government
<b>Discussion</b>	Thorough discussions were held on the minutes of the State Government and the changes made as per NEP, 2020
<b>Resolution</b>	<p>The meeting resolved to</p> <ul style="list-style-type: none"> <li>• Amend the pass percentage to 40% from 2<sup>nd</sup> onwards and hence questions to be set in scoring pattern</li> <li>• Not to deviate more than 20% between In-semester and End-semester examination</li> <li>• Follow the Formative and Summative assessment as- 70% + 30%(30% =10+10+5+5) for UG courses and 60% + 40% in PG courses</li> <li>• Conduct Ph.D coursework in blended mode subject to the approval of the programme by the parent university</li> <li>• Follow the Entry &amp; Exit policy as per the government rules</li> <li>• Prepare the Pedagogy &amp; Evaluation including the PO, CO and PSO with the responsibility entrusted to the NEP cell</li> <li>• Choose tool for formative assessment as provided in the minute</li> <li>• Follow lateral entry after qualifying in Polytechniques</li> <li>• Reserve 20% seats for admission through NTA</li> <li>• Deputy Controller of Examinations and Coordinator, SAMARTH, entrusted the responsibility of subject combination, paper mapping, etc. inorder to include in the NTA portal</li> <li>• Include in the regulations the pass percentage, question pattern, entry &amp; exit policy, lateral policy, etc.</li> <li>• Entrust the responsibility of preparing the Academic Regulations with necessary changes to the Examination Cell</li> <li>• To prepare the <b>Academic Calendar for 2023-24</b> with activity calendars following the guidelines of the NAAC manual</li> </ul>
<b>Item No. 2</b>	Preparation of the <b>Academic Calendar for 2024-25</b> as per the Government minute
<b>Discussion</b>	Discussion was held on the preparation of the <b>Academic Calendar for 2024-25</b> keeping actual working days of 180 days exclusive of examination and evaluation and thereby reducing the holidays
<b>Resolution</b>	The meeting resolved to prepare the <b>Academic Calendar for 2024-25</b> in the pattern as

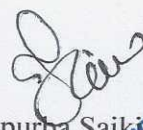
  
 Principal  
 Arkating College

	<p>mentioned below:</p> <ul style="list-style-type: none"> <li>• 180 class days ----- (90 + 90) for two semesters</li> <li>• 50 days ----- Examination &amp; Evaluation</li> <li>• 56 days ----- Sundays</li> <li>• 10 days ----- Admission</li> <li>• 10 days ----- College week</li> <li>• 29 days ----- Government holidays</li> </ul>
<b>Item No. 3</b>	Other matters
<b>Discussion</b>	Matters related to IIC workplan and NTA awareness were discussed and several decisions were taken
<b>Resolution</b>	<p>The meeting resolved to</p> <ul style="list-style-type: none"> <li>• Conduct an awareness meeting with the students on NTA and CET with responsibility entrusted to specific faculty members for strategic planning</li> <li>• Create awareness through leaflets and flyers mentioning subject combination with responsibilities entrusted to specific faculty members</li> <li>• Prepare the IIC workplan with the responsibility entrusted to the Convenor, IIC</li> </ul>

As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



Ms. Indira Gogoi  
Coordinator, IQAC



Dr. Apurba Saini  
Principal

**Furkating College**  
Date.....





## INTERNAL QUALITY ASSURANCE CELL

### FURKATING COLLEGE

P.O. FURKATING-785610

DIST-GOLAGHAT (ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Meeting No. 56

Date: 14.06.2024

Time: 12.30 PM

Venue: Conference Hall

#### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator
3. Miss Antara Dutta	Teacher Representative
4. Mr. Durlove Borah	Teacher Representative
5. Mr. Jatin Mech	Teacher Representative
6. Miss Indina Senarpi	Teacher Representative
7. Dr. Rousonara Begum	Teacher Representative
8. Dr. Binod Sarmah	Teacher Representative
9. Ms. Abhishikha Bailung	Teacher Representative
10. Mrs. Gayatree Baruah	Representative, College Administration
11. Mr. Dibya Neog	Representative, College Management
12. Mr. Jibon Jyoti Phukan	Representative, Local Society
13. Mr. Nabajyoti Bora	Representative, Students' Union Body
14. Mr. Rajarshi Madhab Phukan	Representative, Alumni Association

The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

  
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Furkating College  
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### Agenda Items

<b><u>Item No. 1</u></b>	Discussion on the officer order issued by the Directorate of Higher Education, Government of Assam
<b>Discussion</b>	The Chairperson intimated the House about the inspection of various parameters of the colleges of Assam undertaken by the Directorate of Higher Education, Government of Assam. Thorough discussion was held on all the parameters and the status and preparedness of the institution.
<b>Resolution</b>	<p>After a comprehensive discussion the meeting resolved to</p> <ul style="list-style-type: none"><li>• Update all relevant documents as mentioned in the list provided by the Directorate of Higher Education</li><li>• Prepare a detailed report of Career Counselling activities conducted during the academic year with responsibility entrusted to the Coordinator of Information and Career Guidance Cell</li><li>• Engage in community activities in line with the Unnat Bharat Abhiyan(UBA) project</li><li>• Take initiative for introduction of Semi-conductor Centre with responsibility entrusted to specific faculty members</li><li>• Organise an FDP for the non-teaching staff</li><li>• Organise a Soft Skills programme by the Coordinator of Capacity Building</li><li>• Organise a Workshop on Research Methodology to enhance research skills among the faculty and students</li></ul>
<b><u>Item No. 2</u></b>	Other matters
<b>Discussion</b>	Discussion was held on other Administrative and Miscellaneous matters as mentioned in the checklist
<b>Resolution</b>	<p>The meeting resolved to</p> <ul style="list-style-type: none"><li>• Entrust the responsibilities to all the faculty members to upload their details in the SAMARTH portal</li><li>• Organise workshops on SWAYAM, MOOCs and other digital learning latforms to promote online education with responsibility entrusted to the Digital Learning Cell</li><li>• Ensure ragging free campus during admission with responsibility entrusted to the Convenor, Anti-ragging Committee</li></ul>

  
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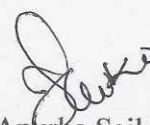
	<ul style="list-style-type: none"> <li>• Take up IIC activities focusing on nurturing Entrepreneurship Skills among the students with responsibility entrusted to the Convenor, IIC</li> <li>• Prepare Green Audit report and submit the same with responsibility entrusted to the Coordinator, Institutional Best Practices</li> <li>• Encourage Alumni Association to increase its activities focusing on networking events, mentoring programmes, etc.</li> <li>• Prepare a proposal for grant of infrastructure to be submitted to the Honourable MP with responsibility entrusted to specific faculty members</li> </ul>
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As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



Ms. Indira Gogoi

Coordinator, IQAC



Dr. Apurba Saikia

Principal

Principal  
Furkating Colleg  
Date.....



# INTERNAL QUALITY ASSURANCE CELL

## FURKATING COLLEGE

P.O. FURKATING-785610

DIST-GOLAGHAT (ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Ref.No.....

Date:.....

### ACTION TAKEN REPORT

2023-24

The Internal Quality Assurance Cell (IQAC) has implemented and took appropriate actions of the resolutions taken in the meetings held on 10.06.2023, 01.09.2023, 12.10.2023, 27.12.2023, 03.02.2024, 27.02.2024, 06.03.2024, 14.06.2024

Resolutions	Action Taken
1. Reforms to be brought in the governance after the conferment of Autonomous status to the college	Major reform made after the conferment of Autonomous status to the college to ensure proper management of academic, financial, and general administrative is <ul style="list-style-type: none"><li>• Constitution of Statutory Bodies –<ul style="list-style-type: none"><li>a. Reconstitution of Governing Body</li><li>b. Academic Council</li><li>c. Board of Studies</li><li>d. Finance Committee</li></ul></li></ul>
2. Changes to be made to ensure effective curriculum delivery after being conferred the Autonomous Status are	Major steps that the institution undertook to ensure effective curriculum delivery after being conferred the Autonomous Status are <ul style="list-style-type: none"><li>• Constitution of the Board of Studies and Academic Council</li><li>• Preparation of academic regulations</li><li>• Key curriculum decisions are made in accordance with the guidelines set by the Board of Studies and Academic Council</li></ul>

*[Signature]*  
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Furkating College



3. Submit the Institutional Development Plan before the month of December.	Submitted within the stipulated time frame
4. Preparation of Policy documents and uploading in the website	<p>Prepared and uploaded the following policy documents in the website:</p> <ul style="list-style-type: none"> <li>• Research Policy</li> <li>• Examination Result Policy</li> <li>• Publication &amp; Research Ethics policy</li> </ul>
5. Infrastructure development to be made in examination and teaching-learning activities	<ul style="list-style-type: none"> <li>• A new Examination branch has been setup</li> <li>• Construction of a Conference Hall under MLA fund has been completed</li> <li>• 10 Computers purchased for the session 2023-24</li> <li>• Decision to establish an upgraded Language Lab could not be executed due to financial constraints</li> </ul>
6. Submission and preparation of the AQAR 2022-23 within the month of December	Submitted on 28.12.2023
7. Conduct professional development trainings for teaching and non-teaching staff	<p>Conducted 5 trainings</p> <ul style="list-style-type: none"> <li>• Faculty Development Programme on "Presentation Skills" from 12th June to 17th June, 2023</li> <li>• Training on SAMARTH Portal on 27th June, 2023</li> <li>• ICSSR sponsored national seminar on "Re-Establishing Bharat as Viswaguru: The Glorious Past &amp; A Promising Future" on 4<sup>th</sup> &amp; 5<sup>th</sup> August, 2023</li> <li>• One Day workshop on How to publish research papers in UGC Care listed/peer reviewed journals/ SCOPUS etc. on 5th January, 2024</li> <li>• Orientation programme for Yoga Class on</li> </ul>

	11 <sup>th</sup> February, 2024
8. Implementation of NEP-2020	Institutional regulations prepared & and NEP-2020 implemented to comply with the guidelines of the Govt. of Assam.
9. Aim to introduce UG-Science stream, PG & Ph.D programmes	Introduced <ul style="list-style-type: none"> <li>• UG-Science stream</li> <li>• PG programme in 4 selected subjects</li> <li>• Approval from the Parent University to introduce Ph.D programme is awaited</li> </ul>
10. Introduce BCA & BBA programmes	Approval granted by the AICTE
11. Launch Bodo as an MIL subject	Initiated and to be implemented from the academic session 2024-25
12. Introduce more than 15 Add-on courses in 5 years	Executed. 13 Add-on/Certificate courses added in the session 2023-24 including 7 skill-based courses under PMKVY 4.0 scheme
13. Arrange doubt-clearing sessions and remedial classes for all students including the backlogs	<ul style="list-style-type: none"> <li>• Remedial classes held by the Departments of English, Economics, Sociology, History, and Assamese</li> <li>• Attendance registers maintained by the Departments of English, Economics, and Sociology</li> <li>• Periodic tracking done by the Department of History</li> </ul>
14. Manage examination-related grievances as per Grievance Redressal Policy.	Grievances addressed as per the regulations
15. Evaluation process to be completed within 20 days from the date of ending the examination	Executed
16. Provide seed money of Rs.1,00,000(Rupees One Lakh) only by the institution to faculty members opting for research projects	Proposal submitted by two departments and results awaited

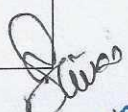
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17. Provide a minimum of Rs.2000 (Rupees Two Thousand) only per teacher for attending conference and securing membership in related professional bodies	Provided financial support to 2 persons in 2023-24
18. Faculty members encouraged to increase the number of Research and Publications	Published in <ul style="list-style-type: none"> <li>• UGC-CARE – 20</li> <li>• SCOPUS – 03</li> <li>• Books/Book chapters – 17</li> </ul>
19. Constitution of a College Research Committee to assist faculty in research proposal preparation	Constituted and monitoring & progress underway
20. Conduct extension activities and maintain four case studies to document the activities	Executed and maintained by the NSS unit
21. Conduct activities in alignment with the objectives of the Unnat Bharat Abhiyan (UBA)	Activities are being conducted following UBA guidelines
22. Organize an IIC awareness program in collaboration with external organizations	Conducted in association with Assam Agricultural University (NEATHUB)
23. IIC to prepare and publish the annual workplan, undertake activities and establish an incubation centre under the IIC initiative	<ul style="list-style-type: none"> <li>• Workplan prepared and published on the website</li> <li>• IIC activities undertaken by different departments are as follows: <ol style="list-style-type: none"> <li>a. Dept. of Political Science – Workshop on “Entrepreneurship and Innovation as Career Opportunity”</li> <li>b. Dept. of Economics - My Story -Motivational Session by successful entrepreneur/start-up founder</li> <li>c. Dept. of Physics – Session on Problem Solving and Ideation Workshop</li> <li>d. Dept. of History – Exposure and Field Visit for Problem Identification</li> </ol> </li> </ul>

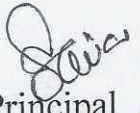
  
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	<p>e. Dept. of Zoology– Organised an Inter/Intra institutional idea competition/challenge/Hackathon and reward best idea</p> <ul style="list-style-type: none"> <li>• Conducted an awareness programme in association with Assam Agricultural University (NEATHUB)</li> <li>• Initiative taken to establish an Incubation Centre.</li> </ul>
24. Constitution of an IPR Cell, Research Advisory Committee and a Publication & Research Ethics Committee	Constituted
25. Initiate collaboration with National Institute of Design, Jorhat	Collaboration with NIFD in progress
26. Department of English to publish the seminar proceedings	Under process
27. Information and Career Guidance Cell to take initiative for organizing a Campus Placement drive	Conducted in collaboration with AISECT an Alumni Association and placed 44 job seekers
28. To constitute an Internal Complaint Committee.	Constituted
29. Introduce a course on GST	Introduced by the department of Economics as an ADD-on course
30. Reconstitute new IQAC body	Reconstituted
31. Constitution of NEP cell and IKS Cell as per the UGC guidelines	Constituted
32. Proposal for the introduction of new Add-on/Certificate courses for the academic session 2024-25 with approval from the BoS/Academic Council	Executed

  
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33. Initiate proposal for DELNET	Initiated and subscribed
34. Organize a Sports Festival	Organised on Abhiruchi Divas
35. Organise an Edfair in association with The Assam Tribune Group	Could not be executed due to logistic reasons.
36. To start a course on NET/JRF preparation for the students	To be initiated in the academic session 2025-26
37. Organise a workshop on GST specially for the 6 <sup>th</sup> semester students	Organised
38. Reconstitution of the Students' Grievance Redressal Cell as per UGC guidelines	Reconstituted
39. Introduce digital diary for the teaching staff	Introduced and executed
40. Observe important days and events	Observed and record maintained by respective cells/committees and units

  
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