# FURKATING COLLEGE (AUTONOMOUS)

**P.O. FURKATING–785610**

**DIST–GOLAGHAT (ASSAM)**

**Mobile No.-9365446210**


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## POLICY ON EFFECTIVE CURRICULUM DELIVERY AND COMPOSITION AND FUNCTIONS OF THE CURRICULAR COMMITTEE

### 1. Preamble

Furkating College (Autonomous) is committed to ensuring effective, systematic and student-centred delivery of the curriculum in accordance with the guidelines of the University Grants Commission (UGC), the National Education Policy (NEP) 2020 and the academic framework applicable to autonomous higher educational institutions.

The college recognises that effective curriculum delivery requires proper academic planning, appropriate teaching-learning methods, continuous assessment, regular monitoring of syllabus coverage and periodic review of academic progress. Accordingly, the college has an established Curricular Committee to coordinate and oversee the effective implementation of the curriculum across its academic departments.

### 2. Objectives

The primary objective of this policy is to ensure effective, planned and outcome-oriented curriculum delivery across all academic programmes of the college.

To achieve this objective, the policy aims to:

1. Ensure systematic and effective implementation of the prescribed curriculum across all academic programmes.
2. Facilitate proper academic planning and timely completion of the syllabus.
3. Promote student-centred, participatory and outcome-based teaching-learning practices.
4. Encourage the use of ICT-enabled teaching methods, digital learning resources and the Learning Management System (LMS).

5. Integrate classroom teaching with practical work, field studies, projects, seminars, internships and experiential learning, wherever applicable.
6. Monitor teaching-learning activities and review academic progress.
7. Strengthen continuous internal assessment and academic support mechanisms.
8. Promote interdisciplinary learning, skill development and value-based education in accordance with NEP 2020.
9. Ensure continuous improvement in the quality of curriculum delivery.

### 3. Scope

This policy shall be applicable to all academic departments and programmes offered by Furkating College (Autonomous), including undergraduate, postgraduate, vocational and other approved academic programmes.

### 4. Framework for Effective Curriculum Delivery

#### 4.1 Academic Planning

- Each department shall prepare a semester-wise academic plan at the beginning of every semester.
- Teachers shall prepare individual teaching plans indicating the topics to be covered and the proposed teaching methods.
- Departmental academic planning shall be aligned with the institutional academic calendar and the prescribed course structure.
- Heads of Departments shall coordinate the distribution of courses among teachers and monitor their implementation.

#### 4.2 Teaching-Learning Process

The college shall encourage diverse teaching-learning methods appropriate to the nature and requirements of individual courses, including:

- Classroom lectures and interactive discussions.
- Tutorials and group discussions.
- ICT-enabled and multimedia-assisted teaching.
- Practical and laboratory-based learning.
- Seminars, presentations and assignments.
- Field visits, surveys and project work.
- Experiential and activity-based learning.

- Skill-based and vocational training.
- Use of LMS and digital learning resources.

### 4.3 Curriculum Implementation under NEP 2020

The college shall promote the principles of NEP 2020 through the implementation of the approved undergraduate and postgraduate curriculum frameworks, as applicable.

Emphasis shall be placed on multidisciplinary and interdisciplinary learning, outcome-based education, skill enhancement, vocational education, experiential learning and the development of employability and critical-thinking skills.

### 4.4 Monitoring of Syllabus Coverage

- Departments shall periodically review the progress of syllabus completion.
- Teachers shall maintain Teachers' Diaries or equivalent academic records documenting teaching activities and syllabus coverage.
- Heads of Departments shall monitor the progress of curriculum delivery and report any academic gaps requiring attention.
- Necessary measures shall be taken to ensure timely completion of the prescribed syllabus.

### 4.5 Assessment and Evaluation

The college shall follow its approved examination and evaluation regulations for continuous internal assessment and end-semester examinations.

Assessment methods may include sessional examinations, assignments, seminars, presentations, project work and practical examinations, as applicable to the respective courses.

The assessment process shall be transparent and aligned with the prescribed learning outcomes.

### 4.6 Academic Support to Students

Departments shall undertake appropriate measures to address the diverse academic needs of students through mentoring, remedial classes, peer learning, academic guidance and additional support for advanced learners.

### 4.7 Feedback and Continuous Improvement

Feedback from students and other relevant stakeholders shall be collected and analysed through the institutional feedback mechanism. The findings shall be reviewed by the concerned departments and

IQAC, and appropriate measures shall be undertaken to improve curriculum delivery and the teaching-learning process.

## 5. Composition of the Curricular Committee

The Curricular Committee shall consist of the following:

| Designation | Position in Committee |
|---|---|
| Principal | Chairperson |
| Vice-Principal (Academic) | Member |
| Vice-Principal (Administration) | Member |
| IQAC Coordinator | Member |
| Controller of Examinations | Member |
| Heads of Departments | Members |
| Coordinator, NEP | Member |
| Coordinator, Curricular Committee | Member Secretary |

## 6. Functions and Responsibilities of the Curricular Committee

The Curricular Committee shall:

1. Coordinate and oversee effective curriculum delivery across all academic departments.
2. Facilitate the preparation of departmental academic plans and teaching schedules.
3. Monitor syllabus coverage and ensure timely completion of the prescribed curriculum.
4. Review departmental academic progress and identify areas requiring attention.
5. Promote innovative teaching-learning practices, including ICT-enabled teaching and LMS utilisation.
6. Encourage experiential learning, field-based activities, project work, internships and skill-oriented programmes.
7. Review the implementation of continuous internal assessment in coordination with the concerned academic authorities.
8. Facilitate the sharing of effective teaching practices among departments.
9. Coordinate with IQAC on initiatives for improving the quality of teaching-learning processes.
10. Place relevant academic issues and recommendations before the Principal or other appropriate institutional authorities for necessary action.

## 7. Meetings and Documentation

- The Curricular Committee shall meet periodically, preferably at least twice during an academic session, and whenever required.
- Meetings shall be convened by the Curricular Committee Coordinator.

- The Coordinator shall prepare the meeting agenda and maintain the minutes of the meetings.
- Decisions and recommendations shall be communicated to the concerned departments for necessary action.
- Action Taken Reports shall be prepared and reviewed to assess the implementation of decisions.
- Relevant departmental academic records and reports shall be maintained for monitoring and institutional quality assurance.

**8. Role of the Internal Quality Assurance Cell (IQAC)**

The IQAC shall coordinate with the Curricular Committee in strengthening the quality of curriculum delivery. It shall facilitate the review of teaching-learning practices, promote quality enhancement initiatives and monitor relevant quality indicators in accordance with institutional quality assurance requirements.

**9. Monitoring and Review**

The implementation of this policy shall be monitored through departmental academic plans, Teachers' Diaries, syllabus completion reports, departmental meeting proceedings, internal assessment records, student feedback and the minutes and Action Taken Reports of the Curricular Committee.

The policy shall be reviewed periodically in response to changes in academic regulations, curriculum frameworks and institutional requirements.

**10. Approval and Implementation**

This policy formalises the existing practices and institutional mechanism of the Curricular Committee of Furkating College (Autonomous) for effective curriculum delivery. The policy shall come into effect from the date of approval by the competent authority and shall be reviewed periodically, as and when necessary.

Dr. Apurba Saikia

Principal

Principal/ Secretary
Furkating College (A)
Date:.....