

Annual Quality Assurance Report (AQAR) of Abhayapuri College Session-2016-17



NAAC Track ID: ASCOGN11897
EC No: EC(SC)/11/A&A/12January/19,2016

Submitted by IQAC:
Abhayapuri College
PO-Abhayapuri
Dist- Bongaigaon (Assam)
PIN-783384

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specially identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part-A

1. Details of the Institution:

- 1.1. Name of the Institution : ABHAYAPURI COLLEGE
1.2. Address Line 1 : P.O. ABHAYAPURI COLLEGE
Address Line 2 : DIST: BONGAIGAON
City/Town : ABHAYAPURI
State : ASSAM
PIN Code : 783384
Institution e-mail Address : abhcollege@rediffmail.com
Contact Nos. : 03664-281424, 9435121757, 9435121720
Name of the Head of the Institution : Dr. SADANANDA NATH
Tel. no. with STD code : 03664-281424
Mobile : 9435121757
Name of the IQAC Coordinator : Dr. RAJESH TIWARI
Mobile : 9435121720
IQAC email Address : aciqac1955@gmail.com
1.3 NAAC Track ID : ASCOGN11897
1.4 NAAC Executive Committee No. & Date: EC (SC)/11/A&A/12 January 19, 2016
1.5 Website Address : www.abhayapuricollege.org
Web-link of AQAR :
1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity period
1.	1 st Cycle	B	70.05	2004	5 years
2.	2 nd Cycle	B	2.50	2015	5 years
3.	3 rd Cycle				
4.	4 th Cycle				

- 1.7 Date of Establishment of IQAC : 05/11/2004
1.8 AQAR for the Year : 2016-2017

1.9 Details of the previous years' AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC. (For example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i) AQAR—2015-16 submitted to NAAC on 28/12/2018
- ii) AQAR—2016-17 submitted to NAAC on 28/12/2018

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education man Woman

Urban Rural Tribal

Financial status Grant-in-aid UGC 2(f) UGC 12(B)

Grant-in-aid + Self Financing Totally Self Financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

B.VoC (IT & Tour & Travel Management)	BFSI under UGC Community College Scheme	KKHSOU Study Centre, IDOL, Contact Centre,	DI.Ed centre
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1.12 Name of the Affiliating University (For the Colleges)

GAUHATI UNIVERSITY, GUWAHATI, ASSAM

1.13 Special status conferred by Central /State Government- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt./University

University with potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC Innovative PG Programme

Any other (Specify)

UGC-COP Programme

2. IQAC Composition and Activities

2.1 No. of Teachers

: 11 (Eleven)

2.2 No. of Administrative/Technical Staff

: 02 (Two)

2.3 No. of students

: 01 (General Secretary of Students' Union)

2.4 No. of Management representatives

: 01 (One)

2.5 No. of Alumni

: 02 (Two)

2.6 No. of any other stakeholder and

Community representatives

:01 (One)

2.7 No. of Employees/Industrialists

: 02 (Two)

2.8 No. of other External Experts

: 02 (Two)

2.9 Total no.of members

:20 (Twenty)

2.10 No. of IQAC meeting held

: 07 (Seven)

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-teaching Staff Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the Amount

2.13 Seminar and Conferences. (Only quality related)

(i) No of Seminars/Conferences/Workshop/Symposia organized by the IQAC

Total International National State Institutional Level 04

- (ii) Themes
- | |
|---|
| <ol style="list-style-type: none"> 1. A workshop on Students' Mentoring 2. A workshop on Academic Audit 3. A Workshop on 'Bird watching and Identification' in association with the Department of Zoology 4. A two day workshop on 'Basics of Bioinformatics in association with the Department of Zoology & Botany |
|---|

2.14 Significant Activities and contributions made by IQAC

<p>The IQAC played an active role in creating a culture of quality within the institution. This culture was maintained and sustained by several initiatives taken by the Cell through the year. The IQAC conducted various programs for the faculty and periodic meetings and discussions with department faculty were conducted to acquire the data pertaining to various activities of the departments. The writing process was carried out by the different committees, led by a member of the IQAC. The predominant focus for the IQAC meetings in the last academic year was on the mechanism and strategy how to fulfill the vision of the college. The IQAC promoted the popularization of online learning and skills and vocational training for students. The IQAC resolved that all the employees of the college be issued Identity Cards from the college in order to maintain uniformity. The IQAC developed a mechanism to check the Monthly Departmental Progress Report of all the departments. The IQAC organized a workshop on Training of Teachers for students' mentoring.</p>

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year toward quality enhancement and the outcome achieved by the end of the year*

Plan of Action	Achievement
<ol style="list-style-type: none"> 1. Students' Mentoring 2. Autonomy to departments to organize student oriented programs 3. Vision document of the college 4. Annual Memorial lecture 	<ol style="list-style-type: none"> 1. Students' Mentoring in groups was introduced and students were benefitted by the Mentoring process. 2. The IQAC was getting more output from the Departments. 3. The draft copy of Vision Document of the college was prepared

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body | Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was placed in the Governing Body Meeting for its approval. The Governing Body after going through AQAR duly approved it to send it to the appropriate authority.

Part-B
Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of Programme added during the year	Number of self-financing programmes	Number of value added/Career Oriented programmes
Ph.D.				
PG				
UG	02			01
PG Diploma			01	
Advanced Diploma	03			
Diploma	03			
Certificate				
Others	02			
Total	10		01	01

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option/Open options

(ii) Pattern of programs

Pattern	Number of programmes
Semester	05
Trimester	
Annual	

1.3 Feedback from Stakeholders (On all aspects) Alumni - Parents - Employees - Students

Mode of Feedback: Online Manual Co-operating schools (for PEI)

* Please provide an analysis of the feedback in the Annexure.

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The University revises and updates the regulation or syllabi. Hence the college has no role to play in it. It may be noted that in the revision/ update of regulation or syllabi members of various colleges are involved.

- 1.5 Any new Department/Centre introduced during the year, if yes, give details.

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Criterion – II

2. Teaching, Learning and Evaluation

2.1	Total No. of Permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
		48	23	25	--	17

- 2.2 No. of permanent faculty with Ph.D.

2.3	No. of Faculty Positions Recruited (R) and Vacant	Asst. Professors		Associate Professors		Professors		Others		Total	
		R	V	R	V	R	V	R	V	R	V
		--	05	--	--	--	--	17	--	17	05

- 2.4 No. of Guest and Visiting faculty and Temporary faculty

- 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	02	03
Presented papers	01	02	
Resource Persons	--	--	01

- 2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Preparation of Teaching Plan by faculty members for every Semester.
2. Course distribution is to be displayed on the central as well as departmental notice board for the benefit of the students
3. Installation of Digital Communicative Board to make the classroom teaching attractive and student friendly
4. Installation of more projectors so that more ICT based classes are held

- 5. Language Lab (English Department)
- 6. Provision for viewing Documentaries and Movies.
- 7. Experiential Learning to Reinforce the Fundamentals of the Subject

2.7 Total No. of actual teaching days during this academic year 198

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 01(one)

2.10 Average percentage of attendance of students Above 75 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
TDC—B.A.	384	01%	15%	44%	02%	62%
TDC—B.Sc.	104	01%	19%	60%	03%	83%

2.12 **How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:**

1. The IQAC collects the individual Teaching Plan of the faculty members before the commencement of the every Semester which helps the IQAC to monitor the progress of the course.
2. The IQAC collects the individual workload of the faculty members to assess the justice to be done to the faculty as well as to the students.
3. The departments conduct skill test at the beginning of every new Semester and the report of the same is submitted to the IQAC, which is later assessed by the IQAC for betterment of the students.
4. Soft skill and Personality development training sessions are periodically conducted by the IQAC for the students
5. The IQAC of the College promotes research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.
6. The IQAC requests the Senior faculty and administrative heads to make plans for the future of the institution and prepare a road map for quality assurance and

enhancement.

7. Faculty members are motivated to participate in skill- based and value-added courses.

8. The IQAC regularly reviews the functioning of the various Sub-Committees of the College as a part of quality enhancement and sustenance measure.

7. Reviewing and reallocating of the curriculum once in three years.

9. Periodic review of the teaching-learning process at the end of every semester

10. Soliciting and incorporating feedback from students on teaching, learning and evaluation

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	02
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	No of Vacant Positions	Number of Permanent positions filled during the year	Number of positions filled temporarily
Administrative Staff	18	05	--	03
Technical Staff			--	02

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. The IQAC monitors the Research and Publication Cell which encourages the Faculty Members to avail FIP Scheme leading to PhD Degree.

2. The IQAC organizes inter departmental Seminars where Faculty Members present papers which promote Research Climate in the institution.
3. The IQAC encourages the faculty members for in-house project by providing some financial help.
4. The IQAC forms part of the planning of activities that are carried out by the Scholars. The IQAC provides information and services in support of research activities carried out within the College.
5. The objective of IQAC is to assist the college community in gaining and managing research collaborations, shared research activities, grants and international contracts. Currently the College facilitates the core research departments- Zoology, English, Economics, Geography, History and Chemistry and aims to integrate a research ambience within academic climate by positioning research as one of the best practices at every level of academic programs.
6. Building on areas of existing strengths the IQAC aims to build sustained partnerships, networks and collaborations bringing together a critical mass of expertise.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02		
Outlay in Rs. Lakhs	Rs. 1.90 Lakh Rs. 3.55 Lakh		Rs. 1.15 Lakh Rs. 2.87 Lakh	To be submitted

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			03
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2years	UGC	Rs. 5.45 Lakh	Rs. 4.02 Lakhs
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other (Specify)	--	--	--	--
Total			Rs. 5.45 Lakh	Rs. 4.02 Lakhs

3.7 No of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For Colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any other (Specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					03
Sponsoring agencies					College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency	From Management of University/College	
Total		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialized	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the institution who are Ph.D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University Level	<input type="text" value="12"/>	State Level	<input type="text"/>
National Level	<input type="text" value="02"/>	International Level	<input type="text"/>

3.22 No of students participated in NCC events.

University Level	<input type="text" value="04"/>	State Level	<input type="text" value="02"/>
National Level	<input type="text" value="01"/>	International Level	<input type="text"/>

3.23 No. of Awards won in NSS

University Level	<input type="text" value="02"/>	State Level	<input type="text"/>
National Level	<input type="text" value="02"/>	International Level	<input type="text"/>

3.24 No. of awards won in NCC.

University Level	<input type="text" value="01"/>	State Level	<input type="text" value="--"/>
National Level	<input type="text" value="--"/>	International Level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="04"/>
NCC	<input type="text" value="04"/>	NSS	<input type="text" value="13"/>
Any other	<input type="text"/>		

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

* Extension activities:

Sl.No	Date	Activity & Programs	Remark
1	15-05-2017	Survey work of some villages were carried out under for village adaption Program by the college	Surveyed by the following members: Dr. B. C. Sarma, Prof. J. Bora, Prof. S.Br Choudhury and Dr. R. Tiwari
2	17-05-2017	Survey work is continued	Surveyed by the same team as

			mentioned above
3	01-06-2017	Duramari&Lalmati under Srijangram Revenue Circle were adopted	A general meeting was held in the office of Sri Ganesh Mandir premises along with Principal, IQAC, Coordinator, some faculty members and some noted citizens of the adapted villages.
4	05-06-017	World Environment Day was celebrated in the adapted villages. To aware the people of the adapted villages a program was organized in which Dr. S. Pathak, HoD, Dept. of Chemistry delivered the talk as Resource person.	

* The NSS unit plays a vital role in cultivating in students the spirit of social service and a commitment to work for the marginalized sections of the society. The following are the social endeavors undertaken by the unit:

Sl.No.	Date	Activities
1.	10 Aug.	Awareness program & Mock Drill on Disaster Management at St.Mont Fort English School, Abhayapuri.
2.	11 Aug.	Blood Donations Camp & Awareness program on HIV/AIDS at college in association with Bongaigaon Civil Hospital & Blood Bank.
3.	13 Aug.	Parade & Plantation program on College Foundation Day. Street play on the theme of—BetiBachao, BetiParao.
4.	15 th Aug.	Participated in Ceremonial Independence day Parade at Gandhi Maidan.
5.	24 th Aug.	Organised Orientation & Talent Search on NSS Day.
6.	31 Oct. to 6 Nov.	RastriyaEkta Divas celebrated. Volunteers participated in skit, poster writing, Mano acting & patriotic song competition etc. and also observed death anniversary of singer maestro DrBhupenHazarika as SamannyaDiwas.
7.	1 Dec.	On AIDS Day organised competition & popular talk.
8.	17 to 23 Dec.	NSS Special Camp at Bamungaon. Workshop/ Seminar and Awareness programs on Child Care, Health & Hygiene, Women Empowerment, Farming Disaster Management and Swachh Bharat.
9.	26 Jan.	Participated in Parade and Cultural program on Republic Day at Gandhi Maidan.
10.	8 Feb.	Organized Cultural Rally on National integration.
11.	1 Dec.	On AIDS Day organised competition & popular talk.

12.	17 to 23 Dec.	NSS Special Camp at Bamungaon. Workshop/ Seminar and Awareness programs on Child Care, Health & Hygiene, Women Empowerment, Farming Disaster Management and Swachh Bharat.
13.	26 Jan.	Participated in Parade and Cultural program on Republic Day at Gandhi Maidan.
14.	8 Feb.	Organized Cultural Rally on National integration.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	19.90acre	--	--	--
Class rooms	26	--	--	--
Laboratories	08	--	--	08
Seminar Halls	02	--	--	--
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others (Drawing Halls)				

4.2 Computerization of administration and library Computerization

A resolution was adopted in the Library Committee Meeting for fully Computerization of administration and library Computerization In this regard the Librarian was authorized to submit a detailed proposal for up-gradation of the Library infrastructure and Library Automation.

4.3 Library Services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text books	24712		524	Rs.2,13,433/		
Reference Books	3084				24712+3084=27796	
e-Books	35,000					
Journals	27	59,807/-				59,807/-
e-Journals	6000					

Digital Database	SOUL 2.0					
CD & Video	20					
Others (specify)						

4.4 Technology up gradation

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	115	02	08	01	--	11	13	--
Added	08	--	--	--	--	04	--	04
Total	123	02	08	01	--	15	13	04

4.5 Computer, Internet access, training to teachers and students and any other program for technology upgradation (Networking, e-Governance etc.)

An 80 hour training Program was held from 12th August, 2016 for SC/ST Students, a free course offered by NIELTI, Guwahati, Assamin the session 2016-2017

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs.1,21,660/
ii) Campus Infrastructure and facilities	Rs.1,57667/
iii) Equipment	Rs.42,720/
iv) Others	Rs.40,951/
Total	Rs.3,62998/

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC creates awareness among the Student regarding various Student Support Services like Central Library facility, Departmental Library facility, College Canteen facility. Moreover, students are encouraged to become the members of NSS Unit and NCC Unit of the college. An awareness to participate in inter-college competitions in Sports, cultural activities is created in the mind of the students.

5.2 Efforts made by the institution for tracking the progression

The institution makes efforts for tracking the progression of students. Regular unit

tests are held besides the Sessional Exams. The Departments take special care to for the students who are not able to cope with the syllabus. Extra classes are held for such students. Moreover, the Remedial Cell organizes regular classes for students who lack behind in the syllabus. The teachers in respective fields provide academic and personal counseling. Each student is encouraged to meet the concerned teacher or approach for the fulfillment of course requirements among other things, offering guidance where necessary on matters pertaining to academics.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2164	--	--	

(b) Number of students outside the state

NIL

(c) Number of International students

NIL

Man

No	%
1192	55.08%

Women

No	%
972	44.91%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
840	342	48	813	04	2043(including PC)	926	337	57	842	03	2162 (including PC)

Demand ratio: 1:43

Dropout %: 2%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Department of English organizes 21 days Crash Course in Spoken English, Personality Development and Soft Skill Training Programs at times. The Department of Chemistry organizes 'Chemistry Olympiad' among the students. The Department of Physics conducts National Graduate Physics Examination under Indian Association of Physics Teachers.

No. of students beneficiaries

40

5.5 No. of students qualified in these examinations

NET	02	SET/SLET	04	GATE		CAT	
IAS/IPS		State PSC		UPSC		Others	

5.6 Details of student counseling and career guidance

The Career Guidance Cell of the college provides comprehensive service in the area of training, options regarding higher studies, internships and full-time placements for undergraduate students. The Career Guidance Cell organized a ‘Short term Course in Office Automation’ of 80 hours duration was conducted under National Institute of Electronic & Information Technology from October 01, 2016 to November, 2016. The Cell organizes Campus Placements as per the requirement of the students. Students were placed in Hotel Industry, Tourism, and Computer Data Analysts. NIT, Bongaigaon recruited seven students for various front office jobs. In collaboration with the Women Cell of the College the Career Guidance and Counseling Cell conducted workshop on making of carpets and other handicraft items and Training Program on Fruit Preservation in which large number of students participated and later got employed by setting up of Fruit Preservation plants. Such workshops helped students to focus on career options after graduation.

No. of students benefited

44

5.7 Details of campus placement

No. of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	No. of Students Participated	No. of Students Placed	No. of Students Placed
05	218	35	40

5.8 Details of gender sensitization programmes

The Women Cell of the College seeks to consolidate and strengthen many initiatives for women’s education, research and interventions on gender issues. The Women Cell seeks to focus on linkages between activism, intervention and academics. The following were the activities of the Women’s Cell for the academic year 2016-2017- Coordinator of the Women Cell of the College was invited as the Resource Person for 10 colleges at a Workshop organized by B.N.College, Dhubri, Assam, on Gender Equalities. The Cell organized a Seminar on Role of NGO in Empowering Women in collaboration with NAVARD. The Cell celebrated International Women’s Day in a befitting manner by organizing a rally followed by popular talks on the changing role of women in modern times delivered by the members of the Cell. The Women Cell celebrated the International Yoga Day by inviting Sri RatneswarSarma, specialist in Yogvidya from Bongaigaon who performed yoga which was followed by the members of the teaching ,non-teaching staff and students. To apprise the role of girl students the Women Cell of the College organized for the first time in College—Mock Parliament and displayed the importance of role of especially girl students. The Program received wide accolades as for the first time anything of such kind was organized. The Cell organized a program on the Role of Women in AZADI 70. The Convener of the Cell delivered the special lecture on the occasion. A program on Girl Child Abuse was organized by the Cell on the World Day against Child Labour. The women cell in its maiden venture organized a Talk-Show on the

Role played by Women in framing the Indian Constitution on 26/11/2016—on the occasion of Constitution Day.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games, and other events.

State/University Level National level International Level

No. of students participated in cultural events

State/University Level National level International Level

5.9.2 No. of medals/awards won by students in sports, Games, and other events

Sports: State/University Level National level International Level

Cultural: State/University Level National level International Level

5.10 Scholarship and Financial support

	No. of Students	Amount
Financial support from Institution		
Financial support from Government	Online scholarship is provided & college only approves the applications of genuine students	
Financial support from other sources		
No. of students who received International/National recognition		

5.11 Student organized/initiatives

Fairs: State/University Level National level International Level

Exhibition: State/University Level National level International Level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: There is no such major grievances reported by the students but sometimes the shortage of classrooms and dearth of teachers are reported. The college hopes to solve both the problems as under RUSA Grant new classroom building is under construction and shortly new rooms would be available. The college has repeatedly requested the government to fill the vacant posts and the government has assured to give permission to fill the vacant posts

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To impart holistic and progressive education with a view to mould student's into competent, confident and responsible citizens ingrained with high moral and cultural values.

Mission:

To impart higher education up to postgraduate level by using contemporary teaching learning in both formal and Distance learning mode

To offer a host of career oriented and vocational courses including computer courses so as to equip students to confidently face competition and the growing demands of fast changing job market.

To develop a scientific temperament and instill humanitarian values in young minds

To raise awareness and empathy among students towards the problems of their society through extension education programs of the college. To work towards all round development of the students through regular Personality Development

Programs, soft skill training, seminars and co-curricular activities aim to bring out their best and to give them an edge over others.

6.2 Does the Institution have a management Information System?

Yes. The College has Office Automation System.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum Development is under the authority of the university so the College has no role in it. But the Curriculum is Designed in consultation with the representatives from the affiliated Colleges.

6.3.2 Teaching and Learning

The college is very keen in providing latest teaching tools to be used and regularly be upgraded for promoting innovative teaching methodologies. Faculty members are motivated to design contemporary, skill-based and value-added courses in its council's meetings. The College authority organizes Training Programs for the faculty members to enhance their teaching skills.

6.3.3 Examination and Evaluation

The Home Examination Board as well as the Asst. officer-in-charge for various End Semester examinations provides details of the examination which includes seat

labels for each student displaying the name of the Examination, Roll Code, and Roll No with subject. Detailed Seat Plan is displayed on Big Boards which includes Room wise Roll no Allotment of Student, Date of the Examination, Shift—Morning/Evening etc. Such details give the students ease of access to the respective examination Rooms/halls on the specified dates.

6.3.4 Research and Development

The Research and Publication Cell of the College take initiatives and formulates strategies of strengthening research and development in the college. The Research and Publication Cell provides information and services in support of research activities carried out within the college. The objective of the Cell is to assist the college community in gaining and managing research collaborations, shared research activities. Currently the College facilitates the core research departments of the college- Zoology, English, History, Geography and Chemistry and aims to integrate a research ambience. The final Semester (VI) the students are to prepare a mini Research project which is now being fully integrated into the college's research environment. Building on existing strengths the Research and Publication Cell aims to build sustained partnerships, networks and collaborations bringing together a critical mass of expertise from across the region and the country. The Cell organizes inter disciplinary seminars to promote the Research culture in the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. DSpace
2. INFIBIT

6.3.6 Human Resource Management

The Governing Body of the college analyses the role of the person under existing positions and later deposes appropriate persons for various teaching and non-teaching positions. The Governing Body, according to the need makes appointments through proper procedures. New recruits are encouraged to undergo Orientation and training programs. The college at times organizes training programs, workshops to enhance the working capacity of the both teaching & non-teaching staff. The members of teaching staff very often participate in the programs like Recitation, Dance, Fashion Shows etc. organized by students for close bonding with the student community.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is done according to guidelines of DHE, Assam and as per UGC regulations.

6.3.8 Industry Interaction / Collaboration

The college has collaborations with the following institutions:

1. Ximit, Bamunimaidam, Guwahati, Assam
2. Softline Network, Bongaigaon, Assam

3. Tech Booster, Institute of Professional Studies, R. G. Barua Road, Guwahati, Assam
 4. CN Travels, 33, S.K. Bhuyan Road, Dighalipukhuri (East), Ambari, Guwahati, Assam

6.3.9 Admission of Students

For the Admission of students the college has an extensive Student Admission Committee. Admissions are based on merit. Moreover, the government policy of reservation in the admission process is followed. All admissions are conducted online. The detail of admission schedule is uploaded in College website.

6.4 Welfare schemes for

Teaching	The College has a Thrift Society in which faculty members contribute on monthly basis. The society is managed by a committee. The Thrift Society offers loan facilities at minimum interest rate. The notable contribution of the Thrift Society is that it extends financial help to faculty members not only of its own college but also to those college teachers who approach for help from the society.
Non-teaching	The Non-teaching staff has a welfare society which is contributory. Monthly contribution is collected by the Secretary of the society. The non-teaching staff can avail loan from the society. The fund is also used for welfare of the retired colleagues
Students	1. The college provides all the scholarships due to students from the government. Besides government other scholarships mend for

	students are disbursed as soon as the college receives it.
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6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	Yes	Academic Committee of the college
Administrative	Yes	Govt. Auditor	Yes	Auditor appointed by the GB

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programme Yes No

For PG Programme Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

1. The Alumni Association of the college plays a significant role in keeping the Campus clean and green. On special occasions like—College Foundation Day, Independence Day, Republic Day etc. the association undertakes plantation drive in College Campus, Boys' and Women Hostel Campus.
 2. The Alumni Association felicitated the brilliant students and offers help to economically backward students.
 3. One of the laudable roles that the Alumni Association plays is the donation of

books to enrich the Central Library of the college.
4. The members of the Alumni Association keep a strict vigil on the activities of the students and help the college authority to maintain discipline in the college Campus.

6.12 Activities and support from the Parent – Teacher Association

The College has an established Parent – Teacher Association. Every year new members are included with new Admissions. The College authority requests the Parents to participate in the activities of the college. The parents are invited for the Induction Programs conducted at the beginning of new Session to apprise them regarding the rules and regulations of the college. Moreover, every department conducts special Parents meeting to discuss the problems faced by the students. Parents are invited by issuing individual letters to attend the Parent—Teacher Meet.

6.13 Development programs for support staff

1. Workshop in connection with Income Tax.
2. Training in office management for support staff
3. Training to office staff in PFMS

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Staff and Students are made aware to turn off lights and Air Conditioners in empty rooms. Stickers mend for creating awareness are pasted at right places to aware the people.
2. The college has taken special initiative and strictly restricted the use of polythene bags, plastic tea cups and glasses etc.
The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management. Some notable initiatives like—Green Audit, Eco Club activities etc. The College has a plan to install solar panels so that the entire campus becomes Energy efficient not depending only on electric power (Electricity). LED lights which are energy efficient are used in the College. Green Audit is conducted and in College as well as hostel campus. The existing RO plants supply potable water for the entire college. There are plans for installation of more Pure Drinking Water plants.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Office Automation Software has created a positive impact on the functioning of the institution.
 - a. All the Departments are connected through the software with the Principal's

Office.

b. Online Admission of students was introduced which reduced the paper work and students also found it easy to access the information in connection with Admission and other related information.

c. The IQAC conducted a Workshop on Academic Audit by inviting expert Resource Persons from Gauhati University, Guwahati, Assam, so that the college may undergo the External Academic Audit from the next session. It is to be noted that the college conducts internal Academic Audit by the Academic Committee of the college on regular basis in which steps are taken for all-round development in Academics and skill development in a phase wise manner.

d. The English Department to pay a tribute to famous writer Sri R. K Narayan organized a program titled A DAY OF ENGLISH. On that day several competitions like Spelling-Bee, Penmanship, Jumbled words and Quiz were organized among the nearby school students. At the end of the competitions prizes were distributed. The program drew huge accolades among the students and the parents. The Department of English also conducts Crash Courses in Spoken English and Personality Development, Mock Interview and Group Discussion sessions among the students which help the students to qualify various Competitive Exams.

e. The Women Cell has planned to organize skill development programmes for the rural women and youth along with activities for children.

f. The Department of Geography, Botany and Zoology conduct Field Study visits. Department of B. Voc organizes industrial visits for the students

g. The Department of Chemistry organizes Chemistry Olympiad among students for keeping the students updated in the latest developments in Chemistry.

h. The Department of Physics conducts National Graduate Physics Examination under Indian Association of Physics Teachers.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Students' Mentoring in groups was introduced and students were benefitted by the Mentoring process.

2. The IQAC was getting more output from the Departments.

3. The draft copy of Vision Document of the college was prepared

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Transparency in decision making process.

2. Decentralization of Administrative and academic activities.

**Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

7.4 Contribution to environmental awareness / protection

1. On every College Foundation Day/NSS Day/Earth Day saplings are planted in college campus, Boys Hostel Campus & Women Hostel Campus of the College for environmental protection.

2. Green Audit is conducted by the college

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:
a. The college is Centrally located
b. Qualified and energetic staff
Weakness:
a. Shortage of classroom buildings.
b. Inadequate infra-structure facility
Opportunity:
a. The college is in a position to apply for introduction of PG Courses in subjects like Assamese and English despite classroom shortage.
b. Cultivation being the chief resource of the area the college may utilize its unutilized land for cultivation of some specific crop.
Threats:
a. The recruitment process of vacant posts by the Govt. is not done in due time, as a result the college may face dearth of teachers in near future.
b. The government has not granted any sanctioned post for the college for a long time.

8. Plans of Institution for next year

1. Introduction of Students' Attendance Monitoring System by the college.
2. Renovation & up gradation of Central Library
3. Up gradation of Drinking Water facility for students.
4. Construction of more toilets for boys and Girls.
5. Provision for more Lab Equipment and Books for Central Library

Name: Dr. RAJESH TIWARI

Name: Dr. SADANANDA NATH

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure-1

Feedback Analysis

Session: 2016-17

The IQAC analyzed the feedback received from the students and it was discovered that most of the students suggested for more ICT based classrooms and classes. Some students suggested that they find it difficult to listen to the lectures delivered by the teachers because of lack of audio system. The IQAC, therefore, resolved to equip more classrooms with LCD Projectors and recommended for the use of collar mikes in class rooms where number of students are more than 100.

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ABHAYAPURI COLLEGE: ABHAYAPURI

P.O. ABHAYAPURI:: DIST – BONGAIGAON (ASSAM)

PIN- 783384

Academic Calendar :

Session 2016-17 (w.e.f. July 2016 to June 2017)

A. Working Days and Class Days

Months	WORKING DAYS	CLASS DAYS
July'16	1,2,4,5,8,9,11-16,18-23,25-30	Summer Vacation
Aug'16	1-6,8-13,16-20,23,24,26,27,29-31	1-6,8-12,16-20,23,24,26,27,29-31
Sep'16	1,2,5-10,12-17,19-24,26-30	1,2,5-10,12-17,19-24,26-30
Oct'16	1,3-6,18-22,24-28,31	1,3-6,18-22,24-28,31
Nov'16	1-5,7-12,15-19,21-26,28-30	1-5,7-12,15-19,21-26,28-30
Dec'16	1,3,5-10,12-17,19-24,26-31	End Semester Exam/Evaluation
Jan'17	2-7,9-13,16-21,23-28,30 & 31	16-21,23-28,30 & 31
Feb'17	1-4,6-11,13-18,20-23,25,27 & 28	1-4,6-11,13-18,20-23,25,27, & 28
Mar'17	1-4,6-11,14-18,20-25,27 -31	1-4,6-11,14-18,20-25,27 -31
Apr'17	1,3-8,10-13,17-22,24-29	1,3-8,10-13,17-22,24-29
May'17	2-6,8-13,15-20,22-27,29-31	2-6,8-13,15-20,22-27,29-31
June'	1-3,5-10,12-17,19-24,26-30	End Semester Exam/Evaluation

B. Summary of the Academic Calendar

Odd semester (w.e.f. July' 16 to December'16)		Even Semester (w.e.f. Jan' 17 to June'17)	
Class days	87	Class days	111
Election	01	Colleg week	06
Study leave	03	Study leave	03
End Semester	15	End Semester	15
End Semester Evaluation	15	End Semester Evaluation	15
Holidays & Sundays	42	Holidays & Sundays	31
Summer Vacation	31	Semester break	10
Total=	194 days	Total=	191 days

N.B. Dates and Days of the Academic Calendar may be altered subject to the notification of Gauhati University.

C. Examination Schedule 2016-17

Examination	Odd Semester	Even Semester
Sessional Exam. 2016-17	Be Completed before Durga Puja	Be Completed by 1 st week of April' 2016
End Semester Exam 2016-17	Be Completed by 15 th Dec' 2016	Be Completed by 15 th June' 2016

D. Important Academic Event 2016-17

Important Event	Date Schedule
1. Admission to 1 st sem TDC & HS 1 st Yr. Classes	Within 31 st July
2. Commencement of Classes	1 st August 2016
3. Student's Union Election	Within 60 days of the admission process
4. Publication of College Magazine	Before Durga puja
5. Educational Field trips	October 2016
6. Answer Script Evaluation	Within 31 st December 2016
7. Even Semester Classes Start on	16 th January 2017
8. Annual sport cum College week	Last week of January 2017
9. Answer Script Evaluation	Within 30 th June 2017

N.B. Above schedule may be altered by the College authority for any unavoidable circumstances and will be notified in due course.

E. Occasions/ Festivals : 2016-17

Sl.	Occasions/ Festivals	Dates
1	Librarian's Day	12 th August, 2016
2	College Foundation Day	13 th August, 2016
3	Independence Day	15 th August, 2016
4	Freshmen's Social	3 rd week of August, 2016
5	Tithi of Srimanta Sankardeva	3 rd September, 2016
6	Teacher's Day	5 th September, 2016
7	Biswakarma Puja	17 th September, 2016
8	N.S.S. Day	24 th September, 2016
9	Death Anniversary of Dr. Bhupen Hazarika	5 th November, 2016
10	N.C.C. Day	27 th November, 2016
11	AID's Day	1 st December, 2017
12	Silpi Divas	17 th January 2017
13	Republic Day	26 th January, 2017
14	Saraswati Puja	1 st February, 2017
15	National Science day	28 th February, 2017
16	World Women's Day	8 th March, 2017
17	World Environment Day	5 th June, 2017
18	International Yoga Day	21 st June, 2017

F. Other activities : 2016-17

Sl. No	activities	Dates
1	Interdepartmental seminar Organized by Research, Publication & Faculty Improvement committee	23/8/16,19/9/16,24/10/16,28/11/16 and 16/01/17
2	Workshop on articles writing organized by editorial Board	19/8/16
3	Social Service organized by N.C.C. Unit	17/09/16
4	Popular talk organized by Science forum	12/01/17
5	Cultural Workshop organized by cultural Committee	27/01/2017
7	Staff meeting	1 st week of every month after 2.00 pm