Annual Quality Assurance Report (AQAR)
of
Abhayapuri College
Session-2017-18

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

<h1 align="center">The Annual Quality Assurance Report (AQAR) of the IQAC</h1>

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)*

<h2 align="center">Part-A</h2>

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.	1st Cycle	B	70.05	2004	5 years
2.	2nd Cycle	B	2.50	2016	5 years
3.	3rd Cycle				
4.	4th Cycle				

1.7	Date of Establishment of IQAC	: 05/11/2004
1.8	AQAR for the Year	: 2017-2018

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
    iii)   AQAR—2017-18 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 & TTM)	BFSI under UGC Community College Scheme	In Distance Mode: The College has	DlEd Centre is allocated in College

KKHOU (Krishna Kant Handique Open University) study Centre & IDOL Contact Centre.

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 Excelence   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 Student's Union
2.4   No. of Management representatives   : 01 (One)
2.5   No. of Alumni   : 01 (One)
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   : 01 (One)
2.9   Total no. of members   : 20 (Twenty)
2.10   No. of IQAC meeting held   : 09 (Nine)

2.11 No. of meetings with various stakeholders: No. `01` Faculty `04`

Non-teaching Staff Students `01` Alumni `02` Others `01`

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 Nos ☐ International ☐ National ☐ State ☐ Institutional Level `05`

(ii) Themes

1. IQAC organized a Seminar in association with History Dept.—Quit India Movement: its nature and Significance on 28/08/2017
2. IQAC organized a workshop on Academic Performance Indicators (API) on 20/03/2018
3. IQAC in association with the NSS Unit organized a workshop on Personality Development & Mind Power on 27/03/2018
4. IQAC in association with the Quiz Forum organized inter school/inter college Quiz Competition titled Constantine Season—1 on 15/03/2018
5. IQAC in association with the Yoga Centre organized a Workshop on Yoga from 22/06/18—28/06/18.

2.14 Significant Activities and contributions made by IQAC

Some major activities and contributions made by the IQAC are as follows:
A. The IQAC played a significant role in improving the standard in Administration and Academics by involving the college fraternity.
B. The IQAC organized a workshop on Academic Performance Indicators (API) as promotions to number of teachers were due. The workshop was very successful as the Resource Person made all the points clear in connection with API Score.
C The IQAC organized separate meetings with the various sub-committees and suggested to monitor the activities and plans proposed by the committee.
D. The IQAC in a general staff meeting introduced new formats of Teaching Plan and Monthly Progress Report for the teachers. The meeting approved the formats and as a result universality in teaching plan and Progress Report was established.
E. The IQAC approved the applications of some teachers who submitted their application to the IQAC for API approval following which Promotion under CAS by the API Screening Committee was done.
E. The IQAC in association with the Quiz Forum spread a sense of quizzing among

the students of the college as well as neighboring colleges and Schools.

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
1. Introduction of Students' Attendance Monitoring System by the college. 2. Renovation & up gradation of Central Library 3. Provision for more Lab Equipment	1. To monitor the attendance Teacher coordinators were engaged that helped in increasing the attendance of the students in a considerable way. 2. The Central Library of the college was renovated and fully digitalized with the introduction of D-Space software for Library Digitalization and Soul 2.0 for Library Automation. Kiosk integrated with systems helps the students to search books/journals etc. Data Card printer is also available. 3. According to the needs of the Science departments' lab equipment were purchased. Education Dept. was also provided with the required lab equipment. Up gradation of Drinking Water facility for students.
4. Purchase of more books for Central Library 5. Up gradation of Drinking Water facility for students. 6. Provision for more toilets	4. According to the list of books submitted by the HoDs books were purchased for Central Library 5. Moreplants of pure drinking water for the students were installed 6. More toilets for boys and Girls were constructed.

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 the AQAR duly approved it to send it to the concerned 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   Alumni ☐   Parents ☐   Employees ☐   Students ☐
        Stakeholders
        (On all aspects)
        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 revision/update of regulation or syllabi is done by the University in which teachers from various Colleges are included. The college of its own has no role to play in it.

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

No

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. | 13 |

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 | -- | | -- | | 17 |

2.5   Faculty participation in conferences and symposia:

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

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

1. New Formats of Teaching Plan and Progress Report are prepared to make it uniform. Separate Teaching Plans are prepared by faculty members for Odd and Even Semester.
2. Distribution of Syllabus is shuffled regularly and the same is made available on the Department's notice Board.
3. Besides installation of Digital Communicative Board to make the classroom teaching attractive and student friendly, provisions are made for audio system(Collar mike system) in classes where number of students is more than 100.
4. To make the class rooms comfortable Air Conditioners are installed in big class rooms. More class rooms are equipped with projectors so that more ICT based classes are held.
5. There is provision for Remedial classes. The Coordinator of the Remedial Cell organizes the classes in which teachers as per need deliver lectures.

2.7   Total No. of actual teaching days during this academic year | 172 |

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

       | -- | -- | -- |

2.10   Average percentage of attendance of students | 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—BA	444	1%	19%	46%	3%	69%
TDC—B.Sc	123	2%	35%	22%	2%	61%
PGDCA						
B.VoC	41	--	12.19%	75.6%	--	87.8%
BFSI						
KKHOU						
IDOL						

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

1. The IQAC monitors the teaching and Learning processes by collecting the individual Teaching Plan of the faculty members well ahead of the commencement of the every Semester classes which helps the IQAC to monitor the progress of the course.
2. The IQAC collects the individual syllabus break ups and workload of the faculty members to assess that justice is done to the faculty as well as to the students.
3. The departments conduct skill test at the commencement of classes in every new Semester and the report of the same is submitted to the IQAC and accordingly IQAC extend suggestions to the departments.
4. The IQAC along with the Principal meets the Students of all departments to know the problems faced by the students and seeks suggestion for improving the both class studies and campus environment.
5. Field based studies are promoted as per the demand of the subject. According to the need teacher guides accompany the students whenever a field study is undertaken.
6. Soft skill and Personality development training sessions are periodically conducted by the IQAC for the students.

7. The IQAC of the College keeps vigil on promoting research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.

8. 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.

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

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

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

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

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

2.13 **Initiatives undertaken towards faculty development**

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	1
Orientation programmes	1
Faculty exchange programme	3
Staff training conducted by the university	
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	
Others (Short Term Courses)	2

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	06	--	03
Tecnical 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 activities of 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. The IQAC plans to introduce Seminars for students where students will present paper in presence of a Resource Person.
3. The IQAC encourages the faculty members and Students 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.
6. The IQAC aims to develop a vibrant, rapidly extended undergraduate student research culture into the research environment of the College. The students are especially advised to carryout data base research in the adapted villages by college.
7. Building on areas of existing strengths the IQAC aims to build sustained partnerships, networks and collaborations bringing together a critical mass of expertise.
8. Initiatives to address large scale multidisciplinary research challenges that influence global connections, raise teaching standards, and research policies have been initiated by the IQAC.

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	02	
Outlay in Rs. Lakhs		1.Rs. 1.15lakh 2. Rs.2.87.005 lakh	1.Rs.1.90 lakh 2.Rs.3.55 lakh	

3.4   Details on research publications

	International	National	Others

Peer Review Journals			
Non-Peer Review Journals		02	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	02 years	UGC	1. Rs. 1.90 Lakh 2. Rs. 3.55 Lakh	1. Rs. 1.15 Lakh 2. Rs. 2.87.005 Lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/College				
Students research projects (*other than compulsory by the University)*				
Any other (Specify)				
Total				

3.7   No of books published   i) With ISBN No. [   ]   Chapters in Edited Books [   ]

ii) Without ISBN No [02]

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 [02]

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 [01]

and students registered under them   01

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

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   02   State Level

National Level   02   International Level

3.22   No of students participated in NCC events.

University Level   04   State Level   03

National Level   International Level

3.23   No. of Awards won in NSS

University Level   02   State Level

National Level   International Level

3.24   No. of awards won in NCC.

University Level   03   State Level

National Level   International Level

3.25   No. of Extension activities organized

University forum   College forum   04

NCC   03   NSS   12   Any other   02

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	21/02/2018	Seminar on 'Role of Youth in Nation Building'	Held at Lalmati ME School, Lalmati.
2	13/03/2018	Seminar on 'Role of Education for betterment of Society	Held at HarijanPrathamikVidyalaya
3	20/03/2018	Awareness program on 'Swach Bharat'	Held at GaneshpurKathalguri LP School.
4	22/032018	Seminar on 'Role of Students in eradication of illiteracy	Held at Al-Ain Senior Madrassa, Lalmati

   * 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.	14 Jan	PO's attended workshop at G.U, on Digital India.
2.	21 June	Participated in Yoga Day at College &BezbaruaBhawan.
3.	13 to 20 July	Organised Workshop on Folk culture & song at College in association with Sukladhwaj.
4.	10 Aug.	Orientation programme& Talent Search.
5.	13 Aug.	N.S.S. Parade on College foundation Day, plantation & participated in cultural & plantation programme
6.	15 Aug.	Ceremonial parade at Gandhi Maidan.
7.	24 Sep.	On N.S.S. Day volunteers participated in cleanliness drive and cultural programme.
8.	1st Nov.	Blood Donation Camp & Awareness programme on HIV/AIDS in Association with civil Hospital and Blood Bank, Bongaigaon.
9.	1st Dec.	AIDS Day, awareness programme and Quiz on HIV/AIDS.
10.	23-25 Dec.	N.S.S. cultural Team participated in Folk dance Fest in Mangalore (Karnatak)
11.	6-12 Jan.	Special Camp at Ganespur Workshop/Seminar/popular Talk etc. On Health &Hygeine, Digital India, Swachha Bharat, Women Empowerment GST and Youth Day in memori of Swami Bibekananda.
12.	26 Jan	Participated in ceremonial Independence Day Parade & cultural programme at Gandhi Maidanorganised by District Administration.

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	19.90 Acre	--	--	19.90 Acre
Class rooms	28	02	UGC	30
Laboratories	12	01	RUSA	13
Seminar Halls	01	--	STATE GOVT.	01
No. of important equipment purchased (≥ 1-0 lakh) during the current year.	04	--	RUSA	04
Value of the equipment purchased during the year (Rs. in Lakhs)	--	Rs.23,00933/	RUSA	Rs.23,00933/
Others (Drawing Halls)	--	--	--	--

4.2 Computerization of administration and library Computerization

> The college has introduced the office automation software which helps in maintaining the data base of the students. The Central Library is fully computerized and digitalized. The software DSpace is used for Library Digitalization and SOUL 2.0 is used for Library Automation.

4.3   Library Services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text books	24662	--	2289	Rs.9,68,260/	26951	
Reference Books	3134	--	--	--	26951+3134=30085	--
e-Books	35,000	2,500/-				2,500/-
Journals	41	77,920/-				77,920/-
e-Journals	6000					2,500/-
Digital Database	D Space SOUL 2.0					
CD & Video	25					
Others (specify)						

4.4   Technology up gradation

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	123	02	08	01	--	15	13	--
Added	--	--	--	--	--	--	--	3
Total	123	02	08	01	--	15	13	3

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

> The College has a well-equipped Computer Lab. Provision for Computer Access
> and internet access is open for all students, teachers and non-teaching staff in the
> computer lab and Central Library. The teachers and students avail the wifi facility of
> the Central Library for maximum use of the Library. Time to time the faculty
> members from the IT Departments organize training programs for the teachers and
> office staff to keep them updated.

4.6   Amount spent on maintenance in lakhs:

   i) ICT   Rs.63,905/

   ii) Campus Infrastructure and facilities   Rs.1,71,798/

   iii) Equipment   Rs. 57,717/

   iv) Others   Rs. 3,82,792/

                         Total   Rs.3,82,792/

Criterion – V
5. Student Support and Progression

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC has identified the Students' Union of the college to help the IQAC to aware the student community in quality enhancement and sustenance practices. Since the Students' Union is a group of elected body who act as contact persons between the students and the IQAC is of great help.Students give ideas and suggestions to improve the quality of student life and encourage student participation in various student related activities—be it in academic activities, cultural activities or sports. activities besides provided by the College authority in connection with Student AffairsThe members of the Students' Union interact with the general Students and provide information to the students becoming members of NSS Unit & NCC Unit of college, in addition to the information on the various support services like Central Library, Departmental Library, College Canteen, creating an awareness to participate in inter college competitions in Sports, cultural.

5.2 Efforts made by the institution for tracking the progression

> **Academic Phase:**
> In order to track the progression of the students various measures are adopted. The attendance of the students is constantly tracked. Conduct of weekly tests besides the sessional exams are conducted. Tutorial classes are conducted on regular basis for proper progress of the student. Each student is encouraged to meet the concerned teacher for course requirements, I any.Remedial Classes are held for needy students
> **Co-curricular Activities:**
> Students are encouraged to participate inCo-curricular Activities like Debate & Quiz competitions. They are encouraged to participate in various inter-college sports competitions and other cultural competitions of the same level

5.3   (a) Total Number of students

UG	PG	Ph. D.	Others
2357	--	--	

(b) Number of students outside the state | NIL |

(c) Number of International students | NIL |

Man

No	%
1259	53.41%

Women

No	%
1098	46.58%

Last Year	This Year

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
926	337	57	842	03	2162 (including PC)	967	383	64	943	04	2357 (including PC)

Demand ratio: 1:47   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. On every Sunday coaching for competitive examinations are held. Department of Chemistry organizes Chemistry Olympiad. The Department of Physics conducts National Graduate Physics Examination under Indian Association of Physics Teachers.

No. of students beneficiaries   60

5.5   No. of students qualified in these examinations

NET   2   SET/SLET   2   GATE   CAT

IAS/IPS   State PSC   UPSC   Others   39

5.6   Details of student counseling and career guidance

The Career Guidance Cell of the college works for the scope and internships and full-time placements for undergraduate students. This Career Guidance Cell consists of young, energetic as well as some experienced teachers and of the college. A Student Counseling Program was conducted on 31/07/2017 for training in MSME in collaboration with MSME, Amingaon, Guwahati, Assam.
The Career Guidance Cell in collaboration with the IQAC of the college organized 'Personality Development and Soft Skill' sessions for the students of the College. A workshop on 'Personality Development &Mind Power' was organized by inviting Resource Person from a reputed College. The Cell seeks advice on the rich expertise of the Alumnae who are engaged in various organizations at the State level, National level and abroad. The Cell organizes Campus Placements as per the demand of the students. The Career Guidance Cell is planning to organize 'Group Discussion' sessions on a regular basis for developing and boosting the confidence of the students.

No. of students benefited   35

5.7   Details of campus placement

	On campus		Off Campus
No. of Organizations Visited	No. of Students Participated	No. of Students Placed	No. of Students Placed
06	318	35	46

5.8   Details of gender sensitization programmes

The 4th Women Cell convention of four districts in association with Assam College Teachers' Association was held in college which was organized by the Women Cell of the College on 12/08/2017 to consolidate and strengthen many initiatives for women's education, research and interventions. Views on gender issues were discussed. The Women Cell seeks to focus on linkages between activism, intervention and academics. The College celebrated the 'International Women Day' on 08/03/2018 in befitting manner. On this occasion a Seminar was organized in which invited guests along with the College fraternity participated. One of the major programs of gender sensitization was a memorial lecture on Late Sri AtalBihariVajpayee, former Prime Minister of the country, highlighting his views on gender sensitization was organized by the Women Cell of the College. The seven day Workshop on Yoga was organized by the Yoga Centre in which a large number of people from outside the college participated.

5.9   Students Activities

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

State/University Level [02]   National level [02]   International Level [   ]

No. of students participated in cultural events

State/University Level [02]   National level [   ]   International Level [   ]

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

Sports: State/University Level [01]   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 | 05 |

5.13   Major grievances of students (if any) redressed: The students at times complained regarding the shortage of proper parking facility and a demand for toilets. So the College RUSA PMU in its meeting resolved to construct a bicycle stand in the college campus for accommodating more bicycles. To fulfill the demand of toilets the college under College Fund of constructed separate toilets for boys and Girls.

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 mouldstudent'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

Faculty members are motivated to design contemporary, skill-based and value-added courses in its departments' meetings. The College authority organizes Training sessions for the faculty members to enhance their teaching skills.
The college provides appropriate technology to be used and regularly be upgraded for promoting innovative teaching methodologies.

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 an easy access to the respective examination Rooms/halls on the specified dates.
The Home Examination Board conducts the evaluation of scripts internally. The Heads collect the Scripts from the Home Examination Board and distributes among the teachers of the departments. After evaluation the mark-sheets are submitted to the Home Examination Board which declares the result. In case of Sessional Examination for the responsibility of announcing the result is on the Department.

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- Physics, Political Science, History, Geography and Chemistry and aims to integrate a research ambience within the academic climate positioning research as one of the best practices of the college at every level of academic programs. 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 and there is a plan to publish all the projects submitted in a phase wise manner to encourage the students so that they keep an eye on research based project works for the betterment of the society.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. D-Space for Library Automation.
2. INFLIBIT
3. Library Digitalization with Server SOUL 2.0 for Digitalization and installation of Kiosk Integrated with Systems and Data Card Printer.
4. A complete overhaul of the physical infrastructure with up-gradation of the Library

6.3.6 Human Resource Management

The Governing Body of the college as per the reports of the Principal analyses the role of the person under existing positions and later deputes 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 and Govt. notifications issued time to time in connection with admission is followed. All admissions are conducted online.

6.4	Welfare schemes for	Teaching	The College has a Thrift Society(in the process of Registration under Assam Thrift Society's Act) 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.

6.5   Total corpus fund generated   Rs. 1,22,56,948/

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?

NA

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

NA

6.11   Activities and support from the Alumni Association

1. The Alumni Association of the college keeps a close contact with the college authority. They try to keep in pace with the innovative ways in teaching and learning 2. The Alumni Associationplays 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. A general meeting of Parent-Teacher is convened by the end of the Session in which the feedback from the Parents are taken and the college authority makes an analysis of the feedback with the IQAC and The Academic committee 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 GST. 2. Training in E-Tendering process. 3. Training to office staff in handling the online services of the university/UGC/Scholarship portals.

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

1. The college has taken special initiative and strictly restricted the use of polythene bags, plastic tea cups and glasses etc. 2. The Eco-Club organises workshops and awareness programs to keep the Campus Eco friendly. Street plays are also organised by the Club to create awareness about the environment. 3. Staff and Students are made aware to turn off lights and Air Conditioners in empty

rooms. Stickers mend for creating awareness is pasted at right places to aware the people.

4. The members of Eco-Club of the college, on a regular basis make 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, rain water harvesting. 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.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

1. TheOffice Automation Software has created a positive impact on the functioning of the institution and as a result individual data of the students or any other data related to college can be obtained easily.

2. The Departments found it easy to send the Monthly Progress Report to Principal's office through the software.

3. Online Admission of students eased the tedious work of Admission process both for student and for the college as well. There was a massive reduction in the paper work and students also found it easy to access the information in connection with Admission and other related information.

4. The workshop on 'Personality Development and Mind Power' conducted bythe IQAC in association with the NSS Unit of the college created a revived interest among the students regarding the role of the Personality in today's globalized world. The Resource Person could inject his ideas in the mind of the participants.

5. The quiz Forum of the college organized Inter College Quiz and Debate Competitions by inviting the neighboring colleges to generate in the spirit of Quiz and Debate. 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.

6. The Women Cell has planned to organize a program on Women Health and Hygiene for the girl students of the college.

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

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

8. 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. As per plan the Introduction of Students' Attendance Monitoring System was introduced by appointing class coordinators by the college. The Coordinators used to meet every fortnightly for attendance analysis.
> 2. The renovation & up gradation of Central Library was completed in due
> 3. As per the requirements of every department more Lab Equipment were purchased
> 4. As per the list submitted by the respective Heads of the departments books for Central Library were purchased
> 5. Two more plants for Drinking Water facility for students were installed
> 6. As per provision for more toilets were constructed from the College Fund Grant.

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

> 1. The college keeps every student/employee/teacher updated regarding important matters/activities of the college through mass message system
> 2. To inculcate a quizzical culture the college has a Quiz Forum which provides a platform to students to participate in inter-college/inter university/state level/ national level Quiz has been constituted.

*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
> c. Meritorious Students select the college for further study.
> d. Enrollment of students are increasing every year
> **Weakness:**
> a. Shortage of classroom buildings
> b. Lack of required number of faculty in sanctioned posts
> c. Inadequate infra-structure facility
> d. Laboratory infrastructure needs improvement.
> **Opportunity:**
> a. The college is in a position to introduce PG Courses in some subjects
> b. The unutilized wet and high land of the college can be utilized for resource generation
> **Threats:**

a. Private colleges are coming up with better infrastructure.
b. The recruitment process of vacant posts by the Govt. are not done in due time, as a result the college may face dearth of teachers in near future.
c. For a long time no additional sanctioned posts are granted to college in spite of repeated written request by the Authority of the college.

8. Plans of Institution for next year

1. Renovation and up-gradation of Front Boundary Wall with Central Gate.
2. Renovation and up-gradation of College Boys' Hostel Boundary Wall with a Gate
3. Construction of G+1 Classroom building in the college campus
4. Construction of additional Bicycle stand in the College Campus

Name: Dr. RAJESH TIWARI   Name: Dr. SADANANDA NATH

_____   _____

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

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Annexure-1

ACADEMIC CALENDAR
SESSION 2017-18 (w.e.f. July, 2017 to June, 2018)

A. Working Days and Class Days:

Month	Working Days	Class Days
July, 2017	1, 3-8, 10-15, 17-22, 24-29, 31 (only for Office)	-
August, 2017	1-5, 7-14, 16-19, 21-26, 28-31	1-5, 7-12, 14, 16-19, 21, 22, 24-26
September, 2017	1, 2, 4-9, 11, 12, 14-16, 18-23, 25	1, 4-9, 11, 12, 14-16, 18-23, 25
October, 2017	3-7, 9-14, 16, 17, 21, 23-28, 30, 31	6, 7, 9-14, 16, 17, 21, 23-28, 30, 31
November, 2017	1-3, 6-11, 13-18, 20-23, 25, 27-30	1-3, 6-11, 13-18, 20-23, 25, 27-30
December, 2017	1, 2, 4-9, 11-16, 18-23, 26-31	1, 4-9, 11-16, 18-23
January, 2018	1-6, 8-13, 17-20, 22-27, 29-31	18-20, 23-25, 27, 29-31
February, 2018	1-3, 5-10, 12, 13, 15-17, 19-24, 26-28	1-3, 5-10, 12, 13, 15-17, 19-24, 26-28
March, 2018	3, 5-10, 12-17, 19-24, 26-29, 31	3, 5-10, 12-17, 19-24, 26-29, 31
April, 2018	2-7, 9-13, 17-21, 23-28, 30	2-7, 9-13, 17-21, 23-28, 30
May, 2018	2-5, 7-12, 14-19, 21-26, 28, 30, 31	2-5, 7-12, 14-19, 21-26, 28, 30, 31
June, 2018	1, 2, 4-9, 11-14, 18-23, 25-30	1, 2, 4-9, 11-14, 18-23, 25-30

B. Academic Calendar Summary:

Odd Semester (w.e.f. July, 17 to Dec, 17)		Even Semester (w.e.f Jan, 18 to June, 18)	
Class Days	87	Class Days	85 (82 + 3)
Election (with class day)	01	College Week	07
Study Leave (with class day)	03	Study Leave (with days)	03
End Semester Exam.	15	End Semester Exam.	15
End Semester Exam. Evaluation	15	End Semester Exam. Evaluation	15
Holidays & Sundays	43 (23 + 20)	Holidays & Sundays	Holidays as per GU Notification + Sundays (23)
Semester Break	10	Summer Vacation	31

C. Examination Schedule 2017-18:

Examination	Odd Semester	Even Semester
Sessional Exam. 2017-18	Be completed before Durga Puja	Be completed by 1st week of April, 2018
End Semester Examination	Be completed within November, 2017	Be completed by 30th May, 2018

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

D. Important Academic Events, 2017-18:

Important Event	Date Schedule
Admission to TDC 1st Sem. & H.S. 1st Year Classes	Within 15th June, 2017
Commencement of Classes	5th June, 2017 (3rd & 5th Semester) 1st August, 2017 (1st Semester)
Students' Union Election	Within 60 days of Admission Process
Publication of College Magazine	Before Durga Puja
Education Field Trips	October, 2017
Answer Scripts Evaluation for Odd Semester	Within 31st December, 2017
Even Semester Classes start on	18th January, 2018
Annual Sports cum College Week	3rd Week of January, 2018
Answer Scripts Evaluation for Even Semester	Within 30th June, 2018

E. Occasions / Festivals, 2017-18:

Sl. No.	Occasions / Festivals	Dates
1	Librarian's Day	12th August, 2017
2	College Foundation Day	13th August, 2017
3	Independence Day	15th August, 2017
4	Freshmen's Social	3rd week of August, 2017
5	Tithi of Srimanta Sankardeva	23rd August, 2017
6	Teachers Day	5th September, 2017
7	Biswakarma Puja	17th September, 2017
8	NSS Day	24th September, 2017
9	Death Anniversary of Dr. Bhupen Hazarika	5th November, 2017
10	NCC Day	26th November, 2017
11	AID's Day	1st December, 2017
12	Silpi Divas	17th January, 2018
13	Saraswati Puja	22nd January, 2018
14	Republic Day	26th January, 2018
15	National Science Day	28th February, 2018
16	World Women's Day	8th March, 2018
17	World Enviroment Day	5th June, 2018
18	International Yoga Day	21st June, 2018

F. Others Activities, 2017-18:

Sl. No.	Activities	Dates
1	Inter Departmental Seminar Organized by Research Publication & Faculty Improvement	3rd Saturday of every month

	Committee	
2	Workshop on article writing Organized by Editorial Board	21st August, 2017
3	Social Service Organized by NCC Unit	14th October, 2017
4	Popular Talk Organized by Science Forum	22nd January, 2018
5	Cultural Workshop Organized by Cultural Committee	Last week of December, 2017
6	Staff Meeting	Last week of Every month after 2:00 P.M.