



## Yearly Status Report - 2013-2014

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	TYAGBIR HEM BARUAH COLLEGE, JAMUGURIHAT
Name of the head of the Institution	Dr. Sadananda Hazarika
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03712264432
Mobile no.	7002186618
Registered Email	tyagbirhbcollege1963@gmail.com
Alternate Email	iqacthbcollege@gmail.com
Address	Jamugurihat, Karchantola-784189, Sonitpur, Assam
City/Town	Jamugurihat
State/UT	Assam
Pincode	784189

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Sanjib Upadhyaya			
Phone no/Alternate Phone no.		03712264432			
Mobile no.		9954497555			
Registered Email		tyagbirhbcollege1963@gmail.com			
Alternate Email		iqacthbcollege@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://thbcollege.com/uploads/iqac/AQAR_2012_2013.pdf">http://thbcollege.com/uploads/iqac/AQAR_2012_2013.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		No			
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	00	2004	16-Sep-2004	15-Sep-2009
2	B	2.23	2012	10-Mar-2012	09-Mar-2017
<b>6. Date of Establishment of IQAC</b>			07-Sep-2002		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Workshop on Effective teaching Methods in Higher Education	17-Mar-2013 2		120		

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Tulshi Upadhyaya, Dept. of Botany	Minor Research Project (MRP)	UGC	2013 547	130000
THB College	Salary of Substitute Teacher	UGC	2014 365	2350980
THB College	Sports Infrastructure Development Grants (Outdoor Stadium)	UGC	2014 365	4000000
Principal, THB College	Minor Research Project	UGC	2014 547	160000
THB College	General Development Grant	UGC	2014 365	6310000
Bhaskar Kalita, Dept. of Mathematics	Travel Grant	UGC	2014 10	67464
THB College,	Extension of Classrooms and construction of Teachers' Common Room	Govt. of Assam	2014 365	1700000
Dr. Ajanta Nath	Minor Research Project	UGC	2014 547	150000

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

The IQAC of the college plays a critical role in preparing and submitting the plan proposals to various funding agencies relating to the development grant, building grant, research grant etc. All the major and minor projects to various funding agencies have been scrutinized by research cell of IQAC. IQAC also scrutinizes Academic Performance Indicator (API) score of faculty members for CAS promotion. By virtue of being a member of every subcommittee formed by the authority the Coordinator of IQAC has been providing necessary assistance for the seedy upliftment of the college.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Completion of library automation.	Partially completed. SOUL software of the latest version has been installed.
To hold interdisciplinary Lectures in each department.	All departments organised interdisciplinary lectures inviting faculty from other departments/college on areas relevant to students.
To organise awareness programmes on various social issues as a part of extension activities.	Health Awareness Camp, Blood donation camp etc. have been organised
Initiative to introduce PG courses in Geography and Assamese.	Application to the affiliating university has been submitted
To collect and analyse students' feedback and take necessary measures.	Students' feedback has been collected and analysed.
Upgradation and redesign of college websites.	Upgraded .
To publish a News Letter	Published.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
IQAC of the College	01-Oct-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to	No
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assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2013
Date of Submission	30-Sep-2013
17. Does the Institution have Management Information System ?	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Tyagbir Hem Baruah College, Jamugurihat is affiliated to Gauhati University, Guwahati. As an affiliated college it executes the curriculum designed by the Gauhati University. The College ensures timely and effective curriculum transaction through a well planned documentation process. The college prepares an Annual Academic Calendar prior to the commencement of the academic year by a the Prospectus Committee constituted for the purpose as per the academic calendar of the affiliating university. It specifies the dates for academic and nonacademic activities, examinations (internal) to execute proper planning for the Teaching- Learning process and continuous evaluation. Students are provided with this academic calendar along with the prospectus at the time of admission and also to the various departments of the college for information and designing their respective lessons plans. Before commencement of classes the college prepares a general class routine to enable smooth conduct of the classes. The general routine is prepared by the Routine Committee constituted for the purpose which is comprised of teacher-members. Attention is paid to include classes per course as per the guideline of the university. For example, six classes for a course in a week with six credits. The routine committee allocates theory and practical classes as per requirement. The Routine is provided to the Students and Teachers. The Heads of the respective departments take responsibility of allotting the classes to each teacher based on their specialization and interest. The departments prepare lesson plans for effective class room delivery. Each faculty member maintains an academic diary where he or she has to note down day-to-day activities-both teaching and other. The completion of the syllabus is purely maintained by the respective department and the heads of the departments oversee it. Towards the end of the semester, the Principal reviews progress of the curriculum transaction by holding Academic Council which is comprised of the Heads of every department. The Principal and Vice-Principal also visit the classes to monitor the progress. To make the Teaching- Learning process more learner centric and curriculum delivery more effective the use of ICT has been gradually improved along with conventional classroom teaching. Teaching is supplemented with Seminars, Workshops, Special Lectures, Group Discussions, Tutorials, Departmental Quiz, Paper Presentation by the students, Projects, Educational Tours, Field Trips etc. for effective curriculum delivery. The college central library provides teachers and students with necessary learning resources for effective academic development. All faculty members have been provided with user ID and password

for accessing NLIST site that offers E-books and E-Journals in full text form.

The departments also have their own libraries with collection of subject specific books which are available for the use of both students and teachers. Internal Examinations (Class Tests, Sessional Examination) are held as per the guidelines of the university. The institution encourages the faculty members to attend OC, RC, and STC courses, workshops etc. and pursue research -M. Phil., Ph. D. and Major or Minor Research Projects.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Diploma in Office Automation and Financial Accounting	Diploma in Office Automation and Financial Accounting	01/08/2014	180	Employability	Computer Skill Enhancement
Advanced Diploma	Advanced Diploma	01/08/2014	270	Employability	Computer Skill Enhancement

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	None	01/08/2013
BSc	None	01/08/2013
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	None	01/08/2013
BSc	None	01/08/2013

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	23

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
None	01/08/2013	0
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography (Major & General)	16

BA	Field trip under Environmental Studies	384
BSc	Field trip/Projects under Environmental Studies	7
BSc	Field Tour/Projects_Botany Department	5
BSc	Field Tour/Projects_Botany Department	13
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	
Teachers	
Employers	
Alumni	
Parents	

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>It is imperative to collect feedback from all the stakeholders, including students and parents for ensuring continuous development of an educational institute. The feedback form distributed among the stakeholders is designed by the college itself on the basis of the model previously issued by the NAAC for drawing their impressions and opinions on the current academic practices and available facilities for learning and their all round development. Students' feedback is supplied by the Under Graduate Students on stipulated dates fixed by different departments as per guidelines issued by the IQAC. Particulars of the students are furnished in the feedback form but they are also given the option of providing their opinions on various aspects maintaining anonymity. Feedback is received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics. Students are required to rate the course, the efficiency of the teachers and infrastructural facilities using a 4point scale (1 Unsatisfactory, 2 Satisfactory, 3 Good, 4 Very Good). Scores are processed and analysed using statistical software SPSS and accordingly different tables are generated on each aspect. An analytical report is then prepared by the External Academic Audit Committee (EAAC) constituted for the purpose. The committee also enlists the strength and weakness of the college, teachers and curriculum as per opinions of the students. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organised by each and every department of the college. Suggestions and comments given by the guardians are also taken into account for redressing the grievances and ensuring overall development of the institute. From analysis of the feedback areas are identified that need special attention and action for further amelioration. Such issues are also raised before different committees/departments, and proposals given by the committees and departments are discussed with the GB of the college and action plans are chalked out and implemented. The strength of the college is also taken into consideration and the potential areas are identified and more thrust is given on those areas for further progress. Of course in addition to this</p>

formal system, students' feedback is collected continuously by the teachers and the college authority from classroom interactions and open discussions with the students on various occasions.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Major	45	53	32
BSc	General	55	26	15
PGDCA	Diploma	10	3	3
BA	Major	200	317	155
BA	General	250	380	342
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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2013	1246	0	34	0	0

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
34	10	15	5	0	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Every department is instructed to mentor students in their department for both academic and personal problems. The aims of students mentoring (a) Bridging the gap between the teachers and the students (b) Creation of a congenial/friendly environment in the college so that students can approach teachers without any hesitation for both educational and personal guidance. (c) To generate awareness and support to students to write competitive examinations at the national level (d) To motivate students towards higher studies and entrepreneurship (e) To guide and student for improvement in academic performance. Besides this, the Career Guidance and Counselling Cell of the college organizes events to make students abreast of various career opportunities in higher studies and emerging job markets.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1246	34	37



## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
37	34	3	0	11

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2013	Jitu Tamuli, Department of Economics	Assistant Professor	UGC FDP for pursuing PhD
2013	Amal Saikia, Department of Geography	Associate Professor	UGC FDP for pursuing PhD
2013	Khanjan Kumar Das	Associate Professor	UGC FDP for pursuing PhD

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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	III	03/04/2014	23/07/2014
BSc	UG	III	11/04/2014	23/12/2014

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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated institution of the Gauhati University, it follows the evaluation rules set by the university. The university adopted major reforms in evaluation by introducing Credit based grading system under semester system from the academic year 201112 and the institute started following the same course of reform. The college has adopted a method of assessing the academic performance of the students on a continuous basis. Besides university guidelines, some of the initiatives taken by the college are the following: Prefinal examinations are conducted at departmental level for final year students which serve as a prelude to the university end semester examination. Special tests for slow learners are conducted. More assignments are given for practice. The students are shown their answer scripts and informed about their mistakes committed and guided to improve their performance in the next examinations. It is mandatory for each student to participate in the seminars/group discussions in the class on topics selected randomly by the concerned teachers.

### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar is a vital instrument for ensuring smooth and effective transaction of the curriculum and organization and accomplishment of the nonscholastic activities. The academic calendar contains the list of activities to be accomplished including holding of classes, transaction of curriculum and its completion within stipulated time and conduct of examinations, besides holding of election for the Students' Union, Annual Sports Week etc. which is at per with the Academic Calendar prepared by the affiliating University. Before commencement of classes at the beginning of every semester session different departments of the college provide their own routine according to their curriculum and tentative plan for implementation of the same and on the basis of that the Routine Committee formed by the college authority for preparing the general routine of classes finalizes the timetable of every semester and gets it approved with due approval from the Principal. Dates for the sessional examinations are fixed by the college on the basis of instructions from the university and convenience of the college. The opinions of the teachers from all the departments are taken into consideration while preparing the general routine. The dates for the election to the Students' Union and holding of College Week, and other nonscholastic activities are fixed through discussion with the representatives of the students' union and the Professors Incharge. The college keeps in view the objective of creating a vibrant work culture and inculcation of values like sincerity and punctuality in the students and the teachers while preparing the academic calendar.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://thbcollege.com/uploads/igac/Procedures&policies.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Major	97	90	92.78
UG	BA	General	137	80	58.39
UG	BSc	Major	13	12	92.30
UG	BSc	General	2	1	50.00

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://thbcollege.com/index.php?home/sss\\_igac](https://thbcollege.com/index.php?home/sss_igac)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	UGC	4.17	1.2

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
None	None	01/08/2013

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
None	None	None	01/08/2013	None
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
None	None	None	None	None	01/08/2013
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Zoology	3	1.8
National	Education	1	2
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1
Zoology	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Study on Avian Biodiversity	Sanjib Upadhyaya/ M. Raj	International Journal of	2013	0	THB College	0

of North-east India with Special Reference to the Conservation of Threatened Species		Bio-resource and Stress Management				
Study on Avian Biodiversity of North-east India with Special Reference to the Conservation of Threatened Species	Sanjib Upadhyaya/ M. Raj	International Journal of Bio-resource and Stress Management	2013	0	THB College	0
Study on egg characteristics of Cotton Pygmy goose.	Sanjib Upadhyaya	NeBIO,	2013	0	THB College	0
Study on certain physico-chemical properties of a wetland, Assam (India)	Sanjib Upadhyaya	NeBIO,	2013	0	THB College	0
Impact of Education in Women Empowerment : A Case Study of SC and ST Women of Sonitpur District, Assam	Mukut Sonowal	IJCAES Special Issue on Basic, Applied Social Sciences	2013	0	THB College	0
Development of Women Education Women Empowerment and Its Problems	Mukut Sonowal	Indian Journal of Social Science and Sciences	2013	0	THB College	0

and Prospects						
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
None	None	None	2013	0	0	None
None	None	None	2014	0	0	None
<a href="#">View File</a>						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	3	7	0	0
Attended/Seminars/Workshops	0	5	2	1
Resource persons	0	0	4	5
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## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
None	None	0	0
<a href="#">View File</a>			

### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
None	None	None	0
<a href="#">View File</a>			

### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Social Service	NSS	Social Service Activity_Cleanliness Drive	1	40
Social Service	NCC	Social Service Activity_Cleanliness drive	1	25

Social Service	NCC	Independence Day Celebration in the college and 2th APBN, Govt. of Assam	1	31
Social Service	NCC	Plantation Activity	1	22
Social Service	NCC	Social Service Activity_Cleanliness drive	1	32
Social Service	NCC	Relief distribution to flood affected people	2	28
Social Awareness	NCC	Bicycle Rally	1	38
Social Service	NCC	Social works in connection with the celebration of Republic Day	1	40
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
None	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
None	None	None	01/08/2013	01/08/2013	None
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
None	02/10/2013	None	0
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3	2.14

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Others	Newly Added
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#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2013

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16424	3267391	1804	91715	18228	3359106
Reference Books	1750	357046	0	0	1750	357046
e-Books	315000	0	0	0	315000	0
Journals	7	9520	3	1980	10	11500
e-Journals	6000	0	0	0	6000	0
CD & Video	10	0	5	0	15	0
Others (specify)	7	0	0	0	7	0
Others (specify)	13	24360	0	0	13	24360
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##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
None	None	None	01/08/2013
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	31	5	1	0	4	8	8	0	5
Added	0	0	0	0	0	0	0	0	0
Total	31	5	1	0	4	8	8	0	5

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
None	<a href="https://thbcollege.com/index.php?home/construction">https://thbcollege.com/index.php?home/construction</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2.5	1.95	0.5	0.19

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has a builtin system for proper utilisation and allocation of available financial resources for maintenance and development of infrastructure facilities. The principal of the college in consultation with Governing Body (GB) constitutes different committees viz. College Development Committee (CDC), UGC Committee (UGCC), Construction Committee (CC), Purchase Committee (PC) etc. to chalk out plan for utilisation of grants received keeping in mind greater interest of the students. Laboratory: The laboratory is maintained by the concerned department and supervised by the Head of the department. The lab bearer facilitates use of lab equipments and maintains accounts. The calibration, repairing and maintenance of sophisticated equipments are done by the technicians of owner enterprises. The procurement of lab equipments is made by the PC in consultation with the concerned department. There is systematic procedure for disposal of waste materials that include biodegradable, nonbiodegradable and ewastes. Library: There is a Library Development Committee (LDC) which looks after different tasks carried out for constant development of the library. The committee holds meeting three to four times in a year and finds out areas of intervention. Decisions relating to procurement of furniture, technology upgradation (both hardware and software) and expansion of infrastructure facilities are executed by the Librarian and the Principal as per the recommendation of LDC. Decision regarding purchase of books (text books, references, journals, periodicals) is taken in consultation with the faculty members keeping in mind students' demand. The responsibility of listing out books is entrusted with each faculty member of the department which is later on finalised by the Head of the department in a departmental meeting. The list is then forwarded to the librarian for procurement. The librarian calls



for quotations from leading publishers and book distributors in the form of tender as per the system which is in place. Quotations are then verified by the extended library committee (that includes Head of respective department) and finalised. A few procedures followed are: 1. Every year in the beginning of the session students are oriented towards use of library, rules and regulations and motivated to register themselves to access the facilities of INFLIBNET. 2. To ensure return of books "NO DUES FORM' from library is mandatory in absence of which students are not provided with admission card to the final examination or graduation certificate. 3. A visitor register is maintained to keep record of library visitors both students and teachers. 4. In order to protect the library

resources, the library is fully equipped with CCTV facilities. Sports:

Regarding maintenance of sports facilities like Badminton, Volleyball courts/Gym available in the campus and other sports infrastructure is in the charge of the games secretary of the students' union and respective professor incharge. The football play ground equipped with a stadium and dressing room, has been developed under sports infrastructure development grants received from

the UGC in the year 201213. Computers: The existing computers of the college have been procured by the purchase committee of the college based on requirements from time to time. Computer maintenance is done through AMC regularly and nonrepairable systems are disposed off. Classrooms: The

maintenance and upkeep of classroom infrastructure is done through the general administration under the supervision of the Principal and the Viceprincipal of the college. At the departmental level, HoDs in consultation with the faculty members submit their requirements to the Principal which is meted out from the college development funds. The IQAC also conducts a base line survey in order to reveal gaps in departmental and class room infrastructure which are then

analysed and reported to the GB for amicable solution. The fourth grade employees of the college are allotted to ensure cleanliness of the class rooms along with sweepers, carpenters, electrician, plumbers, masons etc. deputed by the management as and when required.

<http://thbcollege.com/uploads/iqac/Procedures&policies.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Finacial Support From Institutions	19	19000
Financial Support from Other Sources			
a) National	Post Matric Scholarship	56	224000
b)International	None	0	0

[View File](#)

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill (Diploma in Office Automation Financial Accounting)	01/08/2013	23	CDAC

Soft Skill (PGDCA)	01/08/2013	3	CDAC
Soft Skill (CCB)	01/08/2013	10	CDAC
Soft Skill (CTALLY)	01/08/2013	1	CDAC
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2013	None	0	0	0	0
2014	None	0	0	0	0
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	15

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
None	0	0	None	0	0
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2013	0	Nil	Nil	0	0
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SLET	0
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
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Sports (indoor outdoor)	College Level (College Week)	800
Cultural Activitiy	College Level (College Week)	720
Debate and Discourse	College Level (College Week)	120
Quiz	College Level (College Week)	60
Literary Competition	College Level (College Week)	300
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2013	None	National	0	0	0	0
2014	None	National	0	0	0	0
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Union plays a vital role in management of the college and performance of various activities as per the Academic Calendar of the college. It assists the college authority in identifying needs and problems of the students and resolving them, and maintaining discipline in the college. The representatives of the Union are always in touch with the IQAC of the college. The IQAC also holds formal discussions with the representatives of the Students' Union where they raise different issues concerning the students and help in preparing roadmaps for addressing those issues. Some of the suggestions are incorporated to the Action Plan chalked out by the IQAC .The IQAC consists of two representatives from the Union and they share views and grievances of the students in the IQAC meetings. The students oriented nonscholastic activities are organized with views and assistance from the Students' Union. The Students' Union organizes the Annual Sports Week and other festivals like Sarawati Pooja, Death Anniversaries of the saints like Sankardeva and Madhabdeva, Biswakarma Pooja ect. with guidance from the Professors InCharge for the secretaries. The Students' Union also cooperates with the NCC, NSS, Teachers' Unit, IQAC etc. in conducting seminars, workshops, different competitions etc.It also takes initiatives with assistance and guidance from the teachers in representation of the college in different programmes and events organized by other institutes and organizations.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

5270

5.4.3 – Alumni contribution during the year (in Rupees) :

250000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Extended active cooperation in celebrating golden jubilee year. 2. Organised on alumni meet in connection with the celebration of golden jubilee. 3. Established permanent pure drinking water facility with an expenditure worth Rs. 150000/ which is donated by the local MLA who is also an alumni of the college.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization of administrative or management works of the college helps in creating a congenial atmosphere that enhances efficiency of the system and the quality of educational services. Considering the interests of all stakeholders, especially the students the management has tried to put in place a decentralized system. The College attempts to groom leadership at various levels. The Governing body, Principal, Vice Principal, IQAC Members, Steering committee, teaching staff, nonteaching staff, supporting staff, students' union, student representatives, alumni and various other committees are jointly empowered to propose, design, formulate and execute their plans within the framework of governance mostly laid by the Directorate of Higher Education (DHE) and UGC. The Academic, Administrative, NCC, NSS, IQAC all work together for smooth operation of the system and over all functioning of the college. The Principal is the sole authority of the institution. He is also the DDO (Drawing Disbursing Officer, duly authorized by the Directorate of Higher Education, Govt. of Assam) of the College. Management and governance of the college is led by a Governing Body (GB) duly constituted by DHE and headed by the chairman who is expected to be a distinguished personality of the locality with expertise in education and other social issues. GB comprises of representatives of teaching staff, nonteaching staff and socially responsible persons and parents' representatives. GB of the college holds meeting at a regular interval, at least four times in an academic session. All issues relating to administration, development, academics etc. are discussed at length in the GB meetings, taking into account opinions of all stakeholders, especially students' interest at large. As per GB approval, the Principal executes all recommendation within a stipulated time and accounts of work accomplishment is mandatorily placed in the form of a report in the next meeting of the GB. All the members of staff, both teaching and nonteaching play significant roles participating in the decision making system of the college. There is a Staff Council which is chaired by the Principal and the council meets once in a year under all normal circumstances. The staff council encourages all members to express their observations and suggestions freely. All the members of staff participate in the proceedings and take the important decisions concerning staff, students and the college. Besides the staff council, there is also an Academic Council comprising the Heads of departments. The Heads of departments take decisions regarding academic innovations and other related activities in consultation with other members of the department. There is a Students' Union, consisting of seven portfolios occupied by elected representatives of the students and assisted and guided by their respective professors incharge. They take the important decisions and conduct various activities viz. sports, cultural, literary etc. The staff units bring together all the members of the college community and organize various activities in the college. They also conduct some extension activities in order to generate awareness regarding various

diseases and social evils with the help of resource persons from various fields.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The curriculum is designed by the affiliating university. The college ensures timely and effective curricular delivery through a well planned documentation process. Based on academic calendar designed by the university, teaching learning process and evaluation are carried out in an academic session.
Teaching and Learning	Classroom transaction is the dominant method of teaching and learning practice in the college. It is supplemented by seminar, workshops, special lectures, group discussions, tutorials, departmental quiz paper presentations by the students, projects, educational tour, field trips etc. though chalk and talk remains as one of the dominant method of teaching. Of late, use of ICT in a few classrooms has contributed to enhancement of teaching and learning. The UGC sponsored Career Oriented Programme (COP) courses on fishery, food processing etc. have helped the students and in acquiring employability skill. Besides, regular courses students are encouraged to undertake certificate, diploma courses on computer application under CDAC centre of the College.
Examination and Evaluation	Students' achievement in learning is evaluated in the form of internal and external examination. External evaluation is made by the university at the end of the semester. The examination is conducted centrally by the university and comprises 80 percent of the marks allotted per course. As a part of internal evaluation, all year round evaluation through class test, tutorials, students' seminar, presentation are made on weekly basis. Results of internal evaluation are communicated to the students in person to person basis. There is provision to hold the sessional examination for

	<p>students in case they fail to appear the exam on the scheduled date on unavoidable circumstances.</p>
<p>Research and Development</p>	<p>The college endeavours to promote research activities in the college by encouraging the faculty members to undertake minor and major research projects funded by UGC, ICSSR, DST, DBT and other funding agencies. Faculty members are also encouraged to enroll for M Phil and PhD programmes and undertake small research projects funded by the college. A Research Committee is constituted in order to look into various research activities along with the research proposals. The committee holds meeting on regular basis and research proposals are reviewed in the meeting. The researchers are also asked to make presentation of their research proposals in the research committee meeting. This helps to broaden the academic perspective of the researchers.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Constant effort is being made to upgrade the library both physically and technologically. The present library building has been completed this year. As per the recommendation of the IQAC meeting, library automation process has started and modalities are cleared to procure library management software as top most priority. During the year, a few book shelves have been purchased and the KIOSK facility is made available to the students. Under ICT development, initiatives have been taken to computerise the office works. The Network Resource Centre is established with the financial assistance from the UGC. One conference room attached to the library has also been constructed in this year. The new office building is completed and the office is shifted. The existing playground of the college has been developed with an auditorium of 500 capacity under the UGC Sports infrastructure development grant. Existing laboratory instruments are enhanced as per requirement.</p>
<p>Human Resource Management</p>	<p>The college authority makes constant effort towards proper management of human resources including teachers, office staff and students. Programmes are organised at the college level to</p>

acquaint the teachers and office staff with the new technology and sophisticated equipments installed. The teachers are offered necessary training for utilising the apparatus introduced for facilitating the teaching learning process. Teachers are also shared the findings of feedback from students and parents for enhancing their proficiency. They are also encouraged to undergo different workshops, seminar etc. for their professional advancement. Certain programmes are also organised for awareness among students regarding code of conduct, rules and regulations of the college for soft skill development.

**Industry Interaction / Collaboration**

The college has no collaboration with any industry or private firms but as the college has a tea garden in the campus, for maintenance of it and to enhance the output, expertise and technical assistance are sought from the neighbouring Tea Estates, especially Dekorai TE and Farm Machinery Biswanath Chariali and Biswanath Agriculture College, Biswanath Chariali.

**Admission of Students**

- Admission process is merit based and completely online. However, special consideration is given to students hailing from remote and backward areas and poor family.
- Relaxation in marks is given to students with proficiency in cocurricular activities.
- The College website and Prospectus contain the required information about the institution and the courses offered.
- Reservation in admission is maintained as per the govt. rules.
- A special reservation of seat is also made for the children of teachers and employees. During the current year the admission process has been refined and initiatives have been taken to computerise the admission procedure.

**6.2.2 – Implementation of e-governance in areas of operations:**

E-governace area	Details
Administration	All officials works are computerized.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
2013	Dr. Bhaskar Kalita	Conference of International Academy of Physical Sciences (CONIAPSV), Thailand	UGC	88000
2014	Dr Bhaskar Kalita	Conference of International Academy of Physical Sciences	International Academy of Physical Sciences, IIT, M.P	50000
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2014	None	None	01/08/2013	01/08/2013	0	0
2013	None	None	02/08/2013	02/08/2013	0	0
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	1	16/06/2014	20/06/2014	5
STC	1	29/07/2013	03/08/2013	6
RC in Environmental Studies	1	28/04/2014	17/05/2014	21
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The College has several welfare schemes for its teaching and nonteaching	The College has several welfare schemes for its teaching and nonteaching	1. Book Bank facility for students coming from BPL family. 2. Poor aid fund



staff. Many staff had availed the benefit of such schemes during the year. Besides regular casual leave, duty leave is given, if applicable. Many teachers avail duty leave for attending orientation programmes/refresher courses/ seminars/ conferences/ training programmes/ workshops/ acting and resource person etc. Further, as per the UGC guideline teaching staff are also given academic leave especially to undergo course work while pursuing PhD on part time basis. Many staff had availed leave for a period of two years or more under UGC Faculty Improvement Programme (FIP). As per UGC guideline and leaves rules of DHE, Govt of Assam medical leaves are given to all the staff members. Six monthly maternity leave is provided to its female staff. Three female teachers have availed maternity leave. There is a mutual benefit fund available to all the staff members of the college. The monthly subscription fees are contributed individually and members can avail loan at a very minimum rate of interest against their total principal deposits. In the event of death of an employee in service the university provides job to his spouse/children on compassionate grounds on recommendation by the Governing Body of the College. There is arrangement of Personal loans from Bank

staff. Many staff had availed the benefit of such schemes during the year. Besides regular casual leave, duty leave is given, if applicable. As per UGC guideline and leaves rules of DHE, Govt of Assam medical leaves are given to all the staff members. Six monthly maternity leave is provided to its female staff. In the event of death of an employee in service the university provides job to his spouse/children on compassionate grounds on recommendation by the Governing Body of the College. There is arrangement of Personal loans from Bank

which a student can avail in circumstances when they suffer from serious illness, At the time if students can not arrange admission or examination fees, they can recourse to financial assistance from the poor aid fund.

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes. Internal Audit is done annually by the Auditors appointed by the Principal in consultation with the Governing Body. The heads of accounts under internal audit includes funds allocation for Semesterwise Examination, Study center of Institute of Distance and Open Learning (IDOL) of Gauhati University, Study Center of Krishna Kanta Handique State Open University (KKHSOU) and Seuj Udyog (Tea plantation by the college in its campus). External Audit: The external audit is done by the Govt. Auditor appointed by the Govt. of Assam in every two years. It includes all local accounts viz. UGC Fund, RUSA Fund, Development Fund, Examination Fund, General Fund, University Fee Fund, Library Fund, Infrastructure Fund, Games Fund, Magazine Fund, Students Union Fund, Scout Guide Fund, Student Aid Fund, IQAC Fund, COP Fund.

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

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
None	0	None
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Academic Audit	Yes	Auditor appointed by the Principal as per the advice of the GB
Administrative	Yes	By Govt. of Assam	Yes	Auditor appointed by the Principal as per the advice of the GB

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent Teacher Meet have been organised to gather feedback from parents about students progress and prepare plan for over all development of the college.

6.5.3 – Development programmes for support staff (at least three)

No
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Initiatives have been geared towards Better management of the existing tea garden to strengthen revenue generation. 2. One natural ponds have been converted to fish farming. 3. Office automation has been started. 4. Library

automation has been partially made.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2013	Workshop on Effective teaching Methods in Higher Education	16/05/2013	16/05/2013	17/05/2013	120
<a href="#">View File</a>					

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
None	01/08/2013	01/08/2013	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0.00

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Ramp/Rails	Yes	4
Rest Rooms	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2013	0	0	02/08/2013	0	None	None	0

[View File](#)

### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for students	25/07/2014	Students are asked to adhere to the code of conduct strictly. They are encouraged to maintain uniformity in the dress in the prescribed way.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
None	01/08/2013	02/08/2013	0
<a href="#">View File</a>			

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college has been striving for years to make the campus ecofriendly and preserve the resources it is naturally endowed with by adopting the following measures :

- All are appealed to avoid plastic and make the college campus Plasticfree .
- Students are made aware of the hazardous effects of plastic waste by various means such as workshop, seminars and informal discussions.
- Important notices regarding admission, tenders, construction, supply etc, and advertisements for different jobs are circulated through the college website.
- Office works, library works are carried out with computers, dedicated server, software like SOUL and TALLY for reducing the use of papers and thereby reduce the burden on nature.
- The College campus houses a variety of rare plants and animals. The college community relentlessly puts effort to make all aware about their duties towards protection of those animal and plant species.
- The faculty members of the college also take part in plantation activities.
- The authority takes care to avoid use of chemicals, object etc. that might pose any threat to the environment.
- The college encourages use of bicycles by students, teachers and office staff through various awareness programmes.
- The authority shows utmost care in management of the waste materials.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1. SWOC Analysis Affiliated to the Gauhati University, the college provides education in multiple disciplines, and has carved a niche for itself in the educational map of the region. As the institution has its strengths, it is not away from weakness. With the noble vision, it makes advancement on the basis of strengths, but addressing the weakness within an effective and constructive framework. Strengths: Since its inception in 1963, this pioneer institution of higher education in the greater Naduar area has been striving to impart quality education. The prominent areas of the strengths of the college are:

- Strongly motivated teaching community, that has demonstrated unprecedented zeal, enthusiasm and efficiency towards the teaching learning enterprise by incorporating new and effective means of classroom teaching and updating their knowledge, and engaging themselves in research activities. The college possesses a large numbers of faculty members having Ph.D.
- Number of minor and major research projects have been allotted to the teachers of this institution.
- A Biotech Hub has been established in the college with fund from the Department of BioTechnology, Govt. of India.
- The college also runs parallel courses under open universities namely K.K. Handiqui State Open University, Institute of Distance and Open Learning, Gauhati University.
- The library of the college is wellequipped with a rich and constantly growing collection of books and

journals. The computerization of the library has been accomplished. The library users are increasing every year, and the library has proved to be a hub of resources for faculty members, researchers and students. Besides the central library, each department is equipped with their own departmental libraries. • There has been a continuous effort at converting traditional lecture halls to smart class room. Seven out of sixty classes have already been converted to digital classes. • Efforts have been on to make optimum use of the laboratory facilities in different departments and to develop scientific outlook. • A grand stadium has been built in the college campus with the funding of Rs. 36 lacs by UGC. • The college has a girls' hostel which can accommodate 30 girls hailing from far flung areas. (however it is not operational today) • A large number of students enroll in NCC and successfully complete the training. The scheme has helped a lot of students in seeking jobs in defence and other allied services. Most of the students are actively engaged with NGOs. • The college frequently hosts different national level seminars and workshops of academic and cultural importance. Prominent alumni of National School of Drama also participate in workshops on drama. • The student and teachers put concerted effort to organise different extension activities and campaigns like cleanliness drive, holding of health camps etc. • The college has to its credit different scholarship and merit award schemes, which are annually offered to many poor, but meritorious students. • A few of the students have demonstrated their interest and skills in games and sports, and they have made the college proud by participating and winning silver medals in international events. Frequently, volleyball and football workshops/matches are organised to train and give exposure to the budding players. • The college has an approximately 5 Hectares land resource which is used for tea cultivation, betel nut and lemon plantation. The college has three natural ponds converted to fish farms. • Not the least, the college has produced a lot of prominent persons who are presently playing leading roles in various fields..

**Weaknesses:** There are weaknesses too which, of course, can be ameliorated by the concerted effort of different stakeholders. Of the major weaknesses mention can be made of the following: • Fund crunch, needless to say, is the major problem that hinders and delays the good thing to happen in the ground. • Remarkably poor teacher student ratio, particularly in Arts stream is another problem. A teacher has to teach more than 400 students at a time in some classes. • Number of dropout students is increasing gradually. In 201516, it was 16.91 but in 201718, it has increased to 25. The reason behind this may be early marriage of girls students and poor financial conditions of the students. • Lack of job oriented courses is also a major problem of this institution that demotivates the students with poor socioeconomic background who are in urgent need of employment. • Though the college has enough space for different activities, yet it has no proper parking facilities. Besides, there are some transportation issues like unavailability of public bus services at cheaper rate for the students. • There is no boys' hostel in the college and the existing girls' hostel is also not operational due to lack of girls intending to reside there. • Lack of computers in each department of the college is another problem. • Lack of well equipped auditorium. Such weaknesses as mentioned, naturally restrain the authority to lead the college at desired pace, although it can not necessarily halt the journey.

**Opportunities:** The past experiences, the surrounding socioeconomic and cultural ambience of the College, and changing cultural, ethical and academic perspectives in the help us in identifying the opportunities that the college may access to. These can be as such: • The college has a great pool of sports talent among the students from SC and ST Communities like the Bodo, Mising and Tea tribes. Proper training, workshops and competitions can certainly boost their talents to grow. • By means of proper planning and use of technology, land resources can be exploited for income generation. • The college can go for collaborative activities with different social groups from the nearby villages with assistance from the Panchayat offices and Kanyaka organic

farm. • Introduction of new courses like M.L.T., Mass Media, diploma in Entrepreneurship etc. if carried out properly, can open new opportunities for selfemployment and enterprise. • Further introduction of selffinancing courses can attract a numbers of students who can bring material changes in their post academic career. • Optimum use of human and material resources of the College and dynamic leadership of the teaching and administrative staff through use of the resources can make the institute a real ground of formation of human capital. • The college can engage guest teachers for existing as well as newly selected courses. • The college has also great potential of generating revenue from recreational practices and utilization of natural medicinal plants. • Optimum use of infrastructure. • The college is bountifully gifted by nature and that can be utilised for its further growth. • Renovation of boys' and girls' hostel can be planned. Challenges: The threats are the concomitant elements of every system and institution. These are meant for being effectively dealt with. These are as under: • Making arrangements every year for accommodating rising number of enrolled students like appointing more teachers, increasing infrastructural facilities and other support. • The teacherstudent ratio is a real threat that constantly puts pressure on the system. • More income generation sources to be searched out. More and more selffinancing and job oriented courses are to be given preference. • Interrupted power supply creates difficulties in conducting digital classrooms. The institute has to think about other sources of power supply in the coming days. • More than 90 students belong to BPL category which is a big threat to this institution for launching new courses. Such challenges jeopardise smooth development of the college , yet that can be overcome with visionary outlook and missionary zeal.

Green Practices The college has been striving for years to preserve the resources it is naturally endowed with bountifully. The college encourages use of bicycles by students, teachers and office staff through various awareness programmes. A well secured bicycle stand is being maintained by the College with proper log book and security cover in the stand. Grievances related to missing bicycles are effectively managed by the College Authority. All the linkroads within the campus are nicely maintained periodically with funds from the College Development Fund. A declaration for maintaining a Plasticfree campus is being displayed in all corners of the institution. Students are made aware of the hazardous effects of plastic waste and they are encouraged to avoid use of plastic in the campus. Important notices regarding admission, tenders, construction, supply etc, advertisements for different jobs are circulated through the college website. Office works, library works are carried out with computers, dedicated server, software like SOUL and TALLY for reducing the use of papers. The College campus houses a variety of plants and animals. A gardener is appointed to maintain the green landscape of the college campus.

The faculty members of the college also take part in plantation activities within the college campus and try to make the students and others aware of the existence of various rare plant species in the campus and use of ecofriendly objects.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Acting on the spirit revealed through its vision and mission the college aims at shaping the ideas and attitudes of the students right from the beginning of their enrollment with identification of the special abilities and passions of the students. It puts effort in a very planned manner to carve out spirited,

trustworthy and responsible human beings with the resources available in the form of students with versatile skills and aptitudes. Every student has his/her own interest, creative ability although they are often deprived of opportunities and scope for their development. The institute makes attempt to provide them with necessary guidance, opportunities and scope for their expression and further development. Considering the vision and mission of the college it tries to provide a platform to the students who have special interest and aptitude in different arrears and those who genuinely want to materialize their dreams. From classroom interactions, their participation in various scholastic and nonscholastic activities the teachers try to understand the students and identify their background, special aptitude and interest. Teachers always endeavor to offer them a platform for sharing their views and ideas with others. The enthusiastic and zealous students who want to pursue their dreams and aspirations are offered guidance and counseling to overcome the challenges and maintain the spirit and achieve their goals. Various activities are conducted to support the students shape their ideas and exhibit their talent and qualities. Besides the activities organized as part of the Annual Sports Week the college conducts different activities that help in brushing up and enhancing the creativities and talent of the students. Such activities also help in drawing out the leadership qualities of the students and cultivating the values that are important for them in a corporate life. For example, the departmental seminars, where their participation is mandatory help the students to work on their presentation skills, update their knowledge and increase the level of confidence. The institute while arranging different scholastic and nonscholastic activities keeps in view the objective of enhancing the leadership qualities, cultural competence, interpersonal growth, and civic engagement. As awareness, motivation, devotion, knowledge, skills are essential components for the students to prosper in life the college, in discussion with the teachers and other stake holders works out the plans for arrangement of different programmes like seminars, workshops, brainstorming discussions on diverse current issues, motivational lectures, soft skill development workshops etc. All such activities help in imbibing the spirit of democracy and values which are necessary for furthering an environment of unity and brotherhood, and instrumental in empowerment of the society.

Provide the weblink of the institution

### **8.Future Plans of Actions for Next Academic Year**

1. Publication of News Letter.
2. Construction of Golden Jubilee College Gate.
3. Renovation of Auditorium.
4. Construction of internal road in the campus.