



NAAC Accredited: "B" Grade

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2017-18

TYAGBIR HEM BARUAH COLLEGE, JAMUGURIHAT

DATE OF SUBMISSION

28/12/2018

Submitted by

Internal Quality Assurance Cell (IQAC)

Tyagbir Hem Baruah College, Jamugurihat

Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	Tyagbir Hem Baruah College
1.2 Address Line 1	Karchantola, Sonitpur
Address Line 2	Jamugurihat
City/Town	Jamugurihat
State	Assam
Pin Code	784189
Institution e-mail address	tyagabirhbcollege1963@gmail.com
Contact Nos.	03715264432
Name of the Head of the Institution:	Mrs. Aruna Borah, Principal, i/c
Tel. No. with STD Code:	03715-264432
Mobile:	09435081191
Name of the IQAC Co-ordinator:	Dr. Jitu Tamuli
Mobile:	09864051644
IQAC e-mail address:	iqacthbcollege@gmail.com
1.3 NAAC Track ID (For ex. MHC0GN 18879)	
1.4 NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004 This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)	EC/58/RAR/010 dated March 10, 2012
1.5 Website address:	http://www.thbcollege.com
Web-link of the AQAR:	http://thbcollege.com/index.php?home/noticearchive

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C ⁺⁺		2004	5 years
2	2 nd Cycle	B	2.23	2012	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

28/04/2007

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's 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 2012-13 24/12/2013
- ii. AQAR 2013-14 24/12/2014

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

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Gauhati University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held: 03

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Symposia organized by the IQAC:

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Procurement of individual and departmental records which form the basis for AQAR
2. Organised periodical orientation programmes for students of all classes.
3. Conducted students mentoring programmes.
4. Organised parent teacher meetings.
5. Celebrated International Women's day with a view to generating awareness on women violence as majority of the students are girls.
6. Conducted a brain storming session on challenges before higher education system of the state.
7. Suggested college authority to hold classes on shift basis as the enrolment in a few subjects is very high.
8. Conducted a socio-economic survey in a village in collaboration with NSS unit of the college with a view to exploring potential to adopt the village.

9. Developed wire fencing in the existing tea garden.
10. Organised International Yoga Day in befitting manner to create awareness and encourage students to practise yoga and meditation so that they can live a healthy students' life.
11. Organised World's Aids day with a view to create awareness among them.
12. Students were encouraged to participate in Swaccha Bharat Internship Programmes (SIBP).

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To introduce Major courses in subjects viz. Physics and Chemistry.	Major courses have been offered in the subjects from academic session 2018-19.
Establishment of Smart classroom.	Two newly constructed class rooms have been converted to class rooms with SMART boards under RUSA
Establishment of well furnished Teachers' Common room.	The teachers' common room is being constructed.
To digitalise book-issue process in the library.	The book issue process has been successfully done for the faculty members. Progress is on to extend it to students.
To introduce on-line process for admission of the students	Students' admission has been made completely online.
To computerise results of all the semesters since 2012	Results have been computerised.
To construct a separate building for the students' union including a boys' common room	The building was constructed.
To establish permanent and well-furnished girls' common room	The girls' common room was constructed.
To lease out college tea garden to unemployed entrepreneurial alumni of the college	Process completed.
Exiting ponds in the campus to be developed for fish farming	This is under process.
To build a separate building for the science stream	The building is being constructed with financial aid from RUSA
To entrust a faculty member with the responsibility of looking after the process of scholarship which are on online mode	One faculty member has been entrusted upon.

Procurement of laboratory equipments for the science subjects	Laboratory equipments haven procured with financial aid from RUSA
To introduce PG courses in the subject Geography	Proposal has been submitted to the affiliating university.
Renovation and construction of old building and link corridor from old building to new building	Has been accomplished with financial aid from RUSA.
Organisation of departmental seminar maintaining minimum standard by ensuring participation of all faculty members	Departmental seminars have been organised from time to time as per academic schedule of each department.

** 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:

AQAR was discussed thoroughly before submission. Some changes were made based on suggestions of the members of IQAC and management.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	02	-	-	-
PG Diploma	02	-	-	-
Advanced Diploma	01	-	01	-
Diploma	06	-	06	-
Certificate	06	-	06	03
Others_Modular	06	-	06	-
Total	23	-	19	03
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

The institute offers Major course in the following subjects:

B. A. Course	BSc. Course
Assamese	Botany
Economics	Chemistry
Education	Economics
English	Geography
Geography	Mathematics
History	Physics
Mathematics	Zoology
Political Science	

The institute offers General course in the following subjects:

B. A. Course	BSc. Course
Assamese	Botany
Economics	Chemistry
Education	Economics
English	Geography
Geography	Mathematics
History	Physics
Mathematics	Zoology
Political Science	

DEGREE LEVEL COURSE (Under Graduate) - ARTS STREAM

Compulsory subjects	Elective subjects (Any two subjects from the following groups)
<ul style="list-style-type: none"> English MIL - (Assamese/ Nepali/ Alternative English/Hindi/Bodo) Environmental Studies (for 3rd & 4th Semester Only) 	<p>(Group – A)</p> <ul style="list-style-type: none"> Economics History or ASL Mathematics Geography or Statistics <p>(Group – B)</p> <ul style="list-style-type: none"> Political Science Economics Statistics or Geography Education History/ASL

DEGREE LEVEL COURSE (Under Graduate) - SCIENCE STREAM:

Compulsory subjects	Elective subjects :
<ul style="list-style-type: none"> Functional English Environmental Studies (for 3rd & 4th Semester only) 	<ul style="list-style-type: none"> Physics Chemistry Mathematics Botany

- Zoology
- Geography
- Economics
- Statistics.

A student under science stream can choose any three subjects from the above as per the following combinations:

Combinations of subjects:

- Physics, Chemistry and Mathematics.
- Physics, Mathematics and Statistics.
- Botany, Zoology and Chemistry.
- Botany, Zoology and Geography.
- Botany, Chemistry and Mathematics.
- Mathematics, Geography and Statistics.
- Economics, Statistics and Mathematics.
- Zoology, Mathematics, Botany
- Economics, Geography, Mathematics
- Botany, Zoology, Physics

Professional courses offered by computer centre are the following:

Certificate course (3 months)	<ol style="list-style-type: none"> 1. Computer basics (CCB) 2. Office automation (COA) 3. Tally (CTALLY) 4. Desktop publishing (CDTP) 5. AutoCAD (CAutoCAD) 6. Flash 5 (Cflash)
Modular Course (3 months)	<ol style="list-style-type: none"> 1. C programming 2. C++ Porgramming 3. Java Programming 4. Visual Porgramming 5. Web page designing 6. Active Server Page
Diploma Courses (6 months)	<ol style="list-style-type: none"> 1. Diploma in Computer Programming 2. Diploma in Office Automation and Financial Accounting 3. Computer Applications 4. Hardware Maintenance
Advance Diploma (9 months)	<ol style="list-style-type: none"> 1. Computer Applications (ADCA) 1. Computer Applications (PGDCA)
PG Diploma (12 months)	<ol style="list-style-type: none"> 2. Computer Applications + (PGDCA+) 3.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	-
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(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.

A few updates were made on the exiting regulation under semester system by the affiliating university. The changes in the regulation were made basically on internal evaluation. The changes are the following: Unlike previous years, “the internal evaluation shall be based on attendance, sessional examination, 75 percent or above class attendance, home assignment, seminars and library work in each semester. Marks allotted for internal evaluation in each paper will be based on. a) Sessional examination which carries 50 percent of the total internal marks of each paper (for example, if internal mark of a subject is 20 then marks of sessional examination will be 10) b) Home assignment, seminars, group discussion class attendance above 75 percent or related works will carry rest 50% of the internal mark of the subject, i.e. if internal marks allotted for a subject is 20, then under these sub-heads a total 10 marks will be assigned. However, out of this, a maximum of 4 marks will be allotted for class attendance component based on attendance in classes. For example , 1 mark for attendance from 76% to 80%, 2 marks for attendance from 81% to 85%, 3 marks for attendance from 86% to 90% and 4 marks from 91% to 100%.”

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
36	19	17	-	-

2.2 No. of permanent faculty with Ph.D.

13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

15

2.5 Faculty participation in conferences and symposia:

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

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

- Smart class room have been developed.
- Use of ICT enabled teaching practices.
- Emphasis has been laid on holding seminars in major subjects.
- Students are encouraged to make presentation using PPT.
- Group discussion, home assignment, quizzes etc. have been introduced to evaluate students' performance.

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

180

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

- Being an affiliated college, examinations/evaluation is conducted by the University through the Principal as officer in-charge of examination.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-	-	01
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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 %
BA						
Major	122	-	41.80	45.90	00.01	89.34
General	246	-	00.40	17.88	31.70	50.00
BSc						
Major	28	-	39.28	35.71	-	78.57
General	06	-	-	83.33	-	8.333

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

- Departments are advised to prepare academic calendar as well as lesson plan for the academic session such as: teaching plan, methodology, teaching material, assessment plan, remedial classes etc.
- Principal also organize Academic Staff Council with HOD and faculty of each Department to address all academic matters.
- It also looks into updating of teaching aids and teaching techniques. Supervise Smart Board installation in the class rooms

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	01
Orientation programmes	01
Faculty exchange programme	01
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	08
Others (STC)	02

2.14 Details of Administrative and Technical staff:

Category		Number of Permanent Employees		Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
		Sanctioned	Non-sanctioned			
Administrative Staff	3 rd Grade	05	06	01	-	-
	4 th Grade	11	08	01	-	-
Technical Staff			02		-	-

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC has constituted a research committee to encourage and monitor research activities among the teachers.

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	02	
Non-Peer Review Journals	–	02	36
e-Journals	-		
Conference proceedings	-	–	–
Articles, stories and poems	-	-	123

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 organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent	Number	
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. Of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- A socio economic survey was conducted in a village to explore potential for adopting the village especially for educational development.
- A *Safai Abhijyan* was conducted on the eve of *Barechahria Bhaona Mahotsav*, the biggest cultural event of the State.
- Swaccha Bharat Internship Programme was organised in remote area by the students. Three students out of 15 redistricted, worked under the programme and received participation certificate from the Ministry of Human Resource Development (MHRD).

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	40.50acre	-	-	40.50 acre
Class rooms	29	05	RUSA	34
Laboratories	09	0	-	09
Seminar Halls	01	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	29.75	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Administration:

College Office:

- Implementation of Biometrics
- Communication : Administrative Section is fully equipped with computers and internet facility with LAN connection with the capacity of 2 Mbps .
- Students' admission process has been made online entirely and admission fees have been collected using POS machine.
- Issue of certificate (provisional) has been computerised in this year.
- Results of all semesters have been computerised.
- Examination Office Examination control room is equipped with computers for maintenance of records and internet facility is provided.

Library

- Library Management Software (LMS): The Library has a SOUL 2.0 Library Management Software(LMS) which is user friendly and designed to take care of all the administrative and management functions of the Library. It organizes and manages the information of books, articles, journals and circulation in most effective manner. All books available in the library have been catalogued in the SOUL 2.0 software.

- OPAC (Online Public Access Catalogue): The library provides On Online Public Access Catalogue (OPAC) facilities through SOUL 2.0 LMS. The students or faculties or any user can avail OPAC facility through KIOSK machine. The response of students is very much encouraging in using this.
- Bar-coding: Computerized circulation with bar-coding technology is in under process. Most of the books in the library have been bar-coded. The computerised circulation with bar coding technology is right now available for faculty members and efforts have been made to extend this facility to students in the coming years.
- NLIST(National Library& Information Service for scholarly content) - The library procured the membership of NLIST and is getting access to e-resources through a programme entitled “National Library and Information Services infrastructure for Scholarly Content(N-List)”.
- A separate reading room has been constructed 50 sitting capacity for students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20924	-	1943	-	22867	-
Reference Books	2000	-	-	-	200	-
e-Books	Through N_list	-	-	-		-
Book Bank	2135	-	-	-	2135	-
Journals	7	-	-	-		-
Magazine	10	-	-	-		-
e-Journals	Through N_list	-	-	-		-
Digital Database	Nil	-	-	-		-
CD & Video	30	-	-	-	30	-
Others (specify)		-	-	-		-
Manuscript	19	-	-	-	19	-
News Paper	10	-	-	-	10	

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42	06	-	0	05	11	08	04
Added			08					01
Total	43	06	08	0	05	11	08	05

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

Existing Computer centre of the college organises regular training programmes for faculty members, employees and students of the college.

4.6 Amount spent on maintenance in lakhs:

ICT	02.40
Campus Infrastructure and facilities	35.67
Equipments	29.57
Others	0.94
Total	68.76

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC constantly endeavours to create awareness on student support services by holding students' orientation programme at the beginning of every academic session.
- Newly admitted students are made abreast of existing facilities of the college, existing administrative rules, library facilities, NCC, NSS, Rover and Ranger, Sports facilities etc.
- Students are advised to join NCC so that they can lead a disciplined life in future besides being able to tap employment opportunities in defence sector of the country.
- Students are encouraged to join NSS unit of the college so they can learn social responsibility.
- The student member of IQAC, in these activities, works as building block in disseminating information with his peers relating to enhancement of any student support services.

5.2 Efforts made by the institution for tracking the progression

- Office of the college maintains records of the outgoing students.
- Outgoing students are advised to report about their progression either in higher studies or employment etc. at the time of certificate of certificate (provisional)/marksheets of their final examination result.
- The Alumni Association keeps correspondence with the outgoing students of the college.

5.3 (a) Total Number of students

UG		Total	PG		Ph. D.	Others (Professional Courses)
BA	BSc		KKHSOU	IDOL		
1491	226	1717	25	32	-	49

(b) No. of students outside the state

(c) No. of international students

Men

Prog.	No	%
BA	672	45.07
BSc	176	77.87

Women

Prog.	No	%
BA	819	54.92
BSc	50	22.12

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
647	194	118	746	03	1708	807	148	103	657	01	1717

Demand ratio: 0.75 Dropout %

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

- No such initiative has been taken up.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance:

- “Ajmal Foundation Talent Search Examination” was conducted among students of HS and graduate classes on 13th May 2018. Ten students appeared in the examination out of which three of them got institutional ranks and received monetary rewards.
- National Voter’s Day was celebrated in a befitting manner on 25th January, 2018 as per direction of the govt. of Assam. On the occasion, Mr. Prabin Bhuyan, Associate Professor, Dept. of Political Science delivered a lecture on “Significance of Voter’s Day in Changing Democratic

Scenario of India". As many as 100 students participated in the programme and made it a grand success.

- Super-30 examination conducted by OIL India Corporation to select students for free coaching to entrance exam to engineering courses was held on 21st February, 2018. 32 students pursuing higher secondary sciences course participated in the test.
- All faculty members of the college provide academic guidance and support to the students on regular basis. The head of the department and teachers of the respective department assist students in coping with any challenges they may face in particular cases.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- Celebrated International Women's Day on 8th March with a view to generating awareness on women violence as majority of the students are girls.

5.9 Students Activities:

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

		Number of students	Amount (in Rs.)
Financial support from institution		-	-
Financial support from government		1467	47.25 lakhs
Financial support from other sources (Ishan Uday)		14	9,07,200/-
Number of students who received International/ National recognitions		-	-
Nos. of applying for Post Matric Scholarship (PMS)	OBC (Fresh)	126	*
	OBC (renew)	40	
	ST (Fresh)	09	
	ST (Renew)	-	
	SC (Fresh)	15	
	SC (Renew)	-	
* all financial transaction are made directly to beneficiaries accounts by the dealing agency. So records of financial involvement is not available with the college.			

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- A faculty member of the college is assigned the responsibility of facilitating students who apply for national merit fellowship such as Ishan Uday as students find it difficult to submit the same.
- The college canteen was advised to take all necessary steps to cater to students' need.
- A separate building for Students' Union office and boys' common room was constructed this year to meet their demand.
- Two outdoor toilets for Boys were constructed as these remained one of the major grievance of the students.
- A well furnished girls' common room was also constructed to redress the grievance of girls' students.
- A separate reading room with 50 sitting capacity was also constructed in this year.

- All class rooms are equipped with fans to address students' grievances.
- All departmental laboratory facilities have been enhanced keeping in mind students' demand.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The College aims at producing a number of committed and responsible graduates who can serve the area and the nation in the year to come.

Mission:

To impart higher education for the development of human resources and responsible citizen with a clear aim to cope with the changing global environment taking “Let the divine light enlisted us” as the motto.

Objective:

1. To generate and transmit quality education and to provide specialized and demanding education to the students. So that they can be gainfully employed in their future life.
2. To impart education for democratic and secular value and to imbibe commitment toward society and the people.
3. To strengthen national integration and universal brotherhood forward outlook and ensure cultural heritage.
4. To inculcate the spirit of sportsmanship to attain perfection as a human being.
5. To bring the womenfolk and the under privileged to the field of higher education.

6.2 Does the Institution has a management Information System

- The admission process, details of the students have been digitally preserved can be accessed as and when necessary.
- The attendance of students in classes have been kept in respective departments
- Results of the Internal and External Semester Examinations can be retrieved by the students and teachers through MIS.

- The College library is also automated with Library Management Software and the information regarding availability of books, issue details, etc.
- The finance section is computerised which maintains the details of the staff salary.
- Examination section also maintains all information pertaining to examination.

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

6.3.1 Curriculum Development

- Curriculum for the regular course is centrally designed by the affiliating university.
- Curricula for professional courses are designed by the Centre for Development of Advanced Computing (C-DAC) under Ministry of Communication and Information Technology, GoI.
- Curricula for career oriented programmes offered by the college are designed internally in consultation with the external experts.

6.3.2 Teaching and Learning

- Teachers are encouraged to follow learners' centred and more lively and effective methods besides the traditional dominant methods like chalk and talk, lecture methods.
- They are encouraged to involve students in project preparation, group discussion, seminar presentation using ICT.
- They are motivated towards application of their creative ideas for innovative teaching practices.
- They are encouraged to participate in different programmes like orientation programmes, refresher courses, faculty improvement programmes, short term courses etc. for their professional development.
- Emphasis is given on chalking out action plan for the session at the beginning of the academic year and completion of scholastic activities as per academic calendar.
- Teachers are encouraged to arrange remedial classes in the respective departments.

6.3.3 Examination and Evaluation:

- Examination and evaluation are done as per guidelines of the Affiliating University.
- As per the guideline, continuous evaluation is done through class tests, seminar, group discussion, home assignment, quiz and centralised sessional examination.
- 20+80 accumulation facility under Semester System without laboratory works and 15+60 accumulation facility for those with laboratory work (practical works account for 25 marks in each paper).
- Sessional examination is conducted specially by the departments for those who remain absent from centrally conducted tests.

6.3.4 Research and Development:

- Research Committee is in place. The committee evaluates research proposals regarding minor & major research projects.
- Encouraged on interdisciplinary research.
- e-books and e-journals are made available to the faculty through N-LIST

6.3.5 Library, ICT and physical infrastructure / instrumentation:

Library:

- Library Management Software (LMS): The Library has a SOUL 2.0 Library Management Software(LMS) which is user friendly and designed to take care of all the administrative and management functions of the Library. It organizes and manages the information of books, articles, journals and circulation in most effective manner. All books available in the library have been catalogued in the SOUL 2.0 software.
- OPAC (Online Public Access Catalogue): The library provides Online Public Access Catalogue (OPAC) facilities through SOUL 2.0 LMS. The students or faculties or any user can avail OPAC facility through KIOSK machine. The response of students is very much encouraging in using this facility.
- Bar-coding: Computerized circulation with bar-coding technology is in under process. Most of the books in the library have been bar-coded. The computerised circulation with bar coding technology is presently available for faculty members and efforts have been made to extend this facility to students in the coming years.
- NLIST(National Library& Information Service for scholarly content) - The library procured the membership of NLIST and is getting access to e-resources through a programme entitled “National Library and Information Services infrastructure for Scholarly Content(N-List)”.
- A separate reading room has been constructed with 50 sitting capacity for students.

ICT:

- C-DAC computer centre is in vogue.
- Office is completely computerised.
- GIS lab is constituted in Geography Dept.
- Computer lab for mathematical computation is constituted.
- Office and IQAC room is equipped with LAN

Physical infrastructure / instrumentation:

Physical infrastructure includes sports complex, seminar halls, conference rooms, class rooms, class room with SMART Boards facilities, teachers’ common room, girls’ common room, separate building for

students' union. Well equipped laboratories, UGC Network Resource Centre, library, Multi-gymnasium, Library, Canteen, Parking area, etc.

6.3.6 Human Resource Management

- Feedback from students about faculty and administration especially on their performance is generated and analysed for making learning environment friendly to students.

6.3.7 Faculty and Staff recruitment

- No faculty and staff member are newly recruited.

6.3.8 Industry Interaction / Collaboration

- The institute has no such interaction and collaboration with the industry.

6.3.9 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 co-curricular activities.
- The College website and Prospectus contain 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.
- Students belonging to Below Poverty Line (BPL) families avail free admission as per govt. direction.

6.4 Welfare schemes for

NIL

6.5 Total corpus fund generated

Teaching	-
Non teaching	-
Students	-

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		No	
Administrative	No		No	

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- Online filling up of examination form and registration under Integrated University Management System (IUMS) of the affiliating university.
- Online registration of examiners under IUMS by the affiliating university.
- Internal evaluation is done on the basis of performance of the students in home assignment, attendance, group discussion, quiz etc. besides the sessional examination.

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

- No such efforts have been made this year.

6.11 Activities and support from the Alumni Association

- Alumni Association is on vogue.

6.12 Activities and support from the Parent – Teacher Association

- A meeting was held to discuss various issues regarding students' attendance, performance in the internal and external examinations.

6.13 Development programmes for support staff:

- Support staff of the college attend training programme conducted by the affiliating university and state govt.

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

- As per govt. direction at the time of admission students who claim free admission are bound to plant a tree sapling in the college campus to make it green-campus and environment friendly.
- Regular classes and training are given to students through compulsory course on Environmental Studies towards protection and conservation of natural resources in the campus as well as outside the campus.
- Students are also required to submit a project report on issues of environmental degradation and conservation.
- Environmental Tours are conducted annually with a view to create awareness about environmental degradation and conservation

Criterion – VII

7. Innovations and Best Practices

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

- Online student's admission.
- Book circulation using bar coding technology.
- Computerisation of office works and installation of LAN.
- Construction of an examination control centre with strong room to conduct all confidential works relating to examination.

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

Following major tasks have been accomplished as per plan or agenda chalked out at the beginning of the year.

- Development of two class rooms with smart boards.
- Construction of separate building for science stream which is under progress.
- Procurement of sufficient numbers of laboratory equipments for science departments.
- Construction of separate building for students' union including a boys' common room.
- Construction of a well furnished girls' common room.
- Construction of a well furnished teachers' common room.
- Introduction of major courses in two subjects under science stream viz. physics and chemistry from academic session 2018-19.
- Construction of an examination control centre with strong room to conduct all confidential works relating to examination.
- Construction of outdoor toilets for boys.
- Construction of corridor that links old and new building with a view to reduce disturbances in the existing corridors.

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

- Online student's admission for all semesters.
- Gender sensitisation programmes.

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

7.4 Contribution to environmental awareness / protection

The sprawling campus is bestowed with natural vegetation with quiet a large numbers of trees, a few natural ponds, medicinal plants and wetlands. Efforts have been made to keep these natural vegetations intact by advising students not to disturb/destroy any one of them. Further, as per govt. direction at the time of admission students who claim free admission are bound to plant a tree sapling in the college campus to make it green-campus and environment friendly. Regular classes and training are given to students through compulsory course on Environmental Studies towards protection and conservation of natural resources in the campus as well as outside the campus. Students are also required to submit a project report on issues of environmental degradation and conservation. Environmental Tours are conducted annually with a view to create awareness about environmental degradation and conservation. Besides these, Swaccha Bharat Internship Programme was organised in remote areas. Tree students out of 15 students registered under the programme worked in the suggested line and received participation certificate from Ministry of Human Resource Development (MHRD).

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

1. To digitalise the library completely and the complete the process of computerized circulation with bar-coding technology so that circulation may be made to students also.
2. To set up an internet browsing centre for students.
3. To develop indoor sports infrastructure in the campus.
4. To develop existing ponds to fish farming units so that some revenue can be generated internally.
5. To develop a web portal for alumni registration so that a complete data base can be generated and students' progression in higher studies and employment can be tracked.
6. To revamp college websites.
7. To extend one acre land to existing tea garden.
8. To complete construction works of science building and start classes in the building from the academic session 2019-2020.
9. To organise extension camps involving NSS and NCC units of the college.
10. To develop existing playground of the college.

Name: *Dr. Jitu Tamuli*

Name *Mrs. Aruna Borah, Principal i/c*

_____ *S/d* _____

_____ *S/d* _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
