

## The Annual Quality Assurance Report (AQAR) of the IQAC 2008-09

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	Tangla College
1.2 Address Line 1	P.O. Chamuapara(Tangla), P.S. Tangla, Dist. Udalguri (BTAD), State Assam Pin 784521
Address Line 2	P.O. Chamuapara(Tangla), P.S. Tangla, Dist. Udalguri (BTAD), State. Assam, Pin. 784521
City/Town	Tangla
State	Assam
Pin Code	784521
Institution e-mail address	tanglacollegepd@gmail.com
Contact Nos.	9435384057
Name of the Head of the Institution:	Mr. Satyendra Nath Chakravarty, i/c
Tel. No. with STD Code:	03711-255490
Mobile:	9435284321

Name of the IQAC Co-ordinator: Mr. Hemen Kr. Baruah

Mobile:

IQAC e-mail address: tanglacollegeiqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879) ASC0GN12006

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/34/A&A/143 dated 04-11-2004

1.5 Website address: www.tanglacollege.ac.in

Web-link of the AQAR: http://www.tanglacollege.ac.in/AQAR2008-09.doc

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	1st Cycle	B	--	2004	2009
2	2nd Cycle	--	--	--	--
3	3rd Cycle	--	--	--	--
4	4th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC : DD/MM/YYYY 02/09/2004

1.8 AQAR for the year (for example 2011-12) 2008-09

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 2003-04 submitted to NAAC on 3-5-2004
- ii. AQAR2004-05 submitted to NAAC on 31-12-2018.

- iii. AQAR2005-06 submitted to NAAC on 31-12-2018
- iv. AQAR2006-07 submitted to NAAC on 31-12-2018
- v. AQAR2007-08 submitted to NAAC on 31-12-2018

### 1.10 Institutional Status

University                      State  Central  Deemed  Private

Affiliated College              Yes  No

Constituent College            Yes  No

Autonomous college of UGC    Yes  No

Regulatory Agency approved Institution      Yes  No

(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	Nil		
University with Potential for Excellence	--	UGC-CPE	--
DST Star Scheme	--	UGC-CE	--
UGC-Special Assistance Programme	--	DST-FIST	--
UGC-Innovative PG programmes	--	Any other ( <i>Specify</i> )	---
UGC-COP Programmes	--		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	07
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	03
2.7 No. of Employers/ Industrialists	--
2.8 No. of other External Experts	02
2.9 Total No. of members	16
2.10 No. of IQAC meetings held	02

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 Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- One computer lab is established for BCA Course.
- Shifting of Education departments Laboratory to new room and its improvement.
- Timely completion of syllabus and holding special classes.

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
1. To add new books in Central Library. 2. Special care for timely completion of courses. 3. To take special test in the beginning of session for selection of candidates for major course. 4. Computer Lab. for B.C.A. Course. 5. Improvement of laboratory of Education department.	1. The Central Library has made good addition of new books stock for the convenience of the students. 2. The authority emphasised on timely completion of courses. Accordingly some departments have taken special classes. 3. Departments with major course have conducted special test for the selection of students of major course. 4. One Computer Lab. is established for BCA course. 5. The Laboratory of the Education departments is shifted to new building with improved infrastructure and amenities.

\* 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

1. Established one computer lab for BCA Course.
2. Initiative for shifting of Education departments Laboratory to new building and its improvement.
3. Timely holding of internal examinations.
4. Holding special departmental examinations.
5. Emphasis on timely completion of syllabus and holding special classes.

## 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	3	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate (Vocational)	--	--	--	--
Others (BCA)	1	--	--	--
<b>Total</b>	<b>04</b>	<b>--</b>	<b>--</b>	<b>---</b>
Interdisciplinary	--	--	---	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	03

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.

The college follows the syllabus prepared by the affiliating University i.e., GU

- 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
41	28	13	Nil	

2.2 No. of permanent faculty with Ph.D.

05

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
Nil	03	Nil	Nil	Nil	Nil	Nil	Nil	Nil	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	Nil	26
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/Workshop/Conference/Symposia/Congress	Nil	03	Nil
Presented papers	Nil	Nil	Nil
Resource Persons	Nil	Nil	Nil

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

<p>The following innovative processes are adopted to improve Teaching and Learning activities:</p> <ul style="list-style-type: none"> <li>• In the beginning of each session, the authority convene one meeting of the faculty members and make them update of any changes done by the parent University and appeal them to take care of smooth completion of the all teaching-learning process of the session. The Principal also offer special tea party on that day.</li> <li>• To ensure regular attendance of students few steps are taken like- i. Stress is given on attendance of students, ii. If any student got selected to offer Major course in any subject and remain absent for first ten days, he/she is not allow to offer major course in that subject, iii. Attendance in the pre-test examination is compulsory for all students to appear in final examination.</li> <li>• The Vice-Principal is entrusted the sole responsible to ensure academic activities according to the Master-Routine and the Academic Calendar prepared by the college.</li> <li>• Maintaining of departmental Log Book is made compulsory and the Principal put counter signature on it.</li> <li>• Special departmental tests are organised by departments to cater their progress.</li> </ul>
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2.7 Total No. of actual teaching days during this academic year

142
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

Nil	Nil	02
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2.10 Average percentage of attendance of students

73%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III % /pass	Pass %
BA	189	Nil	Nil	8.47	55.03	63.49
B Com	25	Nil	20	24	52	88
B Sc	17	Nil	Nil	88.23	Nil	88.23
BCA	01	Nil	Nil	100	Nil	100%

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

The IQAC of the college through the Feedback Cell collects feedbacks of the teachers as well as office and library staffs and try to rectify the shortcomings. The Authority in the beginning of each session prepares master routine make arranges for admission as well as regular classes. The Vice-Principal is bestowed with the sole responsibility to look after regular classes and other related arrangements. One vigilance group with senior faculty members under Vice-Principal of the college has been formed by the authority to help the authority in maintaining discipline in the college. The office bearers and members of the Core-Committee of the IQAC keep contact with office bearers of the Students Union for developing healthy teaching-learning atmosphere in the college.

2.13 Initiatives undertaken towards faculty development :

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	--
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	--
Others- Research Methodology Programme	01

## 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
Administrative Staff	08	-	-	04
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC through its Research and Publication Cell encourages the faculty members to pursue research works and to attend seminars, conferences, etc and publish research papers. It also encourages the faculty members to pursue Major/Minor project provided by the UGC, ICHR, ICSSR, etc. on the local vital issues/topics. It emphasised on procuring more and more reference books in the Central Library to develop conducive atmosphere for research works in the college.

#### 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		01		
Outlay in Rs. Lakhs			109,000.00	

#### 3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2008-09	ICSSR	2,72,979.00	1,92,254.00
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	-	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	2,72,979.00	1,92,254.00

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist	College
02	--	--	--	02	--	--

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	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="Nil"/>	College forum	<input type="text" value="Nil"/>
NCC	Participated in Independence Day & Republic Day celebration parade organised by Udalguri District Administration.	NSS	The NSS, College unit has organised twice the college campus cleaning drive in this year.
		Any other	<input type="text" value="Nil"/>

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

- Celebration and participation of the institution of different International, National & State Days like International Women's Day, Worlds Environment Day, Independence Day, Republic Day, etc.

## 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	13 Acres	Nil	--	13 Acres
Class rooms	20	---	--	20
Laboratories	05	Nil	--	05
Seminar Halls	01	--		01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	10	--	--	10
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Computer sets are installed in the Central Library for office use.
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29572	16,22,088	812	13,31,68	30384	17,55,256
Reference Books	2924	26,48,06	338	55,432	3262	32.02,38
e-Books						
Journals	04	4760				
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	10	nil	nil	nil	01	01	nil	nil
Added	nil	nil	nil	nil	nil	nil	nil	nil
Total	10	nil	nil	nil	01	01	nil	nil

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

Nil
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4.6 Amount spent on maintenance in lakhs :

i) ICT	0.41
ii) Campus Infrastructure and facilities	1.83
iii) Equipments	0.33
iv) Others	3.43
<b>Total :</b>	6.00

### Criterion – V

## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC monitors the teaching-learning process. It gives stress on the holding of regular classes, timely completion of course and conducting of pre-test examinations. It also encourages the students to join in the NCC and NSS wings of the college and to participate in the seminars and workshops organised by different departments as well as cells. In consultation with the office bearers of the Students Union it gives emphasis on joining in the University Youth Festivals, Inter College Football and Volleyball Competitions and others. The IQAC, through the Career Counselling Cell try to pass career related information to the students.

## 5.2 Efforts made by the institution for tracking the progression

The authority of the college prepares academic plan in accordance to the Academic Calendar and the Master Routine and accordingly proceeds for academic progression. For infrastructural and other progression it prepares yearly plans and projects in consultation with the Governing Body and accordingly submits the same to the Government and the funding agencies i.e. UGC, State Government and the BTC authority. As and when the funds are made available for different projects, college implement the projects. Many a time the college authority also approaches individual donors for financial assistance for infrastructural developments, but response is very negligible. The college authority also spends funds for infrastructural developments from surplus amounts from examination head, contingency head, etc.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1054	--	--	--

### (b) No. of students outside the state

Nil

### (c) No. of international students

Nil

	No	%		No	%
Men			Women		

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
190	86	296	251	-	823	216	86	493	259	-	1,054

Demand ratio% : 684:613

Dropout %: 45.5

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

Nil

No. of students beneficiaries

Nil

## 5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	Nil



### 5.6 Details of student counselling and career guidance

The Employment and Career Guidance Cell maintains the employment related news in the Central Library and occasionally organises counselling programmes for the benefit of the students and personally guides the students as and when requires.

No. of students benefitted

No approximate data available.

### 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
Nil	Nil	Nil	No approximate data available.

### 5.8 Details of gender sensitization programmes

Nil

### 5.9 Students Activities

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

State/ University level

--

National level

--

International level

--

District level

Four students have participated in the Inter-District Debate Competition held at Udalguri College and begged 2<sup>nd</sup> Prize.

No. of students participated in cultural events

State/ University level

This time only five students from the college have participated in the Inter-College Youth Festival'08 held at G.U.

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 

In the Inter-College Youth Festival'08 held at G.U., the college has participated only in Bardwoi-Sikhla Dance(Folk-Dance) and bagged the 3 <sup>rd</sup> Prize.
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National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	767	2253845.00
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

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

The Students Union and the NSS wing of the college have engaged in Social service through college campus cleaning drive twice in this year.
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5.13 Major grievances of students (if any) redressed:

*No major grievances reported by anybody.*

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

Tangla College is one of the pioneer higher educational institutions in the region as well as the state. It has envisaged

**Vision :** “ Let the light of knowledge spread over all corners.”

**Mission:**

To set standard of excellence in the creation and preservation of knowledge, innovation in order to help bring about development and scientific out-look among the people of socially and economically backward interior localities of the northern part of undivided Darrang district and present Udalguri district of Assam and to ensure the continuity and advancement of human civilization through collaboration with the Gauhati University and the University Grants Commission.

- To create human resources that would be useful members of the society with strong moral and cultural back ground.
- To provide opportunity for quality higher education to the deprived and marginalized section of the society in this rural area.
- To reduce the economic outflow caused by students going for admissions in institutes outside the area and the state.

## 6.2 Does the Institution has a management Information System

The Tangla College publishes the College prospectus in the beginning of the new academic session every year. This prospectus printed in book form which works as a handbook that helps the students in getting overall knowledge about the college. In the college prospectus, information provided are:

- i. A brief history of the college
- ii. Mission & Vision of the college
- iii. Students' welfare scheme
- iv. Different facilities available in the college
- v. Rules and regulations of the college for the students
- vi. Programmes/courses offered
- vii. Course structure, subject combination and evaluation pattern
- viii. Fee structure
- ix. About faculty & office staff
- x. Code of conduct, etc.

In addition to the publication of prospectus the college authority adopts some other methods for the management of information system viz.

- a) Notification in Notice Board
- b) Letter issue process
- c) Letter delivery ensured in peon book
- d) The meeting of Governing Body with college faculties and other staff
- e) The other meeting with stakeholders, Student Union Body
- f) Maintenance of old records, etc.

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

### 6.3.1 Curriculum Development

The College follows the curriculum developed by the affiliating university, i.e. Gauhati University. The affiliated colleges under GU are not authorised to make any omission or commission in syllabus though few members from few college of concerned department are given opportunity to be member of the Committee of Course and Studies. Two of our faculty members namely, Mrs. Bharati Bora, Department of Education and Mr. Hemen Kr. Baruah, Department of Finance are selected as the member of the Committee of Course and Studies of Gauhati University.

### 6.3.2 Teaching and Learning

The authority in the beginning of each session call one faculty meeting and reviews and prepares planes for teaching learning process of that particular session. It stresses on to focus both the meritorious and weak students of the college. Encouragement and special attention is followed so that the deserving students are able to achieve their goal. All the departments are encouraged to review their progress and to provide personal guidance as and when requires to the students. Emphasis is given on timely completion of svllabus and holding of internal

### 6.3.3 Examination and Evaluation

The college authority maintains or follows very strictly all the rules and regulations regarding examination purpose and the college have a very good reputation in this regards. The college authority conducts pre-examination test centrally for all departments before one month of each final examination. Likewise, all the departments with major course conducts periodical departmental test for major students of their respective departments. A good numbers of faculty members works as supervision in different centres of different examinations every year. Most of the senior faculty members are invited as examiner, scrutinizer and head examiner by the University.

### 6.3.4 Research and Development

The individual teaching members are encouraged to pursue research works and to attend seminars, workshops, conference, etc. and to present and publish research papers. The college don't have facilities for research works but the authority on its own level provides all possible helps to individual members for research works. One faculty member has pursuing Minor Projects with UGC financial help in this session.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

A few numbers of computers are added in the Central Library and one cyber is brought to make entry of books of the library. The Central library has a good numbers of reference books and journals for research works as well as good numbers of text books for students. Science stream and education departmental laboratories have sufficient instruments and reagents for student's practical purpose.

### 6.3.6 Human Resource Management

1. Talented students are taken special care and encouraged for higher studies.
2. The poor and needy students are provided financial helps through concessions for pursuing higher education.
3. The college tries to give admission to all applicants to develop human resources in this backward area.
4. Deserving students are encouraged to participate in extra-curricular activities like-cultural, literary, games and sports, NCC, NSS, etc and college bears expenses for the same.

### 6.3.7 Faculty and Staff recruitment

- One committee is formed by the Governing Body of the college as per guidelines of the Higher Education, Assam to make selection of the teaching and non-teaching staff for recruitment in the college. No permanent appointment is made in this session.
- Depending on financial position as well as need based the authority made temporary/contractual appointments of the faculty and office staff.

### 6.3.8 Industry Interaction / Collaboration

No industrial interaction or collaboration is made in this session as there is no industry in this area.

### 6.3.9 Admission of Students

- Under the guidance of the Governing Body one admission committee is formed by the authority with teaching and non-teaching members under the Presidentship of the Principal and formulates some policies for the smooth conduct of the admission process.
- Keeping in view our objective of imparting college education to all, especially the socially and economically backward masses of the area, and also since there are no enough higher educational institutions in the nearby areas, our college does not insist on cut-off percentage of marks at the time of admission and tries to absorb all the candidates who apply for admission irrespective of marks or percentage of marks they secure in the previous class.
- Selection of students for different major courses is done solely by the respective departments through certain prescribed procedures and selection lists are hung with required approval from the authority.

### 6.4 Welfare schemes for

Teaching	Welfare Fund, GPF, Group Insurance, etc.
Non teaching	Welfare Fun, GPF, Group Insurance, etc.
Students	Poor Aid Fund, Book Bank facility, Concession in admission fee, etc

### 6.5 Total corpus fund generated

Nil

### 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	Yes	GU	Yes	Governing Body
Administrative	Yes	Local Audit, Mangaldai, Govt. of Assam	Yes	Governing Body

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?

The Final Examinations are conducted by the parent University as per Academic Calendar prepare by the University. For the same the University set some guidelines and the college follow the same. Time to time the University formulates some new rules for the examinations under it. The internal examinations are conducted by the college. The internal examinations are conducted by the college of its own.

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

Nil

6.11 Activities and support from the Alumni Association

Not significant

6.12 Activities and support from the Parent – Teacher Association

Parents are being tried to be aware about the importance of education of their child as well as about the available facilities in the college. Parents are invited in the Open Session of the college week function and the college authority provides them update information of the institution and seeks their cooperation in developing the atmosphere of the institution. One member from the parent body is also selected for the Governing Body.

#### 6.13 Development programmes for support staff

The College Authority always extends helping hand to the staffs of the institution for any capacity enhancement programme which can develop their skills. For the same the Authority provides necessary duty leave for the concern staff. They are periodically sent for different programmes organise by the University.

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

Tree plantation is initiated by the college authority with the help of the NSS wing and Students Union of the college. The college authority give maximum emphasis on not to cut trees if not forced by circumstances. It is to mention here that the college authority has used the matured trees for furnishers of the central library, i.e. a good number of wooden almirahs/book-self are of woods from trees of the college campus.

### 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.

Principal's cabin is shifted to central location from where he may be in comfortable touch with the administrative block, teachers' common room as well as class rooms. With this he is able to keep an easy watch on all developments and can be available for all. This helps in developing an atmosphere in the campus.

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

1. Computer Lab. for B.C.A. Course.
2. Timely completion of syllabus.
3. Shifting of Education departments Laboratory to new building.



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

- New Practice in the section of Major course.
- Starting of departmental library.

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

7.4 Contribution to environmental awareness / protection

The institution give importance on tree plantation and preservation of the existing trees in the college campus through the NSS wing of the college.

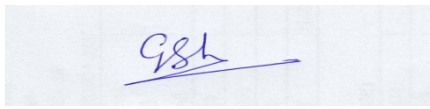
7.5 Whether environmental audit was conducted? Yes  No

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

### **8. Plans of institution for next year**

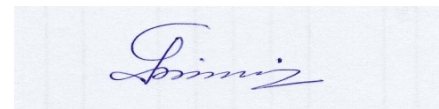
1. To conduct sittings of the Governing Body to speed-up development works.
2. Formation of one new Academic Committee for academic development of the college.
3. Installation of Internet facility in the Central Library.

Name DR. GITALI SARMAH



Signature of the Coordinator, IQAC

Name DR. PRASEN DAIMARI



Signature of the Chairperson, IQAC

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## Annexure I

### 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

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### Annexure III

#### Best Practices

1. The college has evolved the practice of selecting students for major courses. While providing major in a particular subject to the students, each department conducts one test for the selection of candidates. In the selection process besides measuring their knowledge on that particular subject their command on English subject is also tested. For the selected students their regular attendance is made compulsory. Each department conduct regular test for their improvements and consult previous years question papers to give them the idea how to prepare for examinations. Another practice is that the students have been taken by their departmental teachers to the Central library to give them ideas about how to search books, what type of books they should borrow and what books are available in the Central library.

It has many good results like:

- i. The constant approach of the departmental faculty members able to develop confidence among the students.
  - ii. Conducting of regular tests and consulting of previous years question papers help the students in their preparation for examination..
  - iii. The constant contact of the students and the teachers able to bridge the gap and help the teachers to find out weak and advance learners.
2. Each departments of the college has their own departmental library. Books are normally purchased by the departments of their own. Few departments collect nominal amount fee from the beneficiary students. Some time the college authority also provides help to departments to procure rare and important reference books. Each departments issue books to their departmental students, particularly major course students.

Good results are:

- i. The departments are able to purchase books directly important for them.
- ii. It provides the opportunity to the departmental students to get required reference books from the departmental library.
- iii. The departmental library brings the students and the teachers closer through the same.