

# The Annual Quality Assurance Report (AQAR) of the IQAC 2010-11

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:	9435298321
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. MHCOGN 18879)

ASCOGN12006

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 4-11-2004

1.5 Website address:

www.tanglacollege.ac.in

Web-link of the AQAR:

http://www.tanglacollege.ac.in/AQAR2010-11.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

12/06/2003

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

2010-11

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
- vi. AQAR2008-09 submitted to NAAC on 31-12-2018
- vii. AQAR2009-10 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

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	<input type="text" value="07"/>								
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>								
2.3 No. of students	<input type="text" value="--"/>								
2.4 No. of Management representatives	<input type="text" value="01"/>								
2.5 No. of Alumni	<input type="text" value="01"/>								
2.6 No. of any other stakeholder and community representatives	<input type="text" value="03"/>								
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>								
2.8 No. of other External Experts	<input type="text" value="02"/>								
2.9 Total No. of members	<input type="text" value="16"/>								
2.10 No. of IQAC meetings held	<input type="text" value="02"/>								
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="02"/>	Faculty	<input type="text" value="01"/>					
	Non-Teaching Staff	<input type="text" value="01"/>	Students						
	Alumni	<input type="text" value="----"/>	Others	<input type="text" value="----"/>					
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="text" value="--"/>	No	<input checked="" type="checkbox"/>					
	If yes, mention the amount	<input type="text" value="--"/>							
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC									
Total Nos.	<input type="text" value="--"/>	International	<input type="text" value="--"/>	National	<input type="text" value="--"/>	State	<input type="text" value="--"/>	Institution Level	<input type="text" value="--"/>
(ii) Themes	<input type="text"/>								

2.14 Significant Activities and contributions made by IQAC

- Opening of Major Course in Physics.
- Increasing the numbers of books, both reference and text, in the Central library.
- Review of academic performance of each department and stress on developing the performance.
- Emphasis on research work.

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
<ol style="list-style-type: none"> <li>1. To review the academic progress of the college through the Academic Committee.</li> <li>2. To encourage research work.</li> <li>3. To introduce Major Course in Physics.</li> <li>4. To Ban tobacco inside college campus.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Academic Committee has held two meetings of it. It reviewed the academic progress of all departments and provided necessary directions to the HoDs of all departments.</li> <li>2. With a view to encourage research work the college authority has granted permission to one of the faculty members for FIP from UGC to pursue research work.</li> <li>3. Introduced Major Course in Physics.</li> <li>4. The college authority has strictly banned the use of any kind of tobacco inside the college campus and made it as punishable.</li> </ol>

\* 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

- Introduction of Major Course in Physics.
- Increase the numbers of books, both reference and text, in the Central library.
- Emphasis on academic performance of each department.
- Emphasis on research work.

**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
	40	20	20	Nil	--

2.2 No. of permanent faculty with Ph.D. 06

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
	07	02	Nil	Nil	Nil	Nil	Nil	Nil	07	02

2.4 No. of Guest and Visiting faculty and Temporary faculty Nil Nil 33

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/Workshop/Conference/	01	04	01
Presented papers	Nil	Nil	01
Resource Persons	Nil	Nil	Nil

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

The following innovative processes are adopted to improve Teaching and Learning activities:

- The Academic Committee has met twice and reviewed the progress. The Committee emphasised on timely completion of syllabus, for the same it called attention to take extra classes, holding of class tests, etc. It also stressed on special care for weak students.
- To ensure regular attendance of students few steps are taken like- i. Stress is given on attendance of students. Attendances with less percentage are not allowed to appear in the final examination, 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. Appearing in the pre-test examination is compulsory for all students to appear in final examination.
- 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.
- Maintaining of departmental Log Book is made compulsory and the Principal put counter signature on it.
- Special departmental tests are organised by departments to cater their progress.
- To make the faculties accountable, the authority regularly monitor the presence of faculty members and students feedback is also regularly collect to assess their performance.

2.7 Total No. of actual teaching days during this academic year 204

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

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    03

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)	Pass %
BA	374	Nil	1.9	19.25	35.56	56.6
B Com	53	Nil	3.85	25	23.07	51.92
B Sc	12	Nil	Nil	9	Nil	75.00
BCA						

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 through the Academic Committee. The Academic Committee in the beginning of each session prepares master routine, make arrangements for admission as well as for holding of regular classes. The Vice-Principal cum Convenor of the Academic Committee is given the sole responsibility to look after regular classes and other related arrangements. 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	02
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.	01
Others	-

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	-	-	06
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

The Research and Publication Cell of the college encourages the faculty members to pursue research works and to attend seminars, conferences, etc. and publish research papers. The IQAC also encourages different departments, Cells and Forums to take extension activities of social responsibilities. One faculty member is approved for Teachers Fellowship to pursue Ph. D work and faculty members pursuing research work through minor projects of UGC.

#### 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	1	03	272979.00	1
Outlay in Rs. Lakhs			380,000.00	

#### 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	2010-11	UGC + ICSSR	380,000.00	380,000.00
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	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
01	--	--	--	√	--	--

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	<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	The Tangla College NCC Unit has participated in the Independence Day & Republic Day celebration parade organised by District Administration and bagged 1 <sup>st</sup> position.	NSS	The NSS unit has undertaken the College campus cleaning drive and tree plantation in the college campus.
		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, World 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	--	--	13 Acres
Class rooms	22	--	--	22
Laboratories	05	--	--	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.
--

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29572	16,22,088	812	1,33,168	30,384	1755256
Reference Books	2924	264806	388	55432	3262	320238
e-Books	-	-	-	-	-	-
Journals	04	4760	-	-	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	01	nil	nil	nil	01	nil	nil
Added	nil	nil	nil	nil	nil	nil	nil	nil
Total	10	01	nil	nil	nil	01	nil	nil

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

Internet facility is installed in the Central Library both for faculty members and the students.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	2.41
ii) Campus Infrastructure and facilities	1.63
iii) Equipments	0.26
iv) Others	8.88
<b>Total :</b>	<b>13.18</b>

### Criterion – V

## 5. Student Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC, through the Academic Committee monitors the teaching-learning process and stress on holding of regular classes. The IQAC, through its feedback cell collects feedback on each faculty and office staff and the same helps in enhancing the quality and responsibility of faculty members for the students. The career counselling cell try to provide good inputs on different careers and the library displays its facilities for the benefit and use of them. 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 participation in the University Youth Festivals, Inter College Football and Volleyball Competitions and others. It takes initiative for timely holding of Students' Body Election in a smooth way and helps in discharging their duties.

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

The authority of the college with the help of the Academic Committee prepare academic plan in accordance to the Academic Calendar and Master Routine and accordingly proceeds for academic progression. For infrastructural progression, the authority with the help of the Infrastructure Committee prepares plans and projects and accordingly submits the same to the Government and the funding agencies i.e. UGC, State Government and the BTC Council. As and when the funds are made available for different projects, college implement the projects. In the beginning of each session the Academic Committee hold its meeting under the chairmanship of the Vice-Principal of the college and prepare action plan for the whole session in consultation with the members of the committee, especially the heads of all departments and the Coordinator of the IQAC.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1688	--	--	--

(b) No. of students outside the state

Nil
-----

(c) No. of international students

Nil
-----

Men

No	%
1070	63.38

No	%
618	36.61

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
470	151	560	212	-	1393	525	190	623	350	-	1688

Demand ratio% : 1812 : 1688

Dropout % : 49.2

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		UPSC	Nil	Others	Nil



### 5.6 Details of student counselling and career guidance

The Employment and Career Guidance Cell maintains the employment related news papers in the Central Library and the individual faculty members personally guides the students as and when requires.

No. of students benefitted

No approximate data are 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 appropriate 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

The college Volleyball team has participated in the Inter-College Volleyball Competition held at Udalguri College and lifted the Championship Trophy.

National level

--

International level

--

District level

In the Udalguri Youth Festival, 2010 organised by Indian Army Red Horn Division at Udalguri, in the Miss Udalguri Competition, the College team begged the Miss Udalguri (Miss Hema Boro) and 1<sup>st</sup> Runners up Prize (Miss Usha Boro) among a good number of competitors.

No. of students participated in cultural events

State/ University level

The college cultural team has participated in the Inter-College Youth Festival' 10 held at Gauhati University and awarded with the most prestigious honour of "Best Discipline" team. About 22 students has participated in different events and the college team won 2<sup>st</sup> Prize in Folk Dance, 2<sup>st</sup> Prize in Mimicry, 2<sup>rd</sup> Prize in Cultural Procession, 3<sup>rd</sup> Prize in Skits and 3<sup>rd</sup> Prize in Mime Show among good number of colleges under 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

One

National level

--

International level

--

Cultural: State/ University level

In the Inter-College Youth Festival'10 held at G.U., the college has won five Prizes. In district level, the college has won two prizes.

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	86	120400.00
Financial support from government	--	--
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.

5.13 Major grievances of students (if any) redressed:

**No major grievance reported by anyone.**

## 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 Gauhati University are not authorised to make any omission or commission in syllabus. The provision is that few members from different colleges of concerned departments are selected by the University concern departments as member of the Committee of Course and Studies and they are authorised to make required omission or commission in the curriculum. From the institute Mr. Bharati Bora, Department of Education, Mr. Hemen Kr. Baruah, Department of Finance and Mr. B. C. Saha, Department of Management are the members of University Departmental Syllabus Committee.

### 6.3.2 Teaching and Learning

The Academic Committee in the beginning of each session reviews and prepares plans 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 student becomes able to achieve their goal. All the departments are encouraged to review their progress and to provide personal guidance to the students as and when requires.

### 6.3.3 Examination and Evaluation

The college authority maintains or follows very strictly the rules and regulations of examination and the college has 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 the required facilities for research works, yet the authority on its level best provides possible helps to individual members for research work. Three faculty members have been pursuing Minor Projects and one faculty member is availing teacher fellowship for Ph. D. work with UGC financial help in this session. Moreover, one faculty member from the department of Bodo completed her Ph. D degree from the Gauhati University.

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

ICT facility is in progress in the Central 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. Reading room facilities are available both for the teaching faculty and the students in the Central Library. Science stream and education departmental laboratories have sufficient instruments and reagents for students practical.

### 6.3.6 Human Resource Management

1. The office staffs have been provided with short term training on computer basics.
2. The teaching members are provided with duty leave to attend Orientation Programme, Refresher Course, seminars, workshops, conference, etc.
3. Talented students are taken special care and encouraged for higher studies.
4. The poor and needy students are provided financial helps through concessions for pursuing higher education.
5. The college tries to give admission to all applicants to develop human resources in this backward area.
6. Deserving students are encouraged to participate in extra-curricular activities like-cultural, literary, games and sports, NCC, NSS, etc and college many a time bear 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 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/ Academic Committee
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, i.e. Gauhati University as per Academic Calendar prepare by the University. For the same the University set some guidelines and the college follows in toto of the same. Time to time the University formulates some new rules for the examinations under it. 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 role yet

#### 6.12 Activities and support from the Parent – Teacher Association

No significant activities are done by the association in this year. It is a continuous process to develop personal contact with the parents to make them 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 provides leave and other logistic supports to the college staffs to participate in ability enhancement programme which can develop their skills. They are periodically sent for different programmes organise by the University. The college itself organises short term training on computer for office staff with the help of computer knowing staff.

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

Tree plantation is initiated by the college authority time to time with the help of the NSS wing and Students Union of the college. The college authority gives minimum emphasis on not to cut trees if not forced by circumstances.



## 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.

The IQAC has taken the initiatives for having departmental wall magazines of each department and accordingly tried to persuade the departments. The initiative have brought colour and many departments of the college have installed wall magazines in front of their respective departmental class room.

It has a good impact on the college. More and more students have got the opportunity and encouragement to expose their creativeness for their own department. On previous occasions, they may not give much importance on this side or don't get the opportunity to get berth for their writings in the central wall magazine of the college.

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

1. Increase the numbers of books, both reference and text, in the Central library.
2. Emphasis on academic performance of each department.
3. Emphasis on research work.

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

- Use of College Land for agricultural purpose.
- Maintenance of Green Environment in the College Campus.

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

7.4 Contribution to environmental awareness / protection

The institution encourages the students to plan trees in their residence and also in their respective locality. The college also observes World Environment Day to develop awareness among the students.

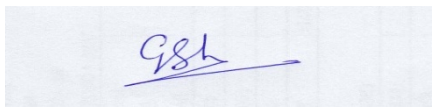
7.5 Whether environmental audit was conducted? Yes  No

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

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

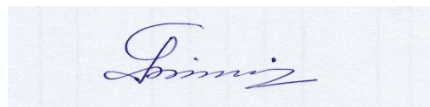
1. Extension of Central Library building.
2. Initiatives for construction of sports complex in the college.
3. Initiatives for increase of seat capacity of students enrolment.
4. Concessional admission to 100 students belonging to poor and meritorious category.
5. Permission to Dimakuchi College to start Degree Course under the college.
6. Construction of class room to meet shortage of class room.
7. Initiatives for opening of major course in Botany, Chemistry,
8. Introduction of Computer in the office work.
9. Construction/renovation of Boy's and Girl's Common rooms.

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 Practice 2010-11**

- The college has a big area of more than 101 bighas of land. While a portion of land covered by college buildings and playground, the other is used for agricultural purpose. Few poor families of the neighbouring villages are given on contractual basis for paddy cultivation of these agricultural lands of the college.

Some of the benefits are:

- I. The college's unused plots are in use on agricultural mood.
  - II. While the college is able to earn some amount and on the other hand some of the poor families of the neighbouring villages are benefitted by it.
  - III. The cultivation helps in maintaining natural environment in the area.
- The college authority as well as the college family including the employees, students and other stake holders are very much concern with the maintenance of green environment in the college campus as well as the surrounding area. The college with the help of the staffs, NSS and NCC wings, Students Union and other stake holders arranges some programmes of tree plantation in the college campus and in surrounding areas on different occasions. The college authority many a time has done green audit of the campus with the help of the Botany department of the college and also identified the trees with both local and scientific names. The college also observes World Environment Day regularly to develop awareness among the students.

Some positive impacts of these are:

- i. The practice helps in maintaining greenness in the area, inside and outside the college campus.
- ii. It helps the students to be conscious about the importance of tree for us and develops the habits of tree plantation.
- iii. It helps the people to know the scientific name and importance of each group of trees.

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