

The Annual Quality Assurance Report (AQAR) of the IQAC 2012-13

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:	Dr. Prasen Daimari
Tel. No. with STD Code:	03711-255490
Mobile:	9435384057
Name of the IQAC Co-ordinator:	Mr. Jayanta Kr. Chakravarty
Mobile:	9435563546

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/AQAR2012-13.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)

2012-13

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
- viii. AQAR2010-11 submitted to NAAC on 31-12-2018
- ix. AQAR2011-12 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*)

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 (<i>Specify</i>)	---
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	03
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	02
2.7 No. of Employers/ Industrialists	02
2.8 No. of other External Experts	02
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	02
2.11 No. of meetings with various stakeholders:	No. 02 Faculty 01
Non-Teaching Staff Students	01 Alumni ---- Others --
2.12 Has IQAC received any funding from UGC during the year?	Yes No
If yes, mention the amount	Nil <input checked="" type="checkbox"/> <input type="checkbox"/>

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

- i. "Black Money & Corruption"
- ii. "ASMITA" Programme with Sahitya Academy – organised by department of Bodo.

2.14 Significant Activities and contributions made by IQAC

- Organising Departmental Seminars and Workshops.
- Concessional Admission to poor meritorious students.
- Initiatives for smooth introduction of Semester System in the college.
- Art Competition among the primary school students.
- Addition of new classroom, lavatory and water supply system.
- Academic Committee meeting and action for academic activities.
- Conducting of both the Semester and Annual examinations.

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 –

The College follows the Academic Calendar of the affiliating University, i.e. Gauhati University. On the basis of the Academic Calendar, the plan of action is prepared by IQAC in consultation with the College Authority and Faculty members.

Plan of Action	Achievements
1. To conduct sessional examinations.	1. The College has centrally conducted sessional examinations [One each for 2nd semester (Jan. to June) and 1st & 3rd semesters (June to Dec.)].
2. To add new books in College Library.	2. The College Library has made addition of new book stock for the convenience of the students.
3. Construction of the Mini Stadium in the college campus.	3. The College authority has started constructed Mini stadium in the College Campus.
4. To organized seminar/workshop under the extension of education program in the college.	4. A seminar is organized by the commerce stream and another one organized by Economic

5. To form new library management committee. 6. To Continue concessional admission.	Department. 5. One new library committee is formed. 6. 100 students (70 from Degree and 30 from H.S. Level) belonging to poor and meritorious category are enrolled with concession in admission fee.
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** 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

- Initiatives to organise Departmental Seminars and Workshops.
- Initiatives for the Construction work of Mini Stadium.
- Initiatives to provide concessional Admission to poor meritorious students.
- Organising Art Competition among the primary school students.
- Addition of new classroom, lavatory and water supply system.
- Holding of meetings of the Academic Committee
- Initiatives for smooth introduction of Semester System in the college.
- Initiatives for frequent informal departmental test and tutorial classes
- Action for smooth conduct of both the Semester and Annual examinations.

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	-	-	-	-
Others (BCA)	1	-	-	-
Total	04	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	-
Annual	01 (Final Year of 1+1+1 System)

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

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.

Introduced new semester course syllabus in U G level under the G U.

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
42	16	26	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

09

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
09	01	--	--	--	--	--	--	09	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	34
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/Workshop/	02	42	23
Presented papers	02	16	01
Resource Persons	Nil	Nil	01

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 taking extra classes, holding of class tests, etc. It also stressed on special care for weak students. It is to mention here that the Vice-Principal is the convenor of Academic Committee and all the heads and the faculty members are made accountable to him/her for academic activities.
- To ensure regular attendance of students few steps are taken like- i. Stress is given on attendance of students as per G.U guidelines (75%) to appear in any 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 sessional examinations is compulsory for all students to appear in each semester 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.
- Tutorial and extra classes are taken for weak students and for timely completion of courses.
- Special departmental tests are organised by departments to cater their progress.
- Special Vigilance group is there to persuade students to attend their classes and library.

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

198

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	02
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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)	Pass %
B.A	431	01	13	118	85	48.02%
B. Com	55	-	-	21	26	83.33%
B. Sc	24	-	02	11	07	85.45%
BCA	1	-	-	-	01	100%

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

The IQAC engages itself in a lot of activities to contribute, monitor and evaluate the Teaching & Learning process of the institution for improvement of the quality. The IQAC has formed a number of sub-cells to pursue different activities. The Feedback Cell of IQAC collects feedbacks from students of the teachers as well as office and library staffs. Analyzing the result of feedbacks, the Academic Committee takes initiatives to rectify the shortcomings. The Academic Committee in the beginning of each session prepares master routine, make arrangements for admission as well as 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 academic committee also reviews the progress of each department and extend necessary suggestion for the improvement of teaching-learning process. 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	01
UGC – Faculty Improvement Programme	01
HRD programmes	Nil
Orientation programmes	02
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	04
Others	Nil

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	07	--	--	05
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 to publish research papers. The IQAC also encourages different Cells, departments, Forums and individual faculty members to take extension activities.

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		
Outlay in Rs. Lakhs			150000.00	

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	--	UGC	150000.00	150000.00
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/
seminar/ workshops
organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	03
Sponsoring agencies	--	--	--	--	self

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	<input type="text" value="Rs. 150000.00"/>	From Management of University/College	<input type="text" value="--"/>
Total	<input type="text" value="Rs. 150000.00"/>		

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 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 The NCC unit of the institution has participated in the Independence Day & Republic Day celebration parade organised by the District Administration and won 1st Prize.

NSS The College NSS unit has launched one College campus cleaning drive and tree plantation in this year.

Any other

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	25	2	State Govt.	27
Laboratories	05	--		5
Seminar Halls	01	--		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Computerization process is introduced in the administrative block particularly in the admission process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35268	2587707	1734	436968	37002	3024675
Reference Books	4888	602257	455	114660	5323	716917
e-Books	--					
Journals	3	3800	3	2680	6	6480
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	15	01	nil	nil	nil	06	nil	nil
Added	nil	nil	nil	nil	nil	nil	nil	nil
Total	15	01	nil	nil	nil	06	nil	nil

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

Short Term Computer Training Programme on Basics & Tally is organised for the office staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.32
ii) Campus Infrastructure and facilities	3.07
iii) Equipments	NIL
iv) Others	4.65
Total :	8.05

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 for 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 is take initiatives in timely holding of Students' Body Election in a smooth way and helps in discharging their duties. Under the semester system the semester final exams are held in every six months and in between departments have to conduct two internal sessional examinations. The IQAC with the help of the Academic Committee have to take special care to motivate students to adjust with the new system and to overcome related hurdles. Moreover, it has to take care to conduct examinations for annual system simultaneously for those students who still not completed their degree under the old course pattern.

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 with the Academic Calendar and Master Routine and accordingly takes care of 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 authority.

As and when the funds are made available for different projects, college implement the projects. In the beginning of each session the Academic Committee holds 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
3128	--	--	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1758	56.2		1370	43.79

No	%
1370	43.79

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
614	258	955	506	-	2333	603	235	1565	725	-	3128

Demand ratio% : 1149 : 1054

Dropout % : 39.3

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

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

The Employment and Career Guidance Cell maintains the employment related news items in the Central Library and occasionally organises counselling programmes for the benefit of the students and motivates the individual members to provide guidance to the students as and when requires.

No. of students benefitted No approximate data is 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
--	--	--	No approximate data is available

5.8 Details of gender sensitization programmes

The annual conference of the Women Cell of the Assam College Teachers' Association under name "Women Convention" is organised by the Teachers' Unit of the college in collaboration with Assam College Teachers' Association, Guwahati. The teacher representatives from different colleges of Assam have participated in this convention. The daylong meeting has discussed on different issues relating to women cell and have adopted some important resolutions on social and academic promotion of the society.

5.9 Students Activities

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

State/ University level

A team of 16 numbers of students has joined in the Inter-College Football Competition held at Rangapara College, Sonitpur. The team reached up to third round but failed to qualify for quarter final level.

National level

International level

No. of students participated in cultural events

State/ University level

A Cultural Team of about 18th students has participated in the Gauhati University Youth Festival held at Gauhati University.

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
Financial support from institution	126	194670.00
Financial support from government	110	612740.00
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 organised two in-campus social service camps and undertaken the college campus cleaning drive twice in the year.

5.13 Major grievances of students (if any) redressed:

No major grievance is reported by anyone.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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.

- i. To create human resources that would be useful members of the society with strong moral and cultural back ground.
- ii. To provide opportunity for quality higher education to the deprived and marginalized section of the society in this rural area.
- iii. 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 Gauhati University maintains one Academic Council with elected members from the Gauhati University and different colleges affiliated under GU as a whole to look after the curriculum related matters. In departmental level, the GU maintains the Committee of Course and Studies with some selected members from GU concern department and from among affiliated colleges. From the institute Mr. Hemen Baruah, Department of Finance and Mr. B. C. Saha, Department of Management are the members of University Committee of Course and Studies

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 as and when requires.

The vigilance group under Vice-Principal of the college take care on maintenance of discipline and look after holding the regular classes and other related matters.

Special emphasis is given on motivating the students for maximum use of the central library and departmental library facility.

6.3.3 Examination and Evaluation

The college authority maintains or follows very strictly the rules and regulations on examination purpose. . The college authority conducts pre-examination test centrally for all departments before one month of each final examination and sessional examinations for the semester system students. 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 and about seven faculty members are pursuing Ph. D work under different universities and one of them with teacher fellowship from the UGC financial help in this session. Moreover, one faculty member from the departments of Education is awarded the Ph. D degree by the Gauhati University.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Central library is well equipped with a good numbers of reference books and journals for research works as well as good numbers of text books for students, well furnished reading rooms for faculty and students separately, computer lab and one mini conference room. The administrative section of the college is computerised. Science stream and education departmental laboratories have sufficient instruments and reagents for students practical.

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 many a time bear expenses for the same.
5. Faculty members are encouraged to participate in career enhancement programmes and to pursue research works.
6. Faculty members are also provided with additional charges to look after extracurricular activities according to their interest for the benefit of the students.

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 give admission to 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?

- Under the semester system, total six semester wise Final Examinations of 4/5 of total marks are conducted by the parent University as per Academic Calendar prepare by the University. Besides that, the college has to conduct internal examination for 1/5 of total marks of its own which added to the final score. For the same the University provides guidelines and the college strictly follows the same.
- As an affiliated examination Centre, College run all the final examinations under Gauhati University. Time to time the University formulates some new rules for the examinations under it.
- The internal examinations are centrally conducted by the college on its own in accordance to the Academic Calendar.

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

No significant activities are done by the association, yet 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 extends helping hand to the college staff for any ability enhancement programme which can develop their skills. For the same the Authority provides necessary duty leave to the concerned staff. They are periodically sent for different programmes organised by the University. The college authority on its own has organised one Short Term Computer Basic Programme for the administrative staff.

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 give minimum emphasis on cutting of 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.

Biometrics machine has been introduced in the college to enrol the attendance of all employees of the institution. With the introduction of the machine the authority is able to ensure the attendance of all the staffs in due time. Now, the authority is not to spend time and energy in maintaining the attendance of staff.

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

- Monitoring of attendance of the students in the classes.
 - Arrangement of special classes.
 - To take special care on the hurdles of newly introduced semester system.
 - Emphasis on the use of library by the students.
 - Emphasis on career counselling and guidance.
 - Emphasis on Computer education.
 - Emphasis on co-curricular activities of the students.
 - Internet facility for students and faculty members.
 - Infrastructure development
 - Introduction of job oriented course
1. Departmental Seminar and Workshop (Economics, Finance and Bodo Departments)

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

- Practices of Collecting students feedback for office staff and Centre Library Staff.
- Financial assistance to poor meritorious students.

**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.

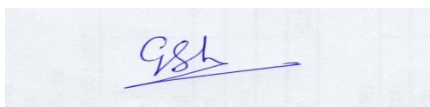
7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

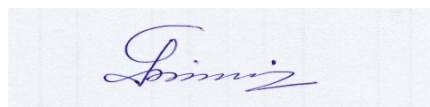
1. Initiatives for securing concurrence of few subjects like Mathematics, Zoology and BCA for further promotion.
2. Construction Committee for new women's hostel in the college.
3. Fixing the students enrolment capacity to bring quality improvement in the teaching learning process.
4. Free students ship to 12 meritorious students [TDC 1st Sem (Arts-2, Sc.- 2 ans Com.- 2) and HS 1st Year (Arts-2, Sc.- 2 ans Com.- 2) Criteria is 75% for Sc.(70% for ST, SC, OBC and minorities) and 70% for Arts and Com.(65% for ST, SC, OBC and minorities)]
5. Concessional Admission to 100 students (70 in TDC 1st Sem and 30 in HS 1st Year).
6. Formation of Internal Audit Committee for financial transparency.

Name DR. GITALI SARMAH



Signature of the Coordinator, IQAC

Name DR. PRASEN DAIMARI



Signature of the Chairperson, IQAC

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

Annexure III

Best Practice 2012-13

1. The institution has evolved one good practice of collecting feedback of all the three departments, like- Teachers, Office Staff and Central Library from the students. For the improvement of quality in teaching-learning and other services of the institution, in each session the college authority arrange for the collection of feedback from the students by proper questionnaires and the process is conducted by a cell particularly assigned with the duty. Besides this, feedback boxes are placed in the central library and in the central location of the college. The feedback reports are periodically placed in the Academic Committee meeting for review and accordingly the authority try to rectify the shortcomings in teaching-learning process and other services of the institution.

It has many good results like:

- I. It helps the authority to find out the weakness the institution.
 - II. It also helps the individual faculty members to know about himself and improve accordingly.
 - III. The process gives an opportunity to the students to assess their faculty members.
 - IV. It helps in realizing accountability of the employees (both teaching & non-teaching) and accordingly develops their credibility.
2. One good practice has been continuing by the college is to help poor and meritorious students. The college is located in a tribal area and majority of students are from economically backward section. In view of this, to help the meritorious students the college offers free admission to the meritorious students from each stream. On the other hand, poor students are also given the facility of concessional admission and Book bank facility. Besides this, students poor aid fund is also available in the college. Moreover, as a whole the fee structure of the college is very low in comparison to other colleges of the locality.

It has many good results like:

- I. The practise provide encouragement to the meritorious and poor students for higher studies.
- II. It helps many poor students in pursuing higher education of the locality.
- III. The people of the area benefitted a lot with this facility.