The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

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

1. 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:

> Dr. Satyendra Kr. Sarmah

Mobile:

> 9706306727

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/AQAR2016-17.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)*   2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i. *AQAR 2003-04 submitted to NAAC on 03-05-2004*
    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*
    x. *AQAR2012-13 submitted to NAAC on 31-12-2018*
    xi. *AQAR2013-14 submitted to NAAC on 31-12-2018*
    xii. *AQAR2014-15 submitted to NAAC on 31-12-2018*
    xiii. *AQAR2015-16 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 (*Specify*)	---
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 — 03

2.11 No. of meetings with various stakeholders: No. 03   Faculty 01

Non-Teaching Staff Students 01   Alumni 01   Others --

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

If yes, mention the amount — 3 lacs

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 08 | International | -- | National | -- | State | -- | Institution Level | 10

(ii) Themes

1. Workshop-" Impact of Ragging in Educational Institution"- on 05-02-2016.
2. Workshop- "Use of Plastic and Its Effect on Environment" – on 06-02-2016
3. Lecture Programme "Development of Life Skills" by Women's Forum on 21-02-2016.
4. Workshop on "Interview Skills" – 15-03-2016
5. Workshop-"Teaching of Regional Languages" on 01-04-2016
6. Workshop- "Disaster Management"
7. Workshop on "Use of Library"
8. Seminar on "Black Money and Corruption"
9. Seminar on "Legal Rights of Women"
10. "Public Participation in Promoting Integrity and Eradicating Corruption" in connection to the observation of vigilance week from 31st Oct. to 05th Nov., 2016.

2.14 Significant Activities and contributions made by IQAC

1. Organisation of college level seminars.
2. Organisation of workshops.
3. Organisation of free Health Check camp.
4. Introduction of Functional Knowledge Certificate Course
5. Organisation of gender sensitization programme.
6. Academic Exchange Programme.
7. Health Awareness Programme.
8. Introduction of free computer course
9. Free computer course for ST/SC students through National Institute of Electrical and Information Technology (NIELIT).
10. Introduction of Regional Language Teaching Course
11. Departmental Special Lecture Programme
12. Awareness programme on Disaster Managements.
13. Awareness programme on Traffic Rules
14. Initiatives for infrastructure development
15. Environmental awareness programme.

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 –

Our college follows the Academic Calendar of the affiliating University, i.e. Gauhati University. On the basis of the Calendar, the IQAC prepares the plan of action in consultation with the College Authority and Faculty members.

Plan of Action	Achievements
1. To increase the number of books and journal in the College Library. 2. To conduct extension activities. 3. To take Feedback for quality improvement. 4. To run G U degree Micro Examination Zone. 5. To emphasis on career counselling and guidance. 6. Arrangement of Academic Exchange Programme and departmental special classes. 7. To emphasis on career counselling and guidance. 8. To emphasis on Computer literacy. 9. To provide hostel facility for girl students. 10. To introduces regional language 11. To take initiatives for Skill enhancement programme. 12. To provide safe and hygienic common room to girls students.	1. The College Library has made addition of new books and journals and reference books for the benefit of the students. 2. Extension activities has pursued by the college family members. the Womens' Forum has organised one free health camp in the nearby Hahini village. Few faculty members has extended their academic service in nearby schools like, Chamuapara High School, Tangla H. S. School, Tangla Girl's High School, etc., Two faculty members has participated in the faculty exchange programme and taken classes in the Sipajhar College. Moreover the college family has participated in the voters awareness programme organised by the district authority, etc. 3. The college authority has made arrangements for collecting feedback of faculty members, office staff and library staff from the students to improve the quality of teaching and service 4. The college has successfully completed the work of Micro Examination Zone of the Guahati University. 5. At the initiative of IQAC, Academic Exchange programme is organised with Mangaldai College and Sipajhar College. Special lectures are arrange for most of the departments in collaboration with Mangaldai College, Kharupetia College, Mangaldai Teacher Training College, etc. 6. Three Career Counselling Programmes are arranged in this session with healthy interactions. 7. Free computer education (Office Automation Course) is introduced in collaboration with NIELIT, Guwahati. 8. Free computer course is introduced for ST & SC students. 9. From this session, hostel facility is provided to girls students of the college. 10. To develop inter lingual mutual understanding among the students, the IQAC has organised regional language teaching course as well as Functional Knowledge course. 11. At the initiatives of IQAC, for the enhancement of skills among the students it has introduced the Functional Knowledge Course, Office Automation Course, Regional Language Teaching Course. 12. New safe and improved common room with modern amenities is provided to the girl students of the college.

* 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

The following actions are taken:

   i.   AQAR was approved by College Governing Body for submission to
        NAAC.

Part – B

Criterion – I

1. 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 Course	3	2	1	3
Others	-	-	-	-
Total	07	02	01	03

Interdisciplinary	-	-	01	-
Innovative	-		02	-

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

Pattern	Number of programmes
Semester	06
Trimester	-
Annual	-

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

   Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

   Nil

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

   One new Computer Centre is established by the IQAC in 2016

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	26	21	Nil	Nil

2.2 No. of permanent faculty with Ph.D. | 16 |

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	02	-	-	-	-	-	-	09	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	24

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/Workshop/ Conference/ Symposia/Congress	10	19	05
Presented papers	03	Nil	Nil
Resource Persons	Nil	Nil	01

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

1. 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.
2. Feedback is collected from students for each faculty member to make them accountable to the students and to improve their quality.
3. Maintaining of departmental Log Book is made compulsory and the Principal put counter signature on it.
4. Departments prepare their lesson plan for each class and in each semester.
5. Tutorial and extra classes are taken for weak students and for timely completion of courses.
6. Special departmental tests are organised by departments to check their progress.
7. Faculty Exchange Programmes are organised to bring out the students from monotonous class routine.
8. Modern teaching tools like- projector, Smart boards etc. are used to make the class attractive.

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

186

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

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

2.10 Average percentage of attendance of students

78%

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	496	--	9	16	15	40
B. Com	88	--	3	34	--	33
B. Sc	67	--	15	13	13	41
BCA						

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

The IQAC engage itself in a lot of activities to contribute, monitor and evaluate the Teaching & Learning process of the institution for improvement of the quality.

i. 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.
ii. The Academic Committee headed by the Principoal as the Chairperson and the Vice-Principal as the Co-ordinator, forms a committee for preparation of the Master Routine for all classes and makes arrangements for admission as well as regular classes.
iii. The Vice-Principal cum Convenor of the Academic Committee is given the sole responsibility of looking after regular classes and other related arrangements.
iv. The academic committee also reviews the academic progress of each department and extends necessary suggestion for improvement of teaching-learning process.
v. Under the academic exchange programme the IQAC has organised lecture programmes with faculty inter-exchange with the Mangladai College and the Sipajhar College. Moreover, special classes with resource persons from other colleges are organised in most of the departments.

2.13 Initiatives undertaken towards faculty development   :

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	05
Others - Training	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	--	02	03
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. One research committee is there to look after research projects pursuing by the faculty members.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [01]   Chapters in Edited Books [02]

ii) Without ISBN No. [02]

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	--	--	--	Yes	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides   Guide [01]
and students registered under them

No of students [02]

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

[--]

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

JRF [--]   SRF [--]   Project Fellows [--]   Any other [--]

3.21 No. of students Participated in NSS events:

University level	--	State level	--
National level	--	International level	--

3.22 No. of students participated in NCC events:

University level	--	State level	--
National level	--	International level	--

3.23 No. of Awards won in NSS:

University level	--	State level	--
National level	--	International level	--

3.24 No. of Awards won in NCC:

University level	--	State level	--
National level	--	International level	--

3.25 No. of Extension activities organized

University forum [   ]   College forum [   ]

NCC	NSS	Any other
Participated in Independence Day & Republic Day celebration parade organised by District Administration.	College campus cleaning and write wash and tree plantation in the college campus jointly by NSS wing and Students Union.	IQAC, through the Disaster Management & Environment Cell has observed the Environmental Day and planted tree in the college campus. The Cell has also organised Workshop on Disaster Management in collaboration of State Disaster Management Department.

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

    I.   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.
    II.   Organising free Health Check camp.
    III.   Organising Gender Sensitization Programme.
    IV.   Awareness programme on Disaster Managements.

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	27	3	State Govt. + Self	30
Laboratories	06			06
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Xerox =01	04 12	Self Self	05 12
Value of the equipment purchased during the year (Rs. in Lakhs)		210000.00		210000.00
Others				

4.2 Computerization of administration and library

Computerization process is introduced in the administrative block and the Central library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	42786	4016186	2726	504310	45512	4520496
Reference Books	7203	1042270	760	103785	7963	1146055
e-Books						
Journals	6	6480	2	1350	8	8830
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	15	03	01	01	01	01	--	01
Added	15	--	--	--	--	--	--	--
Total	30	03	01	01	01	01	--	01

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) for teaching staffs.

4.6 Amount spent on maintenance in lakhs :

i)   ICT — 3.50

ii) Campus Infrastructure and facilities — 15.22

iii) Equipments — 22.08

iv) Others — 40.35

Total : 78.00

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 the regular attendance of students.
- It 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.
- Guides students as how to apply online for different schemes of Scholarship.
- The Career Counselling Cell has organised career related workshops in the college.
- The Grievances Redressal Cell guided the students for problems faced by them in office works.
- Different Cells like, Health care Cell, Gender Sensitization Cell, Career Counselling Cell, Disaster management & Environmental Awareness Cell, Sports & Youth Welfare Cell etc. organises awareness programmes in different levels for the development and betterment of the students.
- Programme undertaken to develop Functional English.

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 proceeds for academic progression accordingly.
- 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.
- The Governing Body is the sole authority for maintaining the institution. The G B frequently holds its meetings and plays an important role for the progress of the institution in both the academic as well as infrastructural side.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3329	--	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

Men

No	%
1828	55

Women

No	%
1501	45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
544	226	1466	720	-	2956	483	214	1638	994	-	3329

Demand ratio% :   1621 : 1513   Dropout %:   40.07

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 Career Counselling Cell maintains the employment related news papers in the Central Library and organised two counselling programmes for the benefit of the students in this year. Moreover, faculty members personally guides the students as and when require.
- The Cells maintaining one notice board and hang different kind of advertisements relating to employment as well as courses in different fields.

No. of students benefitted   No approximate Data Available

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	No approximate Data Available

5.8 Details of gender sensitization programmes

The Women Cell of the college has organised one Special Lecture programme on International Women's Day on the topic "Legal Right of Women" with two resource persons from legal profession.

5.9 Students Activities

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

State/ University level

- The College Football Team of about 15 students has participated in the Inter College Football Competition held at Kokrajhar College. The team reached up to Quarter Final stage.

Other

- A Literary Group of about 10 students have participated in the Ishan Mochahary Literary Competition held at Kokrajhar, 2015. The team won good number of prizes.
- The team has also participated in the Lokeswar Brahma Memorial Day held in Bijni.

National level [--] International level [--]

No. of students participated in cultural events

State/ University level

- A Cultural Team of about 25 students has participated in the Zonal Inter-College Youth Festival,2016 held at Tezpur College and won good number of prize in different categories.
- The team has also joined in the Inter-College Youth Festival, 2016 held at Gauhati University and performed brilliantly. The team has won the most prestigious and deserved award of "Best Discipline Team" award. Besides these the team has won Best Director Prize (Mr. Dipu Rabha), 2nd Prize in Acting, 2nd Prize in Orchestra, 2nd Prize in Skit and 3rd Prize in One Act Play.

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 [06]   National level [ ]   International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	1210	Payment made directly to the individual Bank A/c of the Students
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

A good numbers of students have received merit scholarship under the Prime-Minister Ishan Uday Scheme. But no record is available as the eligible students apply online individually. Some other organisations like LICI, Tea Garden Authorities, etc. have also provided scholarships to the students of the institute in individual level.

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 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.

1. To create human resources that would be useful members of the society with strong moral and cultural back ground.

2. To provide opportunity for quality higher education to the deprived and marginalized section of the society in this rural area.

3. 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:

1. A brief history of the college
2. Mission & Vision of the college
3. Students' welfare scheme
4. Different facilities available in the college
5. Rules and regulations of the college for the students
6. Programmes/courses offered
7. Course structure, subject combination and evaluation pattern
8. Fee structure
9. About faculty & office staff
10. 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.

6.3.2   Teaching and Learning

a)   The Academic Committee in the beginning of each session reviews and prepares planes for teaching learning process of that particular session.
b)   In the begging of session, the Academic Committee take the initiative to purchase in books in the Central Library for all departments. For the same, it informs all departments to submit list of required books in accordance to the surplus number of students, change in syllabus and of important reference books.
c)   Departments are encouraged to review the progress and to provide personal guidance as and when requires.
d)   Each department maintains their log book and the authority review the progress through the head of the department.
e)   All the faculty members are encouraged to prepare lesson plan of the subjects/papers allotted to them in accordance to class routine and academic calendar for timely completion of courses.
f)   The college authority publishes the academic calendar for every session to keep the students and teachers informed about academic activities of the year.
g)   Under the faculty exchange programme, the IQAC has invited faculty members from the Mangaldai College to deliver lectures to the students.
h)   The IQAC has also taken initiative to organize special lecture in each department with invited faculty members from the neighboring colleges like, Mangaldai College, Kharupetia College, Mangaldai Govt. B. Ed. College, etc.

6.3.3   Examination and Evaluation

a)   The college authority maintains or follows very strictly all the rules and regulations on examination purpose. The institute run all the Under Graduate and Higher Secondary final examinations under GU and Assam Higher Secondary Education Council.
b)   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.
c)   A good numbers of faculty members works as supervisors in different centres of different examinations every year.
d)   Most of the senior faculty members are appointed as examiner, scrutinizer and head examiner by the University in different script evaluation zones.
e)   Our college being selected as a Evaluation Zone for Under Graduate Courses with a few neighbouring colleges as Micro-Zones since 2015-16, almost all the faculty members remain engaged in script evaluation process.

6.3.4 Research and Development

a) The individual teaching members are encouraged to pursue research works and to attend seminars, workshops, conference, etc. and to present and publish research papers.

b) The college authority provides all possible and available facilities for research works.

c) A good academic atmosphere has developed in the campus as result the number of research paper presenter is growing up and number of Ph. D. and M. Phil degree holders is also increasing.

d) One faculty member from the departments of Bodo has completed her Ph. D degree in this year.

e) In semester system, some departments have project works in the academic curriculum. The faculty members of those departments take special care for the project works to train up them for research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

i. 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, one internet browsing centre and one mini conference room.

ii. Majority of the administrative works have been brought under computerised system.

iii. Science stream and education departmental laboratories have sufficient instruments and reagents for student's practical purpose.

iv. BCA and ICA computer labs are also well equipped with 25 numbers of computer set and internet connectivity.

v. The IQAC has opened one new computer lab with twenty numbers of computers to run computer courses. The Institute of distance and open learning (IDOL) is also co-partner of this lab as they are running a study centre of PGDCA under Gauhati University IDOL.

vi. The authority provides importance on infrastructure developments. As a result, numbers of class rooms are increased, computer labs, mini stadium, etc. are added and new instruments like, projector, sound system, Xerox machines have been procured for use.

vii. The IQAC has added one Projector, One Xerox Machine, one Computer Desktop set, one scanner machine in the IQAC office to run different programmes under it.

6.3.6   Human Resource Management

1. The college authority plans for optimal use of the existing manpower in the teaching and non-teaching staffs.
2. As a result of growing numbers of students, the college authority has to go for engaging part times teachers and office staffs after following proper guidelines of the Govt.
3. Introduction of Functional Knowledge Certificate Course to enhance students' skills and employability.
4. Talented students are taken special care and encouraged for higher studies.
5. The poor and needy students are provided financial helps through concessions for pursuing higher education.
6. The college tries to give admission to all applicants to develop human resources in this backward area.
7. The college now trying to concentrate on job oriented courses by opening new coursed with private- public partnership like, ICA, Panbazar, NIELIT, Guwahati.
8. The Career Counselling has organised good number of programme to guide students and to pass information about different vital field of career in this session. One programme is collaborated by Kaziranga University.

6.3.7   Faculty and Staff recruitment

i.   The college authority takes immediate steps to fill up if any vacancy arises in both teaching and non-teaching posts and applies to the appropriate authorities for the due permission to do so.
ii. One committee was formed by the Governing Body of the college as per guidelines of the Department of 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.
iii. 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

Keeping in view the importance of skill based education and employability of our students, the college has signed a MOU with a Computer Training based Firm – Institute of Computer Accountants (ICA) since 2015-16. Till date as many as 16 course completed certificate holder students have joined different jobs.

6.3.9   Admission of Students

1. 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.
2. 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.
3. 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/ Academic Committee

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?

- After introduction of Semester system in the under graduate level, the affiliating University-Gauhati University – has made different efforts to make the examination system a institution and students friendly.
- Online Examination Form Fill up by colleges has been introduced to reduce the manual work loads of University as well as college employees.
- 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

The Alumni Association meet is held and a new Alumni Committee is formed.

6.12 Activities and support from the Parent – Teacher Association

i. The institution has observed its Foundation Day on 17th November, 2016 with the cooperation of the founder members, alumni, parents and local people. All expressed happiness on the development of the college and stress on further growth of the institution as one of the premier higher education institute in the region.

6.13 Development programmes for support staff

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

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

i. Tree plantation is continued by the college authority at the aegis of the Disaster Management & Environmental Awareness Cell in collaboration with the NSS wing and Students Union of the college. Cutting of standing trees is not allowed within and around the college campus. Stop cutting and growing more trees is our motto.

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.

> i. For effective time keeping, Electronic Bells have been introduced and placed at every corner of the college removing the manual brass metal bell.
>
> ii. It has helped in maintaining efficient time keeping as it is audible in all the class rooms of the college campus.

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

> 1. Workshop-" Impact of Ragging in Educational Institution"
> 2. Workshop- "Use of Plastic and Its Effect on Environment"
> 3. Lecture Programme "Development of Life Skills" by Womens' Forum
> 4. Workshop- "Interview Skills"
> 5. Workshop-"Teaching of Regional Languages"
> 6. Workshop- "Disaster Management"
> 7. Workshop on "Use of Library"
> 8. Seminar on "Black Money and Corruption"
> 9. Seminar on "Legal Rights of Women" on International Women's Day.
> 10. "Public Participation in Promoting Integrity and Eradicating Corruption" in connection to the observation of vigilance week from 31st Oct. to 05th Nov., 2016.
> 11. Organisation of free Health Check camp.
> 12. Introduction of Functional Knowledge Certificate Course
> 13. Academic Exchange Programme.
> 14. Health Awareness Programme.
> 15. Introduction of computer course
> 16. Free computer course for ST/SC students.
> 17. Introduction of Regional Language Teaching Course
> 18. Departmental Special Lecture Programme
> 19. Awareness programme on Disaster Managements.
> 20. New Computer Lab.
> 21. Awareness programme on Traffic Rules
> 22. Initiatives for infrastructure development
> 23. Environmental awareness programme.
> 24. Infrastructure development.
> 25. Boosting the Academic Committee, etc.
> 26. Installation of Green Board with dust-free chalks installed.
> 27. Two numbers of cool drinking water facilities added for the students.

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

- Ban on the use of Mobile phone inside the college campus.
- Fixation of time period for returning the borrowed books from the library.

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

7.4 Contribution to environmental awareness / protection

Every year the departments of Botany and Zoology undertake project works related to Environmental Audit.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☐ √

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

Nil

8. **Plans of institution for next year**
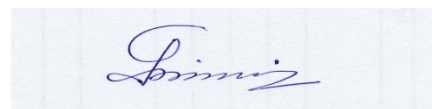
1. To organising Seminars
2. To organising workshops, lectures, awareness programme, etc.
3. Stress on Career Counselling activities.
4. Infrastructure development.
5. Emphasis on procuring more computers and other modern tools useful in teaching-learning process.
6. To enhance the involvement of students in different co-curricular activities.
7. To install E-Resource facilities in the Central Library.
8. To take necessary steps to fill up the existing vacant sanctioned posts with competent permanent faculty members.

Name   *DR. GITALI SARMAH*   *Name* *DR. PRASEN DAIMARI*

_____   _____

Signature of the Coordinator, IQAC   *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

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<p align="center">COLLEGE CALENDER 2016-17</p>
<p align="center">TANGLA COLLEGE, TANGLA</p>
<p align="center">Chamuapara :: Dist : Udalguri (BTAD), Assam – 784521</p>

AUGUST 2016

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2016

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2016

MON	TUE	WED	THU	FRI	SAT	SUN
31					1	2
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30

NOVEMBER 2016

MON	TUE	WED	THU	FRI	SAT	SUN
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10	22	23	24	25	26	27
28	29	30				

DECEMBER 2016

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
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JANUARY 2017

MON	TUE	WED	THU	FRI	SAT	SUN
30	31					1
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29

FEBRUARY 2017

MON	TUE	WED	THU	FRI	SAT	SUN
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27	28					

MARCH 2017

MON	TUE	WED	THU	FRI	SAT	SUN
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20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2017

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
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MAY 2017

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

JUNE 2017

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2017

MON	TUE	WED	THU	FRI	SAT	SUN
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Legend:
- SUNDAYS
- HOLIDAYS
- RESTRICTED HOLIDAYS
- COLLEGE EVENT DAYS
- INTERNAL EXAMINATION DAYS

Website : www.tanglacollege.ac.in,
Email.   : *tanglacollegepd@gmail.com*,

ANNEXURE III

Best Practice:-

i. One best practice that the college initiated is banning of use of Mobile Phones by the students within the college campus during class hours. Many a time, it is observed that students in group are busy with their android mobile in corners, disturbing the environment of the college. It is also observed that, during examinations their mobiles get missing from the place where they left before entering into the examination hall. Thus students are discouraged to use mobile within the college campus rather they are encouraged to use net facility and reading room facility available in the central library.

Good results are:

    a) It also helps the students in developing concentration and attendance of classes by them.
    b) It able to increase the attendance of students in reading room facility of the college.

ii) Another good practice which the college has nurtured is rotation of borrowed books to students for a limited period or else they are fine for not returning the books in time.

iii) Beside this, as per library provisions students have to return their books after filling the examination forms ahead of semester examinations. For the benefit of the students, college authority makes a provision that the students can keep the book upto examination if he get counter guarantee from teachers of concerned department. Concerned departmental teacher often provide the same as students are bound to return the books to the library, otherwise he will not be able to get his/her mark-sheet or certificate.

Good results are:

    a) It ensures the proper use of books by the students in due course of time.
    b) The books properly get rotate for all students.
    c) Students can use library books up to examination time.

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