

## The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

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:	Dr. Gitali Sarmah
Mobile:	9435725307, 8136086038

IQAC e-mail address:

tanglacollegeiqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 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-

1.5 Website address:

www.tanglacollege.ac.in

Web-link of the AQAR:

http://www.tanglacollege.ac.in/AQAR2017-18.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)

2017-18

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

- i. AQAR 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
- xiv. AQAR2016-17 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	10
2.11 No. of meetings with various stakeholders:	No. 10 Faculty 07
Non-Teaching Staff Students 03	Alumni --- Others --
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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.  International  National  State  Institution Level

(ii) Themes

1. "National Poet Meet" – Organised by the Department of Bodo, Tangla College, in collaboration with Sahitya Academy.
2. Workshop on Choice Based Credit System
3. Global Warming
4. Woman Trafficking and Drug Abuse
5. Lecture on Choice Based Credit System (CBCS) and Its Implications.
6. "Digital Payment and Cyber Crime".

### 2.14 Significant Activities and contributions made by IQAC

1. Career Counselling Programmes were organised on topics like
  - i. Airlines Service, NDA & Indian Navy
  - ii. Industrial Accounting & Taxation
2. Tangla College Women's Forum visited the Old Age Home at Guwahati on 04-02-2017 and gave financial assistance.
3. A workshop was organised on the theme Choice Based Credit System on 06-06-2017.
4. On 5<sup>th</sup> September, 2017- our college students' team visited Assam Assembly Session and the team led by Mr. Mintu Pathak, Associate Professor of the Department of Political Science and sponsored by the District Administration. Our students were benefited through interaction with Mr. Padmaloshan Das, Minister, Assam Legislative Assembly, Miss. Kamali Basumatary, MLA, etc.
5. Departmental Seminar was organised by the Department of Economics on "Global Warming" on 8<sup>th</sup> August, 2017.
6. Awareness Program on "Woman Trafficking and Drug Abuse" on 21<sup>st</sup> September, 2017.
7. Prof. Mahesh Chandra Goswami was invited in the State level Annual Memorial Lecture cum Workshop Programme, held on 17<sup>th</sup> Nov. 2017, to deliver lecture on Choice Based Credit System (CBCS) and Its Implications. The State level Lecture cum workshop programme was organised by Assam College Teachers' Association in collaboration with, Darrang-Udalguri Zone, ACTA, IQAC and Teachers' Unit, Tangla College.

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

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. To continue to get Feedback for quality improvement.</li> <li>2. To finish the work of new Science Laboratory.</li> <li>3. To organize seminar/workshop.</li> <li>4. To develop infrastructure.</li> <li>5. To ban use of Mobile phone.</li> <li>6. To organize career counselling for the students.</li> <li>7. To convert college library into digital library.</li> <li>8. To provide departmental rooms and computers to each and every department.</li> <li>9. To start boundary wall.</li> </ol>	<ol style="list-style-type: none"> <li>1. The college authority has made arrangements to continue the collection of feedback of faculty members, office staff and library staff from the students to improve the quality of teaching. Two feedbacks cum complaint boxes, one each in front of office and central library respectively are placed.</li> <li>2. The college has organised one seminar on “Global Warming.” and one lecture programme on Choice Based Credit System.</li> <li>3. The college authority has started with construction of a new Computer Centre building funded by RUSA.</li> <li>4. The college authority has issued notice banning use of Mobile Phone inside the college campus and made it as punishable.</li> <li>5. The college authority has continued with the programmes of career counselling for the students.</li> <li>6. From this year our college introduced E-Resources Centre at its Central Library with the financial assistance of RUSA.</li> <li>7. The college Authority has provided separate departmental rooms with computer facilities to each and every department of the college.</li> <li>8. Constructions of two-storied Sc. Lab. building, Class Room building, Computer Centre Building, etc have been done under Rashtriya Uchcharat Siksha Abhiyan (RUSA) Scheme of Upgradation of Existing Degree Colleges to Model Degree College.</li> <li>9. Our college also constructed a full Boundary Wall around its campus funded by Bodoland Territorial Council (BTC) .</li> <li>10. With the financial assistance from Bodoland Territorial Council (BTC) college boundary wall its completed.</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

The following actions are taken:

1. Result based teaching plan is encouraged
2. Organising frequent informal departmental test
3. Encouragement to tutorial classes
4. Frequent meeting of Academic Committee
5. Encouraged computer literacy and extracurricular activities among students and staffs.

## 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 Course	3	2	1	3
Others	-	-	-	-
<b>Total</b>	<b>06</b>	<b>02</b>	<b>01</b>	<b>03</b>
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	03
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.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
49	27	22	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

17

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
06	02	-	-	-	-	-	-	06	02



2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	24
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	01	01
Presented papers	--	02	00
Resource Persons	--	--	--

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

- i. Modern teaching tools like- projector, Smart boards, green boards, etc. are used to make the class attractive.
- ii. Departments of different streams prepare their lesson plans for each class.
- iii. Encouragement of Extension Education Programmes.
- iv. Faculty members are encouraged to avoid unnecessary leave during full swinging class season to maintain congenial academic atmosphere.
- v. Faculty members are encouraged to take extra classes to assist the weak and slow learners.

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

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

Nil	Nil	02
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2.10 Average percentage of attendance of students

75%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A.	512	---	16.02	9.18	9.96	35.16
B. Com	90	---	6.67	23.33	---	30
B. Sc.	94	---	21.27	3.90	---	24.47
BCA	07	---	85.70	14.30	---	100

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

- i. 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.
- ii. Every year, the Principal, with help of the Academic Committee, prepares the Master Routine of Daily Classes.
- iii. The Vice-Principal cum Convenor of the Academic Committee is entrusted with responsibility to look after the regularity of the classes.
- iv. The academic committee also reviews the progress of each department and extend necessary suggestion for the improvement of teaching-learning process.
- v. 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.
- vi. The IQAC of the college, through the Feedback Cell, collects feedbacks of the teachers as well as office and library staffs, from the students and try to rectify the shortcomings through the Academic Committee.
- vii. The office bearers and members of the Core-Committee of the IQAC keep close contact with office bearers of the Students' Union of the college 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	10
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	01
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
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	--	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

- |   |
|---|
| 1. Initiative is taken for publication of one Multi-lingual and multi-discipline research oriented journal with ISSN number from the college. |
|---|

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
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.  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	--	--	--	Yes	--	--

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="--"/>		
NCC	<input type="text" value="Participated in Independence Day &amp; Republic Day celebration parade organised by District Administration."/>	NSS	<input type="text" value="College campus cleaning and write wash and tree plantation in the college campus jointly by NSS wing and Students Union."/>	Any other	<input type="text" value="Nil"/>

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

- Tangla College Women's Forum in Collaboration with the College IQAC organised a Workshop cum Social Awareness Programm on "Woman Trafficking and Drug Abuse" on 21<sup>st</sup> September, 2017.
- Tangla College Women's Forum visited the Old Age Home at Guwahati on 04-02-2017 and gave financial assistance.
- The Department of Economics in collaboration with IQAC of the college organised a Seminar on "Global Warming and Its Impact in the Economy" on 8<sup>th</sup> August, 2017.

## 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	30	6	RUSA + State Govt.	36
Laboratories	06	5	RUSA	11
Seminar Halls	01	0	State Govt.	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	02	Sc Lab eqmts=36 Projector=04	Self + RUSA	42
Value of the equipment purchased during the year (Rs. in Lakhs)		11.09 lac		11.09 lac
Others				

#### 4.2 Computerization of administration and library

Computerization process is introduced in the office administration and Central library.
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	45512	4520496	2051	374551	47563	4895047
Reference Books	7963	1146055	1505	274813	9468	1420868
e-Books			1375	964900	1375	964900
Journals	8	8830			8	8830
e-Journals						
Digital Database						
CD & Video						
Others (specify) E-Resource Centre			1	1015000	1	1015000

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others (Projector)
Existing	30	03	01	01	01	01	08	--
Added	75	01	05	--	01	01	4	-
Total	105	04	06	01	02	02	12	--

#### 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 Basic & Tally) for office and teaching staffs.

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

i) ICT	48.33
ii) Campus Infrastructure and facilities	21.88
iii) Equipments	11.09
iv) Others	4.28
<b>Total :</b>	<b>85.58</b>

### Criterion – V

#### 5. Student Support and Progression

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

- i. IQAC encourages participation of students in the University Youth Festivals and Inter College Football Tournaments and Volleyball Competitions.
- ii. The IQAC, through the Academic Committee monitors the teaching-learning process and stress on the regular attendance of students.
- iii. 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.
- iv. IQAC motivates the departments to look into the students' support services such as career prospects, placements, etc by organising different programmes.



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

1. In the beginning of each session the Academic Committee holds its meeting under the chairmanship of the Vice-Principal of the college and prepares action plan for the whole session in consultation with the members of the committee, especially the heads of all departments including the Coordinator of the IQAC.
2. The authority of the college with the help of the Academic Committee prepares academic plan for every session in accordance with the Academic Calendar and Master Routine and proceeds accordingly.
3. Students who perform excellence in the results in the final examinations as well as in co-curricular are felicitated by the college family.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3725	--	--	--

(b) No. of students outside the state

01

(c) No. of international students .

Nil

	No	%		No	%
Men	2145	57.58	Women	1580	42.42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
483	214	1638	994	-	3329	577	229	1829	1090	5	3725

Demand ratio %:

1648 : 1566

Dropout %:

33.01

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

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

No. of students benefitted

Approximate data not 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
--	--	--	

### 5.8 Details of gender sensitization programmes

1. The Tangla College Women’s Forum has organised one Awareness Programme on “Human Trafficking and Drug Abuse” particularly targeting girl students. They have also given a visit to “Old Age Home”, talk with old persons their and extend financial assistance to them.
2. The Women Cell of the college has also visited Orphanage Home at Mangaldai, encouraged the girl child and gifted some play materials to them.

### 5.9 Students Activities

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

State/ University level

16 students of the college participated in Inter-College-Football Tournament organised by Gauhati University

Other

National level

--

International level

--

No. of students participated in cultural events

State/ University level

- i. A team of 25 students (both Girls & Boys) participated in the Inter-College –Youth Festival organised by the Gauhati University and bagged 1st prize Skit, 2<sup>nd</sup> Prize Folk Dance, 3<sup>rd</sup> Prize in Orchestra.
- ii. Our college team also brought honour to the college by bagging the Best Disciplined Team of the year.

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	---	---
Financial support from government	2162	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 LICl, 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

5.13 Major grievances of students (if any) redressed: No major grievances reported till now.

## 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 in bringing about development and scientific outlook 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 to the 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.

**Objectives:**

1. To create human resources that would be useful for the nation, guided by the motto, “Let the light of knowledge spread over all corners”.
2. To provide opportunity to all for quality higher education in this backward area.
3. To produce a number of graduates in the area.
4. To develop knowledge and skills in the emerging fields by incorporating new and upcoming courses.
5. To provide opportunities for physical development through sports and extracurricular activities.
6. To play parental role in the area by inculcating moral and spiritual values among the youths, and by making them mentally sound and enlightened.
7. To work against social evils and superstitions in the society.
8. To develop the college into an information hub for the rural population not having access to information technology.
9. To take up leadership role in the creation of environmental awareness among the local population.
10. To act as a centre of positive social changes with value addition to human resources in the rural area.

## 6.2 Does the Institution has a management Information System

Our 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

- i. The College follows the curriculum developed by the affiliating university, i.e. Gauhati University. The affiliated colleges under GU are not authorised to make any omission or commission in syllabus though few members from few college of concerned department are given opportunity to be member of the Committee of Course and Studies.
- ii. From the institute Mr. Krishna Kt. Basumatary, Department of Accountancy and Mr. Samarjit Boro, Department of Political Science were selected as the members of the Bodoland University Departmental Syllabus Committee.

### 6.3.2 Teaching and Learning

1. Every year prior to the beginning of the scholastic session, the college authority calls for an Academic Committee meeting consisted of all the Heads of different Departments and discusses as to how to go ahead with the new academic session.
2. In the meeting, the Academic Committee forms two sub-committees – (a) Admission Committee for a smooth functioning of the whole admission procedures, and (b) A Routine Committee to arrange the whole of the Daily Classes in the form of a Master Routine.
3. All the departmental Heads are entrusted to prepare and submit a Lecture Plan covering all the topics/lessons of the syllabus indicating the workloads of every teacher.
4. While preparing the General Master Routine, stress is given on optimum utilization of the college infrastructure.
5. Every HoD, in consultation with the faculty members, develops certain plausible strategies not only to complete the syllabus in due course of time, but also to deliver their best to the students of every level of class.

### 6.3.3 Examination and Evaluation

- i. The college authority maintains or follows very strict rules and regulations in respect of Examinations and evaluations.
- ii. College authority appoints sufficient number of Assistant Examinations Officers and Office Staffs to run the Internal Assessment Test Examinations as well as the End Semester Examinations.
- iii. A good number of faculty members work as supervisors in different examination centres conducted by the Gauhati University.
- iv. Our college has been entrusted with setting of an Answer Script Evaluation Zone for all semester of TDC Examinations consecutively for last five years. As such, most of the senior faculty members are engaged as examiner, scrutinizer and head examiner by the University.

### 6.3.4 Research and Development

1. The individual teaching members are encouraged to pursue research works and to attend seminars, workshops, conference, etc. and to present and publish research papers.
2. Three faculty members have been awarded the degree of Ph. D in this session.
3. Two faculty members are pursuing research works for the Ph. D degree.

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

1. E-Resources Centre has been added in the Central library.
2. As many as 1375 numbers of Audio/E-Books and Encyclopaedia E- Book Collections have been added to the E-Resource Centre of Central Library.
3. A good numbers of Text as well as Reference books and journals have been procured for teachers and students.
4. Science stream and education departmental laboratories have been added with modern laboratory equipments.

### 6.3.6 Human Resource Management

1. At the beginning of the academic session, manpower planning is decided on the basis of workload, as per university norms. In case of shortage of manpower due to growing numbers of admissions, the Principal, in consultation with the Academic Committee, places a proposal to the college Governing Body for an emergency requirement of part time teaching staff to cater the growth in demand for more classes.
2. Talented students are taken special care and encouraged for higher studies.
3. The poor and needy students are provided financial helps through concessions for pursuing higher education.
4. The college tries to give admission to all applicants to develop human resources in this backward area.
5. 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. The college is now trying to concentrate on job oriented courses by opening of new coursed with private-public partnership.

### 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

1. No industrial interaction or collaboration is made in this session as there is no industry in this area.
2. But, keeping in view the importance of skill based education and job market wherever applicable, 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 give admission to 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 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 Fund, GPF, Group Insurance, etc.
Students	Poor Aid Fund, Book Bank facility, Concession in admission fee, etc

### 6.5 Total corpus fund generated

Rs. 1,00,000.00

### 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?

The Final Examinations are conducted by the parent University For the same the University set some guidelines and the college follow the same. Time to time the University formulates some new rules for the examinations under it. The internal examinations are conducted by the college.

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

1. The affiliating University has introduced a system of Micro-Evaluation Zones at different colleges on rotation basis. Our college has been entrusted to run a Evaluation Zone with few neighbouring colleges under our college as Micro-Zones.
2. Our college has been enjoying the responsibility of running an Evaluation Zone twice a year for last 4 years since 2014-15.

6.11 Activities and support from the Alumni Association

Alumni Association of the College is quite supportive and helps the college at every time of need.

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

Parents are being tried to be aware about the importance of education of their child as well as about the available facilities in the college. Tangla College Teacher Association (TCTU) is pro-active in this respect.

#### 6.13 Development programmes for support staff

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

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

Every 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.

Close circuit camera (CCC) has been introduced in the college campus control from the Principal's cabin. It makes the supervision of the campus activities easy for the administration. The authority now easily controls and monitors the situation prevailing in all corners of the college. Students are also very conscious about their activities within the campus because of this vigilance.

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

- i. ENT Health Awareness programme was organised by the Women's Forum of the College.
- ii. Disaster Management Awareness Programme by SDRF ,
- iii. Distribution of books to Departmental Libraries,
- iv. Observed the World Environmental Day with a short meeting followed by Tree Plantation by Teachers and Students.
- v. Allotment of Departmental Rooms to Departments of Arts Stream Departments.
- vi. Completion of Water Supply project sponsored by the PHE, Govt, of Assam.
- vii. Introduction of Online system of Admission Process and completed successfully.
- viii. Completed the renovation works of the college canteen.
- ix. Completed construction of new Cycle Stand for students.
- x. Installation of CC TV camera surveillance.
- xi. Installation of Projectors and digital boards in 3 Smart Classrooms completed.

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

1. Inclusion of girls students in NCC group of the College.
2. Inclusion of departmental notice board in front of the major class rooms.
3. Periodic cleaning of the college campus by NCC, NSS and Students' Union of the college.

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

7.4 Contribution to environmental awareness / protection

- i. Our college observes the World Environment Day with a gathering of teachers, students and office staffs and take tree plantation programme within the college campus.
- ii. Every year, the departments of Botany and Zoology conduct green Audit.
- iii. This year, the Bengali Student's Union of Tangla College distributed plants among the staff (teaching & non-teaching) and student of the college on the Teachers' Day. The college authority discourages totally on cutting of trees unless it is of utmost necessity.

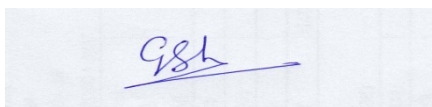
7.5 Whether environmental audit was conducted? Yes  No

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

## 8. Plans of institution for next year

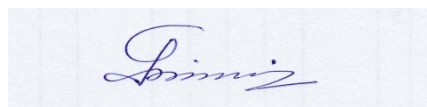
- i. Development of Infrastructure like –
  - a. Completion of construction of Computer Centre.
  - b. To allot departmental rooms for Science Stream,
  - c. To start construction of Gauhati University IDOL Study Centre,
  - d. To allot ICT facilities to different departmental rooms,
  - e. To allot Computer Centre for BCA and other students.
  - f. To organised Social Awareness Programmes.
  - g. To continue with Academic Extension Progrmmes.

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 II

### Academic Calendar 2017-18

# TANGLA COLLEGE, TANGLA

## UDALGURI : BTAD : ASSAM

### PIN – 784521



#### ACADEMIC CALENDAR FOR THE SESSION 2017-18

Class/Working Days/Exams/Holidays and Academic & Other Activities	Dates
<b>JULY 2017</b>	
Working Days	1, 3– 8, 10 – 15, 17 – 22, 24 – 29, 31.
Sundays	2, 9, 16, 23. 30.
SUMMER VACATIONS	1 – 31
<b>AUGUST 2017</b>	
Working Days & Classes	1 – 5, 7 – 12, 14, 16 –19, 21 –22, 24 – 26, 28 – 31
<b>Freshmen Social Day</b>	<b>30</b>
Sundays	6, 13, 20, 27
Independence Day – <b>Holiday.</b>	15
Tithi of Sri Sri sankardev – <b>Holiday</b>	23
<b>SEPTEMBER 2017</b>	
Working Days/Classes	1, 3 – 4, 7 – 12, 16 – 19, 21 – 24, 26, 28 – 30.
<b>1<sup>st</sup> Sessional Exams for Odd Semesters</b>	7 – 12
Sundays	3, 10, 17, 24
Tithi of Sri Sri Madhav Dev – <b>Holiday</b>	10
Janmastami - <b>Holiday</b>	13
Id-Uz-Zuha - <b>Holiday</b>	25-26
Durga Puja, Lakshmi Puja– <b>Holiday</b>	26 – 30
<b>Election to the TCSU, 2017-18</b>	<b>6</b>
<b>OCTOBER 2017</b>	
Working & Class Days	6 – 7, 9 – 14, 16 – 17, 21, 23 – 28, 30 - 31.
<b>Examination Centre Committee Meeting</b>	5
<b>Examination Committee Meeting</b>	28
<b>2<sup>nd</sup> Sessional Exams for Odd Semesters</b>	5 – 10.
Sundays	1, 8, 15, 22, 29.
Muharam, Durga Puja, Lakshmi Puja– <b>Holiday continued</b>	1 - 5
Birth Day of Mahatma Gandhi – <b>Holiday</b>	2
Kati Bihu, Kali Puja , Diwali, Kati Bihu - <b>Holidays</b>	18 – 20.
<b>NOVEMBER 2017</b>	
Working & Class/Exams Days	1 – 3, 6 – 11, 13 – 18, 20 – 23, 27 – 30
Sundays	5, 12, 19, 26
Guru Nanak Birth Day – <b>Holiday</b>	4
Lachit Divas – <b>Holiday</b>	24
End Semester Examinations for First, Third and Fifth Semesters will begin <b>tentatively</b> from the Third Week of November 2017 and be completed by 30 <sup>th</sup> December 2017.	

<b>DECEMBER 2017</b>	
End Semester Examinations for First and Third Semesters will continue till 30 <sup>th</sup> December 2017.	
Working Days	1, 4 – 9, 11 – 16, 18 – 24, 26 – 31.
Sundays	3, 10, 17, 24, 31
Asom Divas – <b>Holiday</b>	2
Christmas Day – <b>Holiday</b>	25
<b>JANUARY 2018</b>	
Working Days	1 – 6, 8 – 12, 16 – 20, 21 – 25, 27, 29 – 30.
Sundays	7, 14, 21, 28
Magh Bihu – <b>Holidays</b>	13, 14, 15
Swaraswati Puja – <b>Holiday</b>	22
Republic Day - <b>Holiday</b>	26
<b>FEBRUARY 2018</b>	
Working Days & Classes	1– 3, 5 – 10, 12 – 13, 15 – 17, 19 – 28.
Sundays	4, 11, 18, 25
Saraswati Puja – <b>Holiday.</b>	14
<b>MARCH 2018</b>	
Working Days/Classes	3, 5 – 10, 12 – 17, 19 – 24, 26 – 29, 31
<b>1<sup>st</sup> Sessional Exams for Odd Semesters</b>	12 – 17
Sundays	4, 11, 18, 25
Dol Jatra - <b>Holiday</b>	1, 2
Good Friday - <b>Holiday</b>	30
<b>APRIL 2018</b>	
Working & Class Days	2 – 7, 9 – 13, 17 – 21, 23 – 28.
Sundays	1, 8, 15, 22, 29
Bohag Bihu - <b>Holidays</b>	14, 15 & 16
Buddha Purnima	30
<b>MAY 2018</b>	
Working & Class/Exams Days	2 – 5, 7 – 12, 14 – 19, 21 – 26, 28 – 31.
<b>2<sup>nd</sup> Sessional Exams for Odd Semesters</b>	9 - 14
Sundays	6, 13, 20, 27.
May Day – <b>Holiday</b>	1
<b>JUNE 2018</b>	
Working Days	1-2, 4 – 9, 11 – 15, 18 – 23, 25 – 30.
End Semester Examinations for 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semesters will continue till 30 <sup>th</sup> June, 2018.	
Sundays	3, 10, 17, 24
Id-Ul-Fitre	16,17

Principal  
Tangla College, Tangla

**ANNEXURE III**

**Best Practices :-**

- i. The NCC unit of Tangla College has a good reputation in this region. Many cadets of Tangla College NCC unit are able to join Army, Police and Para-military forces of the nation thereby rendering their service for the safety of the nation. But till last year, NCC of Tangla College was opened for boy’s students of the college. Adding a new chapter in the history of Tangla College NCC unit, from this year it has been made opened for girl students also. A good number of girl students have joined NCC and it is one and only unit with female cadet in this region.

Good results are:

- a) A good number of students have joined the NCC.
- b) It has opened one new door for them to join in defence force and serve the nation.
- c) It has been able to bring discipline among the girls who joined the NCC.

- ii. One important practice that the institution is maintaining of separate departmental notice board. Every department has their own notice board in front of their respective departmental class rooms. It can be mentioned that most of the departments of the institution have their departmental staff room, separate class rooms where major/honours classes are held and they maintain one departmental wall magazine and one notice board.

Good results are:

- a) Departmental notice and other information concerning students are hanged in the notice board.
- b) Students are remained up-to-date about the information of departmental activities and other related subjects.
- c) Many a times, in central notice board departmental information fail to attract the attention of students. Thus it is much useful for passing departmental information to the concerned students.

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