

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Sarupathar College

1.2 Address Line 1

Naharani

Address Line 2

Post Office- Sarupathar

City/Town

Sarupathar (Golaghat)

State

Assam

Pin Code

785601

Institution e-mail address

sprcollege@yahoo.co.in

Contact Nos.

+917399059209 (Principal)
+917896446525(IQAC coordinator)

Name of the Head of the Institution:

DR. SIDDHESWAR BORA

Tel. No. with STD Code:

03774-277103/277

Mobile:

Name of the IQAC Co-ordinator:

MR. PRANJAL DUTTA

Mobile:

+917896446525

IQAC e-mail address:

sprcollege@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCogn 18879)

ASCOGN 11868

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/33/A&A/449 dated 16/09/2014

1.5 Website address:

www.sarupatharcollege.org

Web-link of the AQAR:

http://www.sarupatharcollege.org/pdf/AQAR%202015-16.pdf

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	1 st Cycle	B	-	2004	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

18/01/2005

1.8 AQAR for the year (for example 2010-11)

2015-2016

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 _____ 2011- 2012 Submitted to NAAC on 07/12/2017
- ii. AQAR _____ 2012-2013 Submitted to NAAC on 07/12/2017
- iii. AQAR _____ 2013-2014 Submitted to NAAC on 07/12/2017
- iv. AQAR _____ 2014-2015 Submitted to NAAC on 07/12/2017

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)

BA, BPP and PG Courses under
KKHSOU, Guwahati, Assam

1.12 Name of the Affiliating University (*for the Colleges*)

Dibrugarh University,
Dibrugarh, Assam (India)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc NIL

Autonomy by State/Central Govt. / University	NIL		
University with Potential for Excellence	NIL	UGC-CPE	NIL
DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other (<i>Specify</i>)	NIL
UGC-COP Programmes	NIL		

2. IQAC Composition and Activities

2.1 No. of Teachers	5
2.2 No. of Administrative/Technical staff	3
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	1
2.9 Total No. of members	13

2.10 No. of IQAC meetings held:

2.11 No. of meetings with various stakeholders: Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

i. The IQAC encouraged the faculty members for developing a research environment in the institution. As a part of it, IQAC undertook initiatives to encourage the teachers to pursue research programmes that include Ph.D., M. Phil, MRP, publication of research papers etc. Besides, a few departments conducted project works at their own initiatives.

ii. The IQAC played a pivotal role in improving the academic performance of the institution. It contributed to improve the teaching-learning process by advising the departments to organise workshops, seminars, group discussions among the teachers, students, well wishers, alumni etc. to uplift the teaching ability and students' understanding in particular and the public in general.

iii. Coordination and integration among the various cells were important task of the IQAC so that the cells could work in an effective manner. Integration amongst the cells was considered essential to reach the common goal of the institution. Among others, the main goal of the cells was to engage in the overall quality enhancement process of the college.

iv. The IQAC emphasised on involvement of the institution in various social development programmes oriented towards the development of the locality. This was a part of its Institutional Social Responsibility programme.

v. The institution inducted the Student Feedback system to evaluate the teachers by the students which had gained worldwide applause now-a-days. The Student Feedback Cell collected feedback questionnaires from students about teachers and the IQAC took measures to analyse these.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p>i. Preparation of academic calendar for the year 2015-16.</p> <p>ii. Importance on enhancement of teaching and learning infrastructural facilities in the college premises.</p> <p>iii. Awareness programmes on different socio-economic and political issues.</p>	<p>i. Academic calendar was prepared and distributed among teachers, students and staff members.</p> <p>ii. The Institution improved a lot as regard to teaching and learning infrastructure. The faculties intensively used newly introduced devices such as smart boards, laptops, power point presentation devices etc. in the class-rooms to make the teaching learning experience more attractive.</p> <p>iii. Awareness programmes were undertaken by the institution to make the students aware of various issues such as gender equality, environment preservation, social responsibility, equal rights and so on.</p>

* 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 management body suggested for uploading the AQAR in the college website and took a resolution that the IQAC should send it to the 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	NIL	NIL	NIL	NIL
PG	05 (KKSHOU)	NIL	NIL	NIL
UG	10 (DU) & 02 (KKSHOU)	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	02 (KKSHOU)	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	01 (BPP under KKSHOU)	NIL	NIL	NIL
Total	20	NIL	NIL	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **The institution has both Core and Elective Options as regard to flexibility of curriculum.**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10(UG)
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.

As an affiliated college it has limitation in the revision of syllabi. Still timely intimations made by the university to their affiliated colleges regarding any change in the syllabi.

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

NO. There is no new Department/ Centre introduced in the institution during the year 2015-16.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	23	05	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

07

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
22	01	05	NIL	NIL	NIL	NIL	NIL	NIL	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL	NIL	09
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL	NIL	NIL

Presented papers	02	21	01
Resource Persons	NIL	NIL	NIL

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

i. Many modern innovative measures were taken for development of teaching- learning processes in the college. Accordingly, the class room digitisation was the most important one which meant induction of devices like white boards, laptops, power point presentation devices etc. in the classrooms.

ii. The institution invited renowned academic personalities of the state to deliver lecture on different issues on different occasions for the benefits of the students.

iii. Students were encouraged to visit and study historically, politically and culturally important areas/ places of the locality so that they could have an understanding of the places and realise the use of theoretical knowledge in practical field.

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

180

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

The institution follows the rules prescribed by Dibrugarh University in this regard.

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

NIL

2.10 Average percentage of attendance of students

79%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	158	NIL	23.61%	52.78%	23.61%	45.57%
B.Com.	48	NIL	61.11%	33.33%	5.56%	37.5%

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

The IQAC contributed in improving the academic performance of the institution on the following ways:

- The IQAC advised the departments to organise workshops, seminars, group discussions among the teachers and students.
- The IQAC also encouraged the teachers to adopt modern teaching tools like digital boards for making the classes interesting for the students.
- The IQAC involved in the overall quality enhancement process of the college.
- IQAC conducted meeting with teaching staff.

2.13 Initiatives undertaken towards faculty development: 11

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	09
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	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	11	1	10	NIL
Technical Staff	NIL	NIL	NIL	01

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC encouraged the faculty members of the institution to undertake research. It had notified the information about international/national/local seminars, workshops, academic event and discussions organised in different places in a way that the faculty members could easily access.
2. IQAC organised felicitation programmes to felicitate the significant achievements of the faculty members achieved in different fields.

3.2 Details regarding major projects: **NIL**

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

3.3 Details regarding minor projects: **NIL**

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

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	03	08	-
Non-Peer Review Journals	-	16	-
e-Journals	-	-	-
Conference proceedings	-	03	-

3.5 Details on Impact factor of publications: **NIL**

Range Average h-index Nos. in SCOPUS

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

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 <i>(other than compulsory by the University)</i>				
Any other(Specify)				

Total				
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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: **NIL**

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons: **NIL**

3.13 No. of collaborations: **NIL** International National Any other

3.14 No. of linkages created during this year: **NIL**

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			ASSAM	GU	KAMRUP METRO	

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

NIL

NIL

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

NIL

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: **NIL**

University level State level

National level International level

3.22 No. of students participated in NCC events: **NA**

University level State level

National level International level

3.23 No. of Awards won in NSS: **NIL**

University level State level

National level International level

3.24 No. of Awards won in NCC: **NA**

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.25 No. of Extension activities organized:

University forum	NIL	College forum	06		
NCC	NIL	NSS	NIL	Any other	NIL

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

i. The institution ensured the involvement of the community in its outreach activities and contributed to the community development. The college organized departmental survey, educational tour, field study in backward areas along the Assam Nagaland border in Dhansiri Sub-division. The women cell of the college organized awareness programmes and workshops among the rural women on health and sanitation and there had been a large involvement of the community. Such programmes primarily aimed at working for the community.

ii. The institution had executed awareness programmes on protection and preservation of environment. In this regard, numbers of tree plantations programme were executed inside as well as outside the premises.

iii. The institution organised voters' awareness programme in association with the Sub-divisional administration.

iv. Programmes on disaster management was also organised by the institution with the help of State Fire and Emergency Services, Dhansiri Sub-division to make the locality aware.

v. The institution worked together with the NRHM, Golaghat in organising blood donation camps and free medical check-up camps.

vi. The institution in collaboration with Dhansiri Sports Association organised sports, coaching on various games, competitions etc.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	45 Bighas			45 Bighas
Class rooms	22	05	BUILDING ESTALISHMENT FUND	27
Laboratories	NIL			
Seminar Halls	NIL			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

The administration and library of the institution was partially computerised during the year. Full computerization was under process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13499	2063303	573	116633	14072	2179936
Reference Books	2577	398613	93	25448	2670	424061
e-Books						
Journals	650	12732	-	-	650	12732
E-Journals						
Digital Database	SOUL 2.0	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (News papers)	3645	16565	-	-	3645	16565

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	0	06	12	10	08	09	11
Added	06	0	0	0	0	0	0	06
Total	62	0	06	12	10	08	09	17

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

- i. Installed CCTV camera in the classrooms, corridors, library, gate and other places of the college premises.
- ii. Connected internet facilities to the computers of the office.
- iii. Organised one day training programme on the use of smart board and projectors in class room teaching.

4.6. Amount spent on maintenance in lakhs:

i) ICT	NIL
ii) Campus Infrastructure and facilities	6,60,515
iii) Equipments	56,950
iv) Others	NIL
Total:	7,17,465

Criterion – V

5. Student Support and Progression:

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

- i. The college notice boards furnished relevant information relating to students support services.
- ii. Information about Student Support services such as Entry into Service Cell, Career Guidance Cell, Grievance Redress are mentioned in the Prospectus.

5.2 Efforts made by the institution for tracking the progression

Efforts were made through student seminars, department seminars, home assignments, unit tests, sessional examinations, field works, annual sports, and intercollegiate competitions by the institution for tracking the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1479			

(b) No. of students outside the state

04

(c) No. of international students

NIL

Men

No	%
695	46.99

Women —

No	%
784	53.01

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
193	64	175	720	0	1152	233	71	255	885	0	1444

Demand ratio 1:1.5

Dropout % 23.13%

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

The career counselling cell and entry into Services Cell of the college look after the aspect of career coaching, guidance, etc. by organising coaching classes, workshops, etc.

No. of students beneficiaries

72

5.5 No. of students qualified in these examinations:

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

5.6 Details of student counselling and career guidance:

The college organised several career counselling programmes during the year for enhancing career related knowledge and experiences of the students.

No of students benefitted:

83

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes:

The college provided equal opportunities to all students, teaching and non-teaching staff irrespective of caste, creed and gender. The college had taken special note to ensure that the Governing Body, Students' Union, representatives to the ACTA, different Cells, and Programmes be represented by women or girl members too. The college ensured that all the students, whether boys or girls, do not experience discrimination in using the college reading room, library, class-room, common room, and auditorium or in any other occasions/ functions that the institution arranges. The Moral Value Education Cell and Women Cell of the College initiated some programmes on the issues such as gender equity, female health and hygiene, women education and empowerment, preservation of environment through sustainable development for future generations. The Social Service section of the College Student's Union had provided some plastic buckets for disposing solid wastes. The college authority hold discussions with the faculties, staff and students on the various burning issues related to environmental degradation and preservation of bio-diversity etc. The faculties organised programmes, cleanliness drives by involving students at certain places to make the general public aware of the same.

The institution has been taking special care to sensitize its staff and students on issues of gender and inclusion. Moral value Education Cell and Woman Cell of the college introduced the students to the concepts and issues like gender equality, female health and hygiene, woman education and so on.

Besides, the institution observed the International Women's Day at the college premises, organised departmental seminar, talks among the Students about gender equality and gender neutrality. The college also witnessed a strong anti-sexual harassment cell to redress the gender related cases.

5.9 Students Activities

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

State/ University level

1

National level

2

International level

NIL

No. of students participated in cultural events

State/ University level 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	NIL	NIL
Financial support from government	49	1,90,840
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives NIL

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:

- i. Grievance relating to shortages of classrooms, electric fans and bench-desk were redressed with effective measures.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the college

To impart quality education to the poor and down-trodden students belonging to SC, ST, OBC, MOBC, Ex-TGL and Minorities.

The college has a clear-cut mission as mentioned below-

To provide value based education.

To develop competitive environment among the students with good value system to face the contemporary challenging world.

To provide facilities for knowledge application regarding expansion of all round development.

To widen the intellectual horizon of the students and to make them globally competent so as to avail jobs and other opportunities opened by Liberalization, Privatisation and Globalisation.

6.2 Does the Institution has a Management Information System

All important information relating to college are regularly uploaded in the college website.

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

6.3.1 Curriculum Development

As prescribed by the Dibrugarh University.

6.3.2 Teaching and Learning

- i. Introduced many modern technical instruments to enhance quality of education such as smart board, projectors, podium etc.
- ii. Invited renowned personalities of the state on various academic occasions.
- iii. Subscribed good journals and periodicals.
- iv. organised departmental seminars, group discussion and literary competitions to train the students in various course related fields.

6.3.3 Examination and Evaluation

An examination Committee is there to conduct in-semester and end semester examinations as per academic calendar. The responsibility of evaluation is assigned to each department for their respective subjects in case of in-semester examinations. Every department conducts two sessional examinations along with group discussions, seminar paper presentations, home assignments etc to evaluate the students internally. On the other hand the concerning university set up Script evaluation Zones in different colleges under it and invites faculties to evaluate end semester performances of the students.

6.3.4 Research and Development

The IQAC encouraged the faculty members for developing a research environment in the institution. As a part of it, the IQAC undertook initiatives to encourage the teachers to pursue research programmes that include Ph.D., M. Phil, MRP, publication of research papers etc. Besides, a few departments conducted project works at their own initiatives.

Students were encouraged to visit and study historically, politically and culturally important areas/ places of the locality so that they could have an understanding of the places and realise the use of theoretical knowledge in practical field.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- i. Installed ICT facilities in the class rooms for effective teaching and learning.
- ii. Full digitisation of the library is going on.
- iii. Reprography facility is also made available in the library.

6.3.6 Human Resource Management

- i. The IQAC ensures that all classes are held regularly and the teaching and non-teaching staffs render help to the students.
- ii. The college encourages teachers to participate in various faculty development programmes such as refreshers course, orientation course, workshops, etc.

6.3.7 Faculty and Staff recruitment

In case of faculty and staff recruitment UGC norms and Govt regulations are followed by the institution. The institution has a Governing body for faculty and staff recruitment. The GB invites a panel of experts of concerning subjects to conduct interviews for recruitment. Before that vacancy advertisements are published in local leading dailies to invite applications.

6.3.8 Industry Interaction / Collaboration

The college has collaborated and interacted with the neighbouring ONGC industrial unit for different development purposes of the college.

6.3.9 Admission of Students

One admission committee is formed every year for smooth functioning of the admission process. The committee comprises of Vice-Principal, Heads of the Departments, General Secretary of Students Union of the college, Head assistant and other office staff related to admission. The committee notifies the dates of admission, issuing the forms etc. as per the prescription of the Dibrugarh University. It also prepares the phase-wise lists of selected candidates as per the seat capacity of the institution. Moreover, each department of the institution has their own sub-level admission committee that holds major entrance tests and select students for pursuing major in the concerned subjects. The departmental admission committee submits the lists of selected candidates to the college admission committee and with the approval of the principal the final lists are prepared, displayed in the general and departmental notice boards.

6.4 Welfare schemes for

Teaching	As prescribed by the Govt. Of Assam and UGC
Non teaching	As prescribed by the Govt. Of Assam
Students	As prescribed by the Govt. Of Assam and UGC AND Student Poor Fund

6.5 Total corpus fund generated Rs.73,64,920/-

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	NO	NO	Yes	IQAC
Administrative	NO	NO	Yes	Principal, Administrative officers and Management.

6.8 Does the University/ Autonomous College declares results within 30 days? **NA**

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? **NA**

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

The affiliating university has granted autonomy to the college as regard to 20 marks of internal assessment of the students.

6.11 Activities and support from the Alumni Association: **NIL**

The institution has alumni association at departmental level which hold meetings and conduct activities at regular level.

6.12 Activities and support from the Parent – Teacher Association: **NIL**

The institution does not have any formal Parent-Teacher association till now. However, Parent-teacher interactions are organised by the institution as and when these are called for.

6.13 Development programmes for support staff:

The college encourages its administrative support staff to undertake trainings in bodies approved by the University.

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

1. The institution made continuous effort to make the surroundings eco-friendlier. In this regard the institution had initiated programmes like-

- A. Plantation of trees at the boundaries.
- B. Excavation of fisheries.
- C. Cleanliness programme at a regular interval with the help of the students
- D. Allotted dustbins in the corners of the institution to manage the garbage.

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.

Many modern innovative measures were undertaken for developing teaching- learning processes in the college. Among the others, the class room digitisation was the most important one which meant induction of devices like smart boards, laptops, power point presentation devices, podium etc. in the class-rooms. Introduction of these modern tools gave a new vigour to the academic journey of the institution.

1. Construction of two Recreational cottage houses was going on.
2. Construction of one power house was going on.
3. Class rooms were planned to extend and construction of new class rooms were going on.
4. Digitization of classrooms was under the process of installation.
5. Installation of Wi Fi facilitates in the office, library and teachers' cabins was going on.
6. Rejuvenation of auditorium was going on.
7. Vertical extension of Boys' and Girls' Hostels was going on.
8. Plantation of tree inside the premises was going on.
9. Construction of interlinking roads were going on during the year.

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

1. Gender sensitization effort.
2. Induction of modern educational tools in the classrooms to enhance educational infrastructural facilities.

Strength:

Student enrolment during the year was satisfactory. The result of the students was also improving.

The institution carried out the functions in a collective way. The Principal, Heads of the departments, teachers, IQAC, members of other bodies worked together for fulfilling the common objectives of the college. Suggestions offered by the stakeholders were made known to all the bodies and the cells associated with the knowledge disseminating process of the college.

The College improved a lot as regard to teaching and learning devices. The faculties intensively used newly introduced devices such as smart boards, laptops, power point presentation devices etc. in the class-rooms to make the teaching learning experience more attractive.

Weakness:

Teacher student ratio is not balanced. In terms of infrastructure, the institution has to improve more. The departments of the institution were unable to subscribe journal, magazine etc for departmental purposes.

Opportunity:

There is scope for extending infrastructure in order to introduce new courses. There is also scope for extending sport infrastructures.

Threat:

Enrolment of students in the departments of economics and History is declining. Student drop out has been a matter of serious concern. This institution has been facing tough challenges in improving the quality of education and results.

8. **P**

Rev

- Planning to construct recreational cottages
- Planning to install Gym for the staff members and students
- Planning to construct a Flag hoisting circle
- Planning to install Wi-Fi facility in the college campus
- Planning to Construct more classrooms
- Planning to provide Book shelves and personal tables to the departments
- Planning to construct Power house
- Planning to Digitise the library
- Planning to provide street light facility in the college campus.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing

- SLET - State Level Eligibility Test
- TEI - Teacher Education Institution
- UPE - University with Potential Excellence
- UPSC - Union Public Service Commission

Annexure I

Annexure II

ANNUAL ACADEMIC CALENDAR FOR THE SESSION: 2015-16

JANUARY-2015	
1 st January, 2015 (Thursday)	Programme for welcoming New Years Day
16 th & 17 th January, 2015 (Friday & Saturday)	<p>i. Commencement of event semester classes of the B.A./B. Com programmes (2nd, 4th & 6th) Semester.</p> <p>ii. Principal's meet with the Teachers of the College.</p> <p>iii. Principal's & Teachers meet with students for welcoming students to new session.</p> <p>iv. Display of Class routine (College and Departmental) Course plane etc. In the notice board.</p> <p>v. HS 2nd Year Classes to continue.</p>
22 nd , 23 rd , 24 th , 27 th , 28 th , 29 th , & 30 th January, 2015	HS First Year annual examination Arts & Commerce (Subject to adjustment following the examination programmes of Dibrugarh University (DU) and AHSEC.
26 th Jan, 2015 (Monday)	Republic Day, (Day long programme, to be observed by the teachers unit, Office staff and student's Union of the college)
25 th Jan, 2015 (Sunday)	Saraswati Puja (Day long programme to be observed by teachers, office staff and students' union of the college)
FEBRUARY, 2015	
20 th to 28 th Feb, 2015	Declaration of the BA/B. Com Odd Semester results
20 th February, 2015	Declaration of HS 1 st year results (Arts & Commerce admission and commencement of classes as per dates fixed by the college authority)
MARCH, 2015	
20 th February to 5 th March 2015	<p>i. 1st Sessional Examination of the 2nd, 4th & 6th semester of the BA/ B. Com. Programmes.</p> <p>ii. HS Final examination as per council routine and other examination of DU as per University routine.</p> <p>iii. HS 2nd Year classes continue after declaration of result during the time of examination.</p>
1 st to 6 th March, 2015	Counselling for the students of the BA/ B. Com. Programmes and mid semester feedbacks assessment (one day)
8 th March, 2015	International Women's Day to be observed by the Women Cell of the college.
20 th – 26 th March, 2015	i. Display of 1 st Sessional marks of the 2 nd , 4 th , & 6 th Semester BA/B Com

	Programmes in the departmental notice board. ii. Internal assessment for 2 nd , 4 th & 6 th Semester of the BA/B. Com programmes through Seminar/Group Discussion etc.
APRIL, 2015	
18 th to 30 th April, 2015	2 nd sesssional examination of the BA/ B Com Programmes.
27 th April, 2015 (Monday)	Last day for Form Fill up of the BA/ B. Com Programmes.
30 th April, 2015 (Thursday)	Completion of even semester classes of BA/B Com Programmes.
MAY, 2015	
11 TH May- 6 th June, 2015	i. Admission Notice and Completion of the Admission Process in the BA/B.Com 1 st Semester classes. ii. Completion of the Admission Process of HS 1 st / 2 nd year classes Arts/ Commerce
1 st May- 6 th June, 2015	End semester examination of the BA/B. Com programmes
JUNE-2016	
1 ST -30 TH June	Admission to the BA/B Com. 3 rd & 5 th Semester Classes
15 th -30 th June, 2015	i. Welcome address by the Principal to the teaching, Non-Teaching Staff and Students' to new session (any one day) ii. Commencement of the 1 st Semester classes of the BA/B. Com programmes iii. Commencement of HS 1 st & 2 nd Year classes Arts/ Commerce iv. Commencement of the 3 rd and 5 th semester classes of the BA/ B. Com Programmes v. Notification of classes Routine in the college vi. Notification of course plan/department class routine in the dept. Notice board of the college.
JULY-2015	
1 st – 31 st July, 2015	Mid Semester vacation to the teaching staff of the college.
15 th -22 nd July, 2015	Declaration of the BA/B. Com Even Semester Examination results.
AUGUST- 2015	
1 st August, 2015 Saturday	i. Principal's meet with teachers' and students' after vacation. ii. Re-commencement of 1 st , 3 rd , & 5 th semester classes of the BA/B Com

	programmes. iii. Re-commencement of HS 1 st & 2 nd year classes Arts/Commerce.
15 th August, 2015 Saturday	Independence Day (to be observed by the Teachers' and Students' of the college)
17 th – 25 th August, 2015	i. First Sessional Examination of BA/B.Com programmes ii. Home assignment and Unit Test to H.S. Courses
26 th August, 2015	Fresher's Social
22 nd – 29 th August, 2015	i. Counselling for the BA/B Com Semester students and mid semester feedback assessment. (any one day)
29 th August, 2015 Saturday	Last date for display of 1 st Sessional Examination marks of the BA/B.Com programmes in the Departmental Notice Board.
SEPTEMBER-2015	
1 st -10 th September, 2015	i. Internal assessment of the BA/B.Com programmes through Seminar/ Group Discussion etc. ii. Unit Test for HS Classes iii. Activities of Nature Club, NSS, Revers Crew, Extension Education Programmes, Women Cell Programmes will be conducted (such programmes will be carried out at regular interval round the year.)
5 th Sept. 2015	iv. Teachers' Day
8 th September, 2015	v. Observation of Dr. Bhupen Hazarika's Birth Day.
15 th September, 2015	i. Tithi of Sri Sri Sankardev (Day night programmes to be observed by Student's Union, Teachers; and Non-teaching staff of the college) Nam Kirtan, Cultural and Literary completion etc. At day and Bhaona at Night.
26 th September, 2015	ii. The Student's General Election
OCTOBER, 2015	
1 st -10 th Oct, 2015	i. 2 nd Sessional Examination of the BA/B Com programmes ii. Terminal Examination of HS 1 st Year and 2 nd Yr. (Arts and Commerce)
2 nd Oct, 2015	iii. Gandhi Jayanti (day long programmes to be observed b teachers' and students' of the college)
17 th Oct, 2015	i. Last Date for display of 2 nd Sessional (BA/B.Com programmes in the semester system) examination Marks in the Notice Board. ii. Date of returning answer script to the students' (HS Course Arts & Commerce, Terminal Examination)

	iii. Completion of the Odd Semester Classes of the BA/B Com Programmes
NOVEMBER, 2015	
1 st Nov.- 30 th , 2015	i. End Semester Examination of the BA/B. Com Programmes ii. HS 1 st Yr & 2 nd Yr. Test Examination- (Arts & Communication)
14 th November, 2015	College Establishment Day (day long programmes to be observed by Teachers', Non Teaching Staff and Students' of the College)
DECEMBER, 2015	
1 ST – 31 st December, 2015	i. Semester end vacation for the teaching staff of the college. ii. Form fill-up for HS 2 nd Year students (as per instruction from the council) iii. Form fill-up for HS 1 ST Yr. Students (Dates fixed by College Authority) iv. Display of Marks to HS Student in General Notice Board after 15 th Days of test examination.

Annexure II

TABLE OF STUDENTS FEEDBACK OF THE YEAR 2015-16

Sl. No	Questions/Aspects	Feedback Options			
		Yes:77%	No:23%	-----	-----
1.	Unit Tests/class tests are held regularly	Yes:77%	No:23%	-----	-----
2.	Percentage of course covered per session/semester	(Below 30%) covered :15%	(30%-50%) covered :10%	(50%-80%) covered : 35%	(Above 80%):40%
3.	Departmental Seminars and group discussions are held at regular intervals	YES:83%	NO:17%	-----	-----
4.	Teachers come to class well prepared	Yes:74	No:-----	Mostly:26	Sometimes:-----
5.	Accessibility of Teachers	Most Often:50%	Sometimes:34%	Not at all:16%	-----
6.	Inter-Disciplinary classes are taken	Yes:20%	No:80%	-----	-----
7.	Involvement in departmental projects	Yes:90%	No:10%	-----	-----
8.	Satisfaction in case of current teaching method	Yes:80%	No:15%	Sometimes:5%	-----

9	Problem with classroom atmosphere	Yes:70%	No:30%	-----	-----
10.	Opportunity for educational tours/field study	Yes:60%	No:40%	-----	-----
11.	Library Service	Excellent:-----	Satisfactory:60%	Below average:40%	-----

Annexure III

BEST PRACTICES OF THE YEAR

1. GENDER SENSITIZATION EFFORT:

The college provided equal opportunities to all students, teaching and non-teaching staff irrespective of caste, creed and gender. The college had taken special note to ensure that the Governing Body, Students' Union, representatives to the ACTA, different Cells, and Programmes be represented by women or girl members too. The college ensured that all the students, whether boys or girls, do not experience discrimination in using the college reading room, library, class-room, common room, and auditorium or in any other occasions/ functions that the institution arranges. The Moral Value Education Cell and Women Cell of the College initiated some programmes on the issues such as gender equity, female health and hygiene, women education and empowerment, preservation of environment through sustainable development for future generations. The Social Service section of the College Student's Union had provided some plastic buckets for disposing solid wastes. The college authority hold discussions with the faculties, staff and students on the various burning issues related to environmental degradation and preservation of bio-diversity etc. The faculties organised programmes, cleanliness drives by involving students at certain places to make the general public aware of the same.

The institution has been taking special care to sensitize its staff and students on issues of gender and inclusion. Moral value Education Cell and Woman Cell of the college introduced the students to the concepts and issues like gender equality, female health and hygiene, woman education and so on.

Besides, the institution observed the International Women's Day at the college premises, organised departmental seminar, talks among the Students about gender equality and gender neutrality. The college also witnessed a strong anti-sexual harassment cell to redress the gender related cases.

II. Modernization of Educational Infrastructure of the Institution:

During the year, many modern innovative measures were undertaken for developing teaching- learning processes. Among the others, the class room digitisation was the most important one which meant induction of devices like smart boards, laptops, power point presentation devices, podium etc. in the class-rooms. Introduction of these modern tools gave a new vigour to the academic journey of the institution.

Audio-visual classes took by the faculties made many positive psychological impacts on the students of the college.

