

# THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

## 2006-07

L.T.K. COLLEGE, AZAD, NORTH LAKHIMPUR  
ASSAM

Part – A

### 1. Details of the Institution

1.1 Name of the Institution

L. T. K. COLLEGE

1.2 Address Line 1

P.O: AZAD

Address Line 2

DIST: LAKHIMPUR

City/Town

NORTH LAKHIMPUR

State

ASSAM

Pin Code

787031

Institution e-mail address

[ltkcollege@yahoo.in](mailto:ltkcollege@yahoo.in)

Contact Nos.

98540-92976

Name of the Head of the Institution:

DR. BUBUL KUMAR SAIKIA

Tel. No. with STD Code:

98540-92976

Mobile:

+919954189103

Name of the IQAC Co-ordinator:

BAHARUL ISLAM

Mobile:

+919954532389

IQAC e-mail address:

[qacltkcollege@rediffmail.com](mailto:qacltkcollege@rediffmail.com)

1.3 NAAC Track ID

ASCOXX11964

1.4 Website address:

[www.ltkcollege.org](http://www.ltkcollege.org)

Web-link of the AQAR:

<http://www.ltkcollege.org/AQAR> 2006-07

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C++	-	2004	5 Yrs
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

10<sup>th</sup> January/2005

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

2006-2007

1.8 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 2006-07 submitted to NAAC on 20/06/2014

1.9 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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

BA & MA in Distance Mode

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

DIBRUGARH UNIVERSITY

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

Autonomy by State/Central Govt. / University  NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

**2. IQAC Composition and Activities**

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  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

The IQAC chalks out the annual plan of action in the beginning of the year. It monitors and documents the activities of the different committees and sub-committees of the college for harmonious development.

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:-**

1. Proposed to continue the construction work of the New Library Building under Bunyad Scheme, Govt. of Assam.
2. To complete the ground floor of the Women Hostel.
3. Proposed to construct Veranda measuring 1100sq ft.
4. Proposed to conduct Terminal Examination Under RC7 (Rural College 7is a merger of seven colleges situated in the rural areas of Lakhimpur District)
5. To depute two teachers to undergo training on Entrepreneurship.
6. Carrying out Social Service through NSS camp.
7. Organising community development and Awareness programmes.

8. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities
9. Field study to be conducted by various Departments.
10. Holding Departmental Seminars by all the Departments.
11. Covering students under students' insurance scheme.
12. Awards to meritorious students.
13. Organising District Level Quiz Competition for students.
14. Organising Blood-grouping camps for students.
15. Observing the days of National Importance.
16. Organising Career Counselling.
17. Continuation of Book-Bank facility.
18. The grant from the Assam Tea Board received and the construction of the Boys' Hostel continued.

### **Achievements:-**

1. The construction work of the New Library Building under Bunyad Scheme, Govt. of Assam continued.
2. The construction of the ground floor of the Women Hostel was completed.
3. The construction of the Veranda measuring 1100sq ft was completed. The fund for the construction Work was generated from sale of four nos. of withered trees.
4. Terminal Examination was successfully conducted Under RC7 (Rural College 7is a merger of seven colleges situated in the rural areas of Lakhimpur District)
5. Two teachers were sent on deputation to IIE, Guwahati to undergo training on Entrepreneurship.
6. An NSS Camp was organized by the college at Uttar Telahi High School, Rajkhowa Gaon on 10- 4- 2006. The members of the NSS rendered their service. A meeting was also held highlighting the importance of social work and involvement of students in such activities.
7. An AIDS awareness camp was organized in collaboration with District Health Department at Pub-Telahi High School, Telahi Mouza on 20-07-2006.
8. On 22-08-2006 the college foundation day was observed and a blood grouping camp was organized for the students. The blood groups of the students were entered in their ID cards. On this day two students were awarded meritorious prizes.
9. Remedial classes were organized for ST/SC/OBC/minority and academically backward students during the Puja Holidays.
10. A District Level Quiz competition was organized by the college. Several competitors of different colleges of the district participated in the competition. The first three teams were awarded cash awards and running trophies in memory of Late Indeswar Sarmah, Late Karuna Sarmah and Late Prabhat Borgohain.
11. A career counselling programme was organized on 17/09/2006. The students were sensitized about employment opportunities and how to prepare themselves to face an interview.
12. Books from the book bank were issued for a year to the students selected through specific guidelines.
13. The students were covered under student insurance scheme by the college.

14. Two nos. of poor and meritorious students were provided financial assistance from the Students' Aid Fund.

15. The Departments of Geography, History, Education, Assamese organized educational tours and field study during the Puja Holidays and the students of the respective departments prepared and submitted their field study report to their respective departments.

16. All the departments organized departmental seminars/group discussions. In all seventeen such academic events were organized.

17. The construction work of the Boys' Hostel continued.

18. Seven students having tendency to ragging and other antisocial activities were brought back to the right path by counselling.

**\* 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

Does not arise

## 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	1	Nil	Nil	Nil
UG	2	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	3	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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	2

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.

Any revision/update of regulation or syllabi is done by the University under which the college is affiliated.

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

None

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	18	4	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

4

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	Nil	21
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	12	2
Presented papers	Nil	7	Nil
Resource Persons	Nil	Nil	1

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

Field study and submission of reports, audio visual aids, students' feed back, regular consultation and guidance, holding of unit tests and sessional examinations.

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

190

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

Examination / Evaluation Reforms is done according to the affiliated University.

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

Nil

1

Nil

2.10 Average percentage of attendance of students

75 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	44	Nil	Nil	31.81%	47.72%	80%
B.Sc	15	Nil	Nil	86.66%	6.66%	93%

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

1. IQAC regularly monitors the teaching and learning process by holding discussion/consultation with the faculty members and students. It also ensures regularity of classes as well as students' attendance.
2. IQAC regularly takes feed back from the students', parents and stakeholders.
3. IQAC arranges remedial coaching for weak students.
4. IQAC arranges programmes for students' support by involving them in creative and sports activities.
5. IQAC arranges for unit tests and sessional examinations in consultation with the academic committee of the college.

2.13 Initiatives undertaken towards faculty development



<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	Nil	Nil	2
Technical Staff	Nil	Nil	Nil	Nil

### Criterion – III

#### 3. Research, Consultancy and Extension

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

IQAC regularly holds consultation with faculty members and inspires them to carry out Minor Research Projects and Major Research Projects and field study and educational tour in their respective field of study.

##### 3.2 Details regarding major projects

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

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	1	Nil
Outlay in Rs. Lakhs	Nil	Nil	Rs 55,000.00	Nil

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

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	Nil	Nil	Nil	Nil
Minor Projects	2 yrs	UGC	Rs 55,000.00	55,000.00
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	2 yrs	UGC	Rs 55,000.00	Rs 55,000.00

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	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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

1

3.13 No. of collaborations

Nil

International

Nil

National

Nil

Any other

Nil

3.14 No. of linkages created during this year

Nil

3.15 Total budget for research for current year in lakhs : Rs 55,000.00

From funding agency

UGC

From Management of University/College

Nil

Total

Rs 55,000.00

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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)

JRF

Nil

SRF

Nil

Project Fellows

Nil

Any other

Nil

3.21 No. of students Participated in NSS events:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	2		
NCC	Nil	NSS	2	Any other	1

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

1. Health awareness camp was organised at Modarguri, Azad.
2. Women empowerment programme at Kutuhaguri L.P. School, Khoga on 8<sup>th</sup> March'2005.

**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	17.48 Acres	Nil	Nil	Nil
Class rooms	13	2	UGC	13
Laboratories	7	Nil	Nil	Nil
Seminar Halls	Nil	Nil	Nil	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)		15,600.00	UGC	15,600.00
Others	Nil	Nil	Nil	Nil

#### 4.2 Computerization of administration and library

Yes, the college authority has proposed to computerize the whole administration and library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8273	5,31,000	700	59,500	9973	5,90,500
Reference Books	805	57,000	200	1000	1005	67,000
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	13	7034	2	600	15	7634
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (Newspapers)	3	5600	Nil	Nil	3	5600

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	5	0	1	0	0	1	0	0
Added	3	0	0	0	0	1	0	0
Total	8	0	1	0	0	2	0	0

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

Yes, the college for technology up gradation started free computer class for the faculties as well as for the office staff.

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

i) ICT

Nil

ii) Campus Infrastructure and facilities

Rs. 2,20,000.00

iii) Equipments

Rs. 1,80,000.00

iv) Others

Rs. 1,20,000.00

**Total :** Rs. 5,20,000.00

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college publishes its updated prospectus annually for providing information to the new comers about the facilities of the college like library facilities, book bank facilities for poor students, scholarships,

5.2 Efforts made by the institution for tracking the progression

1. Unit tests and sessional examination are held as per the academic calendar of the college.
2. Personal guidance is provided to the academically poor students and feed back taken from them.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (+2)
480	Nil	Nil	236

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%		No	%
Men	Nil		Women	Nil	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
147	66	95	152	Nil	460	157	77	56	190	Nil	480

Demand ratio

Dropout % - Arts- 66.9% Science-20%

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

Nil

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

Nil

State PSC

Nil

UPSC

Nil

Others

Nil

## 5.6 Details of student counselling and career guidance

1. The committee for student support and progression provides students counselling and career guidance.
  - A) By inviting resource persons the students are given information about career and placement opportunities.
  - B) Information about Career and Placement opportunities is displayed on the notice board of the committee for student support and progression.
  - C) Students are given personal guidance by the teachers.
  - D) The College organises talk show and group discussion to train them as to how to face an interview.

No. of students benefited

16

## 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

1. Gender sensitization programmes are organised annually by organising awareness programmes about girl child and their rights.
2. Women empowerment programmes are organised to create awareness that women are a part of the humanity and so are entitled to equal rights with their male counterparts.
3. Legal awareness is created by organising legal awareness programmes in and out side the college.
4. Girl students are made aware of the ill effects of early marriage by organising Health awareness Camps.

## 5.9 Students Activities

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

State/ University level

7

National level

Nil

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	8	14,663/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

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.

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

The vision of the college is to provide opportunity for higher education to the surrounding ST, SC, Other Backward and deprived sections. The college aims to provide scope for holistic development of the students through such co-curricular activities as games and sports, music, cultural and literary activities and participation in social welfare schemes.

**The mission of the college:**



- i. To shape the college as a model rural college of higher education;
- ii. To provide maximum modern infrastructural and academic opportunities to the students;
- iii. To impart higher education to the youth of economically weaker ST, SC and OBC classes.
- iv. To arrange additional remedial classes for the betterment of the students so that they can Compete with the students of advanced classes.
- v. To promote awareness among the students about the socio-cultural traditions of national interest in order to strengthen the concept of national integration and secularism.
- vi. To promote a scientific and humanistic approach towards life.
- vii. To take steps to introduce dynamic courses.
- viii. To impart organized training in games and sports, music, cultural and literary activities.
- ix. To lay emphasis on research in unconventional areas of socio-economic problems.
- x. To bring awareness and understanding of the immediate socio-economic problems among the teachers and students and develop their skill for meeting such problems.
- xi. To promote the concept of collective unity for social and national interest.

#### 6.2 Does the Institution has a management Information System

Yes, the college has an active and dynamic management information system. The different committees of the college help in the smooth management of the college.

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

##### 6.3.1 Curriculum Development

The college has a member in the Board of Study, Dibrugarh University. As the curriculum is prepared by the University, the member puts forward his suggestions in the meeting of the board.

##### 6.3.2 Teaching and Learning

Students are selected for admission through interviews and their academic records. Regularity of the classes is monitored by the college authority. To assess the knowledge and skills of the students, unit test, terminal and test examinations are held regularly and weak students are given remedial coaching. Advance learners are encouraged to work ahead by personal counselling and guidance, home assignment and library works. The teachers are encouraged to make a teaching plan at the beginning of the session and the course is unitized and allotted to the faculty members. The heads of the departments monitor the implementation of the syllabi and if necessary mid- course corrections are undertaken by re allotting the incomplete units. The college also supplements the lecture method of teaching with personal guidance, home assignment, field study, audio-visual and practical demonstration, library work and class room interaction. The students are also communicated about the evaluation method at the beginning of the year. The academic committee of the college monitors the overall performance of the students through difference tests and examinations. To serve the greater interest of the students the college appoints temporary and contractual teachers.

##### 6.3.3 Examination and Evaluation

The College academic committee prepares and publishes the college academic calendar at the beginning of the year in which the schedules of internal examinations like unit tests, class tests, and practical tests are laid out. Accordingly, the concerned departments set question papers of all the internal examinations and the answer scripts are evaluated. Besides, the students' knowledge and skills

#### 6.3.4 Research and Development

As the college is an under graduate one so there is no scope for students to under take Research work. But the teaching members are encouraged to under take research works such as Minor and Major Research Projects in different fields related to their subjects and area of interests with financial assistances from UGC. Three teachers provide guideships to M.Phil students.

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

The College Library is located in the ground floor of the RCC building built under Buniyad Scheme. The length and breadth of the building is 30 feet / 60 feet in which the office of the Librarian, internet access facilities, reprography section, news paper and journal sections, text books and reference book section are located. Moreover, it has reading accommodation both teachers and students.

#### 6.3.6 Human Resource Management

The college has an efficient Human Resource Management and monitoring system. Primarily there are three committees namely The Governing Body, The Academic Committee and The Library Committee. Besides, the College IQAC manages and guides other sub committees. . The Governing Body approved by the state government takes overall responsibility in the management of the college. The Principal coordinates with all the committees of the college. The college has an adequate Human Resource Management system

#### 6.3.7 Faculty and Staff recruitment

The College follows the rules and regulations laid down by the State Government for recruitment of faculty members and staff.

#### 6.3.8 Industry Interaction / Collaboration

Though the college has no stipulated Interaction / Collaboration, it has a Interaction / Collaboration with the department of Social Forestry, Lakhimpur, Regional Agricultural Research Station, Lakhimpur, District Sports Authority, Lakhimpur, Office of the Employment Exchange, Lakhimpur and other Socio – Cultural, Sports organizations and NGOs

#### 6.3.9 Admission of Students

The College academic session begins from 1<sup>st</sup> June Prospectus, academic calendar and application forms for admission in the higher secondary/Three Year Degree Course( Semester System) can be acquired from the college office during office hours on payment of Rs 50/-.

**Interview cum Admission Schedule:**

The dates for interviews cum admission into different courses are notified through the college notice board and local dailies immediately after the declaration of the results of SEBA and AHSEC. The admission schedule is also notified through the college notice board. Students from boards and universities other than SEBA, AHSEC and Dibrugarh University shall have to produce migration certificate at the time of admission.

6.4 Welfare schemes for

Teaching	3
Non teaching	3
Students	5

6.5 Total corpus fund generated

2,00,000/-

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	No	No
Administrative	Yes	Govt. auditor	Yes	Govt. auditor

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 University under which the college is affiliated to takes timely steps for examination reforms.

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

The University takes several steps to promote autonomy in the affiliated colleges.

1. Elected members of the affiliated colleges put forward their suggestions for innovations in the syllabi.

#### 6.11 Activities and support from the Alumni Association

The college has a permanent Alumni Association. The association holds annual conferences and meetings in the college premises and interacts with the college authority regarding academic and infrastructural development of the college. It provides academic as well as financial support to the college. The activities of the Alumni Association gives a strong bond of belongingness to the college.

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

The college organises Parents Guardian meet annually with the teachers. Feed backs and suggestions for academic and infrastructural development are taken from them.

#### 6.13 Development programmes for support staff

To improve the skill of the support staff the college deputed the members of the staff to undergo training and workshops on computer skill and accountancy organised by the university and other govt. organisations from time to time.

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

1. The college observes 'World Environmental Day' by organizing plantation programmes and talk on 'the importance of preserving an eco-friendly atmosphere'.
2. In other college functions like the College Establishment Day, College Sports Week, students are encouraged to participate in plantation and cleaning the campus by organizing competitions.
3. Cleaning the campus is also organised under the in-charges of Social Service and NSS from time to time.

### 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.

1. The students are covered under Insurance Scheme (accident benefit).
2. Poor and meritorious students are provided financial assistance from the students' aid fund.
3. Poor and meritorious students are provided books from the 'Book Bank' for the academic year.
4. Students are also provided conveyance allowance and allowance for books and stationary goods under UGC grant.
5. The college continues to provide scholarships to SC/ST/OBC students by State Govt. under Post Metric Scholarship Scheme.
6. Students are divided into micro groups under each teacher to provide them academic guidance in and out side the college campus and also to assess their merits and demerits.

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

### **Action Taken Report (ATR):-**

1. An NSS Camp was organized by the college at Bhaskar High School, Borcharia on 9-2-2005. The members of the NSS rendered their service by renovating the High School building and constructing the boundary wall by procuring materials like bamboo, wood and other essentials from the locality. The teachers, local people and students extended their full co-operation. A meeting was also held highlighting the importance of social work and involvement of students in such activities.
2. A medical camp was organized in collaboration with District Health Department and a local NGO at Balibheta High School, Borchapori on 23-06-2005. In the programme the local people were provided free medical check up and medicines. Dr. M. Bordoloi delivered a speech on the precautionary measures to be taken before and after flood.
3. Under extension education programme the teachers of the college organized classes on English and basic science and mathematics at Khaga High School, Khaga and Sankardev High School from 28-07-2005 to 31-07-2005.
4. On 22-08-2005 the college foundation day was observed and a blood grouping camp was organized for the students. The blood groups of the students were entered in their ID cards. On this day two students were awarded meritorious prizes.
5. Remedial classes were organized for ST/SC/OBC/minority and academically backward students during the Puja Holidays.
6. A district level quiz competition was organized by the college. Several competitors of different colleges of the district participated in the competition. The first three teams were awarded cash awards and running trophies in memory of Late Indeswar Sarmah, Late Karuna Sarmah and Late Prabhat Borgohain.

7. The construction of the boundary wall of the sports ground was started under grants received from the UGC.
8. The construction of the ground floor of the Girls' Hostel was completed.
9. A career counselling programme was organized on 7/09/2005. Resource person Sri Prithwiraj Rabha delivered a speech on How to Face an Interview.
10. Books from the book bank were issued for a year to the students selected through specific guidelines.
11. The students were covered under student insurance scheme by the college.
12. Three no.s of poor and meritorious students were provided financial assistance from the students aid fund.
13. The Departments of Geography, History, Education, Assamese organized educational tours and field study during the Puja Holidays and the students of the respective departments prepared and submitted their field study report to their respective departments.
14. All the departments organized departmental seminars/group discussions. In all seventeen such academic events were organized.

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

1. On 22-08-2005 the college foundation day was observed and a blood grouping camp was organized for the students. The blood groups of the students were entered in their ID cards. On this day two students were awarded meritorious prizes.
2. The students are covered under Insurance Scheme (accident benefit).

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

7.4 Contribution to environmental awareness / protection

4. The college observes 'World Environmental Day' by organizing plantation programmes and talk on 'the importance of preserving an eco-friendly atmosphere'.
5. In other college functions like the College Establishment Day, College Sports Week, students are encouraged to participate in plantation and cleaning the campus by organizing competitions.
6. Cleaning the campus is also organised under the in-charges of Social Service and NSS from time to time.

7.5 Whether environmental audit was conducted?      Yes       No

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

**STRENGTH:**

1. The college is situated in an eco-friendly and serene atmosphere suitable for study.

2. As it is situated in a rural setting the evil and anti academic forces have little impact in the academic atmosphere of the college.
3. As most of the students belong to the surrounding locality the parents and guardians can be contacted when necessity arises.

**WEAKNESS:**

1. Most of the students belong to economically poor and educationally backward families and so some of the students cannot take admission and pay tuition and examination fees timely.
2. The communication and transportation to the college is not developed. So the faculties as well as students face difficulties in their conveyance to the college.

**WEAKNESS:**

3. For the growing town ward propensity the well to do and meritorious students of the locality go to study in city based colleges.
4. Lack of inadequate infrastructure is a major hurdle.
5. As the college is located in a rural area the students lack the opportunity to purchase books and other essentials.

**OPPORTUNITY:**

1. The college has a large campus for future academic and infrastructural growth.
2. Students can study with minimal expenditure in comparison with the city colleges.
3. Students have easy access to the college authority.

**THREAT:**

1. As the area flood effected and the river Somdiri flows by, the college annually faces the problem of flood and erosion.
2. The college still lacks a permanent boundary.

**8. Plans of institution for next year:-**

1. Proposed to organise UGC sponsored National Seminar on “The Problems and Prospects of Handicrafts.”
2. Carrying out Social Service through NSS camp.
3. Organising community development and Awareness programmes.
4. Organising extension education programme at feeder schools.
5. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities
6. Field study to be conducted by various Departments.
7. The construction works of the ground floor of the Girls’ Hostel under UGC scheme commenced.

8. The construction works of the first floor of the Library building commenced.
9. Holding Departmental Seminars by all the departments.
10. Covering students under students' insurance scheme.
11. Awards to meritorious students.
12. Organising District Level Quiz Competition for students.
13. Organising Blood-grouping camps for students.
14. Observing the days of National Importance.
15. The construction of the Boundary Wall of the sports ground started.
16. The construction of two extended class rooms started.
17. Organising Career Counselling Centre.
18. Continuation of Book-Bank facility.
19. The grant from the Assam Tea Board received and the construction of the Boys' Hostel started.
20. Proposed to construct toilets for boys.

Name Baharul Islam  
HoD, Dept. of English  
Signature of the Coordinator, IQAC

Name Dr. Bubul Kr. Saikia  
Principal  
Signature of the Chairperson, IQAC

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**ACADEMIC CALENDER**  
**L.T.K. COLLEGE, AZAD, NORTH LAKHIMPUR**  
**For the session 2006-07**



MONTH	SUNDAYS	HOLIDAYS	WORKING DAYS	ACADEMIC AND OTHER ACTIVITIES
<b>MAY'2006</b>	7,14,21,28	1 <sup>st</sup> - May Day 15 <sup>th</sup> -31 <sup>st</sup> May Summer Vacation	2,3,4,5,6,8,9,10, 11,12,13,15,16, 17,18,19,20,22, 23,24,25,26,27, 29,30,31	Issue of Admission Notice & Prospectus H.S 2 <sup>nd</sup> Year Class(1 to 14 May)
<b>JUNE'2006</b>	4,11,18,25	1 <sup>st</sup> -30 <sup>th</sup> Summer Vacation	1,2,3,5,6,7,8,9, 10,12,13,14,15, 16,17,19,20,21, 22,23,24,26,27, 28,29,30	Completion of the Admission Process Observation of World Environmental Day on 5 <sup>th</sup> June
<b>JULY'2006</b>	2,9,16,23,30		1,3,4,5,6,7,8,10, 11,12,13,14,15, 17,18,19,20,21, 22,24,25,26,27, 28,29,31	Notification of Class Routine in the College Notice Board 1 <sup>st</sup> July Commencement of Degree classes from 1 <sup>st</sup> July Last date for provisional admission to Part-II & Part-III Classes on 1 <sup>st</sup> July Remedial Class will be started on every Saturdays and Sundays
<b>AUG'2006</b>	6,13,20,27	15 <sup>th</sup> Independence Day 16 <sup>th</sup> Janmashthami 25 <sup>th</sup> Sri Sri Sankardeva Tithi	1,2,3,4,5,7,8,9, 10,11,12,14,17, 18,19,21,22,23, 24,26,28,29,30, 31	Freshmen Social on 4 <sup>th</sup> of August Observation of Independence Day on 15 <sup>th</sup> Aug From 17 <sup>th</sup> to 24 <sup>th</sup> Aug (1 <sup>st</sup> Unit Test for all classes) Observation of Foundation Day on 22 <sup>nd</sup> Aug Observation Sri Sri Sankardeva Tithi on 25 <sup>th</sup> Aug
<b>SEPT'2006</b>	3,10,17,24	12 <sup>th</sup> -Madhabdeva Tithi 29 <sup>th</sup> onwards Autumn Vacation	1,2,4,5,6,7,8,9, 12,13,14,15,16, 18,19,20,21,22, 23,25,26,27,28, 29,30	Terminal Exam for all classes under RC-7 from 18 <sup>th</sup> to 21 <sup>st</sup> Sept (2 <sup>nd</sup> Unit Test for all classes) from 21 <sup>st</sup> to 27 <sup>th</sup> District Level Quiz Competition on 5 <sup>th</sup> September
<b>OCT'2006</b>	1,8,15,22,29	2 <sup>nd</sup> Gandhi Jayanti 1 <sup>st</sup> - 6 <sup>th</sup> Durga Puja 18 <sup>th</sup> Kati Bihu 21 <sup>st</sup> -Kali Puja 25 <sup>th</sup> -Id-UI-Fitre	7,8,9,10,11,12, 13,14,15,16,17, 19,20,22,23,24, 26,27,28,29,30, 31	Observation of Gandhi Jayanti on 2 <sup>nd</sup> Oct. 7 <sup>th</sup> College reopens after Puja Vacation
<b>NOV'2006</b>	5,12,19,26	24 <sup>th</sup> - Lachit Divas	1,2,3,4,6,7,8,9, 10,11,13,14,15, 16,17,18,20,21, 22,23,25,27,28, 29,30,31	NSS Camp on 24 <sup>th</sup> November
<b>DEC'2006</b>	3,10,17,26	2 <sup>nd</sup> - Assam Divas 25 <sup>th</sup> – Christmas Day	1,4,5,6,7,8,9,11, 12,13,14,15,16, 18,19,20,21,22, 23,24,27,28,29, 30,31	College Week from 4 <sup>th</sup> to 9 <sup>th</sup> December Submission of HS Final Year Examination Form Election of Students' Union in the Last Week of Dec
<b>JAN'2007</b>	7,14,21,28	1 <sup>st</sup> -Id-UI-Zuha 13 <sup>th</sup> -15 <sup>th</sup> Magh Bihu 23 <sup>rd</sup> -Saraswati Puja 26 <sup>th</sup> - Republic Day	2,3,4,5,6,8,9,10, 11,12,16,17,18, 19,20,22,24,25, 27,28,29,30	Observation of Sarswati Puja on 23 <sup>rd</sup> of January. Observation of Republic Day on 26 <sup>th</sup> January Notification of HS Final Exam Routine

		31 <sup>st</sup> -Maida-mai-Phi		
<b>FEB'2007</b>	4,11,18,25	2 <sup>nd</sup> -Chilarai Divas	1,3, 5,6,7,8,9,10, 12,13,14,15,17, 19,20,21,22,23, 24, 26,27,28	Commencement of Part-I(1+) Examination from 20 <sup>th</sup> of February onwards Commencement of HS Final Examination from 23rd of February onwards
<b>MAR'2007</b>	4,11,18,25	3 <sup>rd</sup> -Holi 8 <sup>th</sup> -Sivraatri 25 <sup>th</sup> & 26 <sup>th</sup> Doljatra	1,2,5,6,7,9,10, 11,12,13,14,15, 16,17,18,19,20, 21,22,23,24,26, 27,28,29,30,31	Commencement of HS 1 <sup>st</sup> Year Examination from 6 <sup>th</sup> of March onwards Commencement of Part-II(1+) Examination from 15 <sup>th</sup> of March onwards
<b>APR'2007</b>	1,8,15,22,29	14 <sup>th</sup> -18 <sup>th</sup> Rangali Bihu	2,3,4,5,6,7,9,10, 11,12,13,19,20, 21,23,24,25,26, 27,28,30,31	Commencement of Part-III(1+) Examination from 5 <sup>th</sup> of March onwards

*Working Days/Class Days:*

*Excluding H. O S Classes is 190 days annually*

*Including H. O S Classes is 230 days annually*

- *Holidays for the period May'2006 to April'2007 are provisional and subjected to change as per the notification of the Dibrugarh University.*