

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC 2009-10

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

Part – A

I. 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
Contact Nos.	98540-92796
Name of the Head of the Institution:	DR. BUBUL KUMAR SAIKIA
Tel. No. with STD Code:	98540-92796
Mobile:	+919954189103
Name of the IQAC Co-ordinator:	BAHARUL ISLAM
Mobile:	+919954532389
IQAC e-mail address:	igactkcollege@rediffmail.com
1.3 NAAC Track ID	ASCOXX11964

1.4 Website address:

www.ltkcollege.org

Web-link of the AQAR:

<http://www.ltkcollege.org/AQAR> 2009-10

1.5 Accreditation Details

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

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

10TH January'2005

1.7 AQAR for the year (*for example 2010-11*)

2009-2010

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 2005-06 submitted to NAAC on 20-06-2014
- ii. AQAR 2006-07 submitted to NAAC on 20-06-2014
- iii. AQAR 2007-08 submitted to NAAC on 23-06-2014
- iv. AQAR 2008-09 submitted to NAAC on 23-06-2014
- v. AQAR 2009-10 submitted to NAAC on 23-06-2014

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

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

1

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders:

No.

2

Faculty

1

Non-Teaching Staff

1

Students

1

Alumni

1

Others

1

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

Does not arise

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

0

International

0

National

0

State

0

Institution Level

0

(ii) Themes

Does not arise

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. Continuation of the construction of the 1st floor of the Women Hostel under UGC grant.
2. Continuation of the construction of the Boys' Hostel.
3. Carrying out Social Service through NSS camp.

2. Organising community development and Awareness programmes.
3. Organising extension education programme at neighbouring high schools.
4. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities.
5. Field study to be conducted by various departments.
6. Covering students under students' insurance scheme.
7. Awarding prize money to deserving meritorious students.
8. Organising Blood-grouping camps for students.
9. Observing the days of National Importance.
10. Continuation of Book-Bank facility.
11. Awareness Programmes to be organised by IQAC.
12. Updating college profile and college web-site.
13. Installation of Aqua guard for drinking water facility.
14. Earth Filling of the College Sports Ground.
15. Construction of Additional Departmental Rooms.

ACHIEVEMENTS:-

1. The construction of the 1st floor of the Women Hostel under UGC grant continued.
2. The construction work of the Boys' Hostel under the grants from Assam Tea Board and College fund continued.
3. The construction of an additional cycle/motorcycle shed for the non-teaching staff was completed.
4. Fire Prevention System in the college and the Women Hostel were installed.
5. An Alumni Meet was organised in the college. The meeting discussed all round development of the college and the members of the Alumni Association assured their cooperation in the development of the college.
6. At the beginning of the session the students were divided into micro groups and provided guidance by each teacher like the previous year.
7. A Food Processing and Preservation Programme was organised at Modarguri Village, Azad, by the Women Cell of the College in collaboration with Regional Agriculture Research Station, Lakhimpur. In the programme almost 200 rural and economically poor women of the locality benefited.
8. The Teachers' Day was observed by all the Departments separately and the Science stream inaugurated a Wall Magazine.
9. On 5th June'2009 The World Environment Day was observed and a plantation programme was carried out by planting seedlings in the college premises.

10. Remedial classes were organized for ST/SC/OBC/minority and academically backward students.
11. The Departments of Geography, History, Education, Assamese, Environmental Science 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.
12. The students were covered under student insurance scheme by the college.
13. On 22-08-2009 the college foundation day was observed and a blood grouping camp was organized for the students. Two nos. of poor and meritorious students were provided financial assistance from the college aid fund.
14. 4 Nos. Aqua guard for drinking water facility was installed.
15. 26th January and 15th August were observed with hosting the National Flag by the Principal in presence of the teachers and students. 2nd October was observed with a seminar on 'Gandhi and his vision of India'.
16. Books from the book bank were issued for a year to the students selected through specific guidelines.
17. The college profile has been updated along with the web-site.

** 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	1
Others	Nil	Nil	Nil	Nil
Total	3	Nil	Nil	1

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

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	18	6	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

5

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	Nil	6	Nil
Presented	Nil	4	Nil
Resource Persons	Nil	Nil	1

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

Field study and submission of project reports, audio-visual aids, student's feedback, regular consultation and guidance, holding of unit test 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 reform is done as per the instruction of Dibrugarh University under which the college is affiliated.

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

1

Nil

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	130	Nil	3.84%	35.38%	56.15%	95%
B.Sc	09	Nil	Nil	88.88%	Nil	89%

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

- i. The 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.
- ii. The IQAC regularly takes feedback from the students, parents and stakeholders.
- iii. The IQAC arranges remedial coaching for weak students.
- iv. The IQAC arranges programmes for students' support by involving them in creative and sports activities.
- v. The 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	3
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	1	Nil	3
Technical Staff	Nil	Nil	Nil	1

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC regularly holds consultation with 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	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	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	Nil	Nil	Nil	Nil
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)	Nil	Nil	Nil	Nil

<i>by the University)</i>				
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

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					

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
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

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 SR Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

1. A Food Processing and Preservation Programme was organised at Modarguri Village, Azad, by the Women Cell of the College in collaboration with Regional Agriculture Research Station, Lakhimpur. In the programme almost 200 rural and economically poor women of the locality benefited.

2. On 5th June'2009 The World Environment Day was observed and a plantation programme was carried out by planting seedlings in the college premises.

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	15	Nil	UGC & State Govt.	15
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)				
Others				

4.2 Computerization of administration and library

Yes, the college authority has computerized the whole administration and library, but the college proposes to install SOUL software in the next academic session.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10396	7,12,755	700	63,000	11096	7,75,755
Reference Books	1075	82,000	Nil	Nil	1075	82,000
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	15	7400	2	600	17	8000
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	Departments	Others
Existing	8	4	1	0	0	2	0	1
Added	0	0	0	0	0	0	0	0
Total	8	4	1	0	0	2	0	1

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 continues and conducts free computer class for the faculties as well as for the office staff.

4.6 Amount spent on maintenance in lakhs :	Nil
i) ICT	
ii) Campus Infrastructure and facilities	Rs. 3, 00,000.00
iii) Equipments	Rs. 2, 80,000.00
iv) Others	Rs. 2, 10,000.00
Total :	Rs. 7, 90, 00.00

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, and scholarships,

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (+2)
510	Nil	Nil	278

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	Nil	Nil		Nil	Nil

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

164	75	87	134	Nil	460	174	67	105	164	Nil	510
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Demand ratio

Dropout % -Arts-42.5% Science-33.3%

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

To provide academic and other related guidance students are divided into micro groups under the guidance of each teacher for their improvements and all round development.

No. of students beneficiaries

140

5.5 No. of students qualified in these examinations

NET Nil SET/SLET Nil GATE Nil CAT Nil

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 counselling and career guidance to students.

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

18

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 National level International level

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	56	1,61,775/-
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 are tested through group discussions, talks, field study etc. The question papers for the final examinations are set by the University and provided to the colleges. The college conducts the final examination as per the University programmes maintaining strict discipline and confidentiality.

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 guide-ship to M.Phil. Students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College Library is located on the ground floor of the RCC building built under Buniyad Scheme. The length and breadth of the building is 60 feet / 30 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 efficient 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 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 1st 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. 75/-.

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 noticed 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

370000/-

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 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.
2. Affiliated college teachers are assigned to set question papers of the under graduate level university examinations.
3. To evaluate the answer scripts of the various examinations several zones are provided in the affiliated colleges for timely declaration of results.
4. In the evaluation process the teachers of the affiliated colleges are involved.

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 give 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 maintains the college garden which provides an eco-friendly atmosphere in addition to beautifying the college campus.
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. The college continues to provide scholarships to SC/ST/OBC students by State Govt. under Post Metric Scholarship Scheme.
5. 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.
6. Students were provided conveyance allowance as per UGC norms. SC/ST/OBC and minority students were given financial assistance as per UGC norms for purchasing books, stationary and other contingent expenditure.

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. The construction work of the ground floor of the Women Hostel was completed and the construction of the 1st floor of the Women Hostel under UGC grant was started.
2. The construction work of the Boys' Hostel under the grants received from Assam Tea Board and College fund was started.
3. The construction of an additional cycle/motorcycle shed for the non-teaching staff was completed.
4. Fire Prevention System in the college and the Women Hostel were installed.
5. An Alumni Meet was organised in the college. The meeting discussed all round development of the college and the members of the Alumni Association assured their cooperation in the development of the college.
6. At the beginning of the session the students were divided into micro groups and provided guidance by each teacher like the previous year.

7. A Food Processing and Preservation Programme was organised at Modarguri Village, Azad, by the Women Cell of the College in collaboration with Regional Agriculture Research Station, Lakhimpur. In the programme almost 200 rural and economically poor women of the locality benefited.
8. The Teachers' Day was observed by all the Departments separately and the Science stream inaugurated a Wall Magazine.
9. On 5th June'2008 The World Environment Day was observed and a plantation programme was carried out by planting seedlings in the college premises.
10. Remedial classes were organized for ST/SC/OBC/minority and academically backward students.
11. The Departments of Geography, History, Education, Assamese, Environmental Science 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.
12. The students were covered under student insurance scheme by the college.
13. On 22-08-2008 the college foundation day was observed and a blood grouping camp was organized for the students. Two nos. of poor and meritorious students were provided financial assistance from the college aid fund.
14. 4 Nos. Aqua guard for drinking water facility were installed. Two nos. of Aqua guard for students, one in Teachers' Common Room for teachers and One in Principal's Chamber for principal and non-teaching staffs.
15. 26th January and 15th August were observed with hosting the National Flag by the Principal in presence of the teachers and students. 2nd October was observed with a seminar on 'Gandhi and his vision of India'.
16. Books from the book bank were issued for a year to the students selected through specific guidelines.
17. The college profile has been updated along with the web-site.

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

1. At the beginning of the session the students were divided into micro groups and provided guidance by each teacher like the previous year.
2. Remedial classes were organized for ST/SC/OBC/minority and academically backward students.

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

7.4 Contribution to environmental awareness / protection

1. On 5th June'2008 The World Environment Day was observed and a plantation programme was carried out by planting seedlings in the college premises.
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.

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.
3. Shortage of teaching faculty members in various Departments.
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 locally.

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 is flood affected and the river Somdiri flows by, the college annually faces the problem of flood and erosion.
2. The college still lacks a permanent boundary.

Plans of institution for next year

1. Proposed to organised UGC sponsored National Seminar-cum-Workshop on “The Role of Self Help Groups in the Rural Economy with Special Reference to Lakhimpur District”.
2. To organise Parents, Teachers and students meet to make them aware of the present facilities provided by the UGC for students of higher education.
3. Proposed to continue guidance to the micro groups of students consisting of 10-15 students under each teacher.
4. To provide conveyance allowance to students specially SC/ST/OBC and minority students as per UGC norms.
5. Proposed to Install Sound less Generator for continuous power supply in the college campus.
6. Organising community development and Awareness programmes.
7. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities.
8. Field study to be conducted by various departments.
9. Holding Departmental Seminars by all the Departments.
10. Covering students under students’ insurance scheme.
11. Awarding prize money to deserving meritorious students.
12. Organising Blood-grouping camps for students.
13. Observing the days of National Importance.
14. Continuation of Book-Bank facility.
15. Continuation of construction of Boys’ Hostel.
16. Updating college profile and college web-site.
17. Continuation of construction of 1st floor of the Women Hostel.
18. Construction of attached quarter of superintendent of Women Hostel.
19. To organise NSS camps.

Name Baharul Islam

HoD, Dept. of English

Signature of the Coordinator, IQAC

Name Dr. Bubul Kr. Saikia

Principal

Signature of the Chairperson, IQAC

ACADEMIC CALENDER

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

For the session 2009-10

MONTH	SUNDAYS	HOLIDAYS	WORKING DAYS	ACADEMIC AND OTHER ACTIVITIES
MAY'2009	3,10,17,24	1 st -May Day 9 th - Buddha Purnima	2,4,5,6,7,8,11, 12,13,14,15,16, 18,19,20,21,22, 23,25,26,27,28, 29,30, 31	Commencement of H.S 2 nd Year Class(From 1 st to 14 th May) Commencement of TDC 2 nd & 3 rd Year Class(from 18 th May) Last date for provisional admission to Part-II & Part-III Classes on 16 th July
JUNE'2009	7,14,21,28		1,2,3,4,5,6,8,9, 10,11,12,13,15, 16,17,18,19,20, 22,23,24,25,26,2 8,29,30	Issue & completion of Admission Notice & Prospectus Observation of World Environmental Day on 5 th June Commencement of H.S 1 st & TDC 1 st Year Class(From the 1 st Week of the month)
JULY'2009	5,12,19,26	1 st -31 st - Summer Vacation	1,2,3,4,7,8,9,10, 11,14,15,16,17, 18,21,23,24,25, 28, 30,31	Remedial Classes will be held in every Saturday and Sunday.
AUG'2009	2,9,16,23,30	13 th -Janmastami 15 th -Independence Day 22 nd -Sri Sri Sankardeva Tithi	1,3,4,5,6,7,8,10, 11,12,14,17,18, 19,20,21,24,25, 26,27,28,29,31	Freshmen Social on 12 th of August Observation of Independence Day on 15 th Aug From 17 th to 24 th Aug. (1 st Unit Test for all classes) Observation of College Foundation Day & Sri Sri Sankardeva Tithi on 22 nd Aug
SEPT'2009	6,13,20,27	9 th -Madhabdeva Tithi 21 st -Id-Ul-Fitre 25 th – 30 th - Durga Puja	1,2,3,5,7,8,10, 11,12,14,15,16, 17,18,19,22,23, 24	From 11 th to 18 th Sept (2 nd Unit Test for all classes) 5 th September District Level Quiz Competition 25 th to 30 th Autumn Vacation
OCT'2009	4,11,18,25	2 nd Gandhi Jayanti 3 rd -Lakshmi Puja 17 th - Kali Puja 18 th -Kati Bihu	20,21,22,23,24, 26,27,28,29,30, 31	Observation of Gandhi Jayanti on 2 nd October. 1 st to 19 th Autumn Vacation
NOV'2009	1,8,15,22,29	2 nd -Nanak Jayanti 24 th Lachit Divas 28 th -Id-Uz-Zuha	3,4,5,6,7,9,10, 11,12,13,14,16, 17,18,19,20,21, 23,25,26,27,30	NSS Camp on 24 th November 9 th – 16 th Terminal Examination for all classes
DEC'2009	6,13,20,27	2 nd Assam Divas 25 th – Christmas Day 28 th -Maharam	1,3,4,5,7,8,9,10, 11,12,14,15,16, 17,18,19,21,22, 23,24,26,28,29, 30,31	College Week from 4 th to 9 th December Submission of HS Final Year Examination Form Election of Students' Union in the Last Week of Dec

JAN'2010	3,10,17,24	14 th -16 th Magh Bihu 20 th - Saraswati Puja 26 th - Republic Day 31 st -Maida-mai-Phi	1,2,4,5,6,7,8,9, 11,12,13,18,19, 21,22,23,25,27, 28, 29,30	Observation of Sarswati Puja on 20 th of January Observation of Republic Day on 26 th January Notification of HS Final Exam Routine
FEB'2010	7,14,21,28	9 th - Chilarai Divas 12 th -Sivaraatri	1,2,3,4,5,6,8, 10, 11,13,15,16,17, 18,19,20,22,23, 24,25,26, 27	Commencement of HS Final Examination from 23 rd of February onwards Commencement of Part-II(1+) Examination from 24 th of February onwards
MAR'2010	7,14,21,28	1 st - Doljatra	2,3,4,5,6,8,10, 11,12,13,15,16, 17,18,19,20,22, 23,24,25,26,27, 28, 30, 31	Commencement of HS1st Year Examination from 10 th of March onwards
APR'2010	4,11,18,25	14 th -16 th Rangali Bihu	1,2,3,5,6,7,8,9, 10,12,13,17,19, 20,21,22,23,24, 26,27, 28,29,30	Commencement of Part-I(1+) Examination from 6th of April onwards Commencement of Part-III(1+) Examination from 7 th of April onwards

**Working Days/Class Days: Excluding H.S Classes is 190 days annually
Including H.S Classes is 230 days annually**

- **Holidays for the period May '2009 to April '2010 are provisional and subjected to change as per the notification of the Dibrugarh University.**