

# THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC 2011-12

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.

98540-92796

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:

[iqacltkcollege@rediffmail.com](mailto:iqacltkcollege@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> 2011-12

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

10-01-2005

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

2011-2012

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. AQAR2007-08 submitted to NAAC on 23-06-2014
- iv. AQAR2008-09 submitted to NAAC on 23-06-2014
- v. AQAR 2009-10 submitted to NAAC on 23-06-2014

vi. AQAR 2010-11 submitted to NAAC on 23-06-2014

vii. AQAR 2011-12 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	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other ( <i>Specify</i> )	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="1"/>

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

Nil

### 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

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. Carrying out Social Service through NSS camp.
2. Organising community development and Awareness programmes.
3. Organising extension education programme at feeder 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. Holding Departmental Seminars by all the Departments.
7. Covering students under students' insurance scheme.
8. Awarding prize money to deserving meritorious students.
9. Organising Blood-grouping camps for students.
10. Observing the days of National Importance.
11. Continuation of Book-Bank facility.
12. Continuation of construction of Boys' Hostel.
13. The construction work of the sports complex (Indoor Stadium) to be continued.
14. Completion of Sports Complex Boundary Wall.
14. Awareness Programmes to be organised by IQAC.

15. Beautification and renovation of the college campus.
16. Updating college profile and college web-site.
17. Continuation of construction of RCC Classrooms.
18. To organise free coaching for Teachers Eligibility Test (TET).
19. To start Free and Compulsory Computer Literacy Programme (CLP) for students.

### **ACHIEVEMENTS:-**

1. The construction of four extended class rooms on the ground floor of the newly constructed RCC building was nearing completion.
2. The construction of the indoor stadium continued.
3. The construction of The Boys' Hostel was 70% completed.
4. At the beginning of the session as per the academic calendar of the university a meeting was organised to make the students aware of the examinations and the rules of the semester system.
5. On the occasion of the Teachers' Day on 5<sup>th</sup> Sept'2011 a day long programme was organised by the College Teachers' Unit at the college premises under IQAC of the college. A few prominent guests were invited to grace the occasion. The programme included a group discussion and interaction with the students. The discussion was on the "Contemporary Education System- Its drawbacks and prospects".
6. The IQAC of the college organised Free Coaching for Teachers Eligibility Test (TET) for a month and almost 130 students of this college and neighbouring areas benefited.
7. Free and Compulsory Computer Literacy Programme (CLP) for students was started at the college.
8. A Health awareness programme was organised at the flood affected area of Khaga, North Lakhimpur involving students, teachers and local people in collaboration with the Health Department of Lakhimpur District. Besides, a blood grouping camp was also organised among the rural people. Dr. Gautam Khanikar, Azad State Dispensary and Dr. Moromi Kalita, North Lakhimpur Civil Hospital provided need based suggestions about health awareness, blood grouping and precaution to be taken during the time of flood. The programme was attended by about 500 rural people.
9. On 5<sup>th</sup> June'2012 The World Environment Day was observed and a plantation programme was carried out by planting seedlings at Sankardev High School, Azad and Lakhimi Girls High School, Azad to create awareness among the students about the importance of preserving our green heritage.
10. Remedial classes were organized for ST/SC/OBC/minority and academically backward students during the Puja Holidays.

11. 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.
12. All the departments organized departmental seminars/group discussions. In all seventeen such academic events were organized.
13. The students were covered under student insurance scheme by the college.
14. On 22-08-2011 the college foundation day was observed and a blood grouping camp was organized for the students. Four nos. of poor and meritorious students were provided financial assistance from the college aid fund.
15. 26<sup>th</sup> January and 15<sup>th</sup> August were observed with hosting the National Flag by the Principal in presence of the teachers and students. 2<sup>nd</sup> October was observed with a seminar on ‘Gandhism’. The Teachers’ Day was observed by all the departments with a Talk on Dr. Sarbapalli Radhakrisnan .
16. Books from the book bank were issued for a year to the students selected through specific guidelines.
17. The beautification and renovation of the college campus is started.
18. 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
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## 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
<b>Total</b>	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	2
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
24	18	6	Nil	Nil



2.2 No. of permanent faculty with Ph.D. 

5
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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	2	1

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	8	Nil
Presented	Nil	5	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 annually (95 per Semester)
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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
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Nil
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Nil
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2.10 Average percentage of attendance of students 

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

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	88	Nil	3.4%	43.1%	51.1%	98%
B.Sc	16	Nil	6.25%	56.25%	12.5%	75%

#### 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	1
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	2	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

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

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

JRF	<input type="text" value="Nil"/>	SR	<input type="text" value="Nil"/>	Project Fellows	<input type="text" value="Nil"/>	Any other	<input type="text" value="Nil"/>
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3.21 No. of students Participated in NSS events:

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

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value=""/>	College forum	<input type="text" value="2"/>
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NCC

NSS

Any other

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

1. On 5<sup>th</sup> June'2012 The World Environment Day was observed and a plantation programme was carried out by planting seedlings at Sankardev High School, Azad and Lakhimi Girls High School, Azad to create awareness among the students about the importance of preserving our green heritage.
2. The IQAC of the college organised Free Coaching for Teachers Eligibility Test (TET) for a month and almost 130 students of this college and neighbouring areas were benefited.
3. Free and Compulsory Computer Literacy Programme (CLP) for students was started at the college.

### 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)		6,94,000.00	UGC	6,94,000.00
Others	Nil	Nil	Nil	Nil

##### 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	11698	8,29,935	602	55,384	12300	8,85,319
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	15	8	2	0	0	4	0	1
Added	0	0	0	0	0	0	0	0
Total	15	8	2	0	0	4	0	1

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (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 :

i) ICT

Nil

ii) Campus Infrastructure and facilities

Rs. 3, 70,000.00

iii) Equipments

Rs. 3, 40,000.00

iv) Others

Rs. 2, 80,000.00

**Total :**

Rs. 9, 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)
666	Nil	Nil	230

(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
139	79	103	160	Nil	481	147	131	165	223	Nil	666

Demand ratio                      Dropout % Arts-29% Science- 20%

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

The IQAC of the college organised free coaching for TET candidates.

No. of students beneficiaries                      130

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                      23

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	235	6,05,870/-
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 different 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

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.

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

The College Library is located on the ground floor of the RCC building built under the 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

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.

### 6.3.7 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 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. 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 certificates at the time of admission.

6.4 Welfare schemes for

Teaching	3
Non teaching	3
Students	5

6.5 Total corpus fund generated

400000/-

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 at the under graduate level of 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. Free and compulsory Computer Literacy Programme is provided to the students.

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 of four extended class rooms on the ground floor of the newly constructed RCC building was nearing completion.
2. The construction of the indoor stadium continued.

3. The construction of The Boys' Hostel was nearing completion.
4. At the beginning of the session as per the academic calendar of the university a meeting was organised to make the students aware of the examinations and the rules of the semester system.
5. On the occasion of the Teachers' Day on 5<sup>th</sup> Sept'2011 a day long programme was organised by the College Teachers' Unit at the college premises under IQAC of the college. A few prominent guests were invited to grace the occasion. The programme included a group discussion and interaction with the students. The discussion was on the "Contemporary Education System- Its drawbacks and prospects".
6. The IQAC of the college organised Free Coaching for Teachers Eligibility Test (TET) for a month and almost 130 students of this college and neighbouring areas benefited.
7. Free and Compulsory Computer Literacy Programme (CLP) for students was started at the college.
8. A Health awareness programme was organised at the flood affected area of Khaga, North Lakhimpur involving students, teachers and local people in collaboration with the Health Department of Lakhimpur District. Besides, a blood grouping camp was also organised among the rural people. Dr. Gautam Khanikar, Azad State Dispensary and Dr. Moromi Kalita, North Lakhimpur Civil Hospital provided need based suggestions about health awareness, blood grouping and precaution to be taken during the time of flood. The programme was attended by about 500 rural people.
9. On 5<sup>th</sup> June'2012 The World Environment Day was observed and a plantation programme was carried out by planting seedlings at Sankardev High School, Azad and Lakhimi Girls High School, Azad to create awareness among the students about the importance of preserving our green heritage.
10. Remedial classes were organized for ST/SC/OBC/minority and academically backward students during the Puja Holidays.
11. 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.
12. All the departments organized departmental seminars/group discussions. In all seventeen such academic events were organized.
13. The students were covered under student insurance scheme by the college.
14. On 22-08-2011 the college foundation day was observed and a blood grouping camp was organized for the students. Four nos. of poor and meritorious students were provided financial assistance from the college aid fund.

15. 26<sup>th</sup> January and 15<sup>th</sup> August were observed with hosting the National Flag by the Principal in presence of the teachers and students. 2<sup>nd</sup> October was observed with a seminar on ‘Gandhism’. The Teachers’ Day was observed by all the departments with a Talk on Dr. Sarbapalli Radhakrisnan .
16. Books from the book bank were issued for a year to the students selected through specific guidelines.
17. The beautification and renovation of the college campus is started.
18. 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. The IQAC of the college organised Free Coaching for Teachers Eligibility Test (TET) for a month and almost 130 students of this college and neighbouring areas benefited.
2. Free and Compulsory Computer Literacy Programme (CLP) for students was started at the college.

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

7.4 Contribution to environmental awareness / protection

1. On 5<sup>th</sup> June’2012 The World Environment Day was observed and a plantation programme was carried out by planting seedlings at Sankardev High School, Azad and Lakhimi Girls High School, Azad to create awareness among the students about the importance of preserving our green heritage.
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.

## **8. Plans of institution for next year**

1. Carrying out Social Service through NSS camp.
2. Organising community development and Awareness programmes.
3. Organising extension education programme at feeder 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. Holding Departmental Seminars by all the departments.
7. Covering students under students' insurance scheme.
8. Awarding prize money to deserving meritorious students.
9. Organising blood-grouping camps for students.
10. Observing the days of National Importance.
11. The construction of three extended class rooms on the first floor of the new constructed RCC building.
12. Continuation of Book-Bank facility.
13. Continuation of the construction work of the sports complex (Indoor Stadium).
14. Opening of Krishna Kanta Handique Open University.

15. Allotment of IQAC and departmental rooms.
16. Proposed to install a Bio-Tech-Hub.
17. Beautification and renovation of the college campus.
18. Updating college profile and college web-site.

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 2011-12

MONTH	SUNDAYS	HOLIDAYS	WORKING DAYS	ACADEMIC AND OTHER ACTIVITIES
<b>MAY'2011</b>	1,8,15,22,29	1 <sup>st</sup> -May Day 17 <sup>th</sup> - Buddha Purnima	2,3,4,5,6,7,9,10, 11,12,13,14,16, 18,19,20,21,23, 24,25,26,27,28, 30, 31	1.Commencement of Degree Part-II & III classes from 10 <sup>th</sup> May 2.Issue of Admission Notice & Prospectus for B.A/B.Sc 1 <sup>st</sup> Semester Classes from 16 <sup>th</sup> May-30 <sup>th</sup> June 3.Commencement of H.S 2 <sup>nd</sup> Year Class(1 to 14 May)
<b>JUNE'2011</b>	5,12,19,26	16 <sup>th</sup> - 30 <sup>th</sup> Semester End Vacation	1,2,3,4,6,7,8,9, 10,11,12,13,14, 15	1.Completion of the admission process for B.A/B.Sc 1 <sup>st</sup> Semester Classes and HS 1 <sup>st</sup> Year Class 2.Observation of World Environmental Day on 5 <sup>th</sup> June 3.Continuation of H.S 2 <sup>nd</sup> Year Class(1 <sup>st</sup> to 15 <sup>th</sup> June)
<b>JULY'2011</b>	3,10,17,24,31	1 <sup>st</sup> -15 <sup>th</sup> Semester End Vacation	16,18,19,20,21, 22,23,25,26,27, 28,29,30	1.Notification of Class Routine in the College Notice Board on 16 <sup>th</sup> July 2.Commencement of B.A/B.Sc 1 <sup>st</sup> Semester and HS 1 <sup>st</sup> Year Classes from 17 <sup>th</sup> July 3.Notification of Course plan & Departmental Routines Routine in the Departmental Notice Boards on 16 <sup>th</sup> July 4.Interaction with the 1 <sup>st</sup> Semester Students by the Principal and teachers from 17 <sup>th</sup> -22 <sup>nd</sup> July 5.Freshmen Social on 22 <sup>nd</sup> July
<b>AUG'2011</b>	3,10,17,24,31	15 <sup>th</sup> -Independence Day 18 <sup>th</sup> -Madhabdeva Tithi 30 <sup>th</sup> -Sankardeva Tithi 31 <sup>st</sup> -Id-Ul-Fitre	1,2,4,5,6,7,8,9, 11,12,13,14,16, 19,20,21,22,23, 25,26,27,28,29	1. Observation of Independence Day on 15 <sup>th</sup> Aug. 2.1 <sup>st</sup> Sessional Examination from 20 <sup>th</sup> Aug. 3. Observation of College Foundation Day on 22 <sup>nd</sup> Aug. 4. Notification of 1 <sup>st</sup> Sessional Marks in the Departmental Notice Boards. 5. Last Date of submission of duly filled up Registration Forms of B.A/B.Sc 1 <sup>st</sup> Semester by the Students (25 <sup>th</sup> Aug.) 6. Students Union Election on 27 <sup>th</sup> Aug. 7.Unit Test for HS 2 <sup>nd</sup> Year Classes (Last week of the month) 8.Observation of Sankardeva Tithi on 30th Aug.
<b>SEPT'2011</b>	4,11,18,25	1 <sup>th</sup> - Janashtami 10 <sup>th</sup> -Sankardeva Tithi 11 <sup>th</sup> - Id-Ul-Fitre	2,3,5,6,7,8,9,12, 13,14,15,16,17, 19,20,22,23,24, 26,27,28,29,30	1. Internal Assessment through Group Discussion/Seminar etc (From 12 <sup>th</sup> - 15 <sup>th</sup> Sept.) 2. Submission of HS Final Year Examination Forms 3. 2 <sup>nd</sup> Sessional Examination from 26 <sup>th</sup> & 27 <sup>th</sup> Sept. 4. Submission of Assignments if any by 30 <sup>th</sup> Sept. 5. Unit Test for H.S 1 <sup>st</sup> & H.S 2 <sup>nd</sup> Year
<b>OCT'2011</b>	2,9,16,23,30	2 <sup>nd</sup> Gandhi Jayanti 3 <sup>rd</sup> - 6 <sup>th</sup> Durga Puja 11 <sup>th</sup> - Lakshmi Puja 18 <sup>th</sup> - Kati Bihu 26 <sup>th</sup> -Kali Puja	1,7,8,9,12,13,25, 27, 29,30	1. Observation of Gandhi Jayanti on 2 <sup>nd</sup> October. 2. Notification of 2 <sup>nd</sup> Sessional Marks in the Departmental Notice Boards from 3 <sup>rd</sup> - 6 <sup>th</sup> Oct. 3. Form Fill-up of the B.A/B.Sc 1 <sup>st</sup> Semester Examination from 15 <sup>th</sup> Oct.
<b>NOV'2011</b>	6,13,20,27	7 <sup>th</sup> -Id-Ul-Zuha 10 <sup>th</sup> -Nanak Jayanti 24 <sup>th</sup> Lachit Divas	1,2,3,4,5,8,9,11, 12,14,15,16,17, 18,19,21,22,23, 25,26,28, 29,30	1. End Semester Examination from 11 <sup>th</sup> to 29 <sup>th</sup> Nov. 2. Last date for submission of Internal Assessment records (marks) by the 10 <sup>th</sup> Nov. 3. Evaluation of End Semester Answer Scripts at the Zones from 15 <sup>th</sup> Nov - 15 <sup>th</sup> Dec.

<b>DEC'2011</b>	4,11,18,25	2 <sup>nd</sup> Assam Divas 25 <sup>th</sup> – Christmas Day	1,2,3,5,6,7,8,9, 10,12,13,14,15, 16,17,19,20,21, 22,23,24,26,27, 29,30,31	1. End Semester Vacation from 1 <sup>st</sup> – 31 <sup>st</sup> Dec. 2. Evaluation of End Semester Answer Scripts at the Zones 3. Educational & Exposure Tour of various Departments
<b>JAN'2012</b>	1,8,15,22,29	14 <sup>th</sup> -16 <sup>th</sup> Magh Bihu 26 <sup>th</sup> - Republic Day 28 <sup>th</sup> – Saraswati Puja 31 <sup>st</sup> -Maida-mai-Phi	2,3,4,5,6,7,9,10, 11,12,13,17,18, 19,20,21,23,24, 25,27,28,30	1. Programmes for Welcoming New Year 2012 2. Commencement of Even Semester Classes from 2 <sup>nd</sup> January 3. Notification of Class Routine for Even Semester 4. Notification of Course plan & Departmental Routines Routine in the Departmental Notice Boards 5. Re-commencement of B.A/B.Sc Part-II/III Classes 6. College Week From 20 <sup>th</sup> – 25 <sup>th</sup> January 7. Observation of Republic Day on 26 <sup>th</sup> January 8. Observation of Saraswati Puja on 28 <sup>th</sup> January
<b>FEB'2012</b>	5,12,19,26	7 <sup>th</sup> -Chilairai Divas 20 <sup>th</sup> - Sivaratri	1,2,3,4,6,8,9,10, 11,13,14,15,16, 17,18,21,22,23, 24,25,27, 28	1. 1 <sup>st</sup> Sessional Examination of Even Semester Classes from 8 <sup>th</sup> Feb onwards 2. Commencement of H.S Final Year Examination from the Last week onwards 3. Commencement of B.A/B.Sc Part-II Examination from the Last week onwards 4. Commencement of H.S 1 <sup>st</sup> Year Examination from the 29 <sup>th</sup> Feb. 5. Students' Counselling & Mid Semester Feedback Assessment for the B.A/B.Sc 2 <sup>nd</sup> Semester on 18 <sup>th</sup> Feb.
<b>MAR'2012</b>	4,11,18,25	8 <sup>th</sup> - Doljatra	1,2,3,5,6,7,9,10, 12,13,14,15,16, 17,19,20,21,22, 23,24,26,27,28, 29,30,31	1. Notification of 1 <sup>st</sup> Sessional Examination's marks in the Departmental Notice Board from 1 <sup>st</sup> -3 <sup>rd</sup> March 2. Internal Assessment through Group Discussion/Seminar etc (From 12 <sup>th</sup> – 15 <sup>th</sup> March)
<b>APR'2012</b>	1,8,15,22,29	13 <sup>th</sup> -16 <sup>th</sup> Rangali Bihu	2,3,4,5,6,7,9,10, 11,12,17,18,19, 20,21,23,24,25, 26,27,28,30	1. 2 <sup>nd</sup> Sessional Examination of Even Semester Classes from 3 <sup>rd</sup> April onwards 2. Last date for submission of Assignment by the students of Programmes if any 12 <sup>th</sup> April 3. Last date for Form Fill-up of the B.A/B.Sc Even Semester Examination on or before 12 <sup>th</sup> April

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 '2011 to April '2012 are provisional and subjected to change as per the notification of the Dibrugarh University.