

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

**2013-14**

**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.

+919854092796

Name of the Head of the Institution:

DR. BUBUL KUMAR SAIKIA

Tel. No. with STD Code:

+919854092796

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 2013-2014

#### 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) 2013-2014

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
- viii. AQAR 2012-13 submitted to NAAC on 23-06-2014
- ix. AQAR 2013-14 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	<input type="text" value="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	<input type="text" value="1"/>	Students <input type="text" value="1"/>	Alumni <input type="text" value="1"/>
Others	<input type="text" value="1"/>		
2.12 Has IQAC received any funding from UGC during the year?	Yes	No	
If yes, mention the amount	<input type="text" value="Nil"/>	<input type="text"/>	<input type="text" value="v"/>

### 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. The construction of three extended class rooms on the first floor of the new constructed RCC building.
12. Continuation of Book-Bank facility.
13. 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.

### **ACHIEVEMENTS:-**

1. An NSS Camp was organized by the college at Bhaskar High School, Borcharia on 9-2-2013. The members of the NSS rendered their service by renovating the High School building and constructing the boundary wall by procuring materials like bamboo, wood and other essentials from the locality. The teachers, local people and students extended their full co-operation. A meeting was also held highlighting the importance of social work and involvement of students in such activities.
2. A medical camp was organized in collaboration with District Health Department and a local NGO at Balibheta High School, Borchapori on 23-06-2013. In the programme the local people were provided free medical check up and medicines. Dr. M. Bordoloi delivered a speech on the precautionary measures to be taken before and after flood.
3. Under extension education programme the teachers of the college organized classes on English and basic science and mathematics at Khaga High School, Khaga and Sankardev High School from 28-07-2013 to 31-07-2013.
4. Remedial classes were organized for ST/SC/OBC/minority and academically backward students during the Puja Holidays.
5. 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.
6. All the departments organized departmental seminars/group discussions. In all seventeen such academic events were organized.
7. The students were covered under student insurance scheme by the college.
8. Three nos. of poor and meritorious students were provided financial assistance from the students aid fund.
9. On 22-08-2013 the college foundation day was observed and a blood grouping camp was organized for the students. The blood groups of the students were entered in their ID cards.
10. 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 'Gandhian Philosophy'. The Teachers' Day was observed by all the Departments with a Talk on Dr. Sarbapalli Radhakrisnan and his academic life.
11. The construction of three extended class rooms on the first floor of the new constructed RCC building was completed.
12. Books from the book bank were issued for a year to the students selected through specific guidelines.
13. The construction work of the sports complex (Indoor Stadium) continues.

14. The process for opening Krishna Kanta Handique Open University study centre is going on.
15. All the departments and IQAC with computer facility were allotted separate Departmental rooms. (The IQAC room is attached with the Department of English.)
16. The Bio-Tech-Hub is installed in the first floor of the new RCC building with necessary laboratory equipments.
17. The beautification and renovation of the college campus is going on.
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	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	3	Nil	Nil	Nil

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	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
23	18	5	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

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	2	1	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	12	2
Presented	Nil	7	Nil
Resource Persons	Nil	Nil	1

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

Field study and submission of 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

180 annually (90 per Semester)

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	142	Nil	4.9%	54.2%	35.9%	95%
B.Sc	12	Nil	8.3%	83.3%	Nil	92%

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	1
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	3
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	1	2	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	1	Nil	Nil
Outlay in Rs. Lakhs	Nil	365000/-	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	3	UGC	365000/-	265000/-
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 by the University)	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	3	UGC	365000/-	265000/-

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 health awareness camp was organised at Amguri Bishnupur Kalakrishti Bikash Kendra, Amguri on 30<sup>th</sup> June'2013.
2. A Social Awareness Camp was organised at Balibheta Village.
3. Social Service at college campus.
5. Saratar Abeli (an autumn programme) : A programme of talk, poetry and song was organised by Dept. of Assamese on 5<sup>th</sup> Nov'2013 to mark the death anniversary of Music Maestro Dr. Bhupen Hazarika.
6. Women's Day was observed at Magurmari village was observed on 8<sup>th</sup> March'2013.

#### 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	3	UGC & State Govt.	18
Laboratories	4	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)		4,29,855.00	UGC	4,29,855.00
Others	Nil	Nil	Nil	Nil

#### 4.2 Computerization of administration and library

Yes, the college authority has computerized the whole administration and library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13002	9,52,009	700	73,500	13702	1,025,509
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	2	0	0	0	0	0	0	2
Total	17	8	2	0	0	4	0	3

#### 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. 4,50,000.00
iii) Equipments	Rs. 4,00,000.00
iv) Others	Rs. 3,50,000.00
<b>Total :</b>	Rs. 12,00,000.00

**Criterion – V**

**5. Student Support and Progression**

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

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

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

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 them.

**5.3 (a) Total Number of students**

UG	PG	Ph. D.	Others (+2)
759	Nil	Nil	266

(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
177	97	226	207	Nil	707	117	115	198	223	01	654

Demand ratio

Dropout % B.A- 27% & B.Sc-24%

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

Nil

No. of students beneficiaries Nil

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

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

No. of students benefited

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	142	4,70,460/-
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, and 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

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. Two teachers provide guideship to M.Phil students and P.hd Scholars.

#### 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 1<sup>st</sup> June Prospectus, academic calender 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

700000/-

6.6 Whether annual financial audit has been done

Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	No	No
Administrative	Yes	Govt. auditor	Yes	Govt. auditor

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

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

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. The students are covered under Insurance Scheme (accident benefit).
2. Poor and meritorious students are provided financial assistance from the students' aid fund.
3. Poor and meritorious students are provided books from the 'Book Bank' for the academic year.
4. 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.

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

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

1. An NSS Camp was organized by the college at Bhaskar High School, Borcharia on 9-2-2013. The members of the NSS rendered their service by renovating the High School building and constructing the boundary wall by procuring materials like bamboo, wood and other essentials from the locality. The teachers, local people and students extended their full co-operation. A meeting was also held highlighting the importance of social work and involvement of students in such activities.
2. A medical camp was organized in collaboration with District Health Department and a local NGO at Balibheta High School, Borchapori on 23-06-2013. In the programme the local people were provided free medical check up and medicines. Dr. M. Bordoloi delivered a speech on the precautionary measures to be taken before and after flood.
3. Under extension education programme the teachers of the college organized classes on English and basic science and mathematics at Khaga High School, Khaga and Sankardev High School from 28-07-2013 to 31-07-2013.
4. On 22-08-2013 the college foundation day was observed and a blood grouping camp was organized for the students. The blood groups of the students were entered in their ID cards. On this day two students were awarded meritorious prizes.
5. Remedial classes were organized for ST/SC/OBC/minority and academically backward students during the Puja Holidays.
6. A district level quiz competition was organized by the college. Several competitors of different colleges of the district participated in the competition. The first three teams were awarded cash awards and running trophies in memory of Late Indeswar Sarmah, Late Karuna Sarmah and Late Prabhat Borgohain.
7. The construction of the boundary wall of the sports ground was completed under grants received from the UGC.
8. The construction of the ground floor of the Girls' Hostel was completed.
9. A career counselling programme was organized on 7/09/2013. Resource person Sri Prithwiraj Rabha delivered a speech on How to Face an Interview.
10. Books from the book bank were issued for a year to the students selected through specific guidelines.
11. The students were covered under student insurance scheme by the college.
12. Three nos. of poor and meritorious students were provided financial assistance from the students aid fund.
13. The Departments of Geography, History, Education, Assamese organized educational tours and field study during the Puja Holidays and the students of the respective departments prepared and submitted their field study report to their respective departments.
14. All the departments organized departmental seminars/group discussions. In all seventeen such academic events were organized.

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

1. The World Environment Day is observed on 5<sup>th</sup> June' 2013 to bring environmental awareness by organising Talk on the Importance of conserving world environment and carrying out plantation programme involving the students.
2. To promote an ambience of creativity innovation and improving quality of the students literary competitions including Wall Magazine Competition among different Departments are held.

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

7.4 Contribution to environmental awareness / protection

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

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. Extension of the Girls' Hostel.
2. Renovation and beautification of the College Campus.
3. Construction of attached toilet for Girls' Common Room.
4. Completion of the construction of the Indoor Stadium.
5. Extension of the College Canteen.
6. Construction of the New Library Building on the Second floor of the New RCC building.
7. Completion of the extended building of the Boys' Hostel.
8. Inauguration of the Bio-Tech Hub.
9. Updating of the laboratories of Physics, Chemistry, Botany and Zoology Departments.
10. Construction of Digital Classroom and extension existing classrooms.
11. Construction of well equipped Computer Laboratories.
12. Construction of New Administrative Building.
13. Opening of Major Courses in English, Physics, Chemistry, Mathematics and Home Science Departments.
14. Addition of New Books in Library.
15. Proposals sent to the UGC, NERO for Organising UGC sponsored Seminars and workshops by different departments.
16. Proposals submitted to UGC, NERO for Community College.
17. Proposals submitted to UGC, NERO for introduction of Vocational Courses.
18. Proposals submitted to for Minor and Major Research Projects.
19. Introduction of Admission and Election Software.
20. Installation of SOUL Software in the Library.



21. Publication of Online Journal.
22. Publication of Books by the College Publication Cell.
23. Opening of a Bookstall in the College Campus.
24. Opening of a Mini Conference Hall.
25. Applying for UGC Schemes from time to time.
26. Renovation and Continuation of the College Book Bank.
27. Carrying out Social Service through NSS camp.
28. Organising community development and Awareness programmes.
29. Organising extension education programme at neighbouring schools.
30. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities.
31. Field study to be conducted by various Departments.
32. Holding Departmental Seminars by all the Departments.
33. Covering students under students' Insurance Scheme.
34. Awarding Prize Money to meritorious students.
35. Organising District Level Quiz Competition for students.
36. Organising Blood-grouping camps for students.
37. Observing the days of National Importance.
38. Organising Career Counselling Centre.

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 2013-14*

MONTH	SUNDAYS	HOLIDAYS	WORKING DAYS	ACADEMIC AND OTHER ACTIVITIES
<b>MAY'2013</b>	5,12,19,26	1 <sup>st</sup> -May Day 25 <sup>th</sup> -Budha Purnima	1,2,3,4,6,7,8,9, 10,11,13,14,15, 16,17,18,20,21, 22,23,24,27,28, 29,30,31	1. Commencement of Degree Part-III classes from 4 <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) 4. Commencement of B.A/B.Sc Even Semester Examination from 20 <sup>th</sup> & 21 <sup>st</sup> May(2 <sup>nd</sup> & 4 <sup>th</sup> Semester)
<b>JUNE'2013</b>	2,9,16,23,30	16 <sup>th</sup> - 30 <sup>th</sup> Semester End Vacation	1,3,4,5,6,7,8,10, 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'2013</b>	7,14,21,28	1 <sup>st</sup> -15 <sup>th</sup> Semester End Vacation	16,17,18,19,20, 22,23,24,25,26, 27,29,30,31	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> , 3 <sup>rd</sup> & 5 <sup>th</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> July 5. Freshmen Social on 30 <sup>th</sup> July
<b>AUG'2013</b>	4,11,18,25	9 <sup>th</sup> -Id-Ul-Fitre 15 <sup>th</sup> -Independence Day 28 <sup>th</sup> - Janmastami	1,2,3,4,6,7,8,10, 11,13,14,16,17, 18,21,22,23,24, 25,27,28,29,30, 31	1. Observation of Independence Day on 15 <sup>th</sup> Aug. 2. Observation of College Foundation Day on 22 <sup>nd</sup> Aug. 3. 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.) 4. 1 <sup>st</sup> Sessional Examination from 26 <sup>th</sup> Aug. 5. Notification of 1 <sup>st</sup> Sessional Marks in the Departmental Notice Boards. 6. Unit Test for HS 2 <sup>nd</sup> Year Classes (Last week of the month)
<b>SEPT'2013</b>	1,8,15,22,29	7 <sup>th</sup> - Sankardeva Tithi 19 <sup>th</sup> - Madhabdeva Tithi	2,3,4,5,6,9,10, 11,12,13,14,16, 17,18,20,21,23, 24,25,26,27, 28,30	1. Observation of Sankardeva Tithi on 7 <sup>th</sup> Sept. 2. Internal Assessment through Group Discussion/Seminar etc (From 12 <sup>th</sup> - 15 <sup>th</sup> Sept.) 3. Submission of HS Final Year Examination Forms 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 6. Students' Union Election 18 <sup>th</sup> Sept.
<b>OCT'2013</b>	6,13,20,27	2 <sup>nd</sup> Gandhi Jayanti 11 <sup>th</sup> - 14 <sup>th</sup> Durga Puja 16 <sup>th</sup> -Id-Ul-Zuha 18 <sup>th</sup> - Lakshmi Puja	1,2,3,4,5,7,8,9, 10,15,17,19,21, 22,23,24,25,26,2 8,29,30,31	1. Observation of Gandhi Jayanti on 2 <sup>nd</sup> Oct. 2. 2 <sup>nd</sup> Sessional Examination from 21 <sup>st</sup> Oct. 3. Notification of 2 <sup>nd</sup> Sessional Marks in the Departmental Notice Boards from 26 <sup>th</sup> - 30 <sup>th</sup> Oct. 4. Form Fill-up of the B.A/B.Sc Odd Semester Examination from 15 <sup>th</sup> Oct.
<b>NOV'2013</b>	3,10,17,24	2 <sup>nd</sup> -Kali Puja 14 <sup>th</sup> -Maharam 24 <sup>th</sup> Lachit Divas	1,4,5,6,7,8,9, 11,12,15,16, 18,19,20,21,22, 23,25,26,27,28,2 9,30	1. Last date for submission of Internal Assessment records (marks) by the 10 <sup>th</sup> Nov. 2. Evaluation of End Semester Answer Scripts at the Zones from 15 <sup>th</sup> Nov - 15 <sup>th</sup> Dec. 3. End Semester Examination from 20 <sup>th</sup> & 21 <sup>st</sup> Nov. 4. NSS Camp

<b>DEC'2013</b>	1,8,15,22,29	2 <sup>nd</sup> Assam Divas 25 <sup>th</sup> – Christmas Day	3,4,5,6,7,9,10, 11,12,13,14,16, 17,18,19,20,21, 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'2014</b>	5,12,19,26	13 <sup>th</sup> -15 <sup>th</sup> Magh Bihu 26 <sup>th</sup> - Republic Day 31 <sup>st</sup> -Maida-mai-Phi	1,2,3,4,6,7,8,9, 10,11,16,17,18, 20,21,22,23,24, 25,27,28,29,30	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-III Classes 6. Observation of Republic Day on 26 <sup>th</sup> January
<b>FEB'2014</b>	2,9,16,25	4 <sup>th</sup> -Saraswati Puja 14 <sup>th</sup> -Chilaraai Divas 27 <sup>th</sup> -Sivaratri	1,3,5,6,7,8,10, 11,12,13,15,17, 18,19,20,21,22, 23,24,26,28	1. Observation of Saraswati Puja on 4 <sup>th</sup> Feb. 2. Commencement of H.S & 1 <sup>st</sup> Year Final Year Examination from the Second or the Last week onwards 3. Commencement of B.A/B.Sc Part-III Examination from the Last week onwards 4. 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'2014</b>	2,9,16,23,30	17 <sup>th</sup> - Doljatra	1,3,4,5,6,7,8,10, 11,12,13,14,15, 18,19,20,21,22, 24,25,26,28,29, 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. 1 <sup>st</sup> Sessional Examination of Even Semester Classes from 3 <sup>rd</sup> March onwards 3. Internal Assessment through Group Discussion/Seminar etc (From 12 <sup>th</sup> – 15 <sup>th</sup> March)
<b>APR'2014</b>	6,13,20,27	14 <sup>th</sup> -20 <sup>th</sup> Rangali Bihu	1,2,3,4,5,7,8,9, 10,11,12,13,21, 22,23,24,25,26, 28,29,30	1. 1 <sup>st</sup> to 4 <sup>th</sup> April College Week 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 4. 2 <sup>nd</sup> Sessional Examination of Even Semester Classes from the last week of the month.

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'2013 to April'2014 are provisional and subjected to change as per the notification of the Dibrugarh University.