

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
2014-15
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
Contact Nos.	+91-9954189103
Name of the Head of the Institution:	DR. BUBUL KUMAR SAIKIA
Tel. No. with STD Code:	03752-230119
Mobile:	+919954189103
Name of the IQAC Co-ordinator:	BAHARUJ. ISLAM
Mobile:	+919954532389
IQAC e-mail address:	iqacltkcollege@rediffmail.com
1.3 NAAC Track ID -	ASCOXX11964
1.4 Website address:	www.ltkcollege.ac.in
Web-link of the AQAR:	http://www.ltkcollege.ac.in /AQAR 2014-2015
1.5 Accreditation Details	

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

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

10-01-2005

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

2014-2015

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)

- AQAR (i) 20/06/2014 for the year 2005-06
- AQAR (ii) 20/06/2014 for the year 2006-07
- AQAR (iii) 23/06/2014 for the year 2007-08
- AQAR (iv) 23/06/2014 for the year 2008-09
- AQAR (v) 23/06/2014 for the year 2009-10
- AQAR (vi) 23/06/2014 for the year 2010-11
- AQAR (vii) 23/06/2014 for the year 2011-12
- AQAR (viii) 23/06/2014 for the year 2012-13
- AQAR (ix) 23/06/2014 for the year 2013-14

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 and Diploma in Food Processing

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

DIBRUGARH UNIVERSITY

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

NIL

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2. 6 No. of any other stakeholder and

2

Community representatives

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

2

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- a. Soft Skill and Personality Development
- b. Film Making and camera handling
- c. Poetry and drama
- d. Asomiya Gadya Sahityar Bibortan

2.14 Significant Activities and contributions made by IQAC

The IQAC chalks out the annual plan of action at 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 at the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

PLAN OF ACTION:-

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. Installation 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, NER for Organising UGC sponsored Seminars and workshops by different departments.
16. Submission of Proposals to UGC, NER for Community College.
17. Submission of Proposals to UGC, NER for introduction of Vocational Courses.
18. Submission of Proposals by faculties to UGC, NER 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.

ACHIEVEMENTS:-

1. The construction of the extension of girls' hostel with quarters for the superintendent and the watchman is going on and is likely to be completed in the year 2015-16.
2. A concrete wall was constructed on the front side of the college. Flowers seedlings were planted in the vacant spaces to add to the beauty of the college. Several dustbins were installed in the college campus for disposal of wastage.
3. Toilets for girls' common room were constructed but not attached for sanitary reasons.
4. The construction work of the Indoor stadium is completed.
5. The construction of the new library building on the second floor of the new RCC building is going on and is likely to be completed by 2015-16.
6. The Institutional Bio-Tech was inaugurated by Dr. Alok Buragohain, Vice-Chancellor, Dibrugarh University on 9/5/2014.
7. The laboratories of Physics, Chemistry, Zoology and Botany were renovated and enlarged to accommodate increasing number of students and new equipments were also added.
8. A well and fully equipped computer laboratory was constructed on the first floor of the new RCC building.
9. Major Courses in English, Physics, Chemistry, Mathematics and Home Science have been started.
10. A total number of 293 books and 322 reference and career oriented books have been added to the college central library.
11. Four Proposals have been sent to the UGC, NERO for Organising UGC sponsored Seminars and workshops by different departments.
12. Proposals submitted to UGC, NERO for Community College.
13. Proposals submitted to UGC, NERO for introduction of Vocational Courses.
14. Five numbers of Proposals submitted by faculties to UGC, NERO for Minor and Major Research Projects.

15. Electronic software for admission process and students' election was installed.
16. SOUL software was installed in the central library of the college.
17. The Publication Cell of the college published a booked named "Bhasa, Sahitya, Sanskriti r Jilikoni"
18. A well stocked book stall was opened in the college campus.
19. The facility of the Book Bank has been improved with the addition of books.
20. The NSS unit of the college organised various social service camps in and out side the college campus.
22. The Extension Activity Committee of the college organised several community development and awareness programmes in the neighbouring villages.
23. Remedial classes were organized for ST/SC/OBC/minority and other academically backward students during the semester break.
24. Several departments of the college organised field study and submitted reports.
25. All the departments organized departmental seminars/group discussions and other such related academic activities in the session.
26. The students were covered under students' insurance scheme by the college.
27. Eleven (11) numbers of poor and meritorious students were provided financial assistance from the students' aid fund as well as awarded Cash Prize to Miss. Jyotishmita Dutta , who stood 1st class 2nd in the B.A Examination under Dibrugarh University.
28. On 22-08-2014 the college foundation day was observed and a blood grouping camp was organized for the students.
29. The 2nd 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. "Swachh Bharat Abhiyan" was organised in and around the college campus on 30th October and the students of the college participated in the programme "Run For Unity".

*** Attached the Academic Calendar of the year as Annexure I.**

2.15 Whether the AQAR was placed in statutory body Yes ☐ No ☒

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Does not arise

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	1	Nil	Nil	Nil
UG	2	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	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	Nil

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

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
29	18	11	Nil	Nil

2.2 No. of permanent faculty with Ph.D. | | |---| | 4 | |---|

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	1	Nil	Nil	Nil	Nil	Nil	Nil	1	1

2.4 No. of Guest and Visiting faculty and Temporary faculty | | | | |-----|-----|----| | Nil | Nil | 10 | |-----|-----|----|

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	14	9
Presented	Nil	9	Nil
Resource Persons	Nil	3	Nil

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) | |--------------------------------|

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy and 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

2.10 Average percentage of attendance of students

80%

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	73	Nil	21.43 %	5.71 %	2.86 %	72.16 %
B.Sc	21	Nil	50 %	Nil	Nil	36.30 %

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

- 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.
- The IQAC regularly takes feedback from the students, parents and stakeholders.
- The IQAC arranges remedial coaching for weak students.
- The IQAC arranges programmes for students' support by involving them in creative and sports activities.
- 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	2
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	Nil	2	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	5	5	Nil
Outlay in Rs. Lakhs	Nil	Nil	12, 10, 000.00	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	5	Nil
Non-Peer Review Journals	Nil	6	Nil
e-Journals	Nil	3	Nil
Conference proceedings	Nil	5	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	1	UGC	12, 10, 000/-	842000/-
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	4	UGC	1575000/-	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	1	Nil	Nil	Nil
Sponsoring agencies		RGNIYD			

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

- On 8th March, 2014, the International Women's Day was held by organising a talk on the rights of girl child and an art competition was also organised at Sankardev High School, Azad.
- On 5th June, 2014, the World Environmental Day was observed by organising talks on global warming and environmental hazards at Gorehoga Bahapati Higher Secondary school, Azad.
- On 23rd July, 2014, an awareness camp on health was organised at Gohain Tekela LP School, Azad.
- On 8th March, 2015, the International Women's Day was observed by Women Cell of LTK College by organising competitions on folk music (Bor geet, Deha Naam etc.)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	17.48 Acres	Nil	Nil	Nil
Class rooms	18	2	UGC & State Govt.	20
Laboratories	8	Nil	Nil	8
Seminar Halls	Nil	Nil	Nil	Nil
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	30	-	DBT	30
Value of the equipment purchased during the year (Rs. in Lakhs)		24, 70, 200.00	DBT	24, 70, 200.00
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13002	9,52,009	293	39555	13295	991564
Reference Books	1075	82,000	322	57960	1397	139960
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	15	7400	Nil	Nil	15	7400
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	2	3400	5	9000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	34	16	12	5	1	4	3	1
Added	1						1	
Total	35	16	12	5	1	4	4	1

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

Yes, the college 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

60,000.00

ii) Campus Infrastructure and facilities

Rs. 1,50,000.00

iii) Equipments

Rs. 3,50,000.00

iv) Others

Rs. 1,50,000.00

Total :

Rs. 7,10,000.00

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)
832	Nil	Nil	832

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
Nil	Nil

Women

No	%
Nil	Nil

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
117	115	198	223	01	654	178	42	261	351	00	832

Demand ratio

Dropout % B.A- 24% & B.Sc-26%

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

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 student 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

35

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	Number of Students Placed	Number of Students Placed
Nil	Nil	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	3	National level	Nil	International level	Nil
Cultural: State/ University level	Nil	National level	Nil	International level	Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	16	16000/-
Financial support from government	254	567720/-
Financial support from other sources	6	9000/-
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level	Nil	National level	Nil	International level	Nil
Exhibition: State/ University level	Nil	National level	Nil	International level	Nil

5.12 No. of social initiatives undertaken by the students

3

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 communities including 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:

- a. To shape the college as a model rural college of higher education;
- b. To provide maximum modern infrastructural and academic opportunities to the students;
- c. To impart higher education to the youth of economically weaker ST, SC and OBC classes.
- d. To arrange additional remedial classes for the betterment of the students so that they can Compete with the students of advanced classes.
- e. 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.
- f. To promote a scientific and humanistic approach towards life.
- g. To take steps to introduce dynamic courses.
- h. To impart organized training in games and sports, music, cultural and literary activities.
- i. To lay emphasis on research in unconventional areas of socio-economic problems.
- j. To bring awareness and understanding of the immediate socio-economic problems among the teachers and students and develop their skill for meeting such problems.
- k. 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 two member in the Board of Study, Dibrugarh University. As the curriculum is prepared by the University, the members put forward suggestions in the meeting of the board.

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 tests 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 reallocating 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

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 for both teachers and students.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

The College academic session begins from 1st June Prospectus, academic calendar and application forms for admission in the higher secondary/Three Year Degree Course(Semester System) can be acquired from the college office during office hours on payment of Rs 75/-.

Interview cum Admission Schedule:

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

6.4 Welfare schemes for

Teaching	5
Non teaching	5
Students	8

6.5 Total corpus fund generated

6, 00, 000/-

6.6 Whether annual financial audit has been done

Yes ☒ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Yes
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 sessions.
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

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

Action Taken Report (ATR):-

1. The construction work for extension of Girls' Hostel is going on and is likely to be completed by 2015-16.
2. The college campus is renovated with the construction of boundary wall on the front side of the college.
3. Toilets are constructed for Girls' Common Room.
4. The construction of the indoor stadium is completed.
5. Construction of the new library building on the 2nd floor of the new RCC building is nearly completed.
6. Construction and renovation of the boys' hostel is going to be completed shortly.
7. The bio tech hub was inaugurated by Dr. Alok Kumar Buragohain on 09-05-2014.
8. The Laboratories of Physics, Chemistry, Botany and Zoology departments are renovated and extended.
9. A few classrooms are extended.
10. A well equipped computer laboratory is constructed.
11. Major Courses in English, Physics, Chemistry, Mathematics and Home Science department have been started from the session 2014-15.
12. A number of books have been added to the library.
13. Five (5) proposals have been sent to UGC, NER for organising UGC Sponsored seminars and workshops by different departments and one national seminar and two workshops have been organised.
14. Proposal submitted to UGC, NER for Community College has been accepted and a course on food processing is going to be started soon.
16. Proposal submitted UGC, NER for Minor and Major Research Projects have been accepted and five (5) minor research projects are going on.
17. Admission and Election Software is introduced.
18. The Publication Cell has published a book "Bhasa, Sahitya and Sanskritir Jilingoni" and another book "Udhavabon Aru Manob Prem" was published at the initiative of the College.

19. A Bookstall is installed in the College Campus.
20. The college has applied for UGC Schemes from time to time.
21. The College Book Bank is renovated with the addition of a number of books and its utility is continued for the students.
22. Community development and Awareness programmes are organised.

On 5th June, 2014 World Environmental Day was observed by organising talks on global warming and environmental hazards at Gorehoga Bahapati Higher Secondary school, Azad.

On 23rd July, 2014 The Red Ribbon Club organised an awareness Camp on Health at Gohain Tekela LP School, Azad.

On 2nd October, 2014 “100 Years Of Gandhi’s Return To India” was organised at Pub Telahi High School and the students were awarded prizes in the essay competition held on the occasion.

On 30th October, 2014 “Run for Unity” was organised and the students participated in the programme.

On 8th March, 2015 International Women’s Day was observed by Women Cell of LTK College by organising competitions on folk music (Bor geet, Deha Naam etc.)

23. Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities are organised .
24. Various Departments have conducted field study.
25. All the Departments have organised departmental seminars.
26. Six (6) students were awarded prize money on merit basis.
27. Blood-grouping and health check up camps for students have been organised.
28. The days of National Importance such as 2nd October, 30th October, 15th August and 26th January are organised.
29. The College Career Counselling Cell has organised workshops on “Flim Making and Camera handling” and Workshops on “Poetry and Other Creative Writing”.

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 5th 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 creativity, innovation and 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. Preparation and submission of Self study report for assessment and re-accreditation, 2nd cycle
2. Inauguration of the Indoor Stadium
3. Shifting of the library to the new Building
4. Extension and renovation of the College Canteen
5. Opening of the Community College on Food Processing and another add-on course on the same subject
6. Completion of the extended building of the Boys' Hostel
7. Construction of New Administrative Building
8. Addition of New Books in Library
9. Installation of Dr. APJ Abdul Kalam Study Centre
10. Installation of Dr. Bhupen Hazarika Archive Centre
11. Shifting of the college museum from the department of history to the library and its renovation.
12. Renovation of the college orchidarium
13. Proposals to the UGC, NERO for Organising UGC sponsored Seminars and workshops by different departments
14. Proposals to UGC, NERO for introducing career oriented and vocational courses
15. Proposals to UGC, NERO for Minor and Major Research Projects
16. Publication of Online Journal
17. Publication of Books by the College Publication Cell
18. Opening of a Mini Conference Hall
19. Applying for UGC Schemes from time to time
20. Renovation and Continuation of the College Book Bank
21. Carrying out Social Service through NSS camp
22. Organising community development and Awareness programmes
23. Organising extension education programme at neighbouring schools
24. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities

25. Field study to be conducted by various Departments
26. Holding Departmental Seminars by all the Departments
27. Covering students under students' Insurance Scheme
28. Awarding Prize Money to meritorious students
29. Organising District Level Quiz Competition for students
30. Organising Blood-grouping camps for students
31. Observing the days of National Importance
32. Organising Career Counselling Programmes
33. Covering students under students' Insurance Scheme
34. Dismantling of old bicycle stand and extension and construction of a new one
35. Construction of boundary wall around boys' hostel

Name Baharul Islam

HoD, Dept. of English

Signature of the Coordinator, IQAC

Name Dr. Bubul Kr. Saikia

Principal

Signature of the Chairperson, IQAC

***Annexure: I**

ACADEMIC CALENDAR
LAKHIMPUR TELAHI KAMALABARIA COLLEGE, AZAD, NORTH LAKHIMPUR
SESSION-2014-15

Month/Year & Date	Class Days/Working Days/Examination Days/Holidays	Academic & other activities
May/2014		Admission Notice & issue of Prospectus for H.S. 1 st Year & B.A./B.Sc. 1 st Semester.
4, 11, 18, 25	Sunday	
1, 14	Holiday	End Semester Examination (2 nd , 4 th & 6 th Semester)
2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30, 31	Working Days/Class Days	H.S. 2 nd Year Classes (1 st to 14 th June)
June/2014		H.S. 2 nd Year Classes (1 st to 14 th June)
1, 8, 15, 22, 29	Sunday	Completion of the Admission Process in the B.A./B.Sc. 1 st Semester & H.S. 1 st Year Classes.
2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 30	Working Days/Class Days	Semester End Vacation for the Teaching Staffs. (16 th June 30 th June) Completion of admission to the B.A./B.Sc. of 3 rd & 5 th Semester Classes Observation of World Environment Day on 5 th June
July/2014		Semester End Vacation for the Teaching Staffs. (1 st July to 15 th July)
6, 13, 20, 27	Sunday	
29	Holiday	Commencement of 3 rd & 5 th Semester, H.S. 1 st & 2 nd Year Classes (From 16 th July)
1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26, 28, 30, 31	Working Days/Class Days	Commencement of 1 st Semester (From 17 th July) Notification of Class Routine in the College (16 th July) Notification of Course Plan/Departmental Class Routine in the Dept. Notice Boards of the College. (16 th July) Interaction with the 1 st Semester Students by the Principals and Teachers of the College. (17 th to 22 nd July)

August/2014		Fresher's Social (2 nd August), Guardian's meet.
3, 10, 17, 24, 31	Sunday	Last Date of submission of Filled in Registration Forms of the B.A./B.Sc. 1 st Semester by the Students (26 th August)
15, 18, 27	Holiday	1 st Sessional Examination (From 26 th August)
1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 16, 19, 20, 21, 22, 23, 25, 26, 28, 29, 30	Working Days/Class Days	Unit Test of H.S. 2 nd Year Classes (Last week of August) Observation of Independence Day (15 th August) Foundation Day (22 nd August) Observation of Tithi Srimanta Sankar Deva (27 th August)
September/2014		Student Union Election (1 st Week of September)
7, 14, 21, 28	Sunday	Internal Assessment of through Seminar/Group Discussion etc. (23 rd —28 th September)
13	Holiday	
1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30	Working Days/Class Days	Submission of examination forms for H.S. Final Examination/2014 Departmental Seminar.
October/2014		2 nd Sessional Examination. (21 st —26 th October)
5, 12, 19, 26	Sunday	Last Date for Assignment Submission by the Students (if any) of the B.A./B.Sc. Programmes in the Semester System.
1, 2, 3, 4, 6, 7, 18, 23	Holiday	Departmental Seminar
8, 9, 10, 11, 13, 14, 15, 16, 17, 20, 21, 22, 24, 25, 27, 28, 29, 30, 31	Working Days/Class Days	Last Date for Form Fill up of Degree end Semester Examinations. (25 th October) Observation of Gandhi Jayanti. (2 nd October) Unit Test for H.S. 1 st & H.S. 2 nd Year.
November/2014		Last date for submission of Internal Assessment marks (10 th November)
2, 9, 16, 23, 30	Sunday	
6, 24	Holiday	Last date for notification of 2 nd Sessional Examination Marks in the Departmental Notice Board. (11 th November)
1, 3, 4, 5, 7, 8, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 25, 26, 27, 28, 29	Working Days/Class Days	Completion of the Odd Semester Classes. (11 th November) End Semester Examinations (20 th November—30 th November) Evaluation of End Semester Answer Scripts of the B.A./B.Sc. Programmes (From 24 th November)

December/2014		End Semester Examinations (1 st December—14 th December)
7, 14, 21, 28	Sunday	
2, 25	Holiday	Semester End Vacation for the Teaching Staffs. (16 th December to 31 st December)
1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 22, 23, 24, 26, 27, 29, 30, 31	Working Days/Class Days	Evaluation of End Semester Answer Scripts. Educational Excursion of various departments.
January/2015		Semester End Vacation for the Teaching Staffs. (1 st January to 15 th January)
4, 11, 18, 25	Sunday	
14, 15, 23, 26, 31	Holiday	Programme for Welcome New Year. (1 st January)
1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 16, 17, 19, 20, 21, 22, 23, 24, 27, 28, 29, 30	Working Days/Class Days	Commencement of the Even Semester Classes. (16 th /17 th January) Notification of Class Routine (College & Departmental). Course Plans etc. in the Notice Boards (16 th /17 th January) Observation of Republic Day. (26 th January) College Week (Last week of January)
February/2015		1 st Sessional Examination (20 th February onwards)
1, 8, 15, 22	Sunday	H.S. 1 st & 2 nd Year Examination (3 rd Week of February)
3	Holiday	Observation of Saraswati Puja (4 th February)
2, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28	Working Days/Class Days	
March/2015		H.S. Final Examination.
1, 8, 15, 22	Sunday	Notification of 1 st Sessional Examination Marks of Even Semester in the Departmental Notice Board, (20 th to 26 th March)
5	Holiday	
1, 3, 4, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 29, 30, 31	Working Days/Class Days	Internal Assessment for Even Semester through seminar/group discussion etc. (20 th to 26 th March)

April/2015		
5, 12, 19, 26	Sunday	
14, 15, 16, 17, 18	Holiday	
1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 13, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30	Working Days/Class Days	2 nd Sessional Examinations (18 th to 30 th April) Last date for submission of Assignment by the students of Programmes (if any) (26 th April) Last date for Form fill-up of the B.A./B.Sc. End Semester Examinations (26 th April)

Working days. Class days : Excluding H.S. Classes=190 & including H.S. Classes=230.

*Holidays for the period January'2014 to April'2014 are provisional and subject to change as per University notification.