

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

2016-17 (July to June)

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.

+916900191998

Name of the Head of the Institution:

DR. BUBUL KUMAR SAIKIA

Tel. No. with STD Code:

03752230119

Mobile:

+919954189103

Name of the IQAC Co-ordinator:

BIJU KR. SONOWAL

Mobile:

+917002132754

IQAC e-mail address:

iacltkcollege1977@rediffmail.com

1.3 NAAC Track ID -

ASCOGN11964

1.4 Website address:

www.ltkcollege.ac.in

Web-link of the AQAR:

<http://www.ltkcollege.ac.in/AQAR 2016-17>

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	B+	2.	2016	5 Yrs

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

10-01-2005

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

2016-17

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 2005-2006
- AQAR (ii) 24/06/2014 for the year 2006-2007
- AQAR (iii) 24/06/2014 for the year 2007-2008
- AQAR (iv) 24/06/2014 for the year 2008-2009

- AQAR (v) 24/06/2014 for the year 2009-2010
- AQAR (vi) 24/06/2014 for the year 2010-2011
- AQAR (vii) 24/06/2014 for the year 2011-2012
- AQAR (viii) 24/06/2014 for the year 2012-2013
- AQAR (ix) 24/06/2014 for the year 2013-2014
- AQAR (x) 18/12/2015 for the year 2014-2015
- AQAR (xi) 31/12/2018 for the year 2016-2017

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 (<i>Specify</i>)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers	5
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	2
2.4 No. of Management representatives	1
2.5 No. of Alumni	2
2. 6 No. of any other stakeholder and Community representatives	1
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	1
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	2

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

PLAN OF ACTION:-

1. Renovation and beautification of the College Campus.
2. Updating of the laboratories of Physics, Chemistry, Botany and Zoology Departments.
3. Construction of Digital Classroom and extension existing classrooms.
4. Construction of well equipped Computer Laboratories.
5. Construction of New Administrative Building.
6. Opening of Major Courses in Geography and Philosophy Departments.
7. Addition of New Books in Library.
8. Proposals sent to the UGC, NER for Organising UGC sponsored Seminars and workshops by different departments.
9. Commencement of Diploma in Food Processing under UGC Community College Scheme.
10. Proposals submitted to UGC, NER for introduction of Vocational Courses.

11. Submission of Proposals for Minor and Major Research Projects.
12. Introduction of Admission and Election Software.
13. Publication of Online Journal.
14. Publication of Books by the College Publication Cell.
15. Opening of a Bookstall in the College Campus.
16. Applying for UGC Schemes from time to time.
17. Renovation and Continuation of the College Book Bank.
18. Carrying out Social Service through NSS camp.
19. Organising community development and Awareness programmes.
20. Organising extension education programme at neighbouring schools.
21. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities.
22. Field study to be conducted by various Departments.
23. Holding Departmental Seminars by all the Departments.
24. Covering students under students' Insurance Scheme.
25. Awarding Prize Money to meritorious students.
26. Organising District Level Quiz Competition for students.
27. Organising Blood-grouping camps for students.
28. Observing the days of National Importance.
29. Organising Career Counselling Centre.

ACHIEVEMENTS:

1. **Extension of the Girls' Hostel :** Completed.
2. **Renovation and beautification of the College Campus :** The college authority proposed to renovate and beautify the College Campus at the beginning of the session. Renovation and beautification of the College Campus is still going on. At first concrete boundary wall was constructed and inside the campus seasonal flowers were planted, dustbins were installed.
3. **Completion of the construction of the Indoor Stadium :** The construction work of the indoor stadium was completed and a synthetic badminton court was installed in it for providing sports facilities to students.
4. **Construction of the New RCC building :** Construction work of the new RCC building for departmental and digital classrooms.
5. **Updating of the laboratories of Physics, Chemistry, Botany and Zoology Departments:** Keeping in view the needs of updated laboratories of Physics, Chemistry, Botany and Zoology Departments maximum necessary and need based equipments were procured for all the departmental laboratories and a room was renovated into a Chemistry Laboratory for providing the students with better laboratory experiences.

6. **Addition of New Books in Library :** Keeping in view of the increasing number of enrolment a total number of 2797 books and other related reference books were purchased and added to the Library.
7. **Submission of Proposals for Minor and Major Research Projects :** Faculties of the college are always encouraged to carry out Minor and Major Research Projects. This year a total number of 3 (three) Minor Research Projects were submitted.
8. **Introduction of Admission and Election Software :** With a view of digitalization this year the college introduced Admission and Election Software in the college.
9. **Publication of Books by the College Publication Cell :** The college publication cell published a book titled "*Translation of King Lear*" by Baharul Islam.
10. **Opening of a Bookstall in the College Campus :** With a view to students support activity the college opened a Bookstall in the college campus and provides books at 5% discount to the students.
11. **Renovation and Continuation of the College Book Bank :** College Book Bank is one of the strength of the college in providing support to the needy and economically poor students. Each year 25-30 students are being benefited by it. Seeing the nature of support provided by it to the needy and economically poor students and its benefit, each year the Book Bank is updated by increasing the number of books. This year a total number of 100 books were added to the Book Bank of the college.
12. Carried out Social Service activities through NSS camp.
13. Organised community development and Awareness programmes.
14. Organised extension education programme at neighbouring schools.
15. Programmes on Science Education and Application of Technology has been conducted by Bio-Tech HUB.
16. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities.
17. Field study has been conducted by various Departments.
18. All the Department hold Departmental Seminars.
19. Students were covered under students' Insurance Scheme.
20. Prize Money has been awarded to meritorious students.
21. The days of National Importance have been observed in the college in order to create awareness among the students.
22. Career Counselling Programmes have been organised by the Career Counselling Centre of the College.

23. An Academic Audit was conducted.
24. College was accredited by NAAC with B+.

** Attach the Academic Calendar of the year as Annexure.*

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

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Does not arise

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	-	-	-
UG	2	-	-	1
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	3	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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
27	18	9	-	-

2.2 No. of permanent faculty with Ph.D.

6

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
-	5	-	-	-	-	-	-	-	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	21
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	12	2
Presented	-	7	-
Resource Persons	-	-	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. The college conducts evaluation of final examination scripts of different semesters as an zone under Dibrugarh University.

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

1	-	-
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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	83	-	22	17	21	72.28
B.Sc	63	-	17	12	6	55.55

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 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	-
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	1	-	4
Technical Staff	-	-	-	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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
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	-	-	-	-	-
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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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
-	-	-	-	-	-	-

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 workshop of Choice Based Credit System was organized on 1st December, 2016 in collaboration with Dibrugarh University.
2. An awareness programme on Cashless Transaction was held on 9th January, 2017 where the officials of the State Bank of India deliberated on the subject.
3. At the initiative of debate and symposium committee, a workshop was organized on 17th January, 2017.
5. The Dramatic Society organised a workshop on drama in collaboration with the National Drama Academy from 3rd February to 5th February, 2017.
6. The World Wild Life Day was observed on 3rd March, 2017.
7. At the initiative of the Assamese Department, a lecture was organized (Assamese Folk Song, its subject matter : An Analysis of its intonation and Lyricism) on 30th March, 2017.
8. An workshop on 'Digital Classroom and its Uses' was organized on 20th April, 2017.
9. Under the aegis of 'Swacha Bharat Abhiyan' and at the initiative of the Water and Sanitary (Onamoy) system, Lakhimpur District and also in collaboration with the Social Service Organization 'Dynamic', an awareness meeting on cleanliness and hygiene was organized on 25th May, 2017.
10. World Environment Day was observed at the initiative of the NSS on 5th June, 2017. The college Bio-Tech HUB conducted various outreach and institutional programmes for the benefit of the researchers, faculty members, students and the students of different educational institutions.
11. A two day workshop was organised on Hands on Training and 27th Researchers and Assistant Professors participated.
12. A two day a special talk on micro biology and its different tools was organized on 4th March, 2016.
13. One day programme on School Student's lab visit and demonstration programme of lab instruments on 10th November, 2016.
14. A National Conference on Socio-Political Movements in North-East India : History, Ideology and Manifestations on 6th and 7th January, 2017
15. The National Unity Day was observed on 31st October, 2016.

15. An awareness programme on Science Day in collaboration with Assam Science Society on 28th February, 2017.
16. Workshop on Biotechnology and future scope on 7th October, 2016.
17. Modern tools of biotechnology on 12th November, 2016.
18. Hands on Training on Bio informatics on 20th March, 2017.
19. Hands on Training on Bio informatics on 30th March, 2017.
20. Celebration of National Science Day o 28th February in every day.
20. Publication of 1st issue of News bulletin (Bioreflectors)
21. Two papers were published in two international Journals (AIJRR and IJDRR)
22. Organized Hands on Training on Molecular Biology and Bioinformatics for trained up the students, researchers and teachers.

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	-	-	-
Class rooms	25	3	UGC & State Govt.	18
Laboratories	7	-	-	-
Seminar Halls	-	-	-	-
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	-	-	-	-

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	10500	14,03,866	1232	84664	11732	1,025,509
Reference Books	6262	12,45,330	1565	98645	7827	82,000
e-Books	-	-	3135000+	-	3135000+	-
Journals	16	7,260	108	10,500	124	17,760
e-Journals	-	-	6000+	-	6000+	-
Digital Database	-	-	1804	-	1804	-
CD & Video	-	-	76	-	76	-
Others (Newspapers)	5	9,000	-	-	5	9,000

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 upgradation (Networking, e-Governance etc.)

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

-

ii) Campus Infrastructure and facilities

Rs. 18650000.00

iii) Equipments

-

iv) Others

Rs. 965000.00

Total :

Rs. 19615000.00

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)
891	-	-	255

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	798	69.63		348	30.36

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
193	86	197	351	-	827	266	100	296	483	1	1146

Demand ratio 1:29

Dropout: 29.2%

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

Information and Career Counselling Cell of the IQAC organised special sessions to motivate students to face different competitive examinations.

No. of students beneficiaries

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
-	-	-	-

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	5	12000
Financial support from government	419	12,23,881/-
Financial support from other sources (scholarship)	264	2,61,750/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition:	State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

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 installed on the second floor of the new RCC building. The office of the librarian, internet access, reprography section, news paper and journal sections, text books and reference book sections are located. Moreover, it has reading accommodation both teachers and students (separate reading corners for both boys and girls).

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 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 150/-.

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

80000/-

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	Yes	Dibrugarh University	No	No
Administrative	Yes	Govt. auditor	Yes	Govt. auditor

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

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

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

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

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

1. Elected members of the affiliated colleges put forward their suggestions for innovations in the syllabi.
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 under different evaluation zones and micro zones. 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. The students who seek free admission have to plant seedlings in the college campus.
3. 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.
4. 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 Borcharia. 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 Bharti Sonowal Gaon. In the programme the local people were provided free medical check up and medicines.
3. Under extension education programme the teachers of the college organized classes in English and basic science and mathematics at different Schools of the surrounding area during the year.
4. 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 has been 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.
7. A career counselling programme was organized.
8. Books from the book bank were issued for a year to the students selected through specific guidelines.
9. The students were covered under student insurance scheme by the college.
10. Three nos. of poor and meritorious students were provided financial assistance from the students aid fund.
11. The Departments of Geography, History, Education, Assamese organized educational tours and field study during the Puja Holidays and the students of the respective departments prepared and submitted their field study report to their respective departments.
12. All the departments organized departmental seminars/group discussions. In all seventeen such academic events were organized.

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 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. Completion of the New building under the grant from the state government.
2. Renovation and beautification of the College Campus.
3. Construction of attached toilet for Girls' Common Room.
4. Completion of the construction of Multipurpose gymnasium.
4. Updating of the laboratories of Physics, Chemistry, Botany and Zoology Departments.
5. Construction of Digital Classroom and extension existing classrooms.
6. Construction of well equipped Computer Laboratories.
7. Opening of Major Courses in Geography and Philosophy.
8. Addition of New Books in Library.
9. Proposals sent to the UGC, NERO for Organising UGC sponsored Seminars and workshops by different departments.
10. Continuation of Community College.
11. Proposals submitted to UGC, NERO for introduction of B.Voc. Courses.
12. Proposals submitted to for Minor and Major Research Projects.
13. Publication of Online Journal.
14. Publication of Books by the College Publication Cell.
15. Opening of a Bookstall in the College Campus.
16. Applying for UGC Schemes from time to time.

17. Renovation and Continuation of the College Book Bank.
18. Carrying out Social Service through NSS camp.
19. Organising community development and Awareness programmes.
20. Organising extension education programme at neighbouring schools.
21. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities.
22. Field study to be conducted by various Departments.
23. Holding Departmental Seminars by all the Departments.
24. Covering students under students' Insurance Scheme.
25. Awarding Prize Money to meritorious students.
26. Organising District Level Quiz Competition for students.
27. Organising Blood-grouping camps for students.
28. Observing the days of National Importance.
29. Organising Career Counselling Centre.

Name : Biju Kr. Sonowal

Assistant Prof., Dept. of English

Signature of the Coordinator, IQAC

Name Dr. Bubul Kr. Saikia

Principal

Signature of the Chairperson, IQAC