



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	L. T. K. COLLEGE
Name of the head of the Institution	DR. BUBUL KUMAR SAIKIA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03752230119
Mobile no.	9954189103
Registered Email	ltkcollege@yahoo.in
Alternate Email	iqacltkcollege1977@rediffmail.com
Address	L.T.K. COLLEGE, P.O. AZAD, DIST. LAKHIMPUR, PIN-787031 (ASSAM)
City/Town	NORTH LAKHIMPUR
State/UT	Assam
Pincode	787031

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
Financial Status			state																
Name of the IQAC co-ordinator/Director			BIJU KUMAR SONOWAL																
Phone no/Alternate Phone no.			03752230119																
Mobile no.			7002132754																
Registered Email			ltkcollege1977@gmail.com																
Alternate Email			bijusonowal45@gmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			https://ltkcollege.ac.in/data/page/aqar-list/																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			https://ltkcollege.ac.in/data/page/academic-calendar/																
5. Accrediation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>2</td> <td>B+</td> <td>2.52</td> <td>2016</td> <td>05-Nov-2016</td> <td>04-Nov-2021</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B+	2.52	2016	05-Nov-2016	04-Nov-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
2	B+	2.52	2016	05-Nov-2016	04-Nov-2021														
6. Date of Establishment of IQAC			10-Jan-2005																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td>Two day Workshop on</td> <td>11-Sep-2019</td> <td>100</td> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Two day Workshop on	11-Sep-2019	100					
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
Two day Workshop on	11-Sep-2019	100																	

Personality Development and Soft Skill	2	
Seminar on New Education Policy	22-Aug-2019 1	150
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
UGC (LTK COLLEGE)	B.Voc (Food Processing)	UGC	2019 2020	4330000
RUSA	RUSA (College Infrastructure Development)	RUSA	2019 2020	10000000
GOVT. of ASSAM	Sc. Laboratory	Govt. of ASSAM	2019 2020	240000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

a. As a part of curriculum enrichment drive and for creating better academic flexibility for students, IQAC has initiated to introduce new diploma courses (Advance Diploma in Acting). b. At the initiative of the IQAC 'Online Feedback' mechanism for students has been developed. c. At the initiative of the IQAC 'Online Attendance System' using Class O Clock Software has been introduced. d. At the initiative of the IQAC a meeting was organised with the library committee and discussed the matter of enhancing the numbers of book in library. Accordingly, a joint proposal (Library Committee and IQAC) has been placed to the principal. e. At the initiative of the IQAC in a joint meeting with the principal and all the HoDs a mandatory decision has been taken for all the Departments to

organise Field Study, industrial visits, educational tours, exposure tours etc. for which a lump-sum amount shall be sanctioned by the principal.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of the College	07-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

28-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

L.T.K. College has installed Management Information System partially. It started with Admission module which deals with the process of online application form fill up and downloading, Online Examination Form fill up, Digital Library with separate ID for eresources, College routine and Academic Calendar, Staff Profile, Feedback System and also introduced digital attendance for students from the current year.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

L.T.K. College offers all subjects combination in Science and Arts at UG level. Before the commencement of an academic session IQAC takes the initiatives to detect the shortcomings of the previous session in consultation with the Principal and Academic Board of the college. Academic activities of our college are planned in advance well before the commencement of the academic session. A parallel calendar is prepared in accordance to the affiliating University on the other hand, teachers prepare respective teaching plan along with course outcome, programme outcome and learning outcome at the beginning of the semester. Faculties maintain course files which comprise of lesson plan, notes and related questions along with performance detail of the students. Course delivery and syllabus completion is monitored through formal and informal feedbacks. Besides, it is mandatory for teachers to maintain Log Book (which is checked and signed daily by the HoDs and then by the authority) and Class Diary Book (which is checked and signed weekly by the HoDs and then by the authority). Continuous Assessment is conducted through periodical internal class room tests and teachers holds individual discussion of evaluated answer scripts with students. Remedial classes are conducted for weaker students. Besides, to develop the personality and communicative skills of the students our college conducts lectures, seminars, workshops, field visits etc. Faculties are encouraged to undertake research work, attend seminars, workshop, refresher course, FDP etc. Outcome based approach is being adopted for the effective delivery of the curriculum. Our College is equipped with a up-to-dated central library. Besides, each Department has its own library and also has a Book Bank for meritorious poor students. Students are provided with unique user ID and password to use Digital Library.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	Advance Diploma Course in Acting	26/07/2019	1095	employability	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours	01/06/2019
BSc	Honours	01/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
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Number of Students

Nil

20

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Economics	15
BA	Education	25
BA	Geography	16
BA	History	18
BA	Philosophy	6
BA	Political Science	32
BA	Sociology	28
BSc	Botany	58
BSc	Chemistry	62
BSc	Mathematics	28
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
LTK College has been maintaining an online feedback mechanism so as to gather information from students. At the end of each session students are directed to give their feedbacks which are analyzed by the IQAC and accordingly valuable suggestions and feedbacks are utilized for overall development of the institution. Feedbacks from teachers and others (including alumni, parents and guests) on the institution, departments, individual faculties, course etc. are yet to be developed.

CRITERION II – TEACHING- LEARNING AND EVALUATION**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BA	Assamese	40	52	41
BA	English	20	21	10
BA	Economics	20	26	11
BA	Education	40	42	24
BA	Political Science	40	48	23
BA	History	20	27	17
BA	Home Science	20	16	6
BA	Sociology	35	38	35
BA	Philosophy	15	17	12
BA	Geography	20	15	20
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	781	Nil	34	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
34	15	3	3	1	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has a student mentoring system which is in operational at Departmental level. The modalities of the system is worked out and implemented by each departments of the college keeping in view the available resources and needs of enrolled departmental students. Students are grouped in two methods: First on the basis of Teacher Student Ratio. Then at individual level after proper identification, again students are grouped into slow and fast learners. Through mentoring system teachers provides various supports to the students. The role of teachers of rural college is very much significant, as most of the students belong to very socially and economically poor and backward families. For which Students are short of proper guidance. Through this system teachers provide guidance to students on academic and personal matters. Students are guided to select proper career through career counseling, Students are also provide guidance on preparing their notes, seminar paper, PPT presentation etc. Students are also encouraged to maintain regular attendance in classes. Students are guided to maintain good health, hygiene and cleanliness. They are taught the importance of co-curricular activities and also encouraged them to participate in various cultural, literary and sports activities. Through this system some teachers even provide psychological and financial support etc to the needy students. At a regular interval teacher pay visits to student's home to procure information regarding student's day to day activities. Besides, teachers keep in regular contact with the students through telephonic conversation and various social media (as Whatsapp, Messenger etc.). Regular updates of attendance, course, fees, examination and others are

provided to students through various means as telephonic conversation and various social media. To sum up, the mentoring system of our college has been implemented keeping in view the needs of the students belong to very socially and economically poor and backward families to support them in various ways, so that they can uplift themselves to the main stream. It also helps in fostering a closer and constructive relationship between the teachers and the students of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1055	32	1:33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	32	2	Nill	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	nil	Nill	nil
2020	nil	Nill	nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Major	5th	12/12/2019	15/03/2020
BSc	Major	3rd	26/11/2019	10/03/2020
BSc	Honours	1st	04/12/2019	05/03/2020
BA	Major	5th	10/12/2019	15/03/2020
BA	Major	3rd	10/12/2019	10/03/2020
BA	Honours	1st	06/12/2019	05/03/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college strives to embody its mission, vision and objectives and also carry out its accountability by continuously endeavouring to achieve its committed objectives. There is a provision of continuous evaluation of students through two sessional examinations which are conducted by the Departments as per the routine prepared by the Vice Principal and College academic calendar. If any students fail to attend the exam owing to some valid reason then he/she has to appear the exam separately on a stipulated time fixed by the Department. Marks of the Sessional Examinations are displayed on the Departmental Notice board. If any students willing to verify their answer-sheets can contact the HoDs after class hours. They are allowed to verify their answer-sheets and their

quarries are clarified by the evaluators. Besides, every teacher takes class tests on weekly/monthly basis. Moreover, attending group discussion, seminar presentation and field study are mandatory for students. Each and every Departments of our college has made it mandatory for students to have active involvement in various academic and extension programmes of the college as well as of the Departments. Reforms initiated by IQAC: Keeping in view the needs of Continuous Internal Evaluation (CIE) among students for students' progress, this year with the initiatives of IQAC certain reforms on Continuous Internal Evaluation have been undertaken. At the beginning of the session all the Departments are advised to conduct special group discussion classes after completing each unit. Teachers are asked to provide the summary of each unit that he or she has completed to the students. Then students should be asked to prepare questions from the given summary which the teacher should discuss in the special group discussion classes. It is made mandatory for teachers to assign home assignment at a regular interval and to check and return the assignment in stipulated time. Teachers are also asked to adopt various modes of evaluation as per the demand.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college plans and organises the teaching-learning, evaluation and all other activities of the college as per its academic calendar. The academic calendar published at the beginning of each academic session is in conformity with the university guidelines. It outlines the academic activities such as the beginning of classes and teaching plan within the stipulated time frame. It also outlines the schedule for holding of sessional examinations, class tests, assignments, field study, educational tours, in-house seminar presentation, peer group discussions etc. Besides, it also outlines the extra and cocurricular activities for the session in advance, so as to have a smooth planning. All the activities are carried out strictly according to the plan outlined in the academic calendar and the recommendation of Dibrugarh University.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://ltkcollege.ac.in/data/page/programme-outcome>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ZOOM	BSc	Zoology	53	25	47.20
GGRM	BA	Geography	5	4	80
SOCM	BA	Sociology	21	12	57.10
HSCM	BA	Home Science	9	4	44.40
HISM	BA	History	4	3	75
PSCM	BA	Political Sc.	15	7	46.70
EDNM	BA	Education	27	9	33.30

ECOM	BA	Economics	11	4	36.40
ENGM	BA	English	2	2	100
ASM	BA	Assamese	19	9	47.40
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://ltkcollege.ac.in/data/page/student-satisfaction-servey>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Rain Water Harvesting	Chemistry	04/11/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
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Nil	0	Nil	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
0	Nil
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	2020	0	0	Nil
nil	nil	nil	2019	0	0	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	2020	Nil	Nil	0
nil	nil	nil	2019	Nil	Nil	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nil	Nil	Nil	Nil	2
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
'Saram Daan' to mark the Gandhi Jayanti	NSS Unit, LTK College	7	70
Awareness Camp on Covid-19 Crisis	NCC Unit, LTK College	2	30
Free Health Check Up Camp	NSS Unit, LTK College	2	150
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
0	0	0	Nil	Nil
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
For Teaching/Training methodology	B.Voc. Advance Diploma Course in Acting	Sri Ratul Das, Proprietor, Basudev Mobile Theatre, Gharmora, North Lakhimpur	25/06/2019	31/12/2021	13
For Teaching/Training methodology	B.Voc. Advance Diploma Course in Acting	Sri Dayananda Dutta, President, Khoj Sanskritik Gishthi, Azad, North Lakhimpur Ph: 6001717774	25/06/2019	31/12/2021	10
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of
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			students/teachers participated under MoUs
ICT Academy, New Delhi India	06/03/2020	Academic guidance to students teachers	125
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1087125	1087125
1568448	1201492

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Laboratories	Newly Added
Campus Area	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12524	1638859	874	11360	13398	1650219
Reference Books	8812	1546286	Nill	Nill	8812	1546286
e-Books	3135000	Nill	5000	Nill	3140000	Nill
Journals	23	28260	3	3690	26	31950
e-Journals	6000	Nill	30	Nill	6030	Nill
Digital Database	3542	Nill	50	Nill	3592	Nill
CD & Video	108	Nill	20	Nill	128	Nill
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	17	8	2	0	0	4	0	2	1
Added	0	0	3	0	0	0	3	0	0
Total	17	8	5	0	0	4	3	2	1

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
876333	876333	1087125	1087125

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has different procedures and policies for maintaining and utilizing of physical, academic and support -Laboratory, library, sports complex, computer, classrooms etc. These may be outlined in the following ways:

The college infrastructure committee looks after the maintenance and utilization of physical facilities. Other facilities (including academic and support facilities) -Laboratory, library, computer, classrooms etc., technology equipments, laboratory equipments, and other office and departmental equipments are maintained by the respective departments / branches under the supervision of the college authority. Stock registers are maintained both at the authority and Departmental level which is verified annually and need based addition are carried out accordingly. Library Advisory Committee monitors the developments and the need of the library and library equipment. The Committee meets annually or half-yearly to discuss about new purchases and other related needs. Sports complex and Sports goods are maintained by the respective Prof-in-Charge of the Section of Students' Union along with the respective Secretary. Besides, Grade-IV staffs are deployed to look the whole campus along with its external facilities.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b) International	Nill	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Competition on 'Art of Speaking'	02/03/2020	37	IQAC
One Day Workshop on "Presentation Skill and Critical Thinking"	19/11/2019	73	Dept. of B. Voc.
Two Day Workshop on 'Personality Development and Soft Skill'	12/09/2019	100	IQAC
Two Day Workshop on 'Personality Development and Soft Skill'	11/09/2019	100	IQAC
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Nil	Nill	Nill	Nill	Nill
2020	Nil	Nill	Nill	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

9	9	2
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5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	UG	Political Science	North Lakhimpur College	PG
2019	1	UG	English	Rajiv Gandhi University	PG
2019	1	UG	Mathematics	Dibrugarh University	PG
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
Any Other	20
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Athletic Events	College Level	389
Cultural Events	College Level	270
Literary Events	College Level	176
Social Service	College Level	331
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	National	Nil	Nil	Nil	Nil

2020	Nill	National	Nill	Nill	Nill	Nill
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a Student Council named LTK College students' Union. The office bearers of the union are elected through the general election in which all the bonafide students can cast their vote to elect their leaders through voting procedure. The union has a written constitution detailing the different portfolio, criteria for efficiency to contest election, powers, functions and activities. The funding of the union is collected at the time of admission for a year and deposited in a separate bank account. In the budgetary meeting of the union budgets for different events are earmarked. a. Students' Union: ? As per the new UGC Guideline and the Supreme Court's Verdict the president of the students union is elected from the students. The principal, the vice principal and teachers are the chief advisers and advisers i. President Student ii. Vice president Student iii. Secretaries Students The students union carries out all the activities of the students throughout the session such as organization of Freshman Social, Pujas, College Week, circulation of notices to participants regarding various sports, cultural and literary activities at different level and have to prepare the participants for any event with the guidance of the respective in-charges of different section of the Union Body. The union body is also entrusted with the job of guiding the new comers and to look around for any kind of grievances in the college campus. b. Festival Committee i. Teachers in charge ii. Student member (3 nos.) c. Literary magazine-editorial board i. Editor, College magazine (Student) ii. Student members(2 nos.) d. Anti- ragging committee i. Principal, vice principal, hostel superintendent, general secretary of students union, assistant general secretary e. Hostel committee i. Principal (chairperson) ii. Hostel superintendent (convenor) iii. Teacher member (3 nos.) iv. Student member (3 nos.) f. Educational tour committee i. Principal (chairperson) ii. Vice principal iii. All members of students Union g. Departmental committees i. All faculty members ii. Class representatives (Students) h. Grievance Redressal Cell : i. Principal, Vice Principal, five senior teachers, three student representatives of which at least two are women students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

870

5.4.3 – Alumni contribution during the year (in Rupees) :

17000

5.4.4 – Meetings/activities organized by Alumni Association :

Each year the Alumni Association of L.T.K. College is organizes its Annual Meeting where in they discuss about the various aspects of the college and adopts various resolutions. Accordingly, all the resolutions are forwarded to the Principal and the IQAC Coordinator for successful implementation. at regular intervals the alumni association provides suggestions for all-round development of the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

? The affiliating University has introduced CBCS in Under Graduate Level from this session. So keeping in view the CBCS, the college authority has formed the College Academic Board which will coordinate the academic activities of the college. ? The college has different Committees, Cells, Units and Clubs to undertake various activities of the college successfully.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	1. Renovation work of the computer lab with 50 nos. of computer is undergoing 2. New books have been added to library 3. Solar lights in the college campus have been installed.
Research and Development	1. Research and Development Committee asked every teacher to apply for major and minor projects. 2. Proposal for generating and sanctioning a lump-sum fund for research work is placed to the principal
Examination and Evaluation	1. Exams were conducted as per the university guidelines 2. Discussion on the outcome of the result is discussed with the students and need based suggestions are provided.
Teaching and Learning	1. Use of ICT has been made mandatory 2. Students are encouraged to different online courses 3. Field Study and Industry visit has been laid emphasised so that students have exposure 4. Online Classes have been introduced
Curriculum Development	1. Started Advance Diploma in Acting 2. Proposal for starting Nursery Management, Diploma in Yoga
Admission of Students	1. Online prospectus has been made available in the college website. 2. Online admission is made available. 3. Cashless system has been introduced.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Nil
Administration	The administrative procedure is fully computerized currently but online

	connectivity is done partially.
Finance and Accounts	Finance and Account Section is computerized partially
Student Admission and Support	1. Students can procure online forms 2. Apply for any certificate through online 3. Scholarship can be applied online 4. Voting for Students' election is computerized 5. Students attendance has been made online 6. Online feedback system has been introduced.
Examination	1. Registration and admission is done online 2. Form fill up is done through online 3. Online examination during the COVID-19 crisis has been introduced.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nill	Nill	Nill	Nill
2019	Nill	Nill	Nill	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nill	Nill	Nill	Nill	Nill	Nill
2020	Nill	Nill	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	3	01/12/2019	15/12/2019	15
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

32	32	16	16
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Sikshak Karmachari Sanchoi Nidhi (SKSN)	Sikshak Karmachari Sanchoi Nidhi (SKSN)	Students Safety Insurance, Book Bank Facilities

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

L.T.K. College conducts both internal and external financial audits regularly. There are three types of audit employed in the college • Internal Audit • Government Audit -external • Special Audit to prepare audited utilization certificate in respect of utilization of various funds sanctioned by bodies like UGC, DST, Government of Assam etc.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nill	0	DNA
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6.4.3 – Total corpus fund generated

700000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	CA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Annual meeting 2. Provides necessary suggestion for the all-round development of the college from time to time 3. Provides physical aids and assistance at the time of organizing extension activities in and around the college and neighbouring areas

6.5.3 – Development programmes for support staff (at least three)

1. One-week computer literacy programme 2. One- week orientation programme on Account Keeping 3. Three Days workshop on Communication Skills

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. 3 nos. of classroom has been increased 2. Free Wi-Fi facility has been installed in the college campus 3. Workshops on various skills have been organized 4. In order to promote reading habits among students and faculty visiting to library has been made mandatory. Besides college started a competition on writing book review by procuring books from the college library. 5. NCC unit for Girls under 72 Assam Girls' (I) Coy NCC has been started 6. At regular intervals infrastructure development initiatives have been undertake under various projects. 7. Laboratories have been renovated and updated to meet

the needs of the students. 8. The Computer laboratory has been shifted to a new up-to-dated room with 40 nos. of new computers. 9. New courses for skill development have been started

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Two Day Workshop on 'Personality Development and Soft Skill'	11/09/2019	11/09/2019	12/09/2019	125
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
In recent time as an initiative of campus development activity we have installed Solar Lights in the college campus so as to save the power consumption at night time.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Diary	01/06/2019	Our college has prepared a students diary for recording their daily activities in the college campus wherein all the ethics, rules and regulations of the college have been included. Besides all these are also well defined in the prospectus of the college as well as in the college website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Sapling Plantation	08/08/2019	08/08/2019	54
Saswa Bharat Abhayan Awareness Programme	19/09/2019	19/09/2019	35
'Saram Daan' to mark the Gandhi Jayanti	02/10/2019	02/10/2019	50
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Installation of Solar Lights 2. Dustbins in and around the college campus for keeping the campus clean and hygienics. 3. Plantation of saplings in and around the college campus (Particularly Neem) 4. Conducted Green and Environmental Audits. 5. Initiated digital communication in the college for all the purpose. 6. Swachh Bharat Abhiyan is conducted at an regular interval.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices i. Teachers diary and departmental log book: The college authority has made it mandatory for teachers to maintain a diary of his/her daily activities. The report of the same has to be submitted to the authority on weekly basis after being scrutinized and signed by the head of the departments. On the other hand the head of the departments will maintain a departmental log book which will be entered by teachers on daily basis. It will be checked and duly signed by the head of the departments at the end of the day. Subsequently it will be checked and signed by the authority the day after. This system of maintaining diary and log book helps the teachers as well as head of the departments to find out the coverage of syllabus by an individual teacher and his daily classroom teaching at any time. ii. Labariloi Jau Bola (Lets go to library): In recent time it has been noticed that reading habits of students are declining at an alarming rate. So the college authority in consultation with the teaching staffs and others started a programme named Labariloi Jau Bola (Lets go to library). Under this programme the students who

remains presents in the library for most of the days are being awarded at the end of the each session. Besides, the authority has made it mandatory for hostel borders to spend two hours daily in the college library after stipulated college time. iii. Students mentoring. Most of the students who take admission in our college belong to socially backward classes. So, most of them are deprived of proper guidance and counselling. As a result they fail to cop up with the changing environment. Therefore, the college has introduced mentoring system for students. In which students are divided in to groups and an individual teacher is appointed as mentor to look after the all round development of students under his group. This division is done on departmental basis. iv. Book bank Most of the students of our college belongs to socially and economically backward classes. In order to help such students the college has established a book bank. Through this book bank the most needy students can avail books for a year free of cost.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://ltkcollege.ac.in/uploads/files/Best%20Practices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness 1. The performance of the institution in one area distinctive to its vision: Since, this college is a coeducational and situated in the rural area. There run 15 departments through Major programmes (B.A./B.Sc.) and 1 vocational course (B.Voc in Food Processing). Every year large number of rural students (Girls and Boys) takes admission in different courses of the college and the college provides all the facilities to students as per the direction of the University and the State Government. College also helps Poor and needy students to avail free books on yearly basis from the Book Bank. A gender sensitization programmes are given much importance so through various programmes such as lectures/seminars, sports competition, activities under NSS units of the college have been conducted from time to time. It is ensured that students should participate with full enthusiasm in each and every activity (academic as well as extracurricular activities) of the college. Besides, local people are allowed to use college campus for running, walking, and play grounds for sports for their development. Therefore, we can say the college provides quality education and opportunities for intellectual and emotional growth through different programmes which are relevant and responsive to the needs of the rural and educationally backward society of this region of the state. 2. The performance of the institution in one area distinctive to its priority: College gives priority to promote education for poor students of rural background. The students of the locality can't afford their education in the urban colleges, due to several reasons. So our college provides academic environment to those aspiring students of the rural area as well as encourage them to participate in extracurricular activities (NSS, cultural, literary and sports), so that they cop up with students of the main stream.

Provide the weblink of the institution

www.ltkcollege.ac.in

8.Future Plans of Actions for Next Academic Year

1. Construction of Science building 2. Renovation of Computer Laboratory and Laboratories of Science Departments 3. Increase the nos. of book in Library 4. Conduct Online Class if Covid-19 situation leads to closing of College 5.

