

ANNUAL QUALITY ASSURANCE REPORT
2015-2016



MORIGAON COLLEGE
MORIGAON, ASSAM

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2015-2016

1. Details of the Institution

1.1 Name of the Institution

Morigaon College

1.2 Address Line 1

Morigaon College

Address Line 2

City/Town

Morigaon

State

Assam

Pin Code

782105

Institution e-mail address

morigaoncollege@hotmail.com

Contact Nos.

03678-240268/9435479207

Name of the Head of the Institution:

Dr. Lila Kanta Barthakur

Tel. No. with STD Code:

03678-240268

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.10	2004	5 year
2	2 nd Cycle	B	2.35	2010	5 year
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ 2010-2011 _____ (DD/04/2017)
- ii. AQAR _____ 2011-2012 _____ (DD/04/2017)
- iii. AQAR _____ 2012-2013 _____ (DD/04/2017)
- iv. AQAR _____ 2013-2014 _____ (DD/04/2017)

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)

. Distance mode of education under KKHSOU

1.11 Name of the Affiliating University (for the Colleges)

Gauhati University

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

Autonomy by State/Central Govt. / University	<input type="text" value="--"/>		
University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

AQAR, Morigaon College, Morigaon-2014-15

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 played an active role in maintaining the internal quality of the institution through various activities as necessary for creation of a healthy academic atmosphere within the campus.
 To boost up the spirit of learning IQAC initiated publication of quarterly news letter which has reflected the activities of the students as well as faculty members of the college inspiring all the members to do more.

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	Achievements
1. Organize IQAC meet 2. Organize one state level quality related workshop 3. Installation of automatic book issue and receipt machine in the library 4. Organise all regular activities of the college	1. Organize timely meeting 2. Workshop organized 3. Process is under way. 4. All activities are organised as per stipulated time frame and as per university guideline.

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

70% to 80% of this year plan could be attained.

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		6 KKHSOU		
UG	3	4 (BBA/BCA	1	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate	2	2	2	
Others				
Total	6	12	4	

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	Nil
Annual	1

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.

As an affiliating college it has limitation in the revision of syllabi. Still timely intimation are made with the university in the form of suggestion that reveals in academic discussion among faculties of the institution.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, Under KKHSOU

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	53	23	30	00	---

2.2 No. of permanent faculty with Ph.D. 17

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
	02	03	00	00	00	00	00	00	02	03

2.4 No. of Guest and Visiting faculty and Temporary faculty 00 00 12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	12	5
Presented papers	Nil	12	5
Resource Persons	Nil	Nil	Nil

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

Application of ICT aids in classroom teaching.

2.7 Total No. of actual teaching days during this academic year 180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Double valuation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop - - 2 Anthro

2.10 Average percentage of attendance of students 77%

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(Major)	202		40.59	58.41	0.99	97.52
B.A (general)	7					42.85
B.Sc (Major)	57		57.89	35.08		92.98
B.Sc. (general)	3					66.66

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

- The IQAC is in close co-ordination with each of the departments. Progress records of the student in each department are closely monitored along with the faculties of the departments.
- From the progress report from departments, the IQAC takes necessary steps like remedial classes, extra classes etc.
- To make teaching a lively one IQAC tries its level best to provide minimum facility to each classroom.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	15
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	6
Faculty exchange programme	1
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	25	02	Nil	10
Technical Staff				01

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC always tries to encourage faculties to engage themselves in research activities, submit proposals for minor and major projects, attend and present papers in national and international seminars.

Continuous effort of the IQAC has helped in increasing in the Ph.D degrees which comes to a total of 20 up to this year while another 15 faculties are busy with their research activities at different level.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	nil	2
Outlay in Rs. Lakhs	4,74,742.00	4,55,000.00		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	5	nil	3
Outlay in Rs. Lakhs		6,69,500.00		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil		
Non-Peer Review Journals	1	15	10
e-Journals	Nil		
Conference proceedings	Nil	2	

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 organizations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				nil
Minor Projects				nil
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	Nil			
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	1	Nil	Nil
Sponsoring agencies			Self IQAC		

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
2				2 DK/DKN		

3.18 No. of faculty from the Institution
who are Ph. D. Guides and students
registered under them

1

3

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

Nil

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

JRF Nil

SRF Nil

Project Fellows Nil

Any other Nil

3.21 No. of students Participated in NSS events:

University level 30 State level 30

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level 50

National level Nil International level Nil

3.23 No. of Awards won in NSS:

University level 1 State level 2

National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="3"/>		
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="3"/>	Any other	<input type="text"/>

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

- Flood relief to nearest affected area. Awareness on post flood situation
- Awareness camp on anti poaching of migratory bird and harvesting of gravid fish during breeding season among local people.

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	10.5 acre	Nil		10.5 acre
Class rooms	46	1	Govt. of Assam	47
Laboratories	08	Nil		08
Seminar Halls	01	01	Govt. of Assam	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	9	2	RUSA	11
Value of the equipment purchased during the year (Rs. in Lakhs)		46,61,415.00	RUSA and UGC	46,61,415.00
Others				

4.2 Computerization of administration and library

Library is already computerized. Installation of KIOSK and RFID is under process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31007	4560980	473	271130	31480	4832110
Reference Books	1080	49574	6	2400	1086	51974
e-Books	8000	5000	N-LIST	5000	8000+	10000
Journals	21	6000	5	1100	26	7100
e-Journals	3000	5000	N-LIST	5000	3000+	10000
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	53	Nil	7	Nil	60	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	51	6	40			6	28	11
Added	13	2	5	5	-	2	4	
Total	64	8	45	5	-	8	32	11

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

All computers in the campus are connected through LAN is underway

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.5
ii) Campus Infrastructure and facilities	3.0
iii) Equipments	2.0
iv) Others	3.0
Total:	9.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Information is displayed in display board for easy access of student.
2. College web-site is regularly updated.
3. Library informs its readers about new arrival of books etc.
4. Career guidance cell provide latest information suitable for student community.

5.2 Efforts made by the institution for tracking the progression

The institution makes all possible efforts for tracking the progression.
Such as –

1. Strict rule of student's attendance.
2. Compulsory participation of students in seminar presentation, group discussion besides sessional examination.
3. Regular monitoring of the progress in courses.
4. To prepare students for university examination the departments are asked to arrange frequent class tests.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1895	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	964	50.8		931	49.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
534±2	205	321	725	2	1785	552±2	223	350	768	2	1895

Demand ratio = 1.26 : 1

Dropout % = 2.1 %

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

Process underway to provide coaching for Competitive examination.

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

- Undergraduate students are informed about their employment opportunities after graduation.
- Providing career related newspapers such as Employment News, Niyamia Barta (Wednesday issue) etc.
- As the college also provides education to the higher secondary students, provision of mock-test for medical and engineering aspirants are arranged regularly.
- Leave is granted to the students who join training programmes (organized by defence service and health service separately) on 11th Nov. to 25th Nov.,2015 and 3rd Jan to 9th Jan, 2016.

No. of students benefitted

80

5.7 Details of campus placement:

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
nil	nil	nil	25

5.8 Details of gender sensitization programmes

- Every year we observe International Women's Day. Morigaon Mahavidyalaya Mahila Mancha published a wall magazine entitled "Sanshadhanni" on 8th March ,2016 specially on women related issues.
- In girls hostel health-hygiene programme was observed on 30th March, 2016.
- It is our tireless efforts to make our girl student confident about their ability. Women cell (Mahila Mancha) of the college and NSS wings helps a lot to make such programmes successful.

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	28	70,200.00
Financial support from government	*	
Financial support from other sources		
Number of students who received International/ National recognitions		

* Financial support released towards students by the govt. of Assam and UGC are directly deposited to the concerned student's account.

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Two major grievances relating to sexual harassment were addressed on 12-03-2016 and 17-03-2016.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

To promote knowledge through quality education with a view to developing the human resource of the region for contributing to the process of nation building.

MISSION:

- To augment the new generation for contributing to the future knowledge-economy.
- To empower the socially, economically and educationally marginalised sections of the society.
- To uplift the rural masses through effective education.

6.2 Does the Institution has a management Information System:

Information system is usually managed manually through notice board, news letter, central announcement system, prospectus etc. However we have installed college management software in this session.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development:

- Two of our faculty members are members of syllabi revision committee. They suggest on the matter for their respective departmental syllabus from time to time.
- Syllabi are designed for Spoken English and Entrepreneurship (6 months certificate courses) under the guidance of English and Economics department respectively.
- Academic committee finalizes the schedule of co-curricular activities as per academic calendar of affiliating university.

6.3.2 Teaching and Learning:

- The institution focuses on the students' attendance in the class. Accordingly average rate of student attendance was recorded to be 82%.
- Syllabus distribution among the teachers are made compulsory on rotation basis from this session. A teacher is not allowed to teach the same topic for three consecutive batches.
- 6 nos. PG programme and 4 nos. UG programme are added in open and distance learning mode during this year under KKHSOU.
- To make learning more effective a certificate course on spoken English is being started.
- Increased Lab equipments and number of computers in the departments with internet facilities.
- Smart board facility projector in class room is provided.
- Books and journals are being increased in the library.
- Remedial classes are arranged for weak students.
- Principal and vice-principal continuously monitor the classes in the college. If not, HOD of the concerned department is requested to arrange the same.

6.3.3 Examination and Evaluation:

- Examination committee appoint invigilation duty in the ratio 25: 1. The invigilator strictly follows the examination rules and regulations.
- One of our faculty members has been entrusted for setting question paper for final examination by the affiliating university.
- As in the previous year the college has been entrusted to run 4th semester (G) examination Zone and we sincerely shoulder the responsibility of evaluation work in time.
- Every department arranges class tests and unit tests for the students apart from the university examinations to make the students familiar with the expected final exam and to increase their answering efficiency. After each such examination, faculties of the departments discuss the shortfall of each student and thereby improve their writing skills.

6.3.4 Research and Development:

- Laboratory facilities have been increased.
- Two major and three minor research projects have been submitted.
- Leave granted for research activities.
- One of our faculty members has submitted his Ph.D. thesis.
- Faculties of the college regularly attended various seminars and present papers.
- As per university guideline, final year students are allotted research project under the guidance of departmental faculties.
- A national seminar was held during this session on “Make in India” which was organized by the department of Economics.
- Both online and offline Research journal in library is added.

6.3.5 Library, ICT and physical infrastructure / instrumentation:

- RFID (Radio Frequency Identification) device has been installed through which users can issue and return books by themselves.
- Internet browsing centre has been set up in the library for students with 5 computers.
- Three class rooms are digitalized.
- Number of computers is increased in computer lab and department.
- Gymnasium is well maintained.

6.3.6 Human Resource Management:

- Biometric devices are used to maintain daily attendance and work load records of teaching and non-teaching staff.
- Staff meeting is convened by the principal of the college on different human resource management issues.
- College Governing Body is strict on service rule and principal as secretary of the Governing Body plays and look after the issues of Human Resource Management of the college.

6.3.7 Faculty and Staff recruitment:

- As per affiliating university norms, sometimes state govt. creates new sanction post of teachers. The authority of the college recruits faculties and staff as per state govt. and UGC rules and regulations.
- To run the teaching learning and evaluation activities smoothly, the college appoints contractual teacher and other supporting staff.
- The college always place demand to the govt. of Assam to create teaching post, technical post and supporting staff like cook for hostel, sweeper, gardenar, night-chawkidar, cleaner etc.

6.3.8 Industry Interaction / Collaboration:

Nil

6.3.9 Admission of Students:

- An admission committee is formed to look after the admission norms to perform the admission process.
- Admission is conducted on merit basis and reservation as per govt norms.
- The admission committee on discussion with the authority increases seat capacity on growing demand.

6.4 Welfare schemes for:

Teaching	Mutual benefit fund and bank loan
Non teaching	Mutual benefit fund and bank loan
Students	Poor fund and scholarship

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	no		yes	principal
Administrative	no		No	

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?

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

6.11 Activities and support from the Alumni Association

- Alumni association has been registered under Society Registration Act 1860.
- The alumni association of the college has observed the college foundation day along with the college family on 1st July, 2016.
- The association decides to initiate “Gurucharan Medhi Memorial Award” to the best graduate of the college from the year 2017.

6.12 Activities and support from the Parent – Teacher Association

As a rural base institution the parents of our students remain ready to forward help for the institution for its better future.

6.13 Development programmes for support staff

- Admission fees concession of their wards, if any, in the college.
- Conducting hands on practice on handling the existing facilities.
- The members of the supporting staff are encouraged to avail the facility of the government for their welfare.
- The college authority provides uniform from its source for a section of support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The institution keeps smart vigilance on its boundary to keep its greenery intact and plants fruit plants for students use. Seasonal gardening is a regular practice of the institution.

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.

- Admission procedure is computerized.
- Computer generate money receipt system is introduced.
- Browsing centre is introduced in library for students.
- Student feedback system is made computerized.
- 3(three) class rooms are digitalized.
- Rotation based syllabus distribution among the teachers is made compulsory.
- Monthly course progress and work load report collection system from the departments by IQAC is introduced.
- Two of our feeder schools are adopted.
- Intake capacity is increased.

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

- A set of boys' toilet is constructed.
- Auditorium stage is renovated.
- A 30' x 70' size seminar hall is constructed.
- Canteen capacity is increased.
- Increase of seat capacity in girls' hostel.
- Three classrooms were digitalised.
- Two feeder schools "Sankar Madhab High School" and "Collegiate High School" are adopted.
- A national seminar on "Make in India" is conducted.
- World Environment Day, World Ozone Day, National Science Day, International Women's Day, was observed successfully.
- Music competition among the students was organized on the occasion of Bhupen Hazarika's death anniversary.
- Cultural, minor and major games, extempore speech, go as you like, debate competition was organized among the students on the occasion of Annual college week festival.
- Fresher's social was organized where Dr. Amar Jyoti Chaudhury, pro-vice chancellor of "Tezpur University" graced the occasion.
- College newsletter – "The Chronicle" and Annual College Magazine was published in time.
- Examination and Evaluation related activities were performed successfully.
- A small size "Lawn" was constructed in front of the college Auditorium.
- Financial support to poor and needy students was disbursed.
- Award conferred to best graduate from science, arts and commerce stream and position holder students by teachers' unit of the college.

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

- Ragging free campus, Restriction in the use of mobile phone, compulsory wearing of college uniform, and restriction on trespassers.
- Volunteer group for differently able students.

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

7.4 Contribution to environmental awareness / protection

- Plantation programme within the campus.
- Awareness generation among the students.
- Provision of dustbin.
- Less use of plastic within the campus.
- Vermin compost production by using waste material.

7.5 Whether environmental audit was conducted? Yes No

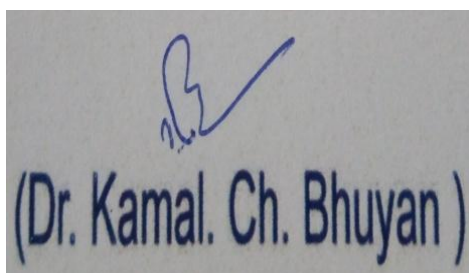
7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

We have discussed our strength, weakness, opportunities and threats before us and tried to utilize, correct and overcome it.

8. Plans of institution for next year

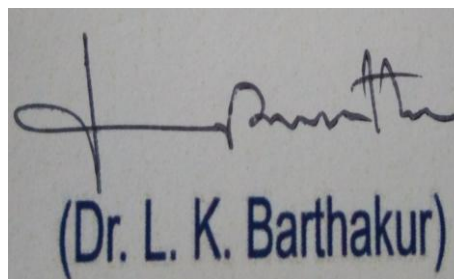
1. Observation of world environment day throughout the district in selected educational institutions and arrangement of field trip for student to make them aware of the environment.
2. Organise national/international seminar, conference etc.
3. Observation of world earth day, National Science day, world Kidney Day, NCC day, International women's Day, College establishment Day etc.
4. Organise parent-teacher and alumni meet.
5. Construction of chemistry laboratory and classroom.
6. Organise annual lecture in collaboration with College Teacher unit.
7. Purchase of books for library
8. Purchase of laboratory equipments, CCTV, AC and computers.
9. Organize sports training for students.
10. Organize coaching classes competitive examination.
11. Purchase of sports items.
12. Conduct university final examination ZONE.
13. Office renovation.
14. Apply for PG courses.
15. Apply for Major and Minor research project.
16. Publication of college newsletter –“The Chronicle”, College Magazine, Departmental journals etc.
17. Installation of Statue of Legendary Dr. Bhupen Hazarika in the college campus.

Name: - Dr. Kamal Ch. Bhuyan



Signature of the Coordinator, IQAC

Name: - Dr. Lila Kanta Barthakur



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-II

Following welfare schemes are made available in the college

1. Hostel facility for boys and girls.
2. Remedial classes are arranged for week students

Annexure-III

Strength, weakness, opportunity, challenges of the college:

Strength:

- Qualified, experienced, dedicated and stable staff.
- Receive B grade in second cycle (CGPA-2.35).
- Well equipped laboratories
- Library with sufficient reference books, internet facilities.
- Well managed play ground
- Good rapport between students and teachers.
- No incidents of ragging
- Increased number of girl students
- Governing body with representation from various sectors
- Research fund generation from various sources
- Dedicated imparting of higher education to rural students
- Large and green campus
- Good relation with the society
- College pass percentage is always higher than that of the University.
- Sport and gymnasium facility is available.
- Post graduate diploma course in Biomass-biogas and disaster management
- Study centre of KKHSOU.

Weakness:

- Insufficient infrastructure facility
- Vocabulary (English speaking) is a major problem
- Limited involvement of alumni and parents
- Demand ratio of faculty and student is poor
- Contractual faculties and supporting staff.
- Shortage of faculties and supporting staff affect departments and college functioning.
- No finance officer and technical staff.
- ICT facility in teaching and learning is not sufficient.
- Poor computerization in office management.
- Number of students having good academic record is very less.

Opportunity:

- To introduce post graduate courses in science and arts stream
- Opt for vocational courses
- More fund for research
- More faculties for FDP

Challenges:

- To cope with the modern technology due to paucity of fund
- To attract students due to lack of attractive infrastructure and staff.
- Motivation of girl students toward sports
- Self- reliance revenue generation
- Attraction of students towards NCC
- Having industrial support in respect of collaboration and placement.

Annexure-IV

- Students, mainly the degree students were taken for the purpose.
- Students of the major and general courses of both science and humanities were supplied with a ready format containing questionnaires that tries to evaluate the classroom performance of individual teachers.
- The questionnaires are consisted of punctuality, conception of the topic to be taught, , vocabulary, board work, innovativeness, communication skill etc. and also his/her performance outside the classroom but within the college campus like, whether a teacher calls a student by name and so on.
- On receiving the returned copies from students, a group of teacher who are entitled with the responsibility go through each format and comments/markings of each student against each teacher against appropriate queries.
- Thereafter, comments/markings of each student against each activity of a teacher is segregated and a total is made.

From this a teacher can be well judged and if a teacher is found weak in certain field according to a student, he is immediately communicated to take care of the areas pointed out by the students.