The Annual Quality Assurance Report (AQAR) of the IQAC 2011-12

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

1. Details of the Institution

1.1 Name of the Institution

> Tangla College

1.2 Address Line 1

> P.O. Chamuapara(Tangla),
> P.S. Tangla, Dist. Udalguri (BTAD),
> State. Assam, Pin. 784521

Address Line 2

> P.O. Chamuapara(Tangla),
> P.S. Tangla, Dist. Udalguri (BTAD),
> State. Assam, Pin. 784521

City/Town

> Tangla

State

> Assam

Pin Code

> 784521

Institution e-mail address

> tanglacollegepd@gmail.com

Contact Nos.

> 9435384057

Name of the Head of the Institution:

> Mr. Puneet Kumar, i/c

Tel. No. with STD Code:

> 03711-255490

Mobile:

> 9435298321

Name of the IQAC Co-ordinator:

> Mr. Jayanta Kr. Chakravarty

Mobile:

> 9435563546

IQAC e-mail address:

tanglacollegeiqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

ASCOGN12006

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)

EC/34/A&A/143 dated 4-11-2004

1.5 Website address:

www.tanglacollege.ac.in

Web-link of the AQAR:

http://www.tanglacollege.ac.in/AQAR2011-12.doc

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	1st Cycle	B	--	2004	2009
2	2nd Cycle	--	--	--	--
3	3rd Cycle	--	--	--	--
4	4th Cycle	--	--	--	--

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

12/06/2003

1.8 AQAR for the year *(for example 2011-12)* 2011-12

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

    i.   *AQAR 2003-04 submitted to NAAC on 3-5-2004*
    ii.   *AQAR2004-05 submitted to NAAC on 31-12-2018.*
    iii.   *AQAR2005-06 submitted to NAAC on 31-12-2018*
    iv.   *AQAR2006-07 submitted to NAAC on 31-12-2018*
    v.   *AQAR2007-08 submitted to NAAC on 31-12-2018*
    vi.   *AQAR2008-09 submitted to NAAC on 31-12-2018*
    vii.   *AQAR2009-10 submitted to NAAC on 31-12-2018*
    viii.   *AQAR2010-11 submitted to NAAC on 31-12-2018*

1.10 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 | -- |

1.11 Type of Faculty/Programme

Arts | √ | Science | √ | Commerce | √ | Law | -- | PEI (Phys Edu) | -- |

TEI (Edu) | -- | Engineering | -- | Health Science | -- | Management | -- |

Others   (Specify) | . |

1.12 Name of the Affiliating University *(for the Colleges)* | Gauhati University |

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

Autonomy by State/Central Govt. / University | Nil |

University with Potential for Excellence | -- | UGC-CPE | -- |

DST Star Scheme	--	UGC-CE	--
UGC-Special Assistance Programme	--	DST-FIST	--
UGC-Innovative PG programmes	--	Any other (*Specify*)	---
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and community representatives

02

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

02

2.9 Total No. of members

20

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders: No. 02   Faculty 01

Non-Teaching Staff Students 01   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 01

(ii) Themes

Semester System in U G Level and Its Challenges

2.14 Significant Activities and contributions made by IQAC

- Introduction of Semester System in the college from Academic session 2011-12.
- College level Workshop on Semester System.
- Reading Room facility for faculties in the Central Library.
- Computerization of office in phase manner.
- Increase of seat capacity of all streams.
- Introduction of Major in Chemistry and Botany.
- Fee concession to poor meritorious students.

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. To introduce Semester System. 2. Extension of College Library building. 3. Initiatives for construction of sports complex in the college. 4. Initiatives for increase of seat capacity of student's enrolment. 5. Concessional admission to needy students. 6. Examination Centre facility for sister institution. 7. To introduce major courses in Botany, Chemistry. 8. Introduction of Computer in the administrative block. 9. Construction of classroom.	1. As per the instructions of Gauhati University Semester System is introduced from this session 2011-12. 2. The extension work for College Library started to offer better reading room for the faculty members. 3. Preparation for sports complex in the college with financial assistance from UGC is made. 4. In view of increasing pressure on enrolment the authority has increased to seat capacity in all departments. 5. 100 students belonging to poor and meritorious category are enrolled with fee concession in admission. 6. Under the Institutional extension work the college has provided examination centre facility for other colleges like Dimakuch College, Uttar Darrang Junior College, Pioneer Jr. College and N. E. Province College, Greenland Academy Jr. College etc. 7. Major courses are introduced in Chemistry and Botany. 8. Two computers are provided in the office to initiate the process of computerization of office works. 9. Four temporary class rooms are constructed to meet shortage of class room.

    * 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

> i. Necessary arrangements for introduction of newly introduced Semester System in the college from Academic session 2011-12.
> ii. To organise College level workshop on "Semester System".
> iii. To provide improved reading room facility in the Central Library particularly for faculties.
> iv. Computerization of office in phase manner.
> v. To increase the seat capacity in all streams.
> vi. To introduce Major in Chemistry and Botany.
> vii. Emphasis to provide Fee concession to poor meritorious students.
> viii. To provide Examination Centre facility to sister/feeder institutes of the locality.
> ix. Addition of new class rooms.

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	--	--	--	--
UG	3	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate (Vocational)	--	--	--	--
Others (BCA)	1	---=	--	--
Total	04	--	--	----

Interdisciplinary	--	--	---	--
Innovative	--		--	--

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

Pattern	Number of programmes
Semester	3 (Started 1st Sem)
Trimester	-
Annual	2nd & 3 Years Continued

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.

> The college follows the syllabus prepared by the affiliating University, i.e. G.U.
> From this session new Semester Course syllabus is introduced U G level.

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

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	18	24	Nil	

2.2 No. of permanent faculty with Ph.D.   [08]

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	02	Nil	Nil	Nil	Nil	Nil	Nil	02	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	Nil	29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/Workshop/ Conference/ Symposia/Congress	Nil	36	01
Presented papers	Nil	11	01
Resource Persons	Nil	Nil	01

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

The following innovative processes are adopted to improve Teaching and Learning activities:

- System of receiving Feedbacks from students for teaching faculties, which has created impact on the teaching-learning process.
- The HoDs are entrusted to observe regularity in attendance of the Major Course students. Irregular in attendance of such students are barred from continuing with Major Course

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

194

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

Nil

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

Nil	Nil	02

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)	Pass %
BA	431	0.23	1.16	35.03	11.6	40.03
B Com	55	Nil	Nil	38.18	47.27	85.45
B Sc	22	Nil	9.09	50	13.64	72.7

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

i. The IQAC engage itself in a lot of activities to contribute, monitor and evaluate the Teaching & Learning process of the institution for improvement of the quality.

ii. The IQAC has formed a number of sub-cells to pursue different activities. The Feedback Cell of IQAC collects feedbacks from students of the teachers as well as office and library staffs. Analyzing the result of feedbacks, the Academic Committee takes initiatives to rectify the shortcomings.

iii. The Academic Committee in the beginning of each session prepares master routine, make arrangements for admission as well as regular classes.

iv. The Vice-Principal cum Convenor of the Academic Committee is given the sole responsibility to look after regular classes and other related arrangements.

v. The academic committee also reviews the progress of each department and extend necessary suggestion for the improvement of teaching-learning process.

vi. The office bearers and members of the Core-Committee of the IQAC keep contact with office bearers of the Students Union for developing healthy teaching-learning atmosphere in the college.

2.13 Initiatives undertaken towards faculty development   :

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	09
UGC – Faculty Improvement Programme	01
HRD programmes	Nil
Orientation programmes	02
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	02
Others- Short Term Course, Research Methodology Programme	12

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	08	-	-	06
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The Research and Publication Cell of the college encourages the faculty members to pursue research works and to attend seminars, conferences, etc. and publish research papers. The IQAC also encourages different departments, Cells and Forums to take extension activities of social responsibilities. Two members have been awarded Ph. D degree by Gauhati University and one faculty member is awarded M. Phil degree. Eight faculty members are pursuing Ph. D work under different Universities and one have availing UGC FIP facility. One faculty member is pursuing research work through minor projects of UGC.

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		01		
Outlay in Rs. Lakhs			55,000.00	

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	--	--	--	--
Minor Projects	2011-12	UGC	55,000.00	55,000.00
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	-	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published   i) With ISBN No. [04]   Chapters in Edited Books [03]

ii) Without ISBN No. [02]

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

Nil

3.11 No. of conferences/ workshops organized by the Institution

Level	International	National	State	University	College
Number					01
Sponsoring agencies	--	--	--	--	Self-financed

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

01

3.13 No. of collaborations   International Nil   National Nil   Any other Nil

3.14 No. of linkages created during this year   Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency   Rs. 55,000.00   From Management of University/College   --

Total   Rs. 55,000.00

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
03	--	--	--	√	--	--

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

Nil

Nil

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 Nil   State level Nil

National level Nil   International level Nil

3.22 No. of students participated in NCC events:

University level Nil   State level Nil

National level Nil   International level Nil

3.23 No. of Awards won in NSS:

University level Nil   State level Nil

National level Nil   International level Nil

3.24 No. of Awards won in NCC:

University level Nil   State level Nil

National level Nil   International level Nil

3.25 No. of Extension activities organized

University forum Nil   College forum Nil

NCC   The College NCC unit has participated in the Independence Day & Republic Day celebration parade organised by District Administration.

NSS   The College campus cleaning drive is organised by the NSS wing of the college.

Any other Nil

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

- Celebration and participation of the institution of different International, National & State Days like International Women's Day, Worlds Environment Day, Independence Day, Republic Day, etc.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13 Acres	Nil	--	13 Acres
Class rooms	22	3	State Govt.	25
Laboratories	06	--	State Govt.	06
Seminar Halls	01	--	State Govt.	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	10	--	Govt. + Self	10
Value of the equipment purchased during the year (Rs. in Lakhs)	--			
Others				

4.2 Computerization of administration and library

Computerization system has been introduced in the administrative block from this year while the Central Library had already started the process few years back.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32984	21788741	2284	408836	35268	2587707
Reference Books	4047	451718	841	150539	4888	602257
e-Books						
Journals	3	3800	--	--	3	3800
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	10	01	nil	nil	nil	01	nil	nil
Added	05	nil	nil	nil	nil	05	nil	nil
Total	15	01	nil	nil	nil	06	nil	nil

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

Internet facility is installed in the Central Library both for faculty members and the students.

4.6 Amount spent on maintenance in lakhs :

i) ICT

2.06

ii) Campus Infrastructure and facilities

5.80

iii) Equipments

0.78

iv) Others

6.35

Total :

14.99

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Monitoring the teaching-learning process for holding of regular classes.
2. Feedback system of the college enhances the quality and responsibility of faculty members.
3. Students are made aware of the different support systems like career prospects, computer literacy, sources of financial assistance for higher studies, etc. through career counselling cell.

5.2 Efforts made by the institution for tracking the progression

1. The authority of the college with the help of the Academic Committee prepare academic plan in accordance to the Academic Calendar and Master Routine and accordingly proceeds for academic progression.

2. In the beginning of each session the Academic Committee holds its meeting under the chairmanship of the Vice-Principal of the college and prepares action plan for the whole session in consultation with the members of the committee, especially the heads of all departments including the Coordinator of the IQAC.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2333	--	--	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1410	60.43

Women

No	%
923	39.56

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
525	190	623	350	-	1688	614	258	955	506	-	2333

Demand ratio% : 2368 : 2333   Dropout % : 45.4

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

Nil

No. of students beneficiaries   Nil

5.5 No. of students qualified in these examinations

NET | Nil | SET/SLET | Nil | GATE | Nil | CAT | Nil

IAS/IPS etc | Nil | State PSC | | UPSC | Nil | Others | Nil

5.6 Details of student counselling and career guidance

> The Employment and Career Guidance Cell maintains the employment related news papers in the Central Library and persuade the faculty members to individually guide the students as and when requires.

No. of students benefitted | No approximate data is available.

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	No approximate data is available.

5.8 Details of gender sensitization programmes

> Nil

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | The college football team of 15 boys has participated in the Inter-College Football Competition 2011 held at Gossaigaon College, Kokrajhar and qualified up to quarter final.

National level | -- | International level | --

No. of students participated in cultural events

State/ University level

> The college cultural team has participated in the Inter-College Youth Festival' 11 held at Gauhati University. About 17 students has participated in different events and the college team won 2st Prize in Folk Song, 2st Prize in Mimicry, 2rd Prize in Cay Model Art among good number of colleges under G. U.

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   --

District level

> A team of the college has participated in the District level Inter-College Quiz and Debate Competition held at Udalguri and begged the Best Debater (Group) award. The same team has also lifted the Best team award in the Debating Competition organised by the Indian Army's Red Horn Division at Udalguri.

Cultural: State/ University level   --

National level   --

International level   --

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	2644	82,13,220.00
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

---

5.11   Student organised / initiatives

Fairs   : State/ University level   `--`   National level   `--`   International level   `--`

Exhibition: State/ University level   `--`   National level   `--`   International level   `--`

5.12   No. of social initiatives undertaken by the students

> The Students Union in collaboration with the NSS unit has organised social service camp in college campus and cleaned the whole campus twice in this year.

5.13 Major grievances of students (if any) redressed:

   No major grievance reported by anyone.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision : " Let the light of knowledge spread over all corners."
>
> Mission:
>   To set standard of excellence in the creation and preservation of knowledge, innovation in order to help bring about development and scientific out-look among the people of socially and economically backward interior localities of the northern part of undivided Darrang district and present Udalguri district of Assam and to ensure the continuity and advancement of human civilization through collaboration with the Gauhati University and the University Grants Commission.
>
>   i.   To create human resources that would be useful members of the society with strong moral and cultural back ground.
>   ii.   To provide opportunity for quality higher education to the deprived and marginalized section of the society in this rural area.
>   iii. To reduce the economic outflow caused by students going for admissions in institutes outside the area and the state.

6.2 Does the Institution has a management Information System

> The Tangla College publishes the College prospectus in the beginning of the new academic session every year. This prospectus printed in book form which works as a handbook that helps the students in getting overall knowledge about the college. In the college prospectus, information provided are:
>
> i. A brief history of the college
> ii. Mission & Vision of the college
> iii. Students' welfare scheme
> iv. Different facilities available in the college
> v. Rules and regulations of the college for the students
> vi. Programmes/courses offered
> vii. Course structure, subject combination and evaluation pattern
> viii. Fee structure
> ix. About faculty & office staff
> x. Code of conduct, etc.
>
> In addition to the publication of prospectus the college authority adopts some other methods for the management of information system viz.
>
> a) Notification in Notice Board
> b) Letter issue process
> c) Letter delivery ensured in peon book
> d) The meeting of Governing Body with college faculties and other staff
> e) The other meeting with stakeholders, Student Union Body
> f) Maintenance of old records, etc.

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

6.3.1 Curriculum Development

> The College follows the curriculum developed by the affiliating university, i.e. Gauhati University. The affiliated colleges under GU are not authorised to make any omission or commission in syllabus. The GU forms Committees of Course and Studies for the Syllabus with few members from affiliated colleges of concerned department. From the institute Mr. Hemen Kr. Baruah, Department of Finance and Mr. B. C. Saha, Department of Management are the members of University Departmental Syllabus Committee.

6.3.2 Teaching and Learning

1. In the beginning of each session, the Academic Committee, Headed by the Principal, reviews and prepares action planes for teaching-learning process.
2. Encouragement and special attention is paid so that every student attains success.
3. All the departments are encouraged to review their progress and to provide personal guidance as and when required.
4. The vigilance group under Vice-Principal of the college take care on maintenance of discipline and look after holding the regular classes.
5. The Academic Committee also stresses on the use of different teaching-learning tools by the faculty members. It stressed on development of laboratory facilities to all concerned departments.
6. The committee emphasises on the maximum use of library facilities by the teachers as well as the students.

6.3.3 Examination and Evaluation

1. The college authority maintains or follows very strictly the rules and regulations of the examination purpose. The college authority conducts pre-examination test centrally for all departments before one month of each final examination and sessional examination for the semester system students.
2. All the departments with major course conducts periodical departmental test for major students of their respective departments.
3. A good number of faculty members work as supervisor in different Examination Centres of different institutions. Most of the senior faculty members are invited as examiner, scrutinizer and head examiners by the University.

6.3.4 Research and Development

1. The individual teaching members are encouraged to pursue research works and to attend seminars, workshops, conference, etc., to present and publish research papers.
2. The college possesses every facility for research works and the authority provides all possible helps to individual members for research works.
3. Two of the faculty members from the departments of Finance and Assamese have completed their Ph. D degree from the Gauhati University and one faculty member from the Department of Bodo has completed his M. Phil degree. Another faculty member has under-taken Minor Research Project. Eight faculty members are pursuing Ph. D work and one faculty member of them has availed teacher fellowship from UGC under FIP.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> 1. The Central library has a good numbers of reference books and journals for research works as well as good numbers of text books for students.
> 2. ICT facility is introduced in the Central Library.
> 3. Science stream and education departmental laboratories have sufficient instruments and reagents for students' practical classes.

6.3.6 Human Resource Management

> 1. Talented students are taken special care and encouraged for higher studies.
> 2. The poor and needy students are provided financial helps through concessions for pursuing higher education.
> 3. The college tries to give admission to all applicants to develop human resources in this backward area.
> 4. Interested students are encouraged to participate in extra-curricular activities like - cultural, literary, games and sports, NCC, NSS, etc at different levels.

6.3.7 Faculty and Staff recruitment

> 1. Recruitments of faculty/staffs are done strictly as per the guidelines of the UGC/Govt. rules.
> 2. The Governing Body of the college as per guidelines of the Department of Higher Education, Assam forms a Selection/Expert Committee to make selection of the teaching and non-teaching staff for recruitment in the college. No permanent appointment is made in this session.
> 3. Depending on financial position as well as need, the authority makes temporary/contractual appointments of the faculty and office staff.

6.3.8 Industry Interaction / Collaboration

> No industrial interaction or collaboration is made in this session as there is no industry in this area.

6.3.9   Admission of Students

> 1. Prior to beginning of every academic session, the college authority forms an admission committee with teaching and non-teaching members under the supervision of the Principal and formulates some policies for the smooth conduct of the admission process.
> 2. Keeping in view our objective of imparting college education to all, especially to the socially and economically backward masses of the area, and also since there are no enough higher educational institutions in the nearby areas, our college does not insist on cut-off percentage of marks at the time of admission and tries to admit all the candidates who apply for admission.
> 3. Selection of students for different major courses is done solely by the respective departments through certain prescribed procedures and selection lists are hung with required approval from the authority.

6.4 Welfare schemes for

Teaching	Welfare Fund, GPF, Group Insurance, etc.
Non teaching	Welfare Fun, GPF, Group Insurance, etc.
Students	Poor Aid Fund, Book Bank facility, Concession in admission fee, etc

6.5 Total corpus fund generated   Nil

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	GU	Yes	Governing Body/Academic Committee
Administrative	Yes	Local Audit, Mangaldai, Govt. of Assam	Yes	Governing Body

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

For UG Programmes   Yes   No √

For PG Programmes   Yes -   No -

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

1. From this year, Semester System has been introduced by the Gauhati University in the under-graduate level.
2. The affiliating University (GU) conducts the End Semester Examinations.
3. As a constituent college, we conduct the Internal Assessment Test Examination as per the guidelines of the parent University.
4. As an affiliated examination Centre, College run all the final examinations under Gauhati University. The University formulates some new rules from time to time for the examinations centres under it.

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

Nil

6.11 Activities and support from the Alumni Association

No significant activities conducted

6.12 Activities and support from the Parent – Teacher Association

i. It is a continuous process to develop personal contact with the parents to make them aware about the importance of education of their child as well as about the available facilities in the college.
ii. Parents are invited in the Open Session of the college Week function and the college authority provides them update information of the institution and seeks their cooperation in developing the atmosphere of the institution. One member from the parent body is also selected for the Governing Body.

6.13 Development programmes for support staff

i. The College Authority always extends helping hand to the college staffs for programmes which can develop their skills.
ii. For the same the authority provides necessary duty leave to the concerned staff. They are periodically sent for different programmes organised by the Govt. and University.

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

> i. Tree plantation is initiated by the college authority with the help of the Teachers, office staff, NSS wing and the Students Union of the college.
> ii. The College authority totally discourages the cutting of trees unless it is of utmost necessity.
> iii. The college also observes World Environment Day to develop awareness among the people.

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.

> i. Process has been started to bring the administrative work under the computerization system. For the same, the authority has brought two new computer set specially for the office work with required software and accessories.
> ii. The authority has already provided some sort of training to the office staff. With the installation of computer, type writing is now easy and the same can be use in later time by saving the same. It brought competency in the office work.

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

> 1. Starts the extension of Central Library building.
> 2. Initiatives for increase of seat capacity of student's enrolment.
> 3. Concessional admission facility to 100 students belonging to poor and meritorious category.
> 4. Construction of class room to meet the shortage.
> 5. Initiatives for opening of major course in Botany, Chemistry,
> 6. Introduction of Computer in the office work.
> 7. Renovation of Boy's and Girl's Common rooms.

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

> i. Introduction of new format of departmental Log Book supplied by the Authority.
> ii. Maintaining attendance in Central Library.

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

7.4 Contribution to environmental awareness / protection

> The institution give importance on tree plantation and preservation of the existing trees in the college campus through the NSS wing of the college.
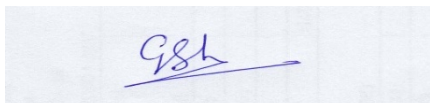
7.5 Whether environmental audit was conducted?   Yes | √ | No | |

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

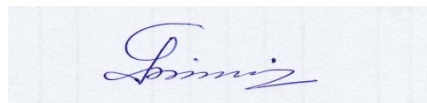8. Plans of institution for next year

1. To complete the Central Library reading room extension work.
2. To organise seminars and workshops under the extension of education programme in the college.
3. Renovation of Girls and Boys hostel buildings.
4. Construction of additional classroom, development of science laboratories, sanitation system and water supply.
5. Starting of construction works of the Mini Stadium in the college.
6. Formation new Central Library Management Committee.
7. Installation of high power generator to meet shortfall of electric supply.
8. Felicitation of first division/class holders in Under Graduate Level examination.
9. To continue concession in admission to meritorious poor students.

Name   DR. GITALI SARMAH   *Name* DR. PRASEN DAIMARI

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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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

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Annexure III Best Practice 2011-12

1. The college has been cultivating a good habit of maintaining departmental log-books for development of the quality of teaching learning process. In the beginning of each new session the college authority provides one log-book to each department for the session. The Head of the Department of each department remain in-charge of the maintenance of the log book and accordingly he guides his departmental faculty members. The HoD periodically check the log book and take stock of the progress of syllabus of each teacher and directs for necessary action like for special class, tests, guidance, etc. In course of time, the HoD inform the authority on the departmental progress through proper channel.

   It has many good results like:

   i. The maintaining of log book by each department develops the accountability of each faculty.
   ii. It helps the teachers to know the progress of course syllabus of each semester and accordingly prepare his/her action plan for the same.
   iii. It helps in the development of conducive academic atmosphere in the college.

2. The Central Library of the college maintains a system of keeping the records of attendance of faculty as well as students who visit the library for different purposes like – to borrow books, searching study materials, attending reading room, etc. The authority of the central library separately maintains two register book- one for students and other for the faculty members. Occasionally the authority also organise workshops on the use of Library and its importance for the students, particularly for new comers.

   Good results are:

   i. The system maintained by the authority helps in proper assessment of service rendered by the library.
   ii. It helps the authority to rectify any process by monitoring of attendance.
   iii. It makes the students understandable the importance of the library and develops awareness among them.

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