The Annual Quality Assurance Report (AQAR) of the IQAC 2013-14

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:	Dr. Prasen Daimari
Tel. No. with STD Code:	03711-255490
Mobile:	9435384057
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/AQAR2013-14.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)*

2013-14

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*
 ix.   *AQAR2011-12 submitted to NAAC on 31-12-2018*
  x.   *AQAR2012-13 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 | Nil

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

- Reducing the seat capacity of departments.
- Women hostel.
- Free Studentship and concessional admission to poor meritorious students.
- Conducting sessional and final examinations.

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. Construction of New Women hostel. 2. Fixing the students enrolment capacity to bring quality improvement in the teaching learning process. 3. To provide free studentship to meritorious students. 4. To give concessional admission to poor meritorious students. 5. Environmental awareness among the students. 6. To start well magazine in departments.	1. The construction work of the new women hostel is started in the campus along with the old girls hostel. 2. Taking into account of the existing infrastructure facilities of the college, for providing quality education, the college authority has decided to fix the enrolment capacity to the extent- Arts 600-700, Com. 150 and Science 120 in first semester. 3. The institution has provided free studentship to twelve students- Six in degree and Six in H. S. level on merit basis [75% for science stream (70% for SC, ST & Minority) and 70% for Arts & Com. (65% for SC, ST & Minority)] 4. 100 students belonging to poor and meritorious category are enrolled with fee concession. 5. Special Campus cleanliness drive along with tree plantation in programmes are organised with the help of NSS, NCC and Students Union. 6. With a view to encourage and develop the creative nature of the students wall magazine was introduced in some departments

* 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

- Taking into consideration of increasing work load with limited infrastructure, action has been taken to reduce the seat capacity of departments.
- Initiatives to start construction works of new Women hostel.
- To provide Free Studentship and concessional admission to poor meritorious students.
- To conduct smoothly sessional and final examinations.
- Emphasis on development of institutional output.
- Holding of meetings of Academic Committee
- Emphasis on purchasing new books for all the semesters of all departments in the Central Library.

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	--	--	--	--
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	03
Trimester	-
Annual	01

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.

Introduced new semester course syllabus for 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
52	28	24	Nil	Nil

2.2 No. of permanent faculty with Ph.D.   [11]

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
01	01	--	--	--	--	--	--	01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshop/Conference/ Symposia/Congress	03	22	Nil
Presented papers	02	11	Nil
Resource Persons	Nil	Nil	02

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

- To ensure regular attendance of students few steps are taken like- i. Stress is given on attendance of students as per G.U guidelines (75%) to appear in any examination, ii. If any student got selected to offer Major course in any subject and remain absent for first ten days, he/she is not allow to offer major course in that subject, iii. Appearing in sessional examinations is compulsory for all students to appear in final examination.
- The Vice-Principal is entrusted the sole responsible to ensure academic activities according to the Master-Routine and the Academic Calendar prepared by the college.
- The Vice-Principal is the convenor of Academic Committee and all the heads and the faculty members are made accountable to him/her for academic activities.
- Feedback is collected from students for each faculty member to make them accountable to the students and to improve their quality.
- Maintaining of departmental Log Book is made compulsory and the Principal put counter signature on it.
- Tutorial and extra classes are taken for weak students and for timely completion of courses.
- Special departmental tests are organised by departments to cater their progress.
- Departmental special classes are organised by inviting resource persons from other institutions.
- Special Vigilance group is there to persuade students to attend their classes and library.
- Faculty members are encouraged not to take any leave in pick hours to maintain academic atmosphere.
- The authority of the institution and the faculty members have decided to keep open the institute even in bandh days called by different organisations. Though the presence of students is less, the institute run its normal works as per routine.

2.7   Total No. of actual teaching days
      during this academic year | 197 |

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 | Nil | Nil | 02 |
      as member of Board of Study/Faculty/Curriculum
      Development workshop

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 %
B.A	510	-	10	168	82	50.98%
B. Com	62	-	02	32	11	72.58%
B. Sc	24	-	-	20	-	83.33%

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

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. 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. The Academic Committee in the beginning of each session prepares master routine, make arrangements for admission as well as regular classes. The Vice-Principal cum Convenor of the Academic Committee is given the sole responsibility to look after regular classes and other related arrangements. The academic committee also reviews the progress of each department and extend necessary suggestion for the improvement of teaching-learning process. 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	04
UGC – Faculty Improvement Programme	01
HRD programmes	Nil
Orientation programmes	05
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil

Summer / Winter schools, Workshops, etc.	05
Others- Training	03

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	07	--	--	04
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.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range [--]   Average [--]   h-index [--]   Nos. in SCOPUS [--]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

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

ii) Without ISBN No. [03]

3.8 No. of University Departments receiving funds from

UGC-SAP [Nil]   CAS [Nil]   DST-FIST [Nil]

DPE [Nil]   DBT Scheme/funds [Nil]

3.9 For colleges   Autonomy [Nil]   CPE [Nil]   DBT Star Scheme [Nil]

INSPIRE [Nil]   CE [Nil]   Any Other (specify) [Nil]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons   01

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

3.14 No. of linkages created during this year   Ni

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
03	--	--	--	√	--	--

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

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

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

JRF   --   SRF   --   Project Fellows   --   Any other   --

3.21 No. of students Participated in NSS events:

University level   --   State/District level

National level   --   International level   --

3.22 No. of students participated in NCC events:

University level	--	State/District level	
National level	--	International level	--

3.23 No. of Awards won in NSS:

University level	--	State level	--
National level	--	International level	--

3.24 No. of Awards won in NCC:

University level	--	State level	--
National level	--	International level	--

3.25 No. of Extension activities organized

University forum [--]   College forum [--]

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

NSS | The NSS unit of the College has organised camp in the college campus and undertaken cleaning drive and tree plantation in the college campus.

Any other [--]

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	27	0	State Govt.	27
Laboratories	05	--		05
Seminar Halls	01	--		--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> Computerization process is introduced in the administrative block particularly in the admission process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37002	3024675	2390	353720	39392	3378395
Reference Books	5323	716917	720	106560	6043	823477
e-Books	---	---	---	---	---	---
Journals	6	6480			6	6480
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	15	01	01	01	nil	06	nil	nil
Added	nil	nil	nil	nil	nil	nil	nil	nil
Total	15	nil	01	01	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 available in the Central Library for both the faculty and the students and in administrative block for office use only.

4.6 Amount spent on maintenance in lakhs :

i) ICT
1.09

ii) Campus Infrastructure and facilities
1.20

iii) Equipments
0.65

iv) Others
3.47

Total :
6.41

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

<table>
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i.   The career counselling cell organises counselling programmes in the beginning of the academic session and apprises students on different linkages of subject combinations with their career prospects.

ii.   It also encourages the students to join in the NCC and NSS wings of the college and to participate in the seminars and workshops organised by different departments as well as cells.

iii.   The Feedback Cell collects feedback for each faculty and office staff and the same helps in enhancing the quality and responsibility of faculty members.

iv.   The IQAC, through the Academic Committee monitors the teaching-learning process and stresses on holding of regular classes.

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5.2 Efforts made by the institution for tracking the progression

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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. For infrastructural progression, the authority with the help of the Infrastructure Committee prepares plans and projects and accordingly submits the same to the Government and the funding agencies i.e. UGC, State Government and the BTC authority. As and when the funds are made available for different projects, college implement the projects. In the beginning of each session the Academic Committee holds its meeting under the chairmanship of the Vice-Principal of the college and prepare action plan for the whole session in consultation with the members of the committee, especially the heads of all departments and the Coordinator of the IQAC.

At the same time, the Governing Body is the sole authority to maintain the institution. It is observed that the G B frequently holds its meeting and played an important role for the progress of the institution in both the academic field as well as infrastructural side. The Governing Body, through the Principal communicate the faculties for the improvement of the college.

</td></tr>
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5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3694	--	--	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%			No	%
Men	2015	54.55	Women		1679	45.45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
602	235	1565	725	-	3127	635	285	1936	838	-	3694

Demand ratio % : | 1364 : 1257 | Dropout % : | 45.5 |

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

> Nil

No. of students beneficiaries | -- |

5.5 No. of students qualified in these examinations

NET | -- | SET/SLET | -- | GATE | -- | CAT | -- |

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

5.6 Details of student counselling and career guidance

> The Employment and Career Guidance Cell maintains the employment related news items in the Central Library and provide personal guidance to 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/

District level

A team of 15 students of the institute has participated in the District Level Football Competition held at Kabirali, Udalguri and reached up to Quarter Final stage.

National level | -- | International level | -- |

No. of students participated in cultural events

State/ University/

District level

Udalguri District Youth Festival'13 organised by Indian Army's RED HORN DIVISION

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	64	32000.00
Financial support from government	73	444970.00
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level [Nil]   National level [Nil]   International level [Nil]

Exhibition: State/ University level [Nil]   National level [Nil]   International level [Nil]

5.12   No. of social initiatives undertaken by the students

> The Students Union and the NSS wing of the college have engaged in Social service through college campus cleaning drive twice in the year.

5.13 Major grievances of students (if any) redressed:

No major grievance is reported by anyone.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Tangla College is one of the pioneer higher educational institutions in the region as well as the state. It has envisaged

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.

- To create human resources that would be useful members of the society with strong moral and cultural back ground.

- To provide opportunity for quality higher education to the deprived and marginalized section of the society in this rural area.

- 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 Gauhati University maintains one Academic Council with elected members from the Gauhati University and different colleges affiliated under GU as a whole to look after the curriculum related matters. In departmental level, the GU maintains the Committee of Course and Studies with some selected members from GU concern department and from among affiliated colleges. From the institute Mr. B. C. Saha, Department of Management and Dr. Prasen Daimari, Department of Economics are the members of University Departmental Syllabus Committee.

6.3.2 Teaching and Learning

1. The Academic Committee in the beginning of each session reviews and prepares planes for teaching learning process of that particular session.
2. In the begging of session, the Academic Committee take the initiative to purchase in books in the Central Library for all departments. For the same, it informs all departments to submit list of required books in accordance to the surplus number of students, change in syllabus and of important reference books.
3. Departments are encouraged to review the progress and to provide personal guidance as and when requires.
4. Each department maintains their log book and the authority review the progress through the head of the department.
5. All the faculty members are encouraged to prepare lesson plan of the papers allotted to them in accordance to class routine and academic calendar for timely completion of courses.
6. The college authority publishes the academic calendar for every session to keep the students and teachers informed about academic activities of the year.

6.3.3 Examination and Evaluation

1. The college authority maintains or follows very strictly the rules and regulations on examination purpose.
2. The college authority conducts pre-examination test centrally for all departments before one month of each final examination and sessional examinations for the semester system students. Likewise, all the departments with major course conducts periodical departmental test for major students of their respective departments.
3. A good numbers of faculty members works as supervision in different centres of different examinations every year.
4. Most of the senior faculty members are appointed as examiner, scrutinizer and head examiner by the University in different script evaluation zones.

6.3.4 Research and Development

- The individual teaching members are encouraged to pursue research works and to attend seminars, workshops, conference, etc. and to present and publish research papers.
- The college don't have facilities for research works but the authority on its own level provides all possible helps to individual members for research works.
- A good academic atmosphere has developed in the campus and number of research paper presenter going up and number of Ph. D. and M. Phil degree holder also increasing.
- In this year three of the faculty members of the college are awarded with PH. D Degree by the Singhania University of Rajasthan and one M. Phil degree by the Gauhati University.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Central library is well equipped with a good numbers of reference books and journals for research works as well as good numbers of text books for students, well furnished reading rooms for faculty and students separately, computer lab and one mini conference room.
- Fifty percent of the administrative works are brought under computerised system.
- Science stream and education departmental laboratories have sufficient instruments and reagents for student's practical purpose.
- BCA computer lab is also well equipped with 10 numbers of computer set and internet connectivity.

6.3.6 Human Resource Management

- Talented students are taken special care and encouraged for higher studies.
- The poor and needy students are provided financial helps through concessions for pursuing higher education.
- The college tries to give admission to all applicants to develop human resources in this backward area.
- Deserving students are encouraged to participate in extra-curricular activities like-cultural, literary, games and sports, NCC, NSS, etc and college many a time bear expenses for the same.
- Faculty members are encouraged to participate in career enhancement programmes and to pursue research works.
- Faculty members are also provided with additional charges to look after extracurricular activities according to their interest for the benefit of the students.

6.3.7 Faculty and Staff recruitment

- One committee is formed by the Governing Body of the college as per guidelines of the Higher Education, Assam to make selection of the teaching and non-teaching staff for recruitment in the college. No permanent appointment is made in this session.
- Depending on financial position as well as need the authority made 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

- Under the guidance of the Governing Body one admission committee is formed by the authority with teaching and non-teaching members under the Presidentship of the Principal and formulates some policies for the smooth conduct of the admission process.
- Keeping in view our objective of imparting college education to all, especially 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 absorb all the candidates who apply for admission irrespective of marks or percentage of marks they secure in the previous class.
- 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

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?

- Under the semester system, total six semester wise Final Examinations of 4/5 of total marks are conducted by the parent University as per Academic Calendar prepare by the University. Besides that, the college has to conduct internal examination for 1/5 of total marks of its own which added to the final score. For the same the University provides guidelines and the college strictly follows the same.
- As an affiliated examination Centre, College run all the final examinations under Gauhati University. Time to time the University formulates some new rules for the examinations under it.
- The internal examinations are centrally conducted by the college on its own in accordance to the Academic Calendar.

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

Not significant

6.12 Activities and support from the Parent – Teacher Association

No significant activities are done by the association. 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.

6.13 Development programmes for support staff

The College Authority extends all kind of support to the college staff for programmes which can develop their skills. For the same the Authority provides necessary duty leave to the concerned staff. They are periodically sent for different programmes organise by the University.

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

Tree plantation is initiated by the college authority with the help of the NSS wing and Students Union of the college. The college give minimum emphasis not to cut trees if not forced by circumstances.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> 1. The college authority has bestowed the sole responsibility to maintain the master routine for the college on the Vice-Principal as the convener of the Academic Committee and it will remain displayed in his/her cabin. As the classes are maintained by the Vice-Principal, he/she remains in sole authority of the same and in any problem he/she can immediately detect the same with the help of the master routine. With the help of this master routine, it is now very easy to maintain daily classes by the authority.
> 2. The faculty members have to submit their leave application to the Vice-Principal and are kept in his/her custody. It helps him/her to maintain the classes with the knowledge of present faculty members in each department.

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

> 1. Taking into consideration of increasing work load with limited infrastructure, action has been taken to reduce the seat capacity of departments.
> 2. Initiatives to start construction works of new Women hostel.
> 3. To provide Free Studentship and concessional admission to poor meritorious students.
> 4. To conduct smoothly sessional and final examinations.
> 5. Emphasis on development of institutional output.
> 6. Holding of meetings of Academic Committee
> 7. Emphasis on purchasing new books for all the semesters of all departments in the Central Library.

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

> 1. Computerisation of College office.
> 2. Transparency in financial transaction of the College accounts.

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.
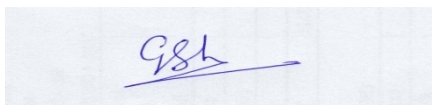
7.5 Whether environmental audit was conducted? Yes [√] No [ ]

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

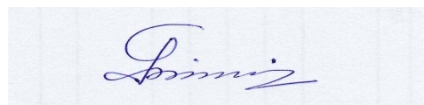## 8. Plans of institution for next year

1. To conduct periodical informal mock class test for Major courses following the pattern of final examinations question paper.
2. To conduct pre-test examinations before the 3rd year final examinations.
3. To conduct sessional examinations.
4. To increase the number of books in Central Library.
5. Timely holding of Extra Curricular Activities for students.
6. To convene Governing Body meeting.
7. To make special arrangement to meet the shortage faculty in most of the departments..
8. To take Feedback for quality improvement.
9. To run G U degree Micro Examination Zone.
10. To organise extension activities on Social Awareness on relevant issues
11. To start construction of sports complex in the college.

Name <u>DR. GITALI SARMAH</u>   *Name* <u>DR. PRASEN DAIMARI</u>

_____   _____

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

_____ *** _____

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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TANGLA COLLEGE, TANGLA
UDALGURI : BTAD : ASSAM
PIN – 784521

Academic Calendar for the Session 2013-14

Class/Working Days/Exams/Holidays and Academic & Other Activities	Dates
JULY 2013	
Working Days	1 – 6, 8 – 12, 14 – 17, 22 –27, 29 – 31.
Sundays	7, 14, 21, 28.
Id-Ul-Fitre – **Holidays**	18 & 19
SUMMER VACATIONS	1 – 31
AUGUST 2013	
Working Days & Classes	1- 5, 7-12, 14, 16 -19, 21- 22, 25 - 26, 28 – 31
Freshmen Social Day	*30*
Sundays	6, 13, 20, 27
Independence Day – **Holiday.**	15
Tithi of Sri Sri Sankardev – **Holiday**	23
SEPTEMBER 2013	
Working Days/Classes	1 - 2, 4 - 9, 11 - 12, 14 - 16, 18 - 23.
1st Sessional Exams for Odd Semesters	4 – 9
Sundays	3, 10, 17, 24
Tithi of Sri Sri Madhav Dev – **Holiday**	10
Janmastami - **Holiday**	13
Id-Uz-Zuha - **Holiday**	25, 26
Durga Puja/Lakshmi Puja **- Holidays**	26 - 30
Janmotsav of Sri Sri Sankardev – **Holiday**	30
TCSU Election Notification **2013-14**	20
OCTOBER 2013	
Working & Class Days	6 – 7, 9 – 14, 16 – 17, 21, 23 – 28, 30 – 31.
Examination Centre Committee Meeting	**23**
Examination Committee Meeting	**28**
2nd Sessional Exams for Odd Semesters	9 – 14.
Sundays	1, 8, 15, 22, 29.
Durga Puja/Lakshmi Puja **- Holidays**	1 – 5

Maharam - **Holiday**	1
Birth Day of Mahatma Gandhi – **Holiday**	2
Kati Bihu, Kali Puja-Dewali**- Holidays**	18, 19, 20

NOVEMBER 2013	
Working & Class/Exams Days	1 – 3, 6 – 11, 13 – 18, 20 – 23, 25, 27 – 30
Sundays	5, 12, 19, 26.
Guru Nanak Birth Day – **Holiday**	4
Lachit Divas	24

End Semester Examinations for First, Third and Fifth Semesters will begin **tentatively** from the Third Week of November 2013 and be completed by 30th December 2013.

DECEMBER 2013	

End Semester Examinations for First and Third Semesters will continue till 30th December 2013.

Working Days	1, 3, 5 – 10, 12 – 17, 19 – 24, 26 –31.
Sundays	3, 10, 17, 24, 31
Asom Divas	2
Christmas Day – **Holiday**	25

JANUARY 2014	
Working Days	1 – 4, 6 – 11, 16 – 18, 20 – 25, 27 – 31.
Sundays	5, 12, 19, 26.
Magh Bihu – **Holidays**	13, 14, 15.
Republic Day - **Holiday**	26

FEBRUARY 2014	
Working Days & Classes	1, 3, 5 – 8, 10 – 15, 17 – 22, 24 – 26, 28.
Sundays	2, 9, 16, 23.
Saraswati Puja – **Holiday.**	4
Sivaratri	27

MARCH 2014	
Working Days/Classes	1, 3 – 8, 10 – 15, 18 –22, 24 – 29, 31
1st Sessional Exams for Even Semesters	3 – 8
Sundays	2, 9, 16, 23, 30
Dol Jatra - **Holiday**	16 – 17.

APRIL 2014	
Working & Class Days	1 – 5, 7 – 12, 17, 19, 21 – 26, 28 – 30.
Sundays	6, 13, 20, 27.
Bohag Bihu - **Holidays**	14, 15 & 16
Good Friday - **Holiday**	18

MAY 2014	
Working & Class/Exams Days	2 – 3, 5 – 10, 12 –13, 15 – 17, 19 – 24, 26 – 31. .
2nd Sessional Exams for Even Semesters	5 - 10
Sundays	4, 11, 18, 25.
May Day – **Holiday**	1
Buddha Purnima - **Holiday**	14

End Semester Examinations for 2nd, 4th and 6th Semesters will begin **tentatively** from the Fourth week of May 2015 and be completed by 30th June 2014.	
JUNE 2014	
Working Days	2 – 7, 9 – 14, 16 – 21, 23 – 28, 30.
End Semester Examinations for 2nd, 4th and 6th Semesters will continue till 30th June, 2014.	
Sundays	1, 8, 15, 22, 29.

Principal
Tangla College, Tangla

ANNEXURE III

Best Practice :-

- The college authority has decided to bring the office works under computerization process. The college has installed the computers in the office work with good software for better performance of the office work of the college. The admission process, collection of fees, examination form fillup, etc. are done through the computer and the entire system is controlled by the server connected with the PC of Principal's cabin. Unfortunately, the authority is yet not able to bring the audit section under the computerized process.
  It has many good results like:
    I. The system has able to bring transparency in the office work of the college.
    II. It has able to bring one system in office work and make it easy to preserve records of the institution.
    III. The system has helped in saving manpower as well as papers by minimizing paper works of the office staff.
    IV. The Principal is able to get up-to-date information of office work through the server.
- For financial transparency in the institution, the college has done both the internal and external audits. For every financial year the college conducts audits through the local auditors under the Govt. of Assam, the UGC related transactions are audited by Chartered Accountants and as and when required the Governing Body also conducts audit by forming internal audit committee with senior GB members.
  Good results are:
    I. It brings financial transparency in the institutional works.
    II. It helps in proper utilization of funds and development.
    III. The infrastructural development able to create one healthy environment for proper teaching-learning process.

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