



**The Annual Quality Assurance Report (AQAR) of the IQAC**

**For the year 2012-13**

**Part – A**

**I. Details of the Institution**

1.1 Name of the Institution

Lumding College

1.2 Address Line 1

College Road, Lumding.

Address Line 2

College Road, Lumding.

City/Town

Lumding

State

Assam

Pin Code

782447

Institution e-mail address

lumdingcollege@yahoo.in

Contact Nos.

03674-263364,263375

Name of the Head of the Institution:

Dr. Mrinal Kanti Paul

Tel. No. with STD Code:

03674-263364, 263375

Mobile:

847194427, 9435366335

Name of the IQAC Co-ordinator:

Md. Suleman Ali



# Internal Quality Assurance Cell Lumding College

Lumding, Hojai, Assam. 782447

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Mobile: 9859946285

IQAC e-mail address: iqaclc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date: EC/34/087 dated 04-11-2004  
*(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: www.lumdingcollege.org

Web-link of the AQAR: http://www.lumdingcollege.org/IQAC/AQAR201213.pdf

**1.6 Accreditation Details**

| Sl. No. | Cycle                 | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | B+    |      | 2004                  | 5 Years         |
| 2       | 2 <sup>nd</sup> Cycle |       |      |                       |                 |
| 3       | 3 <sup>rd</sup> Cycle |       |      |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |       |      |                       |                 |

1.7 Date of Establishment of IQAC : DD/MM/YYYY 30/06/2009 [Re constituted on 28-02-2016]

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)

Not submitted earlier

**1.9 Institutional Status**

University                      State     Central     Deemed     Private

Affiliated College              Yes     No

Constituent College            Yes     No

Autonomous college of UGC    Yes     No



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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)

Basic Computer Course

### 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  No

University with Potential for Excellence  No       UGC-CPE  No

DST Star Scheme  No       UGC-CE  No

UGC-Special Assistance Programme  No       DST-FIST  No

UGC-Innovative PG programmes  No       Any other (Specify)  No

UGC-COP Programmes  No



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**2. IQAC Composition and Activities**

|   |   |
|---|---|
| 2.1 No. of Teachers   | <input type="text" value="07"/>   |
| 2.2 No. of Administrative/Technical staff                                 | <input type="text" value="00"/>   |
| 2.3 No. of students   | <input type="text" value="00"/>   |
| 2.4 No. of Management representatives                                     | <input type="text" value="01"/>   |
| 2.5 No. of Alumni   | <input type="text" value="01"/>   |
| 2.6 No. of any other stakeholder and<br>community representatives         | <input type="text" value="00"/>   |
| 2.7 No. of Employers/ Industrialists                                      | <input type="text" value="00"/>   |
| 2.8 No. of other External Experts   | <input type="text" value="00"/>   |
| 2.9 Total No. of members  | <input type="text" value="09"/>   |
| 2.10 No. of IQAC meetings held  | <input type="text" value="02"/>   |
| 2.11 No. of meetings with various stakeholders:                           | No. <input type="text"/> Faculty <input type="text"/>   |
|   | Non-Teaching Staff <input type="text"/> Students <input type="text"/> Alumni <input type="text"/> Others <input type="text"/>                           |
| 2.12 Has IQAC received any funding from UGC during the year?              | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| If yes, mention the amount  | <input type="text"/>  |
| 2.13 Seminars and Conferences (only quality related)                      |   |
| (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC |   |
| Total Nos.  | <input type="text"/> International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text"/> |
| (ii) Themes   |   |
| 2.14 Significant Activities and contributions made by IQAC                |   |
|   | <input type="text" value="• Encourage faculty member to take up funded projects."/>   |



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## 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  |
|--|---|
| <ul style="list-style-type: none"> <li>Career counselling sessions for students</li> <li>Thrust upon organizing more extension programmes</li> <li>To provide infrastructural facilities to ensure a learner friendly teaching environment.</li> </ul> | <ul style="list-style-type: none"> <li>Organised</li> <li>In process</li> <li>Done</li> </ul> |

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

Approved after discussion.

## Part – B

### Criterion – I

#### I. 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                     | 17                            |  |                                     |  |
| PG Diploma             |                               |  |                                     |  |
| Advanced Diploma       |                               |  |                                     |  |
| Diploma                |                               |  |                                     |  |
| Certificate            |                               |  |                                     |  |
| Others                 |                               |  |                                     |  |
| <b>Total</b>           | 17                            |  |                                     |  |
| Interdisciplinary      |                               |  |                                     |  |
| Innovative             |                               |  |                                     |  |



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

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | 17                   |
| Trimester |                      |
| Annual    |                      |

- 1.3 Feedback from stakeholders\* (On all aspects)
- Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Since the college is affiliated to Gauhati University, it follows the university syllabi. The syllabi is made, revised and updated by the University. Credit based Semester system is introduced for all UG programmes by the University

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

- The institution proposes to start Hindi Major
- The institution introduced Elective Hindi in 2011

## Criterion – II

### 2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 56    | 21               | 27                   | NIL        | 08     |

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

07

- 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               | 04 | NIL                  | NIL | NIL        | NIL | Nil    | NIL | 01    | 04 |

- 2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL
NIL
06



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2.5 Faculty participation in conferences and symposia:

| No. of Faculty     | International level | National level | State level |
|--------------------|---------------------|----------------|-------------|
| Attended Seminars/ | 1                   | 3              | 21          |
| Presented papers   | 00                  | 00             | 22          |
| Resource Persons   | NIL                 | NIL            | NIL         |

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

Departmental seminars.  
Educational excursions for students.

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

196

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

All University examinations are conducted as per University guidelines by College Examination Committee.  
Evaluated answer scripts of sessional Examinations are shown to the students.

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

|    |  |  |
|----|--|--|
| 01 |  |  |
|----|--|--|

2.10 Average percentage of attendance of students

79%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division |     |      |       |        |
|------------------------|--------------------------------|----------|-----|------|-------|--------|
|                        |                                | Pass     | I % | II % | III % | Pass % |
| UG Arts                | 165                            | 118      |     |      |       | 71.51% |
| UG Science             | 36                             | 36       |     |      |       | 100%   |
| UG Commerce            | 77                             | 72       |     |      |       | 93.51% |



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

IQAC has taken the following initiatives for development of Teaching and Learning processes:

Encourage all departments to hold departmental seminars on regular basis.

Preparation of academic calendar.

Counselling of students through Carer Counselling Cell.

Wall magazine by many departments

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 04                                  |
| UGC – Faculty Improvement Programme            | 00                                  |
| HRD programmes                                 | 00                                  |
| Orientation programmes                         | 00                                  |
| Faculty exchange programme                     | 00                                  |
| Staff training conducted by the university     | 00                                  |
| Staff training conducted by other institutions | 00                                  |
| Summer / Winter schools, Workshops, etc.       | 03                                  |
| Others   | 00                                  |

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 | 20                            | 01                         | 01   | 05                                     |
| Technical Staff      | Nil                           | Nil                        | Nil  | Nil                                    |





**Criterion – III**

**3. Research, Consultancy and Extension**

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

Research Committee of the College explores the feasibility of research.

The faculty members are encouraged to write seminar papers, research proposals and granted duty Leave for attending/ presenting papers in seminars/ workshops/ symposia .

An annual research journal “Shristi” is published by Women Cell of the ACTA unit of the college.

All undergraduate students undertake field study on “Environmental Studies” to collect information on different environment related topics.

Students of final year UG are encouraged to undertake projects.

The faculty members are encouraged for research projects.

Some faculty members are involved in Minor Research Projects under 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              | 03        | Nil     | Nil        | Nil       |
| Outlay in Rs. Lakhs |           |         |            |           |

3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 00            | 20       | 00     |
| Non-Peer Review Journals | 00            | 06       | 00     |
| e-Journals               | 00            | 03       | 00     |
| Conference proceedings   | 00            | 01       | 00     |

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS



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### 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   | Nil           | Nil                        | Nil                    | Nil      |
| Minor Projects   | Nil           | Nil                        | Nil                    | Nil      |
| Interdisciplinary Projects   | Nil           | Nil                        | Nil                    | Nil      |
| Industry sponsored   | Nil           | Nil                        | Nil                    | Nil      |
| Projects sponsored by the University/ College                                  | Nil           | Nil                        | Nil                    | Nil      |
| Students research projects<br><i>(other than compulsory by the University)</i> | Nil           | Nil                        | Nil                    | Nil      |
| Any other(Specify)   | Nil           | Nil                        | Nil                    | Nil      |
| <b>Total</b>   | Nil           | Nil                        | Nil                    | Nil      |

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 <input style="width: 40px;" type="text"/> | CAS <input style="width: 40px;" type="text"/> | DST-FIST <input style="width: 40px;" type="text"/>         |
| DPE <input style="width: 40px;" type="text"/>     |   | DBT Scheme/funds <input style="width: 40px;" type="text"/> |

3.9 For colleges

|  |   |   |
|--|---|---|
| Autonomy <input style="width: 40px;" type="text"/> | CPE <input style="width: 40px;" type="text"/> | DBT Star Scheme <input style="width: 40px;" type="text"/>               |
| INSPIRE <input style="width: 40px;" type="text"/>  | CE <input style="width: 40px;" type="text"/>  | Any Other (specify) <input style="width: 40px;" type="text" value="√"/> |

3.10 Revenue generated through consultancy

### 3.11 No. of conferences

organized by the Institution

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year



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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 | 00 |
|                | Granted | 00 |
| International  | Applied | 00 |
|                | Granted | 00 |
| Commercialised | Applied | 00 |
|                | Granted | 00 |

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 00    | 00            | 00       | 00    | 00         | 00   | 00      |

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
 National level  International level



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3.25 No. of Extension activities organized

|                  |    |               |    |           |
|------------------|----|---------------|----|-----------|
| University forum | 00 | College forum | 00 |           |
| NCC              | 00 | NSS           | 01 | Any other |
|                  |    |               |    | 00        |

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

- A number of extension activities were organised through IQAC/ Women Cell/ Extension Cell/ NSS of the institution.
- Many teachers are involved in social services through some NGOs

**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   | 4.5      | Nil           | Nil            | 4.5 Acres |
| Class rooms   | 21       | Nil           | Nil            | 21        |
| Laboratories  | 12       | Nil           | Nil            | 12        |
| Seminar Halls   |          |               |                |           |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. |          |               |                |           |
| Value of the equipment purchased during the year (Rs. in Lakhs)             |          | 4.66          |                |           |
| Others  |          |               |                |           |

4.2 Computerization of administration and library

Some office works are executed using computers.  
 Many members of the office staff can handle computer properly.  
 Central library is computerized.



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4.3 Library services:

|                  | Existing |         | Newly added |          | Total       |           |
|------------------|----------|---------|-------------|----------|-------------|-----------|
|                  | No.      | Value   | No.         | Value    | No.         | Value     |
| Text Books       | 3899     |         | 120         |          | 4019        |           |
| Reference Books  | 15596    | 1872424 | 500         | 161401/- | 16096       | 2033825/- |
| e-Books          |          |         |             |          |             |           |
| Journals         | 17       | 55970/- | 2           | 1200/-   | 10          | 32350/-   |
| e-Journals       |          |         |             |          |             |           |
| Digital Database |          |         |             |          |             |           |
| CD & Video       |          |         |             |          |             |           |
| Others (specify) | 11       |         |             |          | 11(N-6,M-5) | 13067/-   |

4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 16              | 01            | Yes      | 02               | 01               | 03     | 06          | Nil    |
| Added    | Nil             | Nil           | Nil      | Nil              | Nil              | Nil    | Nil         | Nil    |
| Total    | 16              | 01            | Yes      | 02               | 01               | 03     | 06          | Nil    |

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

|   |
|---|
| Basic Computer course is compulsory for Higher Secondary students |
|---|

4.6 Amount spent on maintenance in lakhs :

|  |              |
|--|--------------|
| i) ICT                                   | 0.65         |
| ii) Campus Infrastructure and facilities | 1.28         |
| iii) Equipments                          | 4.66         |
| iv) Others                               | 4.30         |
| <b>Total :</b>                           | <b>10.89</b> |



**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

It facilitates financial help to the economically backwards Students through the students Aid Fund Committee.

The IQAC coordinate activity of the Remedial coaching for the slow learners

Career Counselling Cell organizes career related programmes .

Educational excursions /study tours are organized for students by many departments of the college.

5.2 Efforts made by the institution for tracking the progression

E-books, E-journal , previous year question papers are made available in the central Library.

The College is free from ragging in any form. Anti-ragging Cell of the college closely monitors the activity of the students.

Financial support to the economically backward students are provided by the college.

General counselling sessions with experts from various fields are held from time to time by Career Counselling Cell.

5.3 (a) Total Number of students

|      |     |        |        |
|------|-----|--------|--------|
| UG   | PG  | Ph. D. | Others |
| 1210 | Nil | Nil    | Nil    |

(b) No. of students outside the state

01

(c) No. of international students

Nil

|     |     |       |       |     |       |
|-----|-----|-------|-------|-----|-------|
| Men | No  | %     | Women | No  | %     |
|     | 598 | 49.42 |       | 612 | 50.57 |

| Last Year |    |    |     |                       |       | This Year |     |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC  | ST | OBC | Physically Challenged | Total |
|           |    |    |     |                       |       | 768       | 190 | 94 | 158 | 00                    | 1210  |

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

No. of students beneficiaries



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### 5.5 No. of students qualified in these examinations

|             |                      |           |                      |      |                      |        |                      |
|-------------|----------------------|-----------|----------------------|------|----------------------|--------|----------------------|
| NET         | <input type="text"/> | SET/SLET  | <input type="text"/> | GATE | <input type="text"/> | CAT    | <input type="text"/> |
| IAS/IPS etc | <input type="text"/> | State PSC | <input type="text"/> | UPSC | <input type="text"/> | Others | <input type="text"/> |

### 5.6 Details of student counselling and career guidance

- Career Counselling Cell of the college guides the students to select different career avenues.
- Mathelatics competition / Mathematics and chemistry Olympiad /super thirty exam. are conducted every year in the college

### 5.7 Details of campus placement

| <i>On campus</i>                |                                 |                           | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
|                                 |                                 |                           |                           |

### 5.8 Details of gender sensitization programmes

International Women’s day Celebration

### 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 | 68                 | 237950.00 |
| Financial support from government  | 56                 | 20700.00  |



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|  |     |     |
|--|-----|-----|
| Financial support from other sources                                 | Nil | Nil |
| Number of students who received International/ National recognitions | Nil | Nil |

### 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

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ Nil \_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

#### **Vision:**

The college envisages to strive towards making education a means for the reconstruction of society by training the students to foster the freedom of the mind, the humanity of the heart and the integrity of the individual so that they can realize the great ideals of economic justice, social equality and political freedom. Thereby Lumding College will be the preferred destination for all.

#### **Mission:**

Lumding College aims at the attainment of academic excellence and professional competence by the young generation. Its mission is to pursue knowledge through academic, co-curricular and extra-curricular activities and to develop the learners' personality with a strong value base. This holistic development of individual leads to the promotion of national integration, harmony and secularism.

#### 6.2 Does the Institution has a management Information System

No

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

##### 6.3.1 Curriculum Development

- The college follows the curriculum prepared by the affiliating University (G.U)
- Senior faculty members of some departments take part in syllabi framing committees pertaining to their respective subjects.





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#### 6.3.2 Teaching and Learning

- Exposing students for outdoor learning through excursions, educational trips, camps etc.
- Project works by final year major students are undertaken by many departments.

#### 6.3.3 Examination and Evaluation

- In every session new Examination Committees are constituted for conducting internal and University examinations periodically.
- Home assignments, seminars, presentation, practicals etc are monitored by the concerned departments.
- Sessional examinations are conducted as per University directions, and the answer scripts are evaluated by the faculties as per the University norms.
- Transparency is maintained in all spheres of evaluation process.

#### 6.3.4 Research and Development

- The institution motivates teachers to take up both Major and Minor Research projects.
- The IQAC encourages the faculty members to improve their API scores by participating and presenting papers in various seminars, workshops.
- The women cell of the college publishes annual research journal with ISSN number.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- There is a collection of around 20,000(Twenty thousand) copies of text books, reference books and journals covering a wide range of subjects in the college.
- Besides, magazines and newspapers in three languages viz English, Bengali and Assamese are subscribed regularly.
- Instruments to various departments are provided as per their requirement.
- Library cards are issued to all the students

#### 6.3.6 Human Resource Management

- Students are encouraged to participate in NSS, social and cultural activities.
- The teachers enrich themselves through Refresher Courses/ Seminars/ Workshops etc.



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### 6.3.7 Faculty and Staff recruitment

- All recruitments are done strictly as per the rules and regulations laid done by Government and UGC from time to time.
- The recruitment of temporary teaching staff is done in consultation with the Heads of departments of the subjects concerned.
- The recruitment of temporary non-teaching staff is done by the Governing body of the college.

### 6.3.8 Industry Interaction / Collaboration

Nil

### 6.3.9 Admission of Students

- The college publishes prospectus in every session so as to provide detail information about its various courses and facilities.
- All admissions are completed under the supervision of the admission committee.
- Hostel facilities are available for female students and admission in Hostel is done on merit basis.

### 6.4 Welfare schemes for

|                     |  |
|---------------------|--|
| <b>Teaching</b>     | Collective financial assistance is provided to the needy at the time of distress.  |
| <b>Non teaching</b> | Collective financial assistance is provided to the needy at the time of distress.<br>Advance payments are made before Durga Puja and are recovered in instalments.   |
| <b>Students</b>     | Book bank scheme is for financially weak students. It allows them to borrow books for full academic session free of cost from Central Library<br>Scholarship facilities for SC/ST/OBC/Merit from government agencies are made available. Besides, college provides financial help to the needy students.<br>Canteen facility is available during office hours. |

### 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       | No       |        | Yes      | Principal |
| Administrative | No       |        | Yes      | G.B       |



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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?

- The affiliating University (Gauhati University) has introduced the credit base semester and Grading system and the College follows the same.

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

The University encourages the affiliated colleges to apply for autonomy.

6.11 Activities and support from the Alumni Association

The alumni meet regularly in the college to chalk out their plans and programmes and extend support whenever necessary. The college maintains a close relationship with the alumni. They are invited to various programmes organised by the college like Freshers' Social, College Foundation Day, etc.

6.12 Activities and support from the Parent – Teacher Association

- Three parent members are holding the positions of representatives in the Governing Body of the College.

6.13 Development programmes for support staff

- Accommodation is provided to a Night Guard of the College on the college campus.
- Training on use of Computer is provided to office staff by the faculty of Computer Science

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

- The Campus Beautification Committee undertakes activities for maintenance of greenery of the campus of the college.
- Students are educated to utilise the installed dustbins, help in maintaining campus clean and not to utilize polythene etc.



**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.

- Wall magazines are being published by many departments of the college to stimulate the creativeness of the students.
- A senior teacher has been assigned the responsibility for looking into RTI matters.
- Different committees are formed to look after intensively the upkeep of the college.
- The Women Cell of the college takes up awareness and sensitization programmes on gender issues.

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

- Important Days and celebrations like Human Rights Day, Women’s Day, Environment Day, Teachers’ Day etc, were observed and guest speakers exhorted the students on the significance of the celebration of these days.
- Residential quarters of the night watchman is renovated.

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

**Students Publication:** The college authority insists on a regular publication of college magazine to give scope to students for their creative works.

7.4 Contribution to environmental awareness / protection

- The faculty members involved in the teaching of Environmental Studies take initiative to motivate the students in creating awareness among the students.
- Campus Beautification Committee/ Extension Committee undertake works/activities for maintenance of the greenery of the college campus by drawing support from the staff and the students.

7.5 Whether environmental audit was conducted?    Yes     No



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

**Strengths:-**

- The institution has a conducive working environment.
- The institution has a very active Women Cell.
- There is the practice of innovative teaching.
- Good Library facilities for the students.
- The campus is free from any type of ragging.

**Weakness:-**

- Not a degree awarding body on being affiliated to Gauhati University.
- In a few subjects the enrolment of students is not adequate because of low demand.
- Inadequate infrastructure facilities.

**Opportunities:-**

- Improvement in infrastructure will usher in more opportunities.
- ICT facilities will enable students to develop further.

**Threats:-**

- Low admission in a few subjects.
- Locational disadvantage

## 8. Plans of institution for next year

- Planning to hold Seminars, Workshop and Conferences.
- Improvement of infrastructure of various Departments of the college.

Name :

Name : Dr. Mrinal Kanti Paul

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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### Abbreviations:

### Annexure I

|      |   |  |
|------|---|--|
| 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           |



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- 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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