

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
OF THE IQAC  
2011-12  
PANIGAON OPD COLLEGE, PANIGAON-787052  
LAKHIMPUR, ASSAM**

Part-A

**1. Details of the Institution**

1.1	Name of the Institution	:	PANIGAON OM PRAKASH DINODIA COLLEGE
1.2	Address Line 1	:	P.O: PANIGAON
	Address Line 2	:	DIST: LAKHIMPUR
	City/Town	:	DIST: LAKHIMPUR
	State	:	ASSAM
	Pin Code	:	787052
	Institutional Email Address	:	<a href="mailto:opdcollege52@yahoo.com">opdcollege52@yahoo.com</a>
	Contact Nos.	:	+919435185038
	Name of Head of the Institution:		DR. SURESH DUTTA
	Tel No with STD Code	:	(03752) 267552
	Mobile	:	919435185038
	Name of the IQAC Coordinator:		DR. SONARAM KALITA
	Mobile	:	+919435949169
	IQAC e-mail	:	<a href="mailto:opdcollege52@yahoo.com">opdcollege52@yahoo.com</a>
1.3	NAAC Track ID	:	ASCOGN11951
1.4	Website address	:	<a href="http://www.opdcollege.edu.in">www.opdcollege.edu.in</a>
	Web link of the AQAR	:	<a href="http://www.opdcollege.edu.in">www.opdcollege.edu.in</a>

**1.5 Accreditation Details:**

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

1.6 Date of establishment of IQAC : 05 -01 -2005

1.7 AQAR for the year : 2011-12

1.8 Details of previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

- i. AQAR (2004-2005) 10/04/2013
- ii. AQAR (2005-2006) 10/04/2013
- iii. AQAR (2006-2007) 10/04/2013
- iv. AQAR (2007-2008) 10/04/2013
- v. AQAR (2008-2009) 10/04/2013
- vi. AQAR (2009-2010) 19/03/2015
- vii. AQAR (2010-2011) 19/03/2015

**1.9 Institutional Status**

University      State  Central  Deemed  Private   
 Affiliated College      yes  No   
 Constituent college      Yes  No   
 Autonomous College      Yes  No   
 Regulatory /Agency approved Institution      Yes  No   
 Types of institution      Co-education  Men  Women   
    Urban  Rural  Tribal   
 Financial status:      Grant- in-aid  UGC2 (f)  UGC12 (B)   
    Grant-in aid+ Self Financing  Totally Self Financing

**1.10 Types of Faculty /Programme/**

Arts  Science  Commerce  Others

**1.11 Name of the Affiliating University (for the college)**

Dibrugarh University

1.12. Special status conferred by central/state government—  
UGC/CSIR/DST/DBT/ICMR etc

Dibrugarh University

*Autonomous by State Central/Central Govt./University*

*University with potential for Excellence*

No

*UGC-CPE*

No

*DST star Scheme*

No

*UGC CE*

No

*UGC Special Assistance Programme*

No

*DST-FISH*

No

*UGC Innovative PG Programme*

No

*Any Others*

No

*UGC-COP Programme*

Yes

**2.1 IQAC Composition and Activities**

2.1 No. of Teachers

6

2.2 No. of Administration

1

2.3 No. of Students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
Community representatives

1

2.7 No. of Employers/ industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. members

13

2.10 No. of IQAC meeting held

2

2.11 No. of meeting with various stakeholders: Faculty  Non-teaching staff

Students

Alumina

Others

2.12 Has IQAC received any funding from UGC during the year? If yes, mention the amount.

Yes

No.

2.13 Seminar/Conference (only quality related)

(i) No. of seminar/Conference/Workshop/Symposia organized by IQAC

Total No.  International  National

State  Institutional Level

(ii) Themes:

2.14 **Significant Activities and contribution made by IQAC**

- a. On request of IQAC, the college authority constructed a Teachers' Common Room providing update accommodation.
- b. The IQAC suggested the college authority to enhance more Class Room facilities including sufficient sitting arrangement and electrification. The college authority met these problems.

2.15 **Plan of Action by IQAC/Outcome:**

**PLAN OF ACTIONS FOR THE YEAR:**

- a. To conduct regular meetings of IQAC
- b. To hold joint meeting with Teachers' Unit for improvement of teaching-learning process
- c. To construct a College Canteen.
- d. To construct a boy's common room and to supply pure drinking water facilities.
- e. To encourage the teachers for research activities
- f. To provide Maly Gyms facilities for the students.
- g. To organise community development and awareness programmes.
- h. To provide Remedial Coaching classes for slow learners
- i. To conduct field study by the departments.
- j. To hold Departmental Seminars by all the departments.
- k. Request is made to provide separate IQAC and departments' room
- l. To hold Teachers'-Guardian Meet at least once a year.

**OUTCOME:**

- a. One Guardian Meeting was organised by IQAC held on 17/08/2011.
- b. A joint meeting with Students' Union was held 30/08 2011, to sort out the various academic problems.
- c. Organized Remedial Coaching classes to slow learners

- d. Two final reports of MRP were submitted and four MRP are ongoing.
- e. Different Departments had completed their field works.
- f. Introduced of computer Net-working Centre.
- g. Providing special coaching facilities to encourage the students for competitive examinations.
- h. Awarding prize money to deserving meritorious students, who possess high position in the degree level final examination.
- i. Organized one Blood-grouping camp by RRC on 01/10/11.

**\*Attach the Academic Calendar of the year as Annexure.**

2.16 **Whether the AQAR was placed in Statutory Body:** Yes  No   
Management  Syndicate  Any other body

**Provide the details of the action taken:** As stated in 7.2.

**PART-B**  
**CRITERION -I**

**1. CURRICULAR ASPECTS**

**1.1 Details about Academic Programmes**

<i>Level of the programme</i>	<i>Number of existing programmes</i>	<i>Number of programmes added during the year</i>	<i>Number of self-financing programmes</i>	<i>Number of value added/ Career Oriented programmes</i>
<i>PhD</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>PG</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>UG</i>	<i>1</i>	<i>UG &amp;BPP programme under KKHSOU &amp; Distance Education, DU</i>	<i>Nil</i>	<i>Nil</i>
<i>PG Diploma</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Advance Diploma</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Diploma</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Certificate</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Other (+2)</i>	<i>10+2</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Total</i>	<i>2</i>	<i>2</i>	<i>Nil</i>	<i>Nil</i>
<i>Interdisciplinary</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Innovative</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>

**1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option/open Options.**

**(ii) Pattern of programmes**

<i>Pattern</i>	<i>Number of the programmes</i>
<i>Semester</i>	<i>1</i>
<i>Trimester</i>	<i>Nil</i>
<i>Annual</i>	<i>Nil</i>

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

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

**\*Please provide an analysis of the feedback in the Annexure-II**

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

*Any revision/updating of regulation or syllabi are done by the affiliated University .*

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

*Distance Education under DU, UG &BPP program under KKHSOU were introduced.*

**CRITERION-II****2. TEACHING, LEARNING AND EVALUATION****2.1. Total No. of Permanent faculty**

Total	Asstt. Professors	Associate Professors	Professors	Others
24	11	13	Nil	Nil

2.2. No. of permanent faculty with Ph. D. : 1

**2.3. No. Of Faculty positions Recruited(R) and Vacant (V) During the year**

Asstt. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest  Visiting faculty  and Temporary faculty

**2.5 Faculty participation in seminar, conferences and symposia:**

No. of Faculty	International level	National level	State Level
Attended	Nil	19	Nil
Presented	2	11	Nil
Resource Persons	Nil	Nil	Nil

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

- Black boards are replaced by White Boards.
- Internet facility is provided to Office of the college and library.
- More textbooks and journals are purchased for the greater interest of the students.
- Provision of LCD and Over head projectors for improving Teaching and Learning process
- New books & Journals were subscribed in the library
- Organized a debate & quiz competition by literary section, student union.
- Tutorial & Remedial classes continues

2.7 Total number of actual teaching days during the academic year. : 182

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

Focus is given for continuous evaluation of the students in the form of organizing seminar, workshop, group discussions and Terminal examinations in a regular interval in addition to the unit test, class test and home assignment etc. The final evaluation of students is made by affiliating university in the form of final degree examination. A few faculty members are engaged in curriculum and syllabus development as a member of Board of Studies in the different subjects constituted by the university.

**2.9 No. of faculty members involved in curriculum restructuring / Revision/Syllabus development as member of Board of Study/ Faculty /Curriculum Development workshop** Yes, 3

**2.10 Average percentage of attendance of students** 80.43%

**2.11 Course/Programme wise distribution of pass percentage:**

Title of the Programme	Total No. of students appeared	Division				
		Distinction	I%	II%	III%	Pass%
BA	127	2.36	2.36	25.19	48.03	75.59

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

1. Encourages the faculty members for effective teaching, learning and evaluation
2. The IQAC attempts for regular feedback from the different stake holders of the college in order to improve the system
3. Attempt to ensure remedial coaching for slow learners
4. Attempts for continuous evaluation of students in the form of class tests, unit tests, terminal examinations etc.

**2.13 Initiatives undertaken towards faculty Development**

*Teachers are encouraged to undertake the research project and research works .Faculty members are enjoying and taking part in different refresher, orientation and other faculty development programs organized by the different Universities and Institutions and also encourage to research activities like M.Phil, Ph.D. etc.*

**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.	14 with (principal and Librarian)	Nil	Nil	4
Technical Staff.	Nil	Nil	Nil	1( computer)



**CRITERION-III****3. RESEARCH, CONSULTANCY AND EXTENSION****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the Institution**

The IQAC constantly tries to promote a vibrant research climate in the college as stated under:

- a. Encourages the faculty members for undertaking M. Phil and Ph.D Research Works
- b. Encourages undertaking Minor & Major Research Projects from UGC, ICSSR and other funding agencies.
- c. Encourages the departments to conduct research based field studies
- d. Encourages the faculty members to publish research papers in national and international journals.

**3.2 Details regarding major projects**

	Completed	Ongoing	Sanctioned	Submitted
Nil	Nil	Nil	Nil	Nil

**3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	3	Nil	Nil
Outlay in Rs. Lakhs	Nil	1,12,000/	Nil	Nil

**3.4 Details of Research publications**

	International	National	Others
Peer Preview Journals	Nil	Nil	Nil
Non-Peer Preview Journals	Nil	Nil	Nil
e-journals	Nil	Nil	Nil
Conference Proceedings	Nil	Nil	Nil

**3.5 Details on Impact factor of publications:**

Range  Average  h-index  Nos. In SCOPUS

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

Nature of the Project	Duration Year	Name of the funding agency	Total Grant Sanctioned	Received
Major Projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry Sponsored	Nil		Nil	Nil

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

**3.7 No. of books published**

i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN Number

**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 organized by the Institution**

<i>Level</i>	<i>International</i>	<i>National</i>	<i>State</i>	<i>University</i>	<i>College</i>
<i>Number</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Sponsoring Agencies</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>

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

3.13 No. of collaborations: International/National/ Any other

3.14 No. of linkages created during the year

3.15 Total budget for research for current year in Lakhs:

From funding Agency

From Management of University/College

Total

**3.16 No. of patents received during this year**

<i>Type of patent</i>		<i>Number</i>
<i>National</i>	<i>Applied</i>	<i>Nil</i>
	<i>Granted</i>	<i>Nil</i>
<i>International</i>	<i>Applied</i>	<i>Nil</i>
	<i>Granted</i>	<i>Nil</i>
<i>Commercialized</i>	<i>Applied</i>	<i>Nil</i>
	<i>Granted</i>	<i>Nil</i>

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

<i>Total</i>	<i>International</i>	<i>National</i>	<i>State</i>	<i>University</i>	<i>Distt.</i>	<i>College</i>
	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>

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

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 others Nil

**3.21 No. of students participated in NSS event.**

*University level* Nil      *state level* 35  
*National Level* Nil      *International Level* Nil

**3.22 No. of students participated in NCC event.**

*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	Nil	NSS	6	Any other	1

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

- a. Red Ribbon Club, Panigaon OPD College arranged an AIDs Awareness Programme on 17-08-11 at the Kharkati Baligaon L.P. School. The Programme is headed by Mr. Birendra Kr. Saikia, Principal i/c, Panigaon OPD College and Mr. Brojen Hazarika, AIDs Counsellor, N. Lakhimpur, took part as a Resource person of the programme and he coined many valuable speeches and cited the root causes of AIDs and gives suggestion for its remedy. He pays more importance on “know AIDs, No AIDs”.
- b. A social Service Camp was organised by the NSS UNIT to work at Chungapara- Milanpur Bye lane Path, under Dhakhin Telahi Panchayat, Telahi Block on 12-11-2011.
- c. Red Ribbon Club, held a Blood Donation Camp on 1-10-2011 at college premises. A Medical Team, from the North Lakhimpur Civil Hospital, headed by Dr. J.C. Das, extended all kinds of help for the collection of blood. The programme was inaugurated by the Principal, Panigaon OPD College.
- d. A Training Programme on “Food Processing and Preserving” was organised by Women Cell on 29<sup>th</sup> Dec.2011
- e. An Awareness Programme on “Protection of Women and Domestic Violence Act,2005” was organised by the Centre for Human Rights was held at Bachagaon on 4th January, 2012.
- f. RRC, Panigaon OPD College observed the National Youth Day on 12-01-12. Mr. Thagiram Bhuyan, Subject Teacher, Panigaon Model H.S. School and Mr. Chandra Kamal Borah, Retd. Teacher, Indira Gandhi High School took part as Resource person in the Day. Invited guests paid more importance on Unity and integrity of the Nation..
- g. To gear up the educational environment of the college a “ Mot Binimoy Anusthan’ (Inter action) is organized by IQAC on 13-06-2012. The leading Citizen, parents & Guardians, Students and press etc, have extended their valuable suggestion.

## **CRITERION-IV**

### **4. INFRASTRUCTURE AND LEARNING RESOURCES**

#### **4.1 Details of increase in infrastructure facilities:**

<i>Facilities</i>	<i>Existing</i>	<i>Newly Created</i>	<i>Source of Fund</i>	<i>Total</i>
<i>Campus area</i>	<i>22 Bigha</i>	<i>Nil</i>	<i>State Govt.</i>	<i>22Bigha</i>
<i>Class Room</i>	<i>16 Nos.</i>	<i>1</i>	<i>UGC &amp; State Govt.</i>	<i>17</i>
<i>Laboratories</i>	<i>Education Lab-1 Nos</i>	<i>Nil</i>	<i>UGC</i>	<i>1</i>
<i>Seminar Hall</i>	<i>Temporary-1</i>	<i>Nil</i>	<i>UGC</i>	<i>1</i>
<i>No of important Equipments purchased during the current year</i>	<i>Generator-1 Computer-3 Software development-2 etc.</i>	<i>White board in the class room-7</i>	<i>UGC</i>	
<i>Value of the equipments purchased during the year (Rs. In Lakhs )</i>	<i>6, 15,200/-</i>	<i>3, 85,540/-</i>	<i>UGC</i>	<i>10,00,740/-</i>

#### **4.2 Computerization of administration and Library**

Two computers are provided for administrative building and one additional computer is provided to Library.
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#### **4.3 Library Service**

	<i>Existing</i>		<i>Newly Added</i>		<i>Total</i>	
	<i>No.</i>	<i>Value</i>	<i>No.</i>	<i>Value</i>	<i>No.</i>	<i>Value</i>
<i>Text Books</i>	<i>4289</i>	<i>5,40,915/-</i>	<i>352</i>	<i>46,200/-</i>	<i>4641</i>	<i>5,87,115/-</i>
<i>Text/ reference Department library</i>	<i>795</i>	<i>1,39,475/-</i>	<i>130</i>	<i>45,325/-</i>	<i>925</i>	<i>1,84,800/-</i>
<i>Reference Books</i>	<i>3008</i>	<i>2,95,380/-</i>	<i>210</i>	<i>54,875/-</i>	<i>3218</i>	<i>3,50,255/-</i>
<i>Journal</i>	<i>745</i>	<i>12,930/-</i>	<i>131</i>	<i>3,925/-</i>	<i>876</i>	<i>16,855/-</i>
<i>Total</i>	<i>8837</i>	<i>9,88,700/-</i>	<i>823</i>	<i>1,50,325/-</i>	<i>9660</i>	<i>12,05,105/-</i>

**4.4 Technology up gradation (overall)**

	<i>Total Computers</i>	<i>Computer Labs</i>	<i>Internet</i>	<i>Browsing Centres</i>	<i>Computer Centre</i>	<i>Office</i>	<i>Departments</i>	<i>Others</i>
<i>Existing</i>	06	Nil	2	Nil	Nil	2	Nil	04
<i>Added</i>	05	Nil	1	Nil	04	Nil	Nil	01
<i>Total</i>	11	Nil	3	Nil	04	2	Nil	05

**4.5 Computer, internet access, training to teachers and students and any other programmes for technology up gradation (Networking, e-Governance etc.)**

*A separate Computer Centre including eight computers are provided for the teachers and the students. They were given computer knowledge by computer expert.*

**4.6. Amount spent on maintenance in lakhs:**

<i>i) ICT</i>	2,00,000/-
<i>ii) Campus infrastructure facilities</i>	3,00,000/-
<i>iii) Equipments</i>	1,50,000/-
<i>iv) Others</i>	1,00,000/-
<b>Total</b>	<b>7,50,000/-</b>

## CRITERION -V

### 5. STUDENT SUPPORT AND PROGRESSION

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC closely monitor the facilities available for the students. IQAC suggests to the college authority to improve the facilities of sports, health & hygiene, hostels, library etc.

#### 5.2 Effort made by the institution for tracking the progression

- i) Facilities of sports
- ii) Remedial and Tutorial Classes
- iii) Health & Hygiene Measures
- iv) Library Support

#### 5.3 (a) Total numbers of students

UG	PG	Ph.D.	Others(+2)
621	Nil	Nil	Nil

#### (b) Numbers of students outside the state

Nil

#### (c) Number of international students

Nil

No	%
Nil	Nil

**Men**

No	%
Nil	Nil

**Women**

Last Year						This year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
177	97	226	207	Nil	707	107	211	134	169	Nil	621

Demand ratio: 1:1.5.

Drop out B.A- 20%

#### 5.4. Details of student support mechanism for coaching for competitive examinations (if any)

Entry in Service Cell of the college with financial aids from UGC under XI plan looks after the student support mechanism for coaching for competitive examinations.

No. of students beneficiaries

12

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

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

**5.6 Details of student counseling and career guidance**

- a. The Career Council Centre organized a program on “Personality development and Choice of Career” dated 14-09-2011. Dr. Amiya Rajbonshi acted as Resource Person.
- b. The Career Counselling Cell organized a program on “Career & guidance of Students” dated on 19-02-2012
- c. Students are given personal guidance by the teachers and in Annual prize distribution ceremony; the college played an important role to provide perception among them. As same way on 07-06-2012 the college convened some Resource person for specific measure.

**No. of students benefited**

**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	20%

**5.8 Details of gender sensitization programmes**

- a. “Protection of Women and Domestic Violence Act 2005” a awareness programme was organised by the Women Cell on 4<sup>th</sup> January, 2011, at Bachagaon Rang Monch.

**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 Scholarship and Financial Support**

	<b>Number of students</b>	<b>Amount</b>
<i>Financial support from institution</i>	15	15,000/-
<i>Financial support from government</i>	391	13,83,825/-
<i>Financial support from other sources</i>	7	16,500/-
<i>Number of students who received International/National recognitions</i>	Nil	Nil

**5.11 Student organized/initiated**

Fairs: State/ University level  National level  International level

Exhibition: State/ University level  National level

International level

**5.12 No. of social initiative undertaken by the students**

**5.13 Major grievances of students (if any) redressed:** No any grievances

## CRITERION-VI

### 6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 State the vision and mission of the institution

**Vision:**

*The vision of the institution is to achieve excellence in higher education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development.*

**Mission:**

1. *To equip and empower students with relevant knowledge, competence and creativity to face global challenges.*
2. *To achieve innovations in teaching-learning, research and extension activities to realize national goals.*
3. *To facilitate optimum use of human and natural resources for sustainable development.*
4. *To promote participation of all the stakeholders in the development of the College.*  
*To promote and practice inclusive growth*
5. *To adopt and promote the knowledge output for human development.*
6. *To create awareness on human rights, value system, culture, heritage, scientific temper and environment.*

*The following strategies/mechanisms defines how the institution tries to implement its missions and addresses the needs of the society, students, the institution's traditions value orientations and future vision:*

- a. *Strategies have been adopted by institute to satisfy the needs of the students from diverse backgrounds including socio-economic backward community complying with all the norms of the government.*
- b. *Mechanisms to adopt Learner-centric education approach, academic planning, improved and use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcome.*
- c. *Mechanism for the upkeep of the infrastructure facilities and promote the optimum use of the same to maintain the quality of academic and other programmes on the campus.*
- d. *Mechanism to introduce skill -oriented Vocational Courses, opportunity of higher education to adult earning students to achieve core competencies & develop entrepreneurial skill to face the global requirements successfully.*
- e. *Mechanism to promote research culture, research publication, & professional development faculty members for quality enhancement of the teaching community.*
- f. *Mechanism for promotion of participation in community services through extension Programmes to develop innovative, creative, value-based education for inculcating social responsibilities and good citizenry amongst its student community.*
- g. *Mechanism for participation of the students in various cultural and sports activities to foster holistic personality development of students*

**6.2 Does the institution has a Management Information System**

*Yes, The college has an active and effective management information system. Most of the administrative activities of the college are computerized. The staff and faculty attendance is monitored by the principal. The different committees of the college extend help for smooth management of the administration like Governing Body, Academic Advisory Committee*

**6.3. Quality Improvement Strategies adopted by the institution for each of the following**

**6.3.1 Curriculum Development**

*The curriculum is designed & developed by the Dibrugarh University, Assam. The College does not have the autonomy in the curriculum aspects.*

**6.3.2 Teaching and Learning**

*Various quality improvement strategies are adopted in the college especially in the field of teaching and learning to enhance the efficiency of faculty members. The following measures have been adopted :*

- a) Teaching activities are planned through academic calendar.*
- b) As per the instruction of the College authority, each department formulates and implements its own teaching plans effectively.*
- c) Faculty members are instructed by the college authority in support of IQAC to undertake tutorial and remedial classes.*
- d) To improve the learning and teaching habits of the students, departmental seminars, group discussion, work-shops are being organized regularly.*
- e) IQAC tries to improve the student attendance in the classes.*

**6.3.3 Examination and Evaluation**

*The examination Committee of the college conducts all internal examination and its evaluation like unit test, terminal examination as per University guide lines. The final examination and its evaluation are conducted by the affiliated University.*

**6.3.4 Research and Development**

*The college does not have any research council similar to that of a University. But the College has its own research committees to help the faculty members especially to encourage them to undertake research activities including Ph. D. M.Phil, Minor & Major projects.*

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

*The library has the sufficient numbers of books & journals proportionate to the students of the college. The Computer and reading room facilities are also available in the Library.*

**6.3.6 Human Resource Management**

*Encouragements are provided to teachers to participate in Orientation and Refresher Courses. Participation in Seminars and Workshops are directly related to prospects of career advancement of the teaching staff.*

- a. The faculty is being provided with a reasonably well maintained and functional office, departmental rooms, Common Room, Departmental and Central Library, Reading Room, spacious Canteen and parking facilities so that they can carry out their work efficiently.*
- b. Student’s awareness program is organized for student’s development.*
- c. Training program is provided to non-teaching staff.*

**6.3.7 Faculty and staff recruitment**

*The College follows the rules and regulations laid down by the State Government for recruitment of faculty members and staff.*

**6.3.8 Industry Interaction/Collaboration**

*The entire district of Lakhimpur is industrially backward. There are no large and medium scale industries available in the district yet. But, the college has undertaken various steps to make an interaction with local SSI units as well as government departments like social forestry, agriculture, industry, SIRD etc.*

**6.3.9 Admission of students**

*The admission of students in B.A and Higher Secondary courses is strictly made on the basis of merit. In addition to the admission notification, detailed information is incorporated in admission prospectus. The Admission Committee fixed the norms of admission in consultation with college authority, college noticed board. Students from boards and universities other than SEBA, AHSEC and Dibrugarh University shall have to produce migration certificate at the time of admission is very obligatory.*

**6.4 Welfare Schemes for**

<i>Teaching</i>	<i>Sanchay Nidhi</i>
<i>Non- teaching</i>	<i>Sanchay Nidhi &amp; Unit Fund</i>
<i>Students</i>	<i>Student Aid Fund</i>

**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:**

*Academic and Administrative Audit has not been yet conducted.*

Audit Type	External		Internal	
	No	Agency	No	Authority
Academic	No		No	
Administrative	No	-	No	

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

For UG Programme      Yes                                       No

**6.9 What efforts are made by the University /Autonomous College for examination Reforms.**

*The affiliating university undertakes the steps for examination reform.*

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

*The university monitors academic matters mainly curriculum development, examination and sports activities. Other works are performed by the college.*

**6.11 Activities and support from the Alumni Association**

*The college has an active Alumni Association. The Association extends all possible helps to the college in need. The Association holds annual meetings regularly.*

**6.12 Activities and support from the parent**

*The college organizes parent/guardian meetings regularly. The authorities and members of the teaching and non teaching staff also take part actively in the meeting.*

**6.13 Development Programmes for support staff**

*The college authorities take the initiative for support staff as per the need of the staff.*

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

- a. *Campus cleanliness programs are being organised regularly by the NSS Unit and Social Service unit of the Students' Union.*
- b. *Cleanliness drive in connection with Annual College Sports Week, Foundation Day, World Women's' Day, Gandhi Jayanti are also observed in the college.*
- c. *Plantation Program under NSS unit in collaboration with Forest Department.*
- d. *The college appointed a regular sweeper for campus cleanness.*

## CRITERION VII

### 7. INNOVATION AND BEST PRACTICES

#### 7.1 Innovation introduced during this academic year which have created a positive impact on the functioning of the institution. Give Details.

- a. Poor and meritorious students are provided financial assistance from the Students' Aid Fund.
- b. Most of the teachers also extend financial help to the poor and meritorious students at the time of admission.
- c. To promote an ambience of creativity innovation and improving quality of the student, literary competitions including Wall Magazine Competition among different Departments are organized.
- d. The college has opened a Computer Centre with Internet facility for the students.

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

##### **(ATR):- Action Taken Report**

- a. 45 nos. of poor and meritorious students were provided financial assistance from the Students Aid Fund.
- b. Most of the teachers also advance financial help to the poor and meritorious students at the time of admission.
- c. To promote an ambience of creativity innovation and improving quality of the student's literary competitions including Wall Magazine Competition among different Departments are held.
- d. The college has opened a trust in the memory of Late Jiten Ch. Borah meritorious scholarship annually for the students.
- e. Remedial classes were organized for ST/SC/OBC/minority and academically backward students during the Puja Holidays.
- f. A district level quiz competition was organized by the college. Several competitors of different colleges of the district participated in the competition. The first three teams were awarded cash awards.
- g. The construction of the college boundary wall was completed under grants received from the state Government.
- h. The construction of the 2<sup>nd</sup> floor of the Girls' Hostel was completed.
- i. Career counselling programme was organized a program on "Personality development, Choice of Career" dated 14-09-2011, by Dr. Amiya Rajbonshi.
- j. The Departments of Political Science, History, Education and Economics organized educational tours and field study during the Puja Holidays and the students of the respective departments prepared and submitted their field study report to their respective departments.
- k. Red Ribbon Club, Panigaon OPD College arranged an AIDs Awareness Programme on 17-08-11 at the Kharkati Baligaon L.P. School. The Programme is headed by Mr. Birendra Kr. Saikia, Principal i/c, Panigaon OPD College and Mr. Brojen Hazarika, AIDs Counsellor, N. Lakhimpur, took part as a Resource person of the programme and he coined many valuable speeches and cited the root causes of AIDs and gives suggestion for its remedy. He pays more importance on "know AIDs, No AIDs".
- l. A social Service Camp of earth filling of a damaged road with volunteers and local people at Chungapara gaon under Dhakhin Telahi Panchayat, Telahi Block on 12-11-2011

- m. Red Ribbon Club, held a Blood Donation Day on 1-10-2011 at college premises. A Medical Team, from the North Lakhimpur Civil Hospital, headed by Dr. J.C. Das, extended all kinds of help for the collection of blood. The programme was inaugurated by the Principal, Panigaon OPD College.
- n. Training programme food processing and preserving conducted by women cell on 29<sup>th</sup> Dec.2010
- o. Protection of women from domestic violence Act,2005 at Bachagaon on 4<sup>th</sup> January, 2011
- p. RRC, Panigaon OPD College observed the National Youth Day on 12-01-12. Mr. Thagiram Bhuyan, Subject Teacher, Panigaon H.S. School and Mr. Chandra Kamal Borah, Retd. Teacher, Indira Gandhi High School took part as Resource person in the Day. Both Resource Paid more importance on Unity and diversity of the Nation. The day was a fully successful.
- q. To discuss some important problems of the college 'A Mot Binimoy Anusthan' is organized by college and IQAC on 13-06-2012. The leading Citizen, parents & Guardians, press etc. have presented for their valuable suggestion.
- r. The Career Counselling Cell organized a program on career counselling and guidance of Students dated on 19-02-2012
- s. Students are given personal guidance by the teachers and in Annual prize distribution ceremony; the college played an important role to provide perception among them. As same way on 07-06-2012 the college convened some Resource person for specific measure.

**7.3 Give two Practices of the institution (please see the format in the NAAC Self-study Manuals) Provide the details in annexure (annexure need to be numbered as it, ii,iii)**

- a. Financial Assistance to the poor and meritorious students.
- b. Induced a computer centre for computer education.

**7.4 Contribution to environmental awareness /protection**

- a. The college observes 'World Environmental Day' by organizing plantation programmes and talk on 'the importance of preserving an eco-friendly atmosphere'.
- b. In other college functions like the College Establishment Day, College Sports Week, students are encouraged to participate in plantation and cleaning the campus by organizing competitions.
- 1. Cleaning the campus is also organized under the in-charges of Social Service and NSS from time to time.

7.5 **Whether environmental audit was conducted?** Yes  No

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

**STRENGTH:**

- a. The college is situated in an eco-friendly and serene atmosphere suitable for study.
- b. As it is situated in a rural setting the evil and anti academic forces have little impact in the academic atmosphere of the college.

- c. *As most of the students belong to the surrounding locality, the parents and guardians can be contacted when necessity arises.*

**WEAKNESS:**

- a. *Most of the students belong to economically poor and educationally backward families. So, some of the students fail to take admission and pay tuition and examination fees. Even they cannot purchase their books timely.*
- b. *Shortage of teaching faculty members in various Departments.*
- c. *The communication and transportation to the college is not convenient. So the faculties as well as students face difficulties in their conveyance to the college.*
- d. *Due to the economic backwardness, a number of students have to leave the college without completing their academic session.*

**OPPORTUNITY:**

- a. *The college has a large campus for future academic and infrastructural growth and future extension.*
- b. *Students can study with in minimum expenditure in comparison to the other urban colleges.*
- c. *Students have easy access to the college authority.*
- d. *Library facilities are available to the students.*
- e. *Suitable playground is available.*

**THREAT:**

- a. *The region is flood affected by the mighty river Subansiri and Ranganadi, threat creating flood and erosion in the area, which lose the educational environment in the region.*
- b. *Increase of students drop out.*
- c. *Flow of students from the rural to urban hampers the rural based college.*

**8. Plans of institution for next year:**

- a. *The College plans to establish a Book Bank from the next academic year.*
- b. *Renovation and beautification of College Campus*
- c. *Providing Special Coaching class for students to appear competitive examination.*
- d. *Infrastructure Development.*
- e. *To take a broader view of the women studies by supporting women to pursue study in this region through the 'Women Study Centre' of the college.*
- f. *Establishment of "Equal Opportunity Centre"*
- g. *Remedial Classes to slow learners*
- h. *To add new reference books in the College Central Library*
- i. *To install Soundless Generator*
- j. *To introduce Career Oriented Courses*
- k. *To make students computer literate*
- l. *To establish Distance Education Study Centres*
- m. *To promote Research Activities (Minor or Major Research Projects) on rural based problems, resources, aspects*
- n. *To arrange Career Counselling to Students for employment, self-employments*



- o. To promote Co- Curricular Activities like Games and sports, Cultural, literary Competitions.
- p. To arrange National, Regional based Seminars on recent global issues.
- q. To engage Faculty Improvement Programmes for teaching staff.
- r. To arrange Community Service Programmes.
- s. To take initiative for Parent-Teacher Meeting at regular intervals
- t. To Develop linkages with National, International, Academic and Research bodies
- u. Internal Resource Generation to keep pace with the needs and requirements of the College.
- v. Library Services to be improved by providing new books, journals etc.
- w. Improvement of the activities of the Guidance and Counselling Cell
- x. To improve drinking and sanitary facilities
- y. To arrange awareness programmes in the catchment area

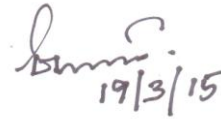


19/03/15

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19/3/15

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