

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF THE IQAC
2012-13
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	:	opdcollege52@yahoo.com
	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	:	9435949169
	IQAC e-mail	:	opdcollege52@yahoo.com
1.3	NAAC Track ID	:	ASCOGN11951
1.4	Website address	:	www.opdcollege.edu.in
	Web link of the AQAR	:	www.opdcollege.edu.in

1.5 Accreditation Details:

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

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

1.7 AQAR for the year : 2012-13

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
- viii. AQAR (2011-2012) 19/03/2015

1.9 Institutional Status

University/College 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)

Financing Grant-in aid+ Self Financing Totally Self

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 be central/state government—
UGC/CSIR/DST/DBT/ICMR etc

Dibrugarh University

Autonomous by State Central/Central Govt/University

University with potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST star Scheme	<input type="text" value="No"/>	UGC CE	<input type="text" value="No"/>
UGC Special Assistance Programme	<input type="text" value="No"/>	DST-FISH	<input type="text" value="No"/>
UGC Innovative PG Programme	<input type="text" value="No"/>	Any Others	<input type="text" value="No"/>
UGC-COP Programme	<input type="text" value="Yes"/>		

2.1 IQAC Composition and Activities

2.1	No. of Teachers	<input type="text" value="6"/>
2.2	No. of Administration/Technical Staff	<input type="text" value="1"/>
2.3	No. of Students	<input type="text" value="1"/>
2.4	No. of Management representatives	<input type="text" value="1"/>
2.5	No. of Alumni	<input type="text" value="1"/>
2.6	No. of any other stakeholder and Community representatives	<input type="text" value="1"/>
2.7	No. of Employers/ industrialists	<input type="text" value="1"/>
2.8	No of other External Experts	<input type="text" value="1"/>
2.9	Total No. members	<input type="text" value="13"/>
2.10	No. of IQAC meeting held	<input type="text" value="2"/>

2.11 No. of meeting with various stakeholders:	<i>Faculty</i>	<input type="text" value="2"/>	<i>Non-teaching staff</i>	<input type="text" value="2"/>
	<i>Students</i>	<input type="text" value="1"/>	<i>Alumina</i>	<input type="text" value="1"/>
	<i>Others</i>	<input type="text" value="1"/>		

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

- | |
|--|
| <p>a. Professional Ethics: Quality Education and Role of teachers (National Workshop – 26th and 27th April, 2013)</p> <p>b. Human Development in India: Problems and Prospects (National Seminar- 11th and 12th May, 2013)</p> |
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2.14 Significant Activities and contribution made by IQAC

- The IQAC recommend the college authority to allot separate rooms to all departments for smooth functioning of the departments. Considering the importance of the recommendation, the college authority made provision accordingly.
- The IQAC suggested the college authority to organise extension education programmes at feeding high schools.
- The IQAC also took various steps on academic development, research & extension activities keeping a close link with the previous years.

2.15 Plan of Action by IQAC/Outcome:

PLAN OF ACTIONS FOR THE YEAR:

- To encourage the students for their overall development
- Request is made to the Authority to communicate for UGC Schemes.
- To involve in extension activities for the greater interest of the local community
- To hold a plantation programme within the college campus.
- To conduct field study by the departments.
- To construct sports complex (Indoor Stadium).

OUTCOME:

- As per the decision of the meetings tutorial classes were rescheduled to be continued
- Remedial Coaching classes to slow learners and challenges to advanced learners.
- Different schemes were also initiated with the financial assistance from UGC. A large number of students mostly including SC/ST students were benefitted from these classes.
- Plantation programmes along with Campus cleanness drive were organized under NSS Unit

- e. Two final reports of MRP were submitted
- f. Four MRPs are going on
- g. Introduction of computer Net-working Centre to generate Information Technology.
- h. Providing special coaching and teaching of students to prepare them to sit for highly competitive examinations as per the guidelines of Entry in Service under UGC XI Plan.
- i.
- j. Establishment of “Equal Opportunity Centre” to provide a solid grounding in social and cultural life of the region.
- k. Financial assistance was given to deserving meritorious students
- l. Organizing Blood-grouping camps for students.
- m. Construction of Indoor stadium is ongoing.

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

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

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	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	1			
PG Diploma	Nil	Nil	Nil	Nil
Advance Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Other (+2)	1	Nil	Nil	Nil
Total	2	Nil	Nil	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

Pattern	Nature of the programmes
Semester	1
Trimester	Nil
Annual	Nil

- 1.2 **Feedback from stakeholders* (On all aspects)** Alumni Parents Employers
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/update of regulation or syllabi is done by the University under which the college is affiliated.

- 1.5 **Any new department/ Centre introduced during the year. If yes, give details.** : Does not arise

CRITERION-II

2. TEACHING, LEARNING AND EVALUATION

2.1. Total No. of Permanent faculty

Total	Asstt. Professors	Associate Professors	Professors	Others
25	10	13	Nil	1

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 Temporary faculty

2.5 Faculty participation in conferences/Seminars and symposia:

No. of Faculty	International level	National level	State Level
Attended	Nil	29	Nil
Presented	Nil	34	Nil
Resource Persons	Nil	Nil	Nil

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

- | |
|--|
| <p>a. Use of smart board in addition to the existing black board.</p> <p>b. Use of LCD and Audio-visual system in the classroom.</p> <p>c. Installation of new software in the computers of college library.</p> <p>d. Internet facility in the library.</p> <p>e. A new conference hall has been constructed with well equipped audio system, LCD projector etc. and authority is working on installation of video conference facility in the conference hall in near future.</p> <p>f. For effective teaching, teacher can use audio system in the large size classroom.</p> <p>g. The textbooks and journals of different subjects are purchased for effective learning.</p> <p>h. The newly established Book Bank, the departmental library also improved the learning habits of the students.</p> |
|--|

2.7 Total number of actual teaching days during the academic year 180 Days

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

- a. Focus is given for continuous evaluation of the students in the form of organizing seminar, workshop, group discussions and Sessional examination in regular interval in addition to the unit test, class test and home assignment etc. The final evaluations of students are made by affiliating university in the form of final degree examination.
- b. A few faculty members are engaged in curriculum constructing and syllabus developing as a member of Board of Studies in the different subjects. The principal is the specially invite member of the Board of Studies in the Economic department under Dibrugarh university. He is also a member of Dibrugarh University Court. Dr. Sonaram Kalita participates for syllabus modelling workshop in the History department under Dibrugarh University

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

2.10 Average percentage of attendance of students 91%

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	158	2.53	6.96	27.84	65.18	88.60

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning process:
- It encourages the faculty members for effective teaching, learning and evaluation
 - It attempts for regular feedback from the different stake holders of the college in order to improve the system
 - It attempts to ensure remedial coaching for slow learners
 - It attempts for continuous evaluation of students in the form of class test, unit test, terminal examination etc.

2.13 Initiatives undertaken towards faculty Development

Faculty/Staff Development Programmes	Number of faculty benefited
Refresher Courses	Nil
UGC-Faculty Improvement Programme	Nil
HRD Programmes	Nil

<i>Orientation Programmes</i>	<i>Nil</i>
<i>Faculty Exchange Programmes</i>	<i>Nil</i>
<i>Staff Training conducted by the university</i>	<i>Nil</i>
<i>Staff Training conducted by other institutions</i>	<i>Nil</i>
<i>Summer/Winter Schools, Workshops etc.</i>	<i>Nil</i>
<i>Others</i>	

2.14 Details of Administrative and Technical staff

<i>Category</i>	<i>Number of permanent employees</i>	<i>Number of Vacant Positions</i>	<i>Number of permanent positions filled during the year</i>	<i>Number of positions filled temporarily</i>
<i>Administrative Staff.</i>	<i>7</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Technical Staff.</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>1</i>

CRITERION-III

3. RESEARCH, CONSULTANCY AND EXTENSION

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

The IQAC regularly emphasize to hold consultation with members and inspires them to carry out minor research projects and major research projects and field study and educational tour in their respective field of study. It is also addressing various schemes through academic planning and development section.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	1	Nil
Outlay in Rs. Lakhs	Nil	Nil	2.84 lac	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3	Nil	Nil
Outlay in Rs. Lakhs	Nil	1.12Lac	Nil	Nil -

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	1	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	Number of project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	1	2	UGC	2.84 lac	2.105 Lac
Minor Projects	1	1.5	UGC	1.12 Lac	1.12 Lac
Interdisciplinary Projects		Nil	Nil	Nil	Nil

Industry sponsored	Nil	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil	Nil
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil	Nil
Total	2			2.13 Lac	2.13 Lac

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in Lac:

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
Commercialized	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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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 SR 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/Scout & Guide:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC/ Scouts & Guide:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="2"/>
NCC	<input type="text"/>	NSS	<input type="text" value="1"/>
		Any other	<input type="text" value="1"/>

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

- a. Social service activities at college campus 16-08-2012
- b. Plantation Programme/Inaugurated by Social worker Sri Uday Sankar Hazarika 17-08-2012
- c. In this year, 80 Volunteers of the NSS wing rendered services in training for NSS on 12th August 2012
- d. The Scouts and Guide wing of the College also trained up 90 cadets in this year.
- e. On 2nd October, 2012, Gandhi Jayanti was celebrated by the Women Cell, Panigaon OPD
- f. Out Campus social service programme on 20 & 21st January 2012 at Naharani L.P. School
- g. Women Empowerment And Self Employment at Panigaon OPD College Auditorium 27-10-2012
- h. Women empowerment and self employment at Telahi Major Chapori M.E. School 11-11-2012 One day HIV Training program for NSS Volunteers Panigaon OPD College
- i. Plantation program at college campus on 13 June, 2013
- j. A meeting on Women consciousness meeting held on 14th Dec, 2012
- k. Economics Self-Dependant and social Security of Women, Kumarkata M.E School 17-11-2012
- l. Meeting on AIDS awareness 09-02-2013
- m. Disaster management awareness programme 11-02-2013
- n. Workshop on Disaster Management 17-02-2013

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	22 Bigha	Nil	Nil	22 Bigha
Class Room	14 Nos	02	UGC	16
Laboratories	1 Nos	Nil	UGC	1
Seminar Hall	Temporary-1	Nil	UGC	1
No of important Equipments purchased during the current year	07	06	UGC	13
Value of the equipments purchased during the year (Rs)	Rs.10,82,330	Rs.3,00,000	UGC	Rs.13,82,330
Others				

4.2 Computerization of administration and Library

Two computer is provided for official work and one is provided to Library for processing of Library computerization

4.3 Library Service

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4558	6,76,940	390	1,00,00	4948	7,76,940
Text/ reference book in book banks and department library					338	52,030
Reference Books	3118	5,46,282	140	82,744	3258	6,29,026
E-Books						
Journal	05	25,430	1	1000	06	26,430

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Departments	Others
Existing	11	Nil	3	Nil	04	2	Nil	05
Added	15	Nil	2	Nil	06	2	07	Nil
Total	26	Nil	05	Nil	10	04	07	05

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

One internet connection has been sanctioned which is coming in operation soon. Authority is decided to give a training programme on computer to official employees

4.6. Amount spent on maintenance in lakhs:

i) ICT	2,00,000/-
ii) Campus infrastructure facilities	5,00,000/-
iii) Equipments	1,00,000/-
iv) Others	1,50,000/-
Total	9,50,000/-

CRITERION –V

5. STUDENT SUPPORT AND PROGRESSION

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college publishes its updated prospectus annually for providing information to the new comers about the facilities of the college like library facilities, book bank facilities scholarships, for poor students, Student Aid Fund, Hostel facilities, sports facilities etc.

5.2 Effort made by the institution for tracking the progression

Unit tests and sessional examination are held as per the academic calendar of the college. All the department has regularly taken seminar and group discussion as per the academic calendar. Field work and education tour has done in this your for progression of student Personal guidance is provided to the academically poor students and feedback taken from them.

5.3 (a) Total Number of students

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

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
Nil	Nil

Men

No	%
Nil	Nil

Women

Last Year						This Year					
Genera 1	SC	ST	OB C	Physically Challenged	Total	Genera 1	SC	ST	OBC	Physically Challenged	Total
191	224	177	134	Nil	725	153	197	136	101	Nil	587

Demand ratio

Dropout % B.A- Nil

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

College is provided banking, railway and TET coaching programme by Entry in Service Cell under UGC XI plan.

No. of students beneficiaries 10

5.5 No. of students qualified in these examinations

NET Nil SET/SLET Nil GATE Nil CAT Nil

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

5.6 Details of student counselling and career guidance

- a. The committee for student support and progression provides students counseling and career guidance.*
- b. Interactive career counselling programme, Dr. Bhabajit Bhuyan, N.L. college acted as the resource Person. 15-10-2012.*
- c. Information about Career and Placement opportunities is displayed on the notice board of the committee for student support and progression.*
- d. Students are given personal guidance by the teachers.*
- e. The College organises talk show and group discussion to train them as to how to face an interview.*
- f. College is provided banking, railway and TET coaching programme by Entry in Service Cell under UGC XI plan*

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	Nil

5.8 Details of gender sensitization programmes

- a. Organized an awareness programme on Women Empowerment and Self Employment in our college under Equal Opportunity Cell in Collaboration with SIRD, Dated 27/10/2012 and 11/11/2012*
- b. National Girl’s Child Protection Week, 24-01-2013 --Girl students are made aware of the ill effects of early marriage by organizing Health awareness Camps.*

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	52	1,60,500
Financial support from government	700	28,11,740-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major 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 has been adopted by institutions is 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 approach 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:

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 deptt. 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. Quality Improvement Strategies adopted by the institution for each of the following:

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- 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 college authority conducts all internal examination like unit test, terminal examination as per University guide lines. The college Academic Advisory Committee prepares annual academic calendar. The practice of continuous evaluation is adopted in the college for students' evaluation.

6.3.4 Research and Development

The college does not have any research council similar to that of 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

The College is a Government provincialized College. The college needs to follow academic programmes as per the guidelines of Dibrugarh University and administrative works are performed as per the guidelines & control of Director of Higher Education, Assam. The principal is the chief executive officer works under the guidance of Governing Body which is the highest management body of the college. Some other committees like Academic Advisory Committee, Library Committee, Examination Committee, And Departmental Management Committee are there in the colleges which also help in the management of the college.

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 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.

6.4 Welfare Schemes for

Teaching	Sanchay Nidhi
Non- teaching	Sanchay Nidhi & Unit Fund
Students	Student Aid Fund

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	Govt.Auditor	No	No
Administrative	Yes	Govt.Auditor	No	No

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

For PG Programme Yes No

For PG Programme Yes No

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

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

6.11 activities and support from the Alumni Association

6.12 Activities and support from the parent

6.13 Development Programmes for support staff

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

- a. Campus cleanness program organised by the NSS Unit and Social Service unit of the Students' Union.
- b. Cleanness drive in connection with Annual College Sports Week, Foundation Day, World Women's' Day, Gandhi Jayanti observed in the college.
- c. Plantation Program under NSS unit in collaboration with Forest Department.

CRITERION VII

7. INNOVATION AND BEST PRACTICES

7.1 Innovation practice 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 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 Computer Centre with Internet access 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. The Student Aid Fund is ongoing system of the college from very early. From this fund the college provided financial assistance to 45 nos. of poor and meritorious students.
- b. Most of the teachers also advance financial help to the poor and meritorious students at the time of admission.
- c. To promote innovation and improving the quality of the student's, literary competitions including Wall Magazine Competitions among different Departments are held.
- d. On 16th July 2012 'Book Bank' for the students is opened.
- e. On 21st July, 2012 in addition to the celebration of Freshmen Social the "Computer Centre" is inaugurated.
- f. On 16th August, 2012, there is a social service activity in the College Campus by the NSS and RCC wing of the College.
- g. On 17th August, 2012 the College Foundation is observed. There is a Plantation Programme inaugurated by noted social worker Sri Uday Sankar Hazarika.
- h. On 2nd October 2012 "Gandhi Jayanti" is observed.
- i. On 15th October, 2012 there is an Interactive Career Counselling Programme resourced by Dr. Bhabajit Bhuyan from North Lakhimpur College.
- j. On 27th October 2012, the Equal Opportunity Centre in collaboration with SIRD, Chauldhowa Extension Centre organised a programme on "Women Empowerment and Self Employment" at Telahi Major Chapori M.E. School.
- k. On 12th November, 2012 a long standing need of the girl students is fulfilled. The Girls' Common Room is inaugurated and opened for the girl students of the college.
- l. On 12th November, 2012 a mini library is inaugurated by the GB President at the Girls' Hostel.
- m. On 24th January, 2013 the Women Cell in collaboration with SIRD, Chauldhowa Extension Centre organised a programme on "Security and Social Accountability of Girl Child".

- n. On 11th February, 2013 the NSS Unit of the College in collaboration with SIRD, Chauldhowa Extension Centre organised an awareness programme on Disaster Management.
- o. On 17th February 2013, there is a workshop on Disaster Management in collaboration with SIRD, Chauldhowa Extension Centre.
- p. From 14th March to 23rd March, 2013, the Entry into Service Cell organised a training programme for secondary TET.
- q. On 26th and 27th April, 2013 a UGC sponsored national level workshop on “Professional Ethics: Quality Education and Role of Teachers” is held in the College by the Philosophy Department.
- r. On 11th and 12th May, 2013 the department of Economics and Political Science in collaboration with ‘Surakhya’ an NGO, held a national seminar sponsored by UGC on “Human Development in India: Problems and Prospects”.
- s. On 1st June, 2013 the foundation stone of the College Canteen is laid by Hon’ble Central Minister of State for Tribal Affairs Mrs. Ranee Narah.
- t. Sri P Jidung, Director, Director higher Education, Govt. Of Assam, Sri P. Jidung inaugurated newly build class room RCC-0112-09-2012
- u. Inauguration of newly build classroom RCC-02 by Social worker Sri Gopal Dutta 17-08-2012
- v. Observation of 29th College foundation day & parent/Guardian meet 17-08-2012
- w. 1st death anniversary of Dr. Bhupen Hazarika 05-11-2012

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. The college has started ‘Book Bank’ for the benefit of the student and can provided easily for readers
- b. The College has taken initiative the process of Teacher’s Diary

7.4 Contribution to environmental awareness /protection

- | |
|---|
| <ul style="list-style-type: none">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.c. Cleaning the campus is also organised 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.
- d. Adequate land measuring about 22 bighas with constructions spread over more than 2567.62 square metres with adequate infrastructure by way of well ventilated and illuminated lecture rooms, laboratory blocks, administrative block, Lavatory facilities, library with reading room, browsing centre, auditorium, boys and girls common rooms, canteen for boys & girls, Sports Facilities, Gymnasium, Indoor Stadium and other allied facilities constitute the strengths of the institution.
- e. The College also provides adequate opportunities to socially, educationally, economically and marginalized sections of the society. Economy of the area is more or less dependent on agriculture as such there is scope for various small scale and allied industries.
- f. College is alive to this strength. The college also has active cell of NSS cadre to serve the institution and the society. Smart-class rooms equipped with audio visual amenities are available only in some class rooms. There are provisions of LCD Projectors, laptops, online UPS Backup for power point presentations.
- g. Teachers are encouraged to pursue research under FIP Programme and submission of Minor Research Projects to UGC. A vibrant Placement Cell facilitates counseling to most of students for seeking admission in various master degree programmes within or outside the state.

WEAKNESS:

- a. Most of the students belong to economically poor and educationally backward families and so some of the students cannot take admission and pay tuition and examination fees timely.
- b. The communication and transportation to the college is not developed. So the faculties as well as students face difficulties in their conveyance to the college.
- c. Shortage of teaching faculty members in various Departments.
- d. Lack of inadequate infrastructure is a major hurdle.
- e. As the college is located in a rural area the students lack the opportunity to purchase books and other essentials locally.
- f. Catchment area of the college affected by floods every year constitutes a sizable chunk of economically low income group which acts as an impediment/key hurdle in registering their names for enrolment in college.
- g. College tries its best within its financial resources to attract such students by way of providing financial assistance/scholarships/post-metric scholarship out of college fund and by approaching state social welfare department.

OPPORTUNITY:

- a. The college has a large campus for future academic and infrastructural growth.
- b. Students can study with minimal expenditure in comparison with the city colleges.
- c. Students have easy access to the college authority.
- d. The institution has potential to offer post-graduation in various subjects especially Political Science, History, Sociology, and Assamese provided the prerequisite

facilities such as adequate faculty positions are filled by the administrative department. Since the college is situated in a rural area therefore employability of students can be assured in sectors abetting the agriculture sector.

- e. There is wide scope for tourism sector as the world famous largest riverine island Majuli, an old heritage site of Vaishnavite Culture is situated 10 kms away from the institution. Students can be persuaded to take tourism as subject so that a tourism sector will find its place in and around the area.

THREAT:

- a. As the area is flood affected and the river Subansiri and Ranganadi flows by, the college annually faces the problem of flood and erosion.
- b. The college still lacks a permanent boundary.
- c. It is observed that traditional subjects viz Humanities does not guarantee employability of the pass outs which poses a threat to attract the students towards the college. Such state of affairs necessitates for diversification and Vocationalization of courses so that students are ensured job opportunity.
- d. The introduction of adhocism/contractualism for the last decade has damaged the fabric of colleges quality-wise & accountability which needs to be addressed to arrest the declining trend in these premier educational institutions.
- e. Moreover, insufficient teaching staff along with trained and skilled supporting staff also poses threat to the institutions to excel. There seems a dire need to revise the course content continuously to check the redundancy rate of some existing subjects.

1. Plans of institution for next year:

- a. To renovate and beautify the College Campus
- b. To provide special coaching to students to prepare them to sit for competitive examinations.
- c. Infrastructure Development.
- d. 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.
- e. Establishment of "Equal Opportunity Centre"
- f. Remedial Classes to slow learners
- g. To add new reference books in the College Central Library
- h. To introduce Career Oriented Courses
- i. To make students computer literate
- j. To establish Distance Education Study Centres
- k. To promote Research Activities (Minor or Major Research Projects) on rural based problems, resources, aspects
- l. To arrange Career Counselling to Students for employment, self-employments
- m. To promote Co- Curricular Activities like Games and sports, Cultural, literary Competitions.
- n. To arrange National, Regional based Seminars on recent global issues.
- o. To engage Faculty Improvement Programmes for teaching staff.
- p. To arrange Community Service Programmes.
- q. To take initiative for Parent-Teacher Meeting at regular intervals
- r. To develop linkages with National, International, Academic and Research bodies
- s. To generate Internal Resource to keep meet the needs and requirements of the College.

- t. To improve Library Services and add new books, journals etc.
- u. To improve the activities of the Guidance and Counselling Cell
- v. To improve drinking and sanitary facilities
- w. To arrange awareness programmes in the catchment area
- x. To open 'Ambedkar Study Centre' and 'Gandian Study Centre'
- y. To encourage Co- Curricular Activities like Games and sports, Cultural, literary Competitions.
 - a. To organise National, Regional based Seminars on recent global issues.



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