

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
OF THE IQAC  
2013-14  
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	:	9435949169
	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 : 2013-14

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

- i. AQAR (2004-2005) 10/04/2010
- ii. AQAR (2005-2006) 10/04/2010
- iii. AQAR (2006-2007) 10/04/2010
- iv. AQAR (2007-2008) 10/04/2010
- v. AQAR (2008-2009) 10/04/2010
- vi. AQAR (2009-2010) 19/03/2015
- vii. AQAR (2010-2011) 19/03/2015
- viii. AQAR (2011-2012) 19/03/2015
- ix. AQAR (2012-2013) 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)

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*

*UGC-CPE*

*DST star Scheme*

*UGC CE*

*UGC Special Assistance Programme*

*DST-FISH*

*UGC Innovative PG Programme*

*Any Others*

*UGC-COP Programme*

**2.1 IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administration/Technical Staff

2.3 No. of Students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
Community representatives

2.7 No. of Employers/ industrialists

2.8 No of other External Experts

2.9 Total No. members

2.10 No. of IQAC meeting held

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, Three Lacs.

Yes

No.

2.13 Seminar/Conference (only quality related)

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

Different faculties members guided by IQAC had organized the following seminars:

- a) Gaps in Gender Development in Assam (Date: 3<sup>rd</sup> and 4<sup>th</sup> August, 2013)
- b) Development of Tourism Industry and Socio-Economic Activities in North East India (28<sup>th</sup> and 29<sup>th</sup> September, 2013)
- c) Community participation in the promotion Sustainable Development and Bio-Diversity Conservation in North East India (5<sup>th</sup> and 6<sup>th</sup> October, 2013)
- d) Implementation of Semester System in General Degree Courses with Special Reference to Assam (9<sup>th</sup> and 10<sup>th</sup> May, 2014)

2.14 Significant Activities and contribution made by IQAC

- a) In association with different Departments, IQAC organised three National Level Seminars.
- b) IQAC organised Guardians Meet to gear up the academic environment in the college.
- c) IQAC collects Feed Back Report from the students to improve the teaching – learning environment in the college.

2.15 Plan of Action by IQAC/Outcome

**PLAN OF ACTIONS FOR THE YEAR 2013-14:**

- a. To introduce new academic syllabus for Ambedkar Study Centre
- b. To take initiative for opening Carrier Oriented Courses.
- c. To undertake some social services/activities through NSS unit.
- d. To organise Remedial Coaching Classes for ST, SC and needy students.
- e. To encourage the departments to conduct Field study and to prepare field reports. .
- f. To encourage all the departments for organising Departmental Seminars on different contemporary issues.
- g. To provide incentive to meritorious students to make them more learner oriented..
- h. To organise Blood-Grouping Camp for the benefit of students.
- i. To construct three extended class rooms on the first floor of the new RCC building.
- j. To strengthen the Book-Bank capacity for supplying sufficient number of books to needy students.

**OUTCOME:**

- a. The construction work of Indoor Stadium is completed at the last part of 2014.
- b. The work of the field development (Earth Filling) is completed.

- c. Four class rooms and a practical laboratory of Education Department and a new Teachers' Common room are constructed during the year .
- d. Remedial Coaching classes are arranged to provide help to slow learners and to meet 'the different problems of advanced learners.
- e. More Text and Reference Books, Journals and periodicals are added in the Central Library.
- f. Four National Seminars have organised one is on Gaps in Gender Development in Assam:: Problems and Prospects and another is on Development in tourism Industry in India and Socio-Economic Activities in North East India and one is on Community participation in the promotion Sustainable Development and Bio-Diversity Conservation in North East India and the other is on Implementation of Semester System in General Degree Courses with Special Reference to Assam

**\*Attach the Academic Calendar of the year as Annexure. (Annexure-1)**

2.16                      **Whether the AQAR was placed in Statutory Body.**    **Yes**                      **No**

Management	<input checked="" type="checkbox"/>	Syndicate	<input type="checkbox"/>	Any other body	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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**Provide the details of the action taken:**

- a. The construction work of Indoor Stadium is completed at the last part of 2014.
- b. The work of the field development (Earth Filling) is completed.
- c. Four class rooms and a practical laboratory room of Education Department and a new Teachers' Common room are constructed during the year .
- d. Remedial Coaching classes are arranged to provide help to slow learners and to meet 'the different problems of advanced learners.
- e. More Text and Reference Books, Journals and periodicals are added in the Central Library.
- f. Two National Seminars have organised one is on Gaps in Gender Development in Assam:: Problems and Prospects and another is on Development in tourism Industry in India.

**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	3			
PG Diploma	Nil	Nil	Nil	Nil
Advance Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Other (+2)	Nil	Nil	Nil	Nil
Total	3	Nil		
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	2	Nil	Nil	Nil

**1.2 (i) Flexibility of the Curriculum: Elective option**

**(ii) Pattern of programmes**

Pattern	Number of the programmes
Semester	2
Trimester	Nil
Annual	1

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

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

**\*Please provide an analysis of the feedback (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.**

A new subject Anthropology is introduced in the HS+2 level

## CRITERION-II

### 1. TEACHING, LEARNING AND EVALUATION

2.1. Total No. Of Permanent faculty:

Total	Asstt. Professors	Associate Professors	Professors	Others
24	10	13	Nil	01

2.2. No. of permanent faculty with Ph. D.: **03**

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: **07 (Temporary faculty)**

2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State Level
Attended	Nil	15	Nil
Presented	Nil	11	Nil
Resource Persons	Nil	Nil	Nil

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

- a. Environment friendly board are introduced in the class room replacing conventional black boards.
- b. LCD projector facility provided in one classroom.
- c. A new software for accession of library books is installed in the computers of Central Library.
- d. Internet facility is provided in the Computer lab.
- e. The construction work of Conference Hall with all modern facilities is in progress which will help in teaching learning process after the completion of work.
- f. More Text and Reference Books, Journals and periodicals are added in the Central Library to make teachers and students more informative and for quality enhancement of the institution.
- g. The newly established Book Bank and Departmental Libraries facilities provide ample opportunities to students in improving their reading and learning habits..

2.7. Total number of actual teaching days :180 Days  
 During the academic year

**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 through Class Test, Unit Test, Sessional Examination, Departmental Seminar/ Group Discussions etc. The examinations and evaluation work of End Semester Examinations are conducted by the affiliating 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 :80%
- 2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction	I%	II%	III%	Pass%
TDC & BA	16+77=93	Nil	22.5	22.5	10.9	55.9

**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 supervise to ensure that remedial coaching classes become effective for slow learners*
- It encourage the department and college authority for continuous evaluation of students in the form of conducting class test, unit test, sessional examinations et as per academic calendar.*

**2.13 Initiatives undertaken towards faculty Development:**

<i>Faculty/ Staff. Development Programs</i>	<i>Nil</i>
<i>Refresher Course</i>	<i>3</i>
<i>UGC-Faculty Improvement Programs.</i>	<i>2</i>
<i>HRD Programs</i>	<i>Nil</i>
<i>Orientation Programs</i>	<i>Nil</i>
<i>Faculty Exchange Programs.</i>	<i>Nil</i>
<i>Staff. Training Conducted by the University</i>	<i>Nil</i>
<i>Summer/ Winter School, Workshop etc.</i>	<i>2</i>
<i>Other.</i>	<i>Nil</i>

**2.14 Details of Administrative and Technical staff**

Category	Number of permanent employees	Number of Vacant Positions	No. of permanent positions filled during the year	No. of positions filled temporarily



<i>Administrative Staff.</i>	<i>14 with Principal &amp; Librarian</i>	<i>Nil</i>	<i>Nil</i>	<i>03</i>
<i>Technical Staff.</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>2</i>

**CRICRITERION-III****2. RESEARCH, CONSULTANCY AND EXTENSION****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution.**

The IQAC takes initiative for regular consultation with faculty members and gave maximum efforts to inspire them to carry out minor and major research projects and to take initiatives for conducting field study and educational tour in their respective field of study. IQAC also provide them information about various schemes of academic concern.

**3.2 Details regarding major projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	1	Nil	Nil
Outlay in Rs. Lakhs	Nil	2.01lac	Nil	Nil

**3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	3	Nil	Nil	Nil
Outlay in Rs. Lakhs	3 lacs 32 thousands	Nil	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	Nil	Nil

**3.5 Details on Impact factor of publications : Nil**  
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 Years	UGC	2.84 Lac	2.15 Lac
Minor Projects	Nil	Nil	Nil	Nil	Nil
Interdisciplinary Projects		Nil	Nil	Nil	Nil

<i>Industry sponsored</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Projects sponsored by the University/ College</i>	<i>Nil</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>Nil</i>
<i>Any other(Specify)</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Total</i>					

- 3.7 *No. of Books published*
- i. With ISBN No : 06*
  - ii. Without ISBN No : Nil*
  - iii. Chapters in Edited Books : 5*
- 3.8 *No. of University Departments receiving funds from UGC/SAP/CAS/DST-FIST/ DPE/ DBT Scheme/funds : Nil*
- 3.9 *For colleges / Autonomy /CPE/DBT Star Scheme INSPIRE/CE /Any other (specify) :Nil*
- 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>     |
- 3.12 *No. of faculty served as experts, chairpersons or resource persons : 03*
- 3.13 *No. of collaborations (International/National) : 05*
- 3.14 *No. of linkages created during this year :Nil*
- 3.15 *Total Budget for research for current year in Lac:*
- From Funding agency :Nil*
  - From Management of University/College :Nil*
- 3.16 *No. of patents received 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 research fellows of the institute in the year

Total	International	National	State	University	Dist.	College
1	Nil	Nil	Nil	1	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered 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/SR /Project Fellows/ Any other : Nil

3.21 No. of students Participated in NSS events:  
University level /State level /National level /International level : Nil

3.22 No. of students participated in NCC events:  
University level / State level/National level /International level :Nil

3.23 No. of Awards won in NSS:  
University level/ State level/National level /International level :Nil

3.24 No. of Awards won in NCC:  
University level /State level/National level / International level :Nil

3.25 No. of Extension activities organized

- University forum :Nil
- College forum :07
- Scout & Guide :01
- NSS /RRC :04
- Any other :01

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

- a) Observation of 29<sup>th</sup> college foundation day on 17<sup>th</sup> August 2014
- b) A good numbers of Social Services held at college campus.
- c) Free diabetes scanning camp under Red Riban Club (RRC) with the help of District Health Department, Lakhimpur on, 3<sup>rd</sup> September, 2013
- d) Five Days NSS Special Camp at Mornoi Adarsha Gaon, Panigaon
- e) Workshop on **security of girl child and its development** organised by women cell in collaboration with SIRD on 22<sup>nd</sup> and 23<sup>rd</sup> January, 2014.
- f) Observation of **International Women’s Day** at Dakhin Telahi High School, Panigaon, on 8<sup>th</sup> March 2014.
- g) Awareness Programme on **Health and problems of adolescent Hygienic** organised by Women Cell on 28<sup>th</sup> March and 1<sup>st</sup> May 2014.

**CRITERION-IV:  
3. 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>16Nos.</i>	<i>4</i>	<i>UGC &amp; State Govt.</i>	<i>20</i>
<i>Laboratories</i>	<i>Education Lab-1 (Temporary)</i>	<i>1</i>	<i>UGC</i>	<i>1</i>
<i>Seminar Hall</i>	<i>Temporary-1</i>	<i>Permanent-1</i>	<i>UGC</i>	<i>2</i>
<i>No of important Equipments purchased during the current year</i>	<i>13</i>	<i>1</i>	<i>UGC</i>	<i>14</i>
<i>Value of the equipments purchased during the year (Rs. In Rupees)</i>	<i>13.82.330</i>	<i>90,540/-</i>	<i>UGC</i>	<i>14.72.870-</i>
<i>Others</i>				

4.2 Computerization of administration and Library: *The administrative work of office is computerized with sufficient number of computers and one computer is installed in central library for computerization of accession of books.*

**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>4948</i>	<i>7.76.940</i>	<i>2385</i>	<i>2.86.200</i>	<i>7333</i>	<i>1063.240</i>
<i>Text/ reference book in book banks and department library</i>	<i>338</i>	<i>52,030</i>	<i>183</i>	<i>31,090</i>	<i>521</i>	<i>83,120/-</i>
<i>Reference Books</i>	<i>3258</i>	<i>6,29,026</i>	<i>270</i>	<i>81,000</i>	<i>3528</i>	<i>7.10026</i>
<i>E-Books</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Journal</i>	<i>144</i>	<i>2,880</i>	<i>72</i>	<i>1440</i>	<i>216</i>	<i>4,320</i>
<i>Total</i>	<i>8688</i>	<i>14,60,876</i>	<i>2910</i>	<i>3,99,730</i>	<i>12,368</i>	<i>18,60,806</i>

**4.4 Technology up gradation (overall)**

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centre	Office	Departments	Others
<i>Existing</i>	26	<i>Nil</i>	05	<i>Nil</i>	10	04	07	05
<i>Added</i>	05	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	04	<i>Nil</i>	01	<i>Nil</i>
<i>Total</i>	31	<i>Nil</i>	05	<i>Nil</i>	14	04	08	05

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

Computer Centre is strengthened by providing more computers. A training programme on computer literacy is organized for the benefit of students, teachers and office employees.

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

i) ICT	1.75
ii) Campus infrastructure facilities	4.50
iii) Equipments	.80
iv) Others	1.30
Total	8.35

**CRITERION –V**

**5. STUDENT SUPPORT AND PROGRESSION**

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

*The IQAC takes initiatives to provide supports to poor, backward and meritorious students by giving monetary supports by awarding different scholarships, issuing books from book banks and departmental library, organizing career counseling awareness and personality development programme. It also takes initiatives for providing 24hours portable drinking water and organizing health checkup camps.*

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

*Continuous monitoring of students about their overall development is done through semester monitoring committee and academic advisory committee. In addition to these the faculty members are advised to make a healthy relation with students and to counsel them how to be a good student and how they can develop their personality.*

**5.3 (a) Total Number of students**

<i>UG</i>	<i>PG</i>	<i>Ph. D.</i>	<i>Others (+2)</i>
602	Nil	Nil	Nil

*(b) No. of students outside the state* : Nil

*(c) No. of international students* : Nil

- *Men* : Nil
- *Women* : Nil

<i>Last Year</i>						<i>This Year</i>					
<b>General</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>Physically Challenged</b>	<b>Total</b>	<b>General</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>Physically Challenged</b>	<b>Total</b>
153	197	136	101	Nil	587	142	215	128	117	Nil	602

*Demand ratio 1.5:1      Dropout 25%*

**5.4. Details of student support mechanism for coaching for competitive examinations (If any): Yes, The college organized TET and Railway Grade-IV Coaching program under the UGC Sponsored Coaching for Entry In Service Cell.**

*No. of students beneficiaries* : 25 Nos.

5.5. No. of students qualified in these examinations  
*NET/ SET/SLET / GATE CAT/ IAS/IPS / State PSC/UPSC/ Others : 5 Nos.*

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

- a. *The college has a psycho social Counseling cell and provides counseling to the students for upgrading their mindset to face various challenges of academic and personal life and also counseling to reduce the inferiority complexes in the problem of course structure, college environment, senior students and College administration at the beginning of the session in every session.*
- b. *Organized a workshop on Girl Child protection and development on dated 23<sup>rd</sup> January,2014, under the banner of Woman Cell.*
- c. *organized a workshop on ‘personality development’ on dated 29 March,2014 under the banner of Career and Counseling Cell.Dr. Amiya Rajbonshi was the resource person of the workshop.*
- d. *The college has a Career Counseling Cell and provides information regarding vacancies in government and non- government organization through hanging advertisement in the notice board.*

**5.7 Details of campus placement**

<b>On campus</b>			<b>Off Campus</b>
<i>Number of Organizations Visited</i>	<i>Number of Students Participated</i>	<i>Number of Students Placed</i>	<i>Number of Students Placed</i>
<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>

**5.8 Details of gender sensitization programmes**

- a. *Organized a workshop on Girl Child protection and development on dated 23<sup>rd</sup> January,2014, under the banner of Woman Cell.*
- b. *Organized a workshop on ‘Role of women in socio-economic development in rural area’ on dated 8<sup>th</sup> March,2014, under the banner of Woman Cell at Dakhin Telahi High School, Panigaon.*
- c. *A special talk on “Health and Hygienic Problem of Adolescent” was organized on dated 28<sup>th</sup> March & 1<sup>st</sup> May,2014 under the banner of Women Cell. Dr. Amiya Pandey was the resource person of the special talk..*

**5.9 Students Activities**

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

- *State/ University level : 06*
- *National level : Nil*
- *International level : Nil*

*No. of students participated in cultural events: Nil*



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

	<i>Number of students</i>	<i>Amount</i>
<i>Financial support from institution</i>	55	1,70,100/-
<i>Financial support from government</i>	62	1,50,539/-
<i>Financial support from other sources</i>	Nil	Nil
<i>Number of students who received International/ National recognitions</i>	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.*
5. *To promote and practice inclusive growth*
6. *To adopt and promote the knowledge output for human development.*
7. *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 traditional value orientations and future vision:*

- a. *Strategies have been adopted by institutions 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 attendance of staff and faculty members 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 of the institution is design & develops by the affiliating university. The College has no autonomy in this regards.*

### 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 as per the academic calendar of the college.*
- (b) Every department is maintained a departmental course plan for every academic year.*
- (c) Students' feedback report is collected for improvement of teaching and learning process.*
- (d) Tutorial and remedial classes are conducted for slow learners.*
- (e) Organized departmental seminars, group discussion, work-shops, terminal and sessional examination and field work.*
- (f) Maintained teacher's diary regularly. as a means of measure the teachers academic and other activities.*

### 6.3.3 Examination and Evaluation

*The college authority conducts all internal examination like unit test, terminal examination and sessional 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 the benefit of students'.*

### 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 in the research oriented works and encourages them to undertake research activities including Ph. D., M.Phil, Minor & Major research projects.*
- Organised three national seminars.*
- Published three books which are a compilation of research papers presented by the participants.*

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

- 1) The library has sufficient number of text as well as reference books & journals proportionate to the students of the college.*
- 2) Provides separate reading room facilities for teachers and students in the Central Library*
- 3) Provides internet and Xerox copier facilities and students can access it easily.*

### 6.3.6 Human Resource Management

- 1) The College appoints sufficient and efficient teachers and non teaching staff in the college as per the guidelines of UGC and State government.
- 2) Encourages the teachers to participate in orientation and refresher programs.
- 3) The sufficient faculty is being provided with a reasonably well maintained functional office, departmental rooms, teachers common rooms, departmental and central library, reading room, canteen and parking facilities so that they can carry out their duties efficiently.

### 6.3.7 Faculty and staff recruitment

The college follows the rules and regulations laid down by the U.G.C. and State Government for recruitment of faculty members and staff.

### 6.3.8 Industry Interaction/Collaboration

The entire district of Lakhimpur is industrially on back foot. There are neither large nor medium scale industries in the district. Instead of this dearth, 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. to promote industry.

### 6.3.9 Admission of students

The admission of students to B.A. and Higher Secondary courses are made on the basis of merit. In addition to the admission notification, detailed information is incorporated in College Prospectus. The Admission Committee fixes the norms of admission in consultation with college authority.

#### 6.4 Welfare Schemes for

<i>Teaching</i>	<i>Sanchay Nidhi &amp; Unit Fund</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

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether Academic and Administrative Audit (AAA) have been done:

<i>Audit Type</i>	<i>External</i>	<i>Internal</i>
<i>Academic</i>	<i>The academic and administrative audit of the institution is yet to be done but necessary steps are initiated to audit the academic and administrative matters.</i>	
<i>Administrative</i>		

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 is 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 has been controlling the 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 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 has organizes parent/guardian meetings regularly. The college authority and members of the teaching and non- teaching staff take part actively in the meeting.*

6.13 Development Programmes for support staff

*The college authority takes 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. *The college is surrounded by sufficient trees witch makes the campus eco-friendly.*
- b. *With a sole aim to make the student aware about the importance of trees NSS Unit and Social Service unit of the Students' Union both have been taking several techniques to make the student aware about the importance of trees in their lives.*
- c. *Wold Environmental Day on 5<sup>th</sup> June is observed and resource person Dr. Robin Saikia has delivered a lecture on climate change, environmental degradation and human rights protection.*
- d. *In all important celebrations by the institution plantation is included as an integral part of the agenda*

## CRITERION VII

### 8. 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. Provides computer Centre with 20 computer and internet connectivity.
- b. 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.**

- a. The construction work of Indoor Stadium is completed at the last part of 2014.
- b. The work of the field development (Earth Filling) is completed.
- c. Four class rooms and a practical laboratory of Education Department and a new Teachers' Common room are constructed during the year .
- d. Remedial Coaching classes are arranged to provide help to slow learners and to meet 'the different problems of advanced learners.
- e. More Text and Reference Books, Journals and periodicals are added in the Central Library.
- f. Four National Seminars have organised one is on Gaps in Gender Development in Assam:: Problems and Prospects and another is on Development in tourism Industry in India and Socio-Economic Activities in North East India and one is on Community participation in the promotion Sustainable Development and Bio-Diversity Conservation in North East India and the other is on Implementation of Semester System in General Degree Courses with Special Reference to Assam

**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)**

*BEST PRACTICES:*

**Title: Computer Centre.**

**1.Goal:**

*The goals set for this best practice are:*

- a. *To make the students computer literate*
- b. *To make the advanced students gather more knowledge and information in their respective subjects .*

**2. The Context:**

*The Computer Centre of Panigaon OPD College is set up on the First Floor of the New Academic Block of the College. The Computer Centre has started functioning from the academic session 2013-14. The Centre has twenty computers with Internet facilities. The Computer Centre remains open during the working hours where the students can surf the net to upgrade their knowledge and keep pace with educational advantages available globally.*

### **3. The Practice**

*The college has created the following mechanisms to achieve the goal:*

- a. It has 20 new chairs, 20 computer tables and 20 computers in an air-conditioned room.*
- b. Internet facilities have been provided*
- c. The college authority invites guest lecturers to enhance computer knowledge of the students*
- d. The Principal of the college often takes classes with the students*
- e. Besides the theoretical knowledge the students are asked to do practical e.g. surfing the net, type in MS word etc.*

### **4. Evidence of Success**

- a. During this session 60 students have completed Computer Literacy Programs (CLP) in the month of June, 2013. The CLP certificate course is totally free of cost and meant for BPL and meritorious students.*
- b. 28 students have completed Certificate Course on Computer Application (CCA) from June to August, 2013.*
- c. The CCA has the opportunity of availing Computer Education for ST, SC and Minority students of the college and outsiders at a very low cost.*

### **5. Problems Encountered and Resources Required:**

*There are a few problems which have been encountered in proper implementation of this practice. They can be summarized as follows:*

*Every alternative year the growing demands and providing computer knowledge to students means a lot of money for inviting guest lectures, internet connection and other maintenance expenditures. The college with its limited resources faces financial difficulties to run the computer centre.*

### **7.4. Contribution to environmental awareness /protection**

- a. Organized a national workshop on “community participation in the promotion of sustainable development and bio diversity conservation in northeast India”.*
- b. A special talk is organized on role of students in environmental protection on 5<sup>th</sup> June 2014 under the initiative of Department of Environmental Study where Dr. Lakhi Prasad Hazarika, Associate professor of N.L.College delivered the talk.*
- c. Department of Environmental Study conducts a field work on deforestation and soil erosion at Luhit- Khabalu areas of Telahi Block in 4014.*
- d. To make aware about environmental conservation and its importance in human well being various posters are hanged at every trees of college campus under the initiatives of NSS Unit of the college.*

- 7.5 Whether environmental audit was conducted? 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 conducive and serene atmosphere suitable for study.
- b. Cordial relationships between the teachers and students have created a friendly teaching learning atmosphere in the college.
- c. A group of dedicated teachers playing active role in improving the academic environment.

**WEAKNESS:**

- a. Most of the students are from economically and educationally backward families
- b. Shortage of permanent faculty members in various departments.
- c. Inadequate Infrastructure
- d. The learning base of most of the students is weak bearing the same from the previous school level education.

**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. Students' have the opportunity to reap the benefit of generosity of teachers.

**THREAT:**

- a. Poor economic condition, weak learning base at school level, prevailing poor educational environment, less scope for employment leading to poor & irregular attendance of the students in the college is a major threat.

**8. Plans of Institution for the next year:**

- a. To open entrepreneurship development cell
- b. To renovate and beautification of College Campus
- c. To provide Special Coaching and teaching of students to prepare them to sit for competitive examinations.
- d. To develop the infrastructure of the college. .
- e. To continue Remedial Classes to slow learners
- f. To add new reference books in the College Central Library
- g. To introduce Career Oriented Courses
- h. To make students computer literate
- i. To establish Distance Education Study Centres
- j. To promote Research Activities (Minor or Major Research Projects) on rural based problems, resources, aspects



- k. To arrange Career Counselling to Students for employment, self-employments
- l. To promote Co- Curricular Activities like Games and sports, Cultural, literary Competitions.
- m. To arrange National, Regional based Seminars on burning issues.
- n. To arrange Faculty Improvement Programmes for teaching staff.
- o. To arrange Community Service Programmes.
- p. To take initiative for Parent-Teacher Meeting at regular intervals
  
- q. To generate Internal Resources
- r. To develop Library Services and add new books, journals etc.
- s. To improve the activities of the Psychological Counselling Cell
- t. To arrange awareness programmes in the catchment area
- u. To install Library Automation system.
- v. To construct Students' Recreation Centre.



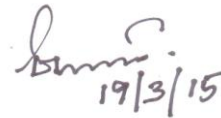
19/03/15

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19/3/15

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