THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF THE IQAC
2014-15
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 |

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         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	1st Cycle	c+	-	2004	5 Yrs
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6   Date of establishment of IQAC   : *05-01-2005*
1.7   AQAR for the year   : *2014-15*
1.8   Details of previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

i.	AQAR	(2005-2006)	10/04/2010
ii.	AQAR	(2006-2007)	10/04/2010
iii.	AQAR	(2007-2008)	10/04/2010
iv.	AQAR	(2008-2009)	10/04/2010
v.	AQAR	(2009-2010)	10/04/2010
vi.	AQAR	(2010-2011)	19/03/2015
vii.	AQAR	(2011-2012)	19/03/2015
viii.	AQAR	(2012-2013)	19/03/2015
ix.	AQAR	(2013-2014)	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* |

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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 Progremme | *No* | *Any Others* | *No* |

UGC-COP Progremme | *Yes* |

2.1   IQAC Composition and Activities

2.1   No. of Administration | 1 |

2.2   No. of Teachers | 5 |

2.4   No. of Management representatives | 1 |

2.5   No. of Alumni | 1 |

2.6   No. of any other stakeholder, Students and
       Community representatives | 1 |

2.7   No. of Employers/ industrialists | 1 |

2.8   No of other External Experts | 1 |

2.9   Total No. members | 11 |

2.10   No. of IQAC meeting held | 2 |

2.11 No. of meeting with various stakeholders*:*   *Faculty* | 1 | *Non-teaching staff* | .... |

       Students | 1 | *Alumina* | | *Others* | 1 |

2.12 Has IQAC received any funding from UGC during the year? If yes, mention the
       Amount: Yes 03 Lac

2.13 Seminar/Conference (only quality related)
 (i) No. of seminar/Conference/Workshop/Symposia organized by IQAC

 Different departments have organized and held the following National Seminars under the guidance and supervision of IQAC:

a. *"Socio Economic Condition of Women in Minority Community of Assam" (National Seminar), held on 28th August 2014*
b. *"Quality Assurance in Higher Education: Challenges and Opportunity" held on 22nd -23rd Sept, 2014*
c. *"Philosophy in the Literary Works of Madhabdev and its Relevance in the Contemporary Society" held on 2nd & 3rd May/2015*

2.14 Significant Activities and contribution made by IQAC
 a. *The IQAC held a meeting with the teaching staff, students and guardians for ascertaining a healthy academic environment in the college.*
 b. *The IQAC supervised in holding three National Seminars in the college*
 c. *The IQAC held a meeting with the Teaching Staff and asked the faculty members to engage themselves in research & extension activities.*
 d. *The IQAC held a meeting with the non-teaching staff of the college and suggested them to improve the functioning of the office work and maintain a clean atmosphere in the college.*
 e. *The IQAC held a meeting with the Principal of the college and requested him to renovate and make physical developments to meet the growing demands of the students on priority basis.*

2.15 Plan of Action by IQAC/Outcome:

PLAN OF ACTIONS FOR THE YEAR:

 a. *To introduce the new COC on Handloom and Textile, COC on Contemporary Issues and Thoughts of Dr. Ambedkar, FC on Human Rights Education during the year*
 b. *To provide recreational facilities through a permanent recreational centre*
 c. *More amenities including toilets for students*
 d. *To encourage students to participate in the different events organised by University, Government departments, Ministry etc.*
 e. *To promote the Social Service activities under NSS Unit, Women Cell, Centre of Human Rights Education and Dr. Ambedkar Study Centre*
 f. *Field study to be conducted by various departments.*
 g. *To organise National/State level seminar and workshops*
 h. *To develop the infrastructural facilities specially class rooms with smart boards to improve the TLM*
 i. *To introduce P.G. Courses under Krishna Kanta Handique Open University. as per the recommendation of the NAAC Peer Team*
 j. *To provide pure drinking water facilities.*
 k. *To establish a psychological counselling cell to uphold the ethical, moral, spiritual values of the stakeholders*

OUTCOME:

a. *COC on Handloom and Textile, COC on Contemporary Issues and Thoughts of Dr. Ambedkar, FC on Human Rights Education during the year have started functioning*

b. *Recreational facilities have been provide through a permanent recreational centre*

c. *Two toilets have been constructed one for boys and one for girls*

d. *40 NSS volunteers from the college represented the Rastriya Ekta Divas celebrated on 31st Oct 2014 at Tyagkhetra, North Lakhimpur. The NSS Unit also organised Swacha Bharat Abhijan Cleanliness drive at college campus on 25th &26th June 2015.A blood donation camp has been organised by NSS Unit of the college in collaboration with Telahi Anchalik Satra Santha.*

e. *Field studies are conducted by History, Pol. Science, Philosophy, Sociology and Assamese departments.*

f. *National/State level seminars and workshops held in the year are:"Socio Economic Condition of Women in Minority Community of Assam" (National Seminar), held on 28th August 2014 "Quality Assurance in Higher Education: Challenges and Opportunity" held on 22nd -23rd Sept, 2014 "Philosophy in the Literary Works of Madhabdev and its Relevance in the Contemporary Society" held on 2nd & 3rd May/2015*

g. *One Smart Board and LCD is installed in one class room*

h. *P.G. Courses on Assamese, Pol. Science and Education under KKH Open University have been introduced*

i. *Pure drinking water facilities has been provided in the Campus*

j. *A psychological counselling cell to uphold the ethical, moral, spiritual values of the stakeholders has been started.*

*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

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	2	Nil	Nil	Nil
Other (+2)	1	1	Nil	Nil
Total	6	1		
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	1	Nil	Nil

1. 2   (i) **Flexibility of the Curriculum: CBCS/Core/Elective option/ open Options**
(ii) Pattern of programmes

Pattern	Number of the programmes
Semester	1
Trimester	Nil
Annual	1

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/update of regulation or syllabi is done by the University to which the college is affiliated.

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

CRITERION-II

2. TEACHING, LEARNING AND EVALUATION

2.1. *Total No. Of Permanent faculty:*

Total	Asst Professors	Associate Professors	Professors	Others
24	11	13	Nil	Nil

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

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

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

2.4. *No. of Guest/ Visiting faculty/Temporary faculty: 1**0 (Contractual faculty**)*

2.5 *Faculty participation in Conferences, Seminars and Symposia:*

No. of Faculty	International level	National level	State Level
Attended	Nil	43	Nil
Presented	Nil	28	Nil
Resource Persons	Nil	Nil	Nil

2.6 *Innovative processes adopted by the institution in Teaching and Learning:*
   a. *Installation of smart board in Conference Hall cum Class Room.*
   b. *LCD is introduced in the classroom.*
   c. *SOUL library software from Inflibnlet is installed in the college library.*
   d. *Internet facilities have been extended to the college library and computer centre*
   e. *Textbooks, National News papers (English) and journals are available in the college library.*

2.7 *Total number of actual teaching days   : 180 Days during the academic year (2014-15)*

2.8 **Examination/Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions):**
            The Examination/Evaluation system reforms are handled 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/Program wise distribution of pass percentage:*

Title of the Program	Total No. of students appeared	Division				
		Distinction	I%	II%	III%	Pass%
BA	77	Nil	30.00	41.5	Nil	71.4

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

a) It encourages the faculty members to build a good and dynamic academic environment

b) It attempts to collect regular feedback from the different stake holders of the college for the self assessment of the faculty members.

c) It attempts for continuous evaluation of students through class test, unit test, terminal examination etc.

d) IQAC convened special talk among the faculty members.

2.13 Initiatives undertaken towards faculty Development:

Faculty members are encouraged to participate in different refresher, orientation and other faculty development programs organized by the different Universities and Institutions. Faculty members are encouraged to engage themselves in research activities.

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	Nil	Nil	04
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.*
1. *Encourage the faculty members to carry out M.Phil/P.D research works as well as Research Projects*
2. *Encourage the departments, Centre of Human Rights Education and Dr. Ambedkar Studies Centre to conduct research studies on local issues*
3. *Faculty members have been encouraged to publish research papers in the reputed journals and books*
4. *An attempt has been made to publish ISBN edited books under the College Publication Board*

3.2 *Details regarding major projects*

	Completed	*Ongoing*	*Sanctioned*	*Submitted*
Number 1	*completed*	*Nil*	*Nil*	*1*
Outlay in Rs. Lakhs	*Nil*	*Nil*	*Nil*	*66.000/-*

3.3 *Details regarding minor projects*

	Completed	*Ongoing*	*Sanctioned*	*Submitted*
Number	*no*	*3+1*	*2,45,000/-*	*Nil*
Outlay in Rs. Lakhs	*Nil*	*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*

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	*Nil*	*Nil*	*Nil*	*Nil*	*Nil*
Minor Projects	*1*	*2years*	*UGC*	*2,45,500/-*	*1,82,000/-*
Interdisciplinary Projects		*Nil*	*Nil*	*Nil*	*Nil*
Industry sponsored	*Nil*	*Nil*	*Nil*	*Nil*	*Nil*

			Nil	Nil	Nil
Projects sponsored by the University/ College	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	1			2.45 lac	1.825lac

3.7   No. of Books published
  i.   *With ISBN No   : 03*
  ii. *Without ISBN No   : Nil*
  iii. *Chapters in Edited Books   : 5*

3.8   No. of University Departments receiving funds from   : Nil
       UGC/SAP/CAS/DST-FIST/ DPE/ DBT Scheme/funds

3.9.   For colleges / Autonomy /CPE/DBT Star Scheme   :Nil
       INSPIRE/CE /Any other (specify)

3.10   Revenue generated through consultancy   :Nil

3.11   No. of conferences organized by the Institution

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

3.12   No. of faculty served as experts, chairpersons or resource persons   : 02

3.13   No. of collaborations (International/National)   : 03

3.14   No. of linkages created during this year   :Nil

3.15   Total Budget for research for current year in Lac:
  • *From Funding agency   :4lac*
  • *From Management of University/College   :0.50 lac*
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   : Nil
and students registered under them

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

3.20.   No. of Research scholars receiving the Fellowships   : Nil
(Newly enrolled + existing ones)JRF/SR /Project Fellows/ Any other

3.21   No. of students Participated in NSS events: : 65
University /State /National /International level   : State & National level.

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   :02
- Scout & Guide   :02
- NSS   :08
- Any other   :01

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

a) *The Women Cell organised a programme on "Health and Hygienic Problems of Adolescent" at Royia Bakal village on 01.05 2014.*

b) *The Career and Counselling Cell arranged a talk on "Personality Development in Employment Generation" delivered by Mr. Orinjit Hazarika, Academic Officer, Dibrugarh University.*

c) *A lecture program was initiated by Dr. Bhimrao Ambedkar Studies Centre on the "Life and Philosophy of Dr. B.R.Ambedkar" on 21-02-2015. Noted Educationist Sjt. Purandar Boruah took part as a Resource Person.*

d) *International Women Day was observed at proposed Model Village Morikhabolo gaon on 08-03-2015*

e) *A Blood Donation Camp was held in the college campus organized by RRC & NSS Unit, in collaboration with Telahi Kamalaboria Anchalik Satra Santha on 21-03-2015*

f) *A workshop on 'Importance of the Human Rights & Its Present Relevance' is observed at Bachagaon Higher Secondary School on 16 May, 2015, organised by Centre of Human Rights Education of the College.*

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		22Bigha
Class Room, Canteen, Union Hall ,Hostel etc	16	02	UGC & State Govt.	18
Laboratories	Education Deptt Lab-1	Nil	UGC	1
Seminar Hall		1	State Govt.	1
No of important Equipments purchased during the current year	14	5	UGC	19
Value of the equipments purchased during the year (Rs. In Lakhs)	14,72,870	1,01,540	UGC	15,.74,410
Others	NIL	NIL		NIL

4.2 Computerization of administration and Library: All kinds of official activities run through computerization system and computerize automation system is introduced in the college library.

4.3 **Library Service (Central Library, Departmental Library, Book Bank and Library at Principal's Chamber:**

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7854	11,46,360	1654	1,34,825	9508	12,81,185
Reference Books	3528	7,10,026	259	105780	3787	8,15,806
Journal	216	4320	72	1440	288	5760
Total	11598	18,60,706	1,985	2,42,045	13,583	21,02,751

4.4   Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Library	Computer Centre	Office	Departments	Others
Existing	*31*	*Nil*	*05*	*02*	*15*	*03*	*07*	*04*
Added	*03*	*Nil*	*00*	*00*	*00*	*01*	*00*	*02*
Total	*34*	*Nil*	*05*	*02*	*15*	*04*	*07*	*06*

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

> The college authority has provided computer and internet access facilities to faculty members and students at different locations of the college e.g. Vice-Principal's Chamber and Computer Centre. The College authority encourages teachers and non-teaching members to join institutes for undergoing upgraded technological knowledge.

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

i)	ICT	34,800
ii)	Campus infrastructure facilities	4,31,375
iii)	Equipments	45,580
iv)	Others	1,10,020
	Total	6,21,775

CRITERION –V

5.   STUDENT SUPPORT AND PROGRESSION

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

> *1. The IQAC conducts induction programme in the beginning of the academic session making aware the students about the courses and other facilities available in the college.*
> *2. The IQAC plays a major role in preparing the Prospectus of the college every year which contains information about all student support services available in the college eg. library, book bank, study centres, sports, examination etc.*

5.2   Effort made by the institution for tracking the progression

> *1. The different departments in addition to Unit and Sessional examinations as per the academic calendar of the college take tests after every chapter taught in the class. Students are asked to submit home assignments also. After minute observation of performances in the tests the teachers give personal guidance to the slow learners and encourage the bright students to ride still high in the ladder.*
> *2. The students are sometimes taken out of the institution in field tours to grow their knowledge and accountability to the society.*

5.3 (a) Total Number of students

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

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

(c) No. of international students   *: Nil*
- *Men*   *: Nil*
- *Women*   *: Nil*

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total	
142	215	128	117	Nil	602	119	191	117	125	Nil	552	

Demand ratio   *Dropout: About 20%*

5.4.   Details of student support mechanism for coaching for   *: Nil*
competitive examinations (If any)
No. of students beneficiaries   : Nil

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

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

a. *Mr. Orinjit Hazarika, Academic Officer, Dibrugarh University, was invited by the Career Counselling Cell who delivered a lecture on Personality Development in Employment Generation on 07-09-2014.*

b. *Four Students of the College participated in the National Workshop on Soft Skills and Personality Development organized jointly with Rajiv Gandhi National Institute of Youth-led Development out research programme (YDP) in Higher Education Institutions in consonance with the National youth policy 2014 at LTK College from 23-01-2015 to 24-01-2015*

c. *Two students (Rajib Das and Rashmi Das) from the college participated in the National Service Scheme Mega Camp 2015 held at Majuli College, Majuli and Dibrugarh University, Dibrugarh Assam organized by NSS Regional Centre, Guwahati and Dibrugarh University, Dibrugarh on 19-01-2015 to 30-01-2015*

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. *The Women Cell of the college organized an awareness program on "Health and Hygienic problems of girls in Adolescence" at Bakal Gaon on 01.05.2014. Dr. Amiya Pandey was the resource person in the programme.*

b. *The Centre of Human Rights Education on International Women Day observed the day at Morikhabolo village on 08.03.2015.In a meeting arranged by the Cell the local women were made aware of their rights and responsibility.*

5.9   Students Activities

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

- *State/ University level : 01*

- *National level   :Nil*
- *International level   :Nil*

No. of students participated in cultural events

State/ University level | 3 | *National level* | Nil | *International level* | Nil |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | Nil | *National level* | Nil |

International level | Nil |

Cultural: State/ University level | Nil | *National level* | Nil |

International level | Nil |

5.10 Scholarships and Financial Support

	Number of students	*Amount*
Financial support from institution	*Nil*	*Nil*
Financial support from government	*142*	*4,70,460/-*
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 | Nil | *National level* | Nil |

International level | Nil |

Exhibition: State/ University level | Nil | *National level* | Nil |

International level | Nil |

5.12   No. of social initiatives undertaken by the students | 03 |

16

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 define 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 the institution to satisfy the needs of the students from diverse backgrounds including socio-economically backward community complying with all the norms of the government.*

b. *Mechanisms to adopt Learner-centric education approach, academic planning, improved 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 programs 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 of faculty members for quality enhancement of the teaching community.*

f. *Mechanism for promotion of participation in community services through extension programs 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. A healthy coordination is there among the different committees, the Governing Body and Academic Advisory Committee of the college for smooth management of the administration.*

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 Dibrugarh University, Assam. The College does not have the autonomy in the curriculum development.*

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, departmental seminars, group discussion, work-shops are being organized regularly.*
> - *(e) To reduce the drop outs the 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 committee 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 a good number of books & journals for the students of the college. ICT facilities are available in the Library.*

6.3.6   Human Resource Management

> *The College is a Government provinciali zed College. As such it needs to follow the academic programmes prescribed by affiliating University. All administrative works are taken up in tune with the guidelines & instructions of Director of Higher Education, Assam. The Principal is the chief executive officer who works under the guidance of Governing Body, the supreme management body of the college. Some other committees like Academic Advisory Committee, Library Committee, Examination Committee, and Departmental Management Committee are there in the college which supplement 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 and UGC for recruitment of faculty and staff members.*

6.3.8   Industry Interaction/Collaboration

> *The entire district of Lakhimpur is industrially on back foot. There is neither large nor medium scale industry 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 +2 courses are made on the basis of merit. In addition to the admission notification, detailed information is incorporated in Admission Prospectus. The Admission Committee fixes the norms of admission in consultation with college authority.*

6.4   Welfare Schemes for

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

6.5   Total corpus fund generated   About 15lac

6.6 Whether annual financial audit has been done   *Yes* √   *No*

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

Academic and administrative audit have not been conducted so far. But process is undertaken to do the same in the next academic session.

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 covers 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 IQAC 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 NSS Unit and Social Service unit of the Students' Union regularly undertake plantation programmes in and outside the college in association with the Forest Department to make the campus eco-friendly. World Environment Day is observed each year to make the students aware of the importance of Environment.*

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. *Book Bank is established in the office of the Vice- Principal for the greater interest of poor students.*
   b. *All the Faculty members maintain their daily activities in the Teachers' Diary.*

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

   k. *COC on Handloom and Textile, COC on Contemporary Issues and Thoughts of Dr. Ambedkar, FC on Human Rights Education during the year have started functioning*

   l. *Recreational facilities have been provide through a permanent recreational centre*

   m. *Two toilets have been constructed one for boys and one for girls*

   n. *40 NSS volunteers from the college represented the Rastriya Ekta Divas celebrated on 31st Oct 2014 at Tyagkhetra, North Lakhimpur. The NSS Unit also organised Swacha Bharat Abhijan Cleanliness drive at college campus on 25th &26th June 2015.A blood donation camp has been organised by NSS Unit of the college in collaboration with Telahi Anchalik Satra Santha.*

   o. *Field studies are conducted by History, Pol. Science, Philosophy, Sociology and Assamese departments.*

   p. *National/State level seminars and workshops held in the year are:"Socio Economic Condition of Women in Minority Community of Assam" (National Seminar), held on 28th August 2014 "Quality Assurance in Higher Education: Challenges and Opportunity" held on 22nd -23rd Sept, 2014 "Philosophy in the Literary Works of Madhabdev and its Relevance in the Contemporary Society" held on 2nd & 3rd May/2015*

   q. *One Smart Board and LCD is installed in one class room*

   r. *P.G. Courses on Assamese, Pol. Science and Education under KKH Open University have been introduced*

   s. *Pure drinking water facilities has been provided in the Campus*

   t. *A psychological counselling cell to uphold the ethical, moral, spiritual values of the stakeholders has been started.*

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, i, ii)

BEST PRACTICE: 1

Title: Teachers' Diary

1. Goal

The IQAC of Panigaon OPD College has decided to maintain Teachers' Dairy as one of its Best practices since 2013-14. The goal of this practice is to ensure quality teaching and proper records through:

➢ Maintaining proper records of all teaching learning activities.
➢ Maintenance of all other activities of the faculty members so that required data and information required for IQAC report may be easily collected.
➢ Encourage the teachers to cultivate integrity, transparence, discipline, truthfulness, justice etc. so that a dedicated work-culture can be built within the college family.
➢ Reduce the number of grievance etc. so that a healthy atmosphere of mutual understanding, trust and justice can be built within and outside the stakeholders of the college.(Between the students, guardians, teachers, administration etc.)
➢ It is also believed that this practice will help in planning and monitoring the academic and other activities of the college.

2. The Context

The context of initiating such a practice can be explained in the following ways:

➢ The internal assessment system introduced by the affiliating university has been creating a huge workload to the teachers for preparation of unit tests, home assignments, sessional examinations, seminars for students etc. Maintenance of transparent attendance record is another compulsion of this semester system. The evaluation of the same also takes a lot of labour and care. Hence, it has become impossible to maintain clear records and transparency by adopting the traditional annual system of teacher and student attendance.
➢ Moreover, the NAAC has also been making the stakeholders more and more and more sincere, duty bound, truthful and accountable for maintenance of daily records for preparation of Annual Quality Assurance Reports, SSR etc. It has already become impossible to prepare such reports without maintaining daily activity diaries.

➤ The need for maintaining proper records for preparing API scores has made this practice more important.

3. The Practice

The system of Teachers' Diary Maintenance is introduced since 2013-14. It is about to complete another successful year 2014-15. During the last two years, we have conducted the practice in the following ways:

➤ Every teacher is provided with a Teacher Diary at the very beginning of each academic session. The dates are also inscribed for the whole year starting from the very first day to the last. The teachers have to record all of their daily activities likes classes attended, research, extra-curricular activities, evaluation, question paper preparation, administrative or NAAC/IQAC activities conducted during a particular day. The teachers and the respective HoDs are to sign in each page of the diary.

➤ At the close of a particular month, the teachers have to record the activities completed during the month in two copies of abstract sheets. One of the sheets is required to be submitted to the IQAC duly singed by the HoD.

➤ The periodic meetings of the Academic Advisory Committee (AAC) take note of these monthly reports. Proper scrutiny of the same is done by the IQAC & the AAC and the concerned teachers are contacted for correction/suggestions if any.

4. Evidence of Success

The practice has been found very successful in achieving its goals. Some of the evidences of success are mentioned hereunder:

➤ It has led to the growth of a sense of integrity and commitment to their profession.

➤ It has made administration easy by providing all the necessary information in time.

➤ Classes are taken regularly.

➤ Coverage of course content is regularly monitored.

➤ Research and publication work of the college has received due importance.

➤ Maintenance of internal evaluation, attendance, home assignments, seminars, group discussion, sessional examination etc. becomes easier and systematic.

➤ It has contributed a great deal in collection of data for preparation of AQAR, ISMC Reports, College Annual Reports, Academic Audit, taking care of slow and advanced learners etc.

➤ It has helped a lot in determining the actual working days of the institution and to find out the loopholes of the academic planning.

➤ It has also helped the faculty members greatly to self-analyze, self-evaluate and to self-reform.

5. **Problems Encountered and Resources Required**

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

➢ Sometimes, teachers forget to record their activities in details due to laxity. This has often led to putting down records from memory and hence threatened the reliability of such records.

➢ It has been a challenge to keep the process of recording and monitoring in proper track.

➢ It has been a challenge to convince all the teachers to go for professional development programmes.

➢ It also has created an extra burden on the increasing work load.

This Practice does not require much resource. The annual printing of the Teachers' Diary consists of the major cost.

BEST PRACTICE: 2

Title: Book Bank to the Poor and Meritorious Students.

1. **Goal:**

   The Goals set for this best practice are:

   a. To assist the students with free books so that those students who have to leave their education after completing class X and Class10+2 can complete their higher education from this institution.

   b. To help the meritorious, financially poor and deserving regular students of the college.

   c. To reduce the migration of meritorious student from this area.

   d. Reduce dropout rate and increase better result.

   e. Assist students with sufficient books during the period of Final Examinations.

2. **The Context**

Panigaon OPD College is located in a flood affected and rural based remote area of Lakhimpur District of Assam mostly inhabited by the poor and socio-economically backward people. It is the only institution of higher education in this locality covering a large rural area of Lakhimpur District. Most of the students of this college have to travel a long distance to come to the college. Agriculture is the main source of income of these people. Most of the guardians prefer their children to be engaged in agricultural activities or, the students have to engage themselves in such works

due to financial crunch of the families. On the other hand, they are not so conscious of the educational needs of their children. Due to financial problems, many students cannot get their admission and fill up their forms of final examinations in time. Moreover, they cannot provide their children with sufficient books. It is seen that the knowledge base of the students are also insufficient for higher education.

On the other hand, there is a rule in the library that the students must return the books borrowed from the library before filling up the forms of final examinations. This creates a serious problem to the students because most of the students cannot buy their most important books, and, as a result, they have to come to the final examinations without reading any books.

This creates the problem of high drop-out rate of the college. They may fail in the examinations or may migrate to some other colleges.

The college family has, therefore, planned to open a book bank in the college so that they can be provided with sufficient books at the time of final examinations.

2. The Practice

The college has set up the Book Bank in the Vice-Principal's Room of the college. The Vice-Principal is the Officer-in-Charge of the Book Bank. It was set up in the year 2012. There are 900 books in the Book Bank now. These books are collected from the college authority, outgoing batches, the teachers and the donors.

All these books are entered in the Accession Register of the Book Bank. The Officer-in-Charge of the Book Bank maintains a book issue Register in which he records the books issued to the students and then lends them to be read.

The borrowers have to pay only a sum of Rs. 100/- as caution money which is refunded after all books returned.

The borrowers have no binding to return the books before form fill-up. They can borrow books from the Book Bank at any time from the commencement admission to their examinations. They can even borrow books during the examination period also. They usually return their books after the completion of their examination.

4. Evidence of Success
   a. This system increases the enrolment position of the college. During the last four years, the enrollment position of the college increases in every academic year.
   b. It Decreases the drop- out rate of the college.
   c. It Increases the number of meritorious students during the last four years. Before these years, the students with higher percentage went out for admission in other institutions located in urban area. Only poor and academically weak students, rejected by other institutions came for admission in this college. After introduction of this free book bank system

and supporting with financial assistance to poor and meritorious students, at least 70% of meritorious students are coming back for admission in this college.

d. In the last four years, students are able to give a better performance in the examinations and the pass and 1st class percentage of the college have gone up in every academic year.

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:

a. Some of the students do not return their books issued by the book bank in proper time.

b. The number of books in book bank is not sufficient in comparison to the student's enrolment of the college.

1. **7.4. Contribution to environmental awareness /protection**

> a. *The college observes the 'World Environmental Day' on 5th June, 2015. To make the students understand the importance and gravity of the environmental problems the department of history organized a talk on 'The contribution of Ashok the Great for Conservation of Environment'.*
> 1. *In most of the college functions i.e. the College Establishment Day, College Sports Week, students are encouraged to participate in plantation and cleaning the campus by organizing competitions.*

*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 and serene atmosphere suitable for study.

b. Cordial relationship between the teachers and students has created a friendly teaching learning atmosphere in the college.

c. All the teachers play 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 based 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 beautify 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 add new reference books in the College Central Library*
f. *To promote Research Activities (Minor or Major Research Projects) on rural based problems, resources, aspects*
g. *To arrange Career Counselling for self-employment.*
h. *To promote Co- Curricular Activities like Games and sports, Cultural, literary Competitions.*
i. *To arrange National, Regional based Seminars on different issues.*
j. *To arrange Faculty Improvement Programmes for teaching staff.*
k. *To arrange Community Service Programmes.*
l. *To take initiative for Guardians -Teacher Meets at regular intervals.*
m. *To develop linkages with National, International, Academic and Research bodies*
n. *To develop Library Services and add new books, journals etc.*
o. *To improve the activities of the Guidance and Counselling Cell.*
p. *To arrange awareness programmes in the catchment area.*

Dr. Sonaram Kalita

Coordinator, IQAC
Panigaon OPD College
Panigaon-787052, Lakhimpur
(Assam)

Co-ordinator
I Q A C
Panigaon OPD College

Dr. Suresh Dutta

Chairperson, IQAC
Panigaon OPD College
Panigaon-787 052, Lakhimpur
(Assam)

PRINCIPAL
Panigaon OPD College
Lakhimpur, Assam

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