THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF THE IQAC
2015-16
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
MR. GOPAL KRISHNA BORA |

Mobile :

| 9435949169, 9864176603 |

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   : *2015-16*

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

> i.   AQAR   (2005-2006)   10/04/2013
> ii.   AQAR   (2006-2007)   10/04/2013
> iii.   AQAR   (2007-2008)   10/04/2013
> iv.   AQAR   (2008-2009)   10/04/2013
> v.   AQAR   (2009-2010)   10/04/2013
> 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)

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

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

Amount
> *Yes, Rs. 3 Lac*

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

Different departments, college library have organized the following National /Local Level Seminars in the college in association with IQAC:
a) *Humanism in the songs of Dr. Bhupen Hazarika, held on 29th & 30th August, 2015:*
b) *Challenges to Human Rights in India with special reference to North Eastern Region held on 10-10-2015*
c) *Social Justice, Indian Constitution and Vision of Dr. Ambedkar." (to be held on 25th June,2016)*
d) *Workshop on 'Introduction of CBCS in Degree Programme' on 30th April,2016*

2.14 Significant Activities and contribution made by IQAC
> a. *The IQAC has organized the meetings with Teaching Staff, Students, Alumni and Guardians and Parents for maintaining a smooth academic environment in the college.*
> b. *Two national level seminars were organized during the year under the guidance of IQAC.*
> c. *Other academic programs like departmental seminars, symposia etc. were monitored by the IQAC*
> d. *IQAC organized a workshop on 'Introduction of CBCS in Degree Programme' on 30th April, 2016.*

2.15 Plan of Action by IQAC/Outcome:

PLAN OF ACTIONS FOR THE YEAR:
> a) *To continue the new courses like Career Oriented Courses on Handloom & Textiles, Certificate Course on Contemporary Issues and Thoughts of Dr. Ambedkar under Dr. B.R. Ambedkar Studies Centre, Foundation Course in Human Rights under the Centre of Human Rights Education.*
> b) *To hold the Occasional Seminars for the Faculty members and students*
> c) *To provide more class rooms with audio-visual facilities*
> d) *To renovate the women hostel.*
> e) *To add new reference books, journals and text in the college library.*
> f) *More Text books to the Book Bank for the benefit of poor students*
> g) *To carry out the extension activities in association with local organisations*
> h) *To initiate the process for providing multipurpose gymnasium facilities in the college*
> i) *To introduce office automation process in order to improve the functioning of the college office*
> j) *To introduce the automation process in the college library as per the recommendation of NAAC Peer team*

OUTCOME:

.

a. One Year Certificate Course on Handloom & Textiles has been introduced under the Centre of Handloom and Textile Training.
b. A Certificate Course on 'Contemporary Issues and Thoughts of Dr. B.R. Ambedkar is introduced under Dr. Ambedkar Studies Centre.
c. 'A Three- months Foundation Course on Human Rights Education' is also introduced under the Centre of Human Rights Education,.
d. Four large sized class rooms with audio-visual facilities are added to the infrastructures of the college.
e. Renovation of Women Hostel is in progress
f. 362 new reference and text books are added to the college library during the year.
g. 107 and 504 text & reference books are also provided to the Book Bank and different departmental libraries of the college respectively
h. A new library with sufficient number of books has been established in the department of Pol Science under the Centre of Human Rights Education.
i. NSS Unit has organized Special Camping Program along with normal social activities in the catchment area, NSS Unit has also selected Bakol Gaon as its adopted village.
j. Construction of a Gymnasium Hall is in progress
k. Two national level seminars have been successfully organized in the college under the guidance of IQAC. One more is going to be held on 25th June, 2016. Departmental seminars are organized as per the action plan of the departments
l. IQAC has organized a workshop on 'Introduction of CBCS in Degree Programme' on 30th April, 2016
m. Office automation process has been introduced in the college office
n. Automation process in the college library has also been introduced as per the recommendation of NAAC Peer team

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	2			
PG Diploma	Nil	Nil	Nil	Nil
Advance Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	2	Nil	Nil	Nil
Other (+2)	2	Nil	Nil	Nil
Total	6	1		
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	1	Nil	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	Nil

1.2 **Feedback from stakeholders***:*
   Process initiated to receive feedback from stakeholders.

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 UG level.

CRITERION-II

1. TEACHING, LEARNING AND EVALUATION

2.1.   *Total No. Of Permanent faculty:*

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

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

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:* **10 (Cotractual Faculty**)

2.5   *Faculty participation in conferences and symposia:*

No. of Faculty	International level	National level	State Lavel
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.   *Audio-visual instruments are installed in the four class rooms during the year*
   b.   *Library and Office automation process have been completed*
   c.   *Modern furniture and equipments are added to the conference hall*

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):
       The examination/evaluation reforms are handled by the affiliating university.

2.9   *No. of faculty members involved in curriculum/Restructuring/   :Nil Revision/syllabus development as member of Board of Study/ Faculty/Curriculum Development workshop*

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%*
BA	*99*	*Nil*	*44.4*	*28.2*	*Nil*	*68.7*

2.12   How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning Process:
a) *It encourages the faculty members for effective teaching, learning and evaluation*
b) *It attempts for regular feedback from the different stake holders of the college in order to improve the system*
c) *It attempts to ensure remedial coaching for slow learners*
d) *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 members are encouraged to participate in different refresher, orientation and other faculty development programs organized by the different Universities and Institutions. Teachers are also encouraged to undertake 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(Computer)	*Nil*	*Nil*	*Nil*	*1*

CRITERION-III

3.RESEARCH, CONSULTANCY AND EXTENSION

3.1 *Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution.*
i) Encourage the faculty members to carry out M.Phil/ Ph. D research works as well as Research projects
ii) Encourage the departments, Centre of Human Rights Education and Dr. Ambedkar Studies Centre to conduct research studies different local issues.
iii) Faculty members have been encouraged to publish research papers in the reputed journals and books.
iv) 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	*Nil*	*Nil*	*Nil*	*Nil*
Nil	*Nil*	*Nil*	*Nil*	*Nil*

3.3 *Details regarding minor projects*

	Completed	*Ongoing*	*Sanctioned*	*Submitted*
Number	*3*	*Nil*	*Nil*	*Nil*
04	*--*	*04*	*04*	*---*

3.4 *Details on research publications*

	International	*National*	*Others*
Peer Review Journals	*--*	*---*	*---*
Non-Peer Review Journals	*---*	*---*	*---*
e-Journals	*----*	*---*	*---*
Conference proceedings	*--*	*----*	*01*

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*	*--*	*---*	*---*	*----*
Minor Projects	*04*	*02 years*	*UGC*	*8.41 lac*	*6.58 lac*
Interdisciplinary Projects	*--*	*---*	*---*	*-----*	*-----*
Industry sponsored	*---*	*----*	*----*	*------*	*------*
Projects sponsored by the University/	*----*	*-----*	*-----*	*-----*	*-----*

College					
Students research projects (other than compulsory by the University)	*Nil*	*Nil*	*Nil*	*Nil*	*Nil*
Any other(Specify)	*Nil*	*Nil*	*Nil*	*Nil*	*Nil*
Total	*04*			*8.41 lac*	*6.58 lac*

3.7. No. of Books published
> i. *With ISBN No*   *: 06*
> ii. *Without ISBN No*   *: Nil*
> iii. *Chapters in Edited Books*   *: 3*

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*   *: 04*

3.13   *No. of collaborations (International/National)*   *: 02*

3.14   *No. of linkages created during this year*   *:Nil*

3.15   *Total Budget for research for current year in Lac:*
> • *From Funding agency*   *:8 lac*
> • *From Management of University/College*   *:1.00 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: : 60
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(ASC,COHRE)   :02*
- *Scout & Guide   :02*
- *NSS   :01*
- *Any other   :01*

*3.26   **Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility***
- *a) NSS & RRC have organized a Blood donation camp in collaboration with Telahi Anchalik Chatra Santha and North Lakhimpur Civil Hospital at Panigaon OPD College on 17-08-2015.*
- *b) Observance of Road Safety Week in Panigaon from 10th-16th January, 2016.*
- *c) A Training Program on Disaster Management has been organized on 15th February,2016.*
- *d) NSS Unit has organized a Special Talk on 'Personality and Leadership Development at Panigaon OPD College. Dr. Sunil Kumar Basumotary takes part as resource person in the event.*
- *e) An AIDS Awareness program has been organized on 11th March,2016.*

11

CRITERION-IV:
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	18 Nos	05	UGC & State Govt.	23
Laboratories	Education Lab-1 Nos	Nil	Nil	1
Seminar Hall	1	Nil	Nil	1
No of important Equipments purchased during the current year		1	UGC	2
Value of the equipments purchased during the year (Rs. In Lakhs)		*1,01,540/-*	UGC	1,41,540/-
Others	NIL	NIL		NIL

4.2 Computerization of administration and Library: Automation process is completed in the Library and College office for effective management of administration.

4.3 **Library Service(Central Library, Departmental Library, Book Bank , CHRE, Library at Principal's Chamber)**

BOOKS	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9508	12,81,185-	1033	2,07,826/-	10,541	14,89,011/-
Reference Books	3787	8,15,806	66	100,000/-	3853	9,15,806/-
Journal	288	5760	72	1440-	360	7,200/-
Total=	13,7583	21,02,751/=	1171	3,09,266,/-	43,754	24.12,017/-

4.4   Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Library	Computer Centre	Office	Departments	Others
Existing	*34*	*Nil*	*05*	*2*	*15*	*04*	*07*	*06*
Added	*09*	*Nil*	*0*	*04*	*00*	*02*	*01*	*02*
Total	*43*	*Nil*	*05*	*06*	*15*	*06*	*08*	*04*

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

> *Internet facilities are available in the Computer Centre, College Office, IQAC, Library, Principal's chamber. Training program in the form of computer literacy program for students is also organized.*

4.6. Amount spent on maintenance in lakhs:

i)	ICT	40,917/-
ii)	Campus infrastructure facilities	1,40,910/-
iii)	Equipments	42,450/-
iv)	Others	Nil
	Total	2,24,277/-

CRITERION –V

5.   STUDENT SUPPORT AND PROGRESSION

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

> *1) The IQAC conducts induction program in the beginning of the academic session making aware the students about the courses and other facilities available in the college*
> *2) The IQAC attempts to provide the student related information like library, book bank, about the different study centres, sports, examination etc. in the admission prospectus every year*
> *3) The campus facilities are made available in the master plan*
> *4) Information are also available in the college website*

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. The departments have regularly organized seminar and group discussion. Field work and education tour have also been conducted engaging the students.

5.3   (a) Total Number of students

UG	PG	Ph. D.	Others (+2)
642	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**
119	*191*	*117*	*125*	*Nil*	*552*	*121*	*202*	*172*	*147*	*Nil*	*642*

Demand ratio : 15:1   Dropout:20 % in B.A

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. *The Career Counseling Cell has organized placement linked skill development training programme at college in collaboration with Inducts Consultant (P) Ltd. Guwahati on 7-01-2016 and 18-01-2016 respectively.*
          b. *Sri Ananta Dutta, Sr. Manager , BASE Multinational Corporation Ltd., Shanghai, China takes part as resource person in the Career Counseling Program under the Career Counseling Cell on 5th February,2016.*
          c. *A Career Counseling cum Personality and Leadership Development program was held on 10th March,2016. Dr. Sunil Kumar Basumotary, Regional Head,*

> *NSS, North Eastern Region, Government of India takes part as resource person.*
> *d.*

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) A gender sensitization program was held along with the observance of International Women day on 8th march, 2016 in the College in collaboration with Assam College Teacher Association. Mrs. Minakshi Gohain Boruah , Senior Advocate delivered a lecture on Domestic Violence Act. Dr. Suresh Dutta, Principal, Panigaon OPD College highlighted on Gender Gap in the line of Social Development Goals of UNO. Mr. Khagen Mohan, District Social Welfare Officer has focused on various government programs to bridge the gendergap.

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   √   *National level*   Nil

    International level   Nil

Cultural: State/ University level   5   *National level*   Nil

    International level   Nil

5.10 Scholarships and Financial Support

	Number of	Amount

	students	
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 | 5 |

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

CRITERION-VI

6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1   State the vision and mission of the institution

Vision:
    The vision of the institution is to achieve excellence in higher education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development.
Mission:
1. *To equip and empower students with relevant knowledge, competence and creativity to face global challenges.*
2. *To achieve innovations in teaching-learning, research and extension activities to realize national goals.*
3. *To facilitate optimum use of human and natural resources for sustainable development.*
4. *To promote participation of all the stakeholders in the development of the College.*
    To promote and practice inclusive growth
5. *To adopt and promote the knowledge output for human development.*
6. *To create awareness on human rights, value system, culture, heritage, scientific temper and environment.*
    The following strategies/mechanisms defines how the institution tries to implement its missions and addresses the needs of the society, students, the

institution's traditions value orientations and future vision:

a. *Strategies have been adopted by 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. A close coordination is there in the college among the different committees including governing body 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 the 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 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, departmental seminars, group discussion, work-shops are being organized regularly.*
>   *(e) IQAC tries to improve the student attendance in the classes in order to reduce the drop out ratio.*

6.3.3 Examination and Evaluation

> *The college authority conducts all internal examinations 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 a good number of books & journals. ICT facilities are available in the college. Reading room facilities are available in the Library.*

6.3.6 Human Resource Management

> *The College is a Government provincialized 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 supremet 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 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 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 20 Lac

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

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

Process initiated to conduct the academic and administrative audit taking the external experts during the current 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 meeting 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 have regularly undertaken the plantation program in and outside the college in association with the forest department.*

b.   *World Environment Day is observed on 5th June every year engaging the students in order to make the campus eco-friendly.*

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.   *Library Automation system has been started during the year for easy accessibility of library readers.*

b.   *Office Automation system has been installed in the college for smooth functioning of the administration*

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

a.   *One Year Certificate Course on Handloom & Textiles has been introduced under the Centre of Handloom and Textile Training.*

b.   *A Certificate Course on 'Contemporary Issues and Thoughts of Dr. B.R. Ambedkar is introduced under Dr. Ambedkar Studies Centre.*

c.   *'A Three- months Foundation Course on Human Rights Education' is also introduced   under the Centre of Human Rights Education,.*

d.   *Four large sized class rooms with audio-visual facilities are added to the infrastructures of the college.*

e.   *Renovation of Women Hostel is in progress*

f.   *362 new reference and text books are added to the college library during the year.*

g.   *107 and 504 text & reference books are also provided to the Book Bank and different departmental libraries of the college respectively*

h. *A new library with sufficient number of books has been established in the department of Pol Science under the Centre of Human Rights Education.*
i. *NSS Unit has organized Special Camping Program along with normal social activities in the catchment area, NSS Unit has also selected Bakol Gaon as its adopted village.*
j. *Construction of a Gymnasium Hall is in progress*
k. *Two national level seminars have been successfully organized in the college under the guidance of IQAC. One more is going to be held on 25th June, 2016. Departmental seminars are organized as per the action plan of the departments*
l. *IQAC has organized a workshop on 'Introduction of CBCS in Degree Programme' on 30th April, 2016*
m. *Office automation process has been introduced in the college office*
n. *Automation process in the college library has also been introduced as per the recommendation of NAAC Peer team*

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)

Title: Library Automation

1. Goal

As per last NAAC Peer Team visit (circle-I) recommendation the IQAC of Panigaon OPD College has decided to go for library automation as one of its best practices from the session, 2015-16
a. *Library has taken initiative to replace traditional method*
b. *Automation will reduce the menial action and save physical space and cost on the stationary item.*
c. *Automation significantly increases the accuracy of files and records*
d. *Books, reports and other materials can be released sooner to the waiting reader.*
e. *Borrower can select the book easily*
f. *Save the time of the user.*
g. *Records of issues and receipt of book are properly maintained*

2. The Context:

Computer can be used in performing the various activities of the library. Library automation can serve as a remedy to all the existing problems of libraries. The user of any library now-a-days expects to use his computer knowledge in the library. If the library does not have automation it is felt that it will not be able to cope with the new generation of users.

3. The Practice:
a. *The college authority has provided six computers to the library*
b. *Internet access is available to the users*
c. *There is a separate server for library automation work*
d. *The library staff have been trained technically to carry on the work*

4. *Evidence of Success:*
   a. Library automation has speed up the flow of work within the system.
   b. New books, reports and other materials are released sooner to the waiting reader.
   c. It has helped the inputting of data only for a single time as the integrated nature of software helps for its subsequent use for other purposes, and reduces duplication of the efforts or work.
   d. The searching of information is performed speedily, which has saved time of the library staff and the user.
   e. Processing rule has been standardized
   f. Expenses in the library have been cheaper.
   g. By the library automation users have been able to check whether the book is out or in reserve.
   h. It has helped in storing much information in reduced space with extensive provision of different access point.
5. *Problems Encountered and Resources Required:*
   a. The users specially the students are from a traditional background with little knowledge of automated library system
   b. The users have little computer knowledge and rarely avail the utility of automated library facilities

----

Title: Office Automation

1.Goal:

As per last NAAC Peer Team visit (circle-I) recommendation the IQAC of Panigaon OPD College has decided to go for office automation as one of its best practices from the session, 2015-16
a. *Office has taken initiative to replace traditional method*
b. Automation will reduce the menial action and save physical space and cost on the stationary item.
c. Automation significantly increases the accuracy of files and records
d. Files, reports and other related official matters can   be released soon.
e. *Save the time of the office work.*
f. *Records of issues and receipts are properly maintained.*

2. *The Context:*

Computer can be used in performing the various activities of the office. Office automation can serve as a remedy to all the existing problems of the office. If the office does not have automation system it is felt that it will not be able to cope with the new generation of users.

3. *The Practice:*

a. *The college authority has provided five computers in the college office*
b. *There is internet access in the office*
c. *The office staff have been trained technically to carry on the work*

4. *Evidence of Success:*
   a. *Office automation has speed up the flow of works.*
   b. *Grievances of the stakeholders are redressed easily and quickly.*
   c. *The searching of information is performed speedily, which has saved time of the nonteaching staff.*
   d. *Expenses in the office have been cheaper.*
   e. *It has helped in storing much information in reduced space*
   f. *Since everything now-a-days are done electronically the office has been able to make correspondence with other offices like UGC, Affiliating University etc. very easily and within no time.*

5. *Problems Encountered and Resources Required:*
   a. *The officials are from a traditional background with little knowledge of office automation system*
   b. *The users have limited computer knowledge and need to be trained at regular intervals*
   c. *Finance is a huddle for maintenance and training of the staff for technical up-gradation.*

7.4. Contribution to environmental awareness /protection

> a. *The college observes the 'World Environmental Day' on 5th June, every year in order to aware the students about the importance of environmental degradation.*
> b. *College organizes Plantation and Campus cleanliness program within and outside the college campus.*

7.5 *Whether environmental audit was conducted?* **Yes**

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. 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 treat.*

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

   a. *To renovate and beautification of College Campus*
   b. *To construct more class rooms and separate departmental office rooms*
   c. *To make more students computer literate.*
   d. *To promote Research Activities (Minor or Major Research Projects).*
   e. *To promote Co- Curricular Activities like Games and sports, Cultural, literary Competitions.*
   f. *To arrange national and regional seminars on different issues.*
   g. *To arrange Faculty Improvement Programmes for teaching staff.*
   h. *To arrange Community Service Programmes.*
   i. *To generate Internal Resources*
   j. *Add new well equipped Reading Room and books, journals etc at central library.*
   k. *To start a vermi- composed plan within the college campus.*
   l. *To develop the out-door Play Ground.*
   m. *To construct a Gymnasium Hall.*
   n. *To establish a College Heritage Centre and Assamese Folk culture Museum*
   o. *To develop internal roads of the college*

Dr. Sonaram Kalita

Dr. Suresh Dutta

Mr. Gopal Krishna Bora
Joint Coordinator IQAC
Panigaon OPD College
Panigaon-787052, Lakhimpur
(Assam)

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

Co-ordinator
I Q A C
Panigaon OPD College

PRINCIPAL
Panigaon OPD College
Lakhimpur, Assam