

**Annual Quality Assurance Report (AQAR) of IQAC
Panigaon Om Prakash Dinodia College**

Part-A

1. Details of the Institution:

Name of Institution	:	PANIGAON OPD COLLEGE
Year of Establishment of the Institution	:	1984
1.2 Address Line 1	:	Panigaon
Address Line 2	:	Dist. Lakhimpur
City/Town	:	North Lakhimpur
State	:	Assam
Postal Code	:	787052
Email Address	:	opdcollege52@yahoo.com
Contact Phone	:	+919435185038
Contact Person Details	:	Dr. Suresh Dutta, Principal
Name of Head of Institution	:	Dr. Suresh Dutta, Principal
Tel No with STD Code	:	
Mobile	:	: 919435185038
Name of the IQAC Coordinator	:	: Mr. Biren Gogoi
Mobile	:	: 9435520373
IQAC e-mail	:	opdcollege52@yahoo.com
1.3 NAAC Track ID (For ex.MHCOGN18879) :-	ASCOGN11951	
1.4 Website address	:	www.opdcollege.edu.in

Web link of the AQAR

:www.opdcollege.edu.in

1.5 Accreditation Details:

Sl. No	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+		2004	
2	2 nd Cycle	B	2.37	2016	Up to October 2022

1.6 Date of establishment of IQAC

:

2005

1.7 AQAR for the year

2017-18

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

- i. AQAR 2016-17 dated 30/11/2017
- ii. AQAR 2017-18 dated 01/01/2019

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 UGC 2(f) UGC 12(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 :

1.12. Special status conferred be Central/State Government—UGC/CSIR/DST/DBT/ICMR etc Autonomous by State Central/Central Govt. /University

University with potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC CE	<input type="text" value="No"/>
UGC Special Assistance Programme	<input type="text" value="No"/>	DST-FISH	<input type="text" value="No"/>
UGC Innovative PG Programme	<input type="text" value="No"/>	Any Others	<input type="text" value="No"/>
UGC-COP Programme	<input type="text" value="1"/>		

2.1 IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administration/Technical Staff	<input type="text" value="1"/>
2.3 No. of Students	<input type="text" value="1"/>
2.4 No. of Management Representatives	<input type="text" value="1"/>
2.5 No. of Alumina	<input type="text" value="1"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ industrialists	<input type="text" value="1"/>
2.8 No of other External Experts	<input type="text" value="1"/>
2.9 Total No. members	<input type="text" value="15"/>
2.10 No. of IQAC meeting held	<input type="text" value="3"/>

2.11 No. of meetings with various stakeholders: Faculty

Non Teaching Staff Students Alumina Others

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

2.13 Seminar/Conference (only quality related)

(i) No. of seminars/Conferences/Workshops/Symposia organized by IQAC

Total Nos. International National
State Institutional Level

(ii) Themes

2.14 Significant Activities and contribution made by IQAC

- Organized a workshop among students on Central and State budget 2017-18.
- Organized departmental field works as student research.
- Organized a flood relief camp in flood affected area.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year are given in brief hereunder.

Plan of Action:

1. Complete the multi-gym auditorium.
2. Organize extension program on Communicative skill in English at the nearby secondary schools as per recommendation of NAAC Peer Team.
3. Adopt a few schools at the vicinity of the college and introduce communicative skill in English classes among school level students.
4. Construction of the Boys' Hostel.
5. Financial rewards to meritorious students.
6. Beautification of college campus.
7. Plantation program at college campus.
8. Organize extension program on different issues.

Achievements

1. The construction of multi-Gym auditorium is almost completed.
2. Extension program on communicative skill in English is organized at Bachagaon Higher Secondary School.
3. Communicative skill in English classes are organised at Bordubi Janajati High School, Kishan Bidyapith High School and Dakhin Telahi High School
4. Plantation program was taken by students for beautification of the college.
5. Provided financial assistant to 5 meritorious students.

* Academic Colander of the year is attached as Annexure I

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

Provide the details of the action taken

PART-B

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	No	No	No	No
PG		No	No	No
UG	1	No	No	No
PG Diploma	No	No	No	No
Advance Diploma	No	No	No	No
Diploma	No	No	No	No
Certificate	1	No	No	No
Other	No	No	No	No
Total	No	No	No	No
Interdisciplinary	No	No	No	No
Innovative	No	No	No	No

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

Pattern	Nature of the programmes
Semester	Semester
Trimester	No
Annual	No

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

Mode of Feedback: **Manual**

*Analysis of the feedback is provided in the Annexure II

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

- All revision/update of regulation or syllabi is done by the affiliated university.

1.5 Any new department/ Centre introduced during the year. If yes, give details.: No

Criterion-II

2. Teaching, learning and Evaluation

2.1. Total No. Of Permanent faculty	Total	Asstt. Professors	Associate Professors	Professors	Others
	24	11	13	Nil	Contractual - 5

2.2. No. of permanent faculty with Ph. D. 3

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
No	No	No	No	No	No	No	No	No	No

2.4 No. of Guest , Visiting faculty and Temporary faculty : 05 (Contractual faculty)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State Level
Attended	1	6	Nil
Presented	1	2	Nil
Resource Persons	Nil	Nil	Nil

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

- Audio visual instruments are installed in three class room.
- Allotted Separate department to each department.
- Organized remedial class to slow learner by the department of English.
- Supply free book to poor students through college book bank.

2.7 **Total number of actual teaching days during the academic year:** 180 days.

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

Examination/Evaluation Reforms are initiated by the affiliated 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/Programmewise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction	I%	II%	III%	Pass%
BA	127	Nil	18	19	18	76%

2.12 How does the IQAC Contribute/Monitor/Evaluate the Teaching & Learning process: (Attach a separate copy)

1. Takes feedback from student twice a year.
2. Strategy for continuous evaluation IQAC is taken to conduct departmental group discussion and seminar, class test, unit test and centrally conducted two sessional examination.
3. Prepares Academic routine in collaboration with Academic Advisory Committee at the very beginning of the academic session.

2.13 Initiatives undertaken towards faculty Development

<i>Faculty/Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher Courses	No
UGC-Faculty Improvement Programme	No
HRD Programmes	No
Orientation Programmes	No
Faculty Exchange Programmes	No
Staff Training conducted by the university	No
Staff Training conducted by other institutions	No
Summer/Winter Schools, Workshops etc.	10

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	13	Nil	Nil	3
Technical staff.	Nil	Nil	Nil	1

Criterion-III

Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the Institution

- Supplies information and documents to the faculty members to carry out the research project.
- Encourages faculty members to attend the national seminar, publication of research paper.
- Organizes local area field works on various fields in collaboration with respective departmental students.

3.2 Details Regarding Major Research Projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details Regarding Minor Research Projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	4	Nil	1
Outlay in Rs. Lakhs	Nil	104000/-	Nil	12500/-

3.4 Details of Research publications:

	International	National	Others
Peer Preview Journals	2	1	Nil
Non-Peer Preview Journals			
e-journals			
Conference Proceedings			

a. Details on Impact factor of publications:

Range Average h-index Nos. In SCOPUS

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

Nature of the Project	Duration Year	Name of the funding agency	Total Grant Sanctioned	Received
Major Projects	2yr	UGC	8,41,000/-	104000/-
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry Sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/College	Nil	Nil	Nil	Nil
Students research projects <i>(Other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any Other(Specify)	Nil	Nil	Nil	Nil
Total			8,41,000/-	104000/-

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

ii) Without ISBN Number

3.8 No. of University Departments receiving funds from:

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

3.9 For Colleges: Autonomy CPE DBT Star Scheme
INSPIRE CE Any other(Specify)

3.10 Revenue generated through consultancy:

3.11 No. of conferences Organized by the Institution:

3.12 No. of faculty y	Level	International	National	State	University	College
	Number	Nil	Nil	Nil	Nil	Nil
	Sponsoring Agencies					

served as experts, chairpersons or resource persons :09

3.13. No. of collaborations: International National Any other

3.14. No. of linkages created during the year

3.15 Total budget for research for current year in lakhs:

From funding Agency From Management of the College Total

3.16 No. of patents received during this year: NIL

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

Total	International	National	State	University	Distt.	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

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

3.20 No. of research scholars receiving the fellowships (Newly enrolled + existing ones) JRF/ SRF/ Project Fellows/Any others

:Nil

3.21 No. of students participated in NSS event.

University level State level

3.22 No. of students participated in NSS event.

University level State level

3.23 No. of Awards won in NSS : Nil

3.24 No. of Awards won in NCC
University level State level

3.25 No of Extension Activities Organized

University forum College forum

NCC NSS Any other

3.26 Major activities during the year sphere of extension activities and international social

Responsibility:

- Organized a flood relief camp on 27/07/2017 by NSS Unit in collaboration with IQAC Cell of the college at Amtala village.
- Organized a flood relief camp on 28/07/2017 by NSS Unit in collaboration with Dibrugarh University Cell of the college at Joinpur village.
- Organized program on 'Run For National Integrity' on the occasion of 71th Independent Day by NSS Unit on 4/8/2017.
- Observed World Aids Day and organized an awareness on Aids on 1/12/2017.
- A Special Camp was organized at Mornoi Adarsha Gaon from 12/3/2018 to 17/3/2018 and survey on Socio-Economic Condition of the village.
- Organized an awareness program on MVA rules and Road safety from 24th to 30th April,2018.
- Observed National Voters Day and organized workshop on 'Duties and Responsibilities of Citizen by department of political science' on 25/01/2018.
- Organized a workshop on 'Legal Awareness on Prevention of Domestic Violence by District Legal Cell Authority on 17/11/2018 at Nabarup High School, Amtola.

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	-	22 Bigha
Class Room	18	4	UGC	22
Laboratories	Education lab-01	Nil	State Govt.	1
Seminar Hall	1	Nil	State Govt.	1
No of important Equipments purchased during the current year	1	-	-	1
Value of the equipments purchased during the year (Rs. In Lakhs)	1,00,000/-	-	-	1,00,000/-
Others				

4.2 **Computerization of administration and Library:** The administration and library is fully computerized.

4.3 Library Service

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6060	16,89,545/-	43	17,134/-	6103/-	16,95,646/-
Reference Books	4629	3,36,754/-	732	5353	2,78,216/-	6,14,970/-
E-Books	-	-	-	-	-	-
Journal	8	80,241/-	1	360/-	9	80,601/-
E-Journal	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centre	Office	Departments	Others
Existing	50	Nil	05	06	16	06	08	14
Added	-	-	-	-	-	-	2	2
Total	54	Nil	05	06	16	06	10	16

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

A six month computer literacy program was organized.

4.6. Amount spent on maintenance in lakhs:

i) ICT	:	78953/-
ii) Campus infrastructure facilities	:	225489/-
ii) Equipments	:	80298/-
iii) Others	:	138990/-
Total	:	524630/-

Criterion –V

Student support and Progression

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

- Motivational class was organized to new comer students at June,2018.
- The Centre for Women’s Studies conducted Health Check-ups of students with consultant doctors.
- The Computer Lab. encourages students to learn English Computer Typing & Internet Access.
- Semester wise Scholarship is provided to students securing 1st position in the departments.
- Articles of students are published in the college Magazine and Departmental Wall Magazines to give expression to their creative potential.
- Career and counselling program were organized for preparing competition examination.
- Certificate course on handloom and textile to students is provided.
- Free books, news papers and different journals are also provided to students.
- Co-curricular activities are regularly organized.

5.2 Effort made by the institution for tracking the progression:

Unit tests, Sessional examination, group discussion, departmental seminar, educational tour and field work research is done.

5.3(a) Total number of students

UG	PG	Ph.D.	Others
422			

(b) Numbers of students outside the state : No

(c) Number of international students: :No

Men	No	%	Women	No	%

Last Year						This year					
Gener al	SC	ST	OBC	Physically Challenged	Total	Genera l	SC	ST	OBC	Physically Challenged	Total
107	15	11	121	Nil	492	81	12	10	103	Nil	422
	0	4					9	9			

Demand ratio: 1:30

Drop out : 30%

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

The college sets up a career counseling and guidance cell. The cell continuously supplies information and free books of competitive examination and organized career guidance programs.

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc. State PSC UPSC Others

5.6 Details of student counseling and career guidance .

1. Organized a skill development training program on personality development and employment opportunity on 20th September and 24 October,2017.
2. Organized a talk on choice base course after graduation on 5May,2018 in collaboration with Kaziranga University.

No. of students benefited

20

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.

- Organized a workshop on “health and hygiene problem of adolescence girls” on 8/3/2018
- Organized a workshop on sexual harassment and role of internal complaint” on 15/6/2018
- Awareness camp on domestic violence act,2005 prohibited of ragging in college on 28/06/18.

5.9 Students activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarship and Financial Support

	Number of students	Amount
Financial support from institution	448	62,987/-
Financial support from government	247	11,96,759/-
Financial support from other sources	7	15,500/-
Number of students who received International/National recognitions	Nil	-

5.11 Student organized/initiated

Fairs: State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No of social initiative undertaken by the students

2

- Flood relief medical camp at flood affected area specially in Joinpur village.
- Social service program was organized at Mornoj Adarsha gaon.
- Swachh Bharat Abhiyan by NSS Unit on 11/01/2018.

5.13 Major grievances of students (if any) redressed:

Sl. No	5.14 grievances of students	redressed:
1	Multi-gym facilities	Redressed
2	Cycle and Motor cycle stand.	redressed:
3	Wi-Fi facilities	redressed:
4	Construction of boys hostel	To be constructed.

Criterion-VI 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

6.2 Does the institution has a Management Information System: Yes

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

6.3.1 Curriculum Development:

The Curriculum is designed and developed by the affiliated university.

6.3.2 Teaching and Learning:

- The academic advisory committee prepares an academic calendar and Teaching activities are planned through the academic calendar.
- The academic departments prepare course plan for transaction of teaching learning strategies adopt them accordingly.
- Tutorial class, class test, group discussion, seminar sessional and terminal examination are conducted by the each department.

6.3.3 Examination and Evaluation

- The College conducts all internal examinations like Unit test, Terminal Examinations, Sessional Examination, as per the Academic Calendar.
- Teachers are appointed for paper settings and evaluation of internal examination and the affiliated university appoints teachers for evaluation of End semester examination.

6.3.4 Research and Development

- Conducts departmental field work.

- Three MRP project are submitted by Madhurima Dowarah, Department of Philosophy, Mr.J.P.Bhuyan, DSeapartment of History, Dr. Suresh Dutta, Principal and Jibedhar Nath, Department of Economics.

6.3.5 Library, ICT and physical infrastructure/instrumentation.

- Provides wi-fi facilities to students.
- Provides sufficient number of text and reference books and journal.
- Computer with internet facilities for downloading necessary learning resources are provided.
- Provides well-furnished reading rooms.
- The Library is fully automated. LIBSYS is used for the acquisition ,cataloguing circulation, OPAC and serial control

6.3.6 Human Resource Management

- The college appoints efficient teaching and non teaching staff as per the guideline of UGC and state government.
- Conducts training programs for non-teaching staff.
- Encourages the teachers to participate in refresher and short term course.
- The faculty is being provided with a reasonably well maintained and functional office. Departmental class rooms, common rooms, departmental library, book bank and college library, canteen and parking facilities, computer with internet facilities are provided adequately carry out their work efficiently.

6.3.7 Faculty and staff recruitment

The college follows the rule and regulation laid down by the state and UGC for faculty and staff recruitment.

6.3.8 Industry Interaction/Collaboration:

Lakhimpur is a zero industrial district of Assam. There are not any large and medium scale industries. Instead of this dearth, the college has undertaken to make interaction with SSI and SIRD.

6.3.9 Admission of students:

- Advertisement for admission is published in the daily news papers, banners with information of admission process are hanged in prominent places of the locality.
- The faculty members of the college personally visit various schools of the neighboring areas to counsel the meritorious students and motivate them to take admission in the college.
- Prospectus covering all the academic, administrative, curricular scholarship etc. is made available to student every year.
- The same is also available on the college website www.opdcollege.edu.in

6.4 Welfare Schemes for

Teaching	Sansay Nidhi
Non- teaching	
Students	Students Aid Fund

6.5 Total corpus fund generated:-Rs 2000/-

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/NO	Authority
Academic	Yes	Affiliated university	Yes	IQAC
Administrative	Yes	The director of Audit, Govt. of Assam	Yes	Carter account.

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

For UG Programme Yes No
 For PG Programme Yes No

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

The affiliated university undertake necessary steps for examination Reforms.

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

In the semester examination system there are In-semester and End-semester examinations. In the In-Semester examination, 20 marks are allotted in each course as internal assessment including two sessional examination, seminar or group discussion and student attendance. The End semester examination contains 80 marks against each paper where pass marks of major subject is 45% and 40% for pass subject respectively. The affiliated university conducts evaluation system timely, smoothly and effectively.

6.11 Activities and support from the Alumni Association: The Alumni Association is always welcome and invited to the college at various occasions for any valuable suggestion and advise are taken care of.

6.12 Activities and support from the parent: The college organizes departmental parent meeting in each semester and take feedback for any valuable suggestion and advise on institutional responsibility

6.13Development Programmes for support staff: The College authorities regularly inform the support staff about the college policies and objectives .The College makes best efforts to extend facilities and benefits regularly to the support staff .They are encouraged to participate in Refresher and Orientation and short term course programmes if permitted by the organizers.

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

The College has taken following steps:

- Organized Plantation program by NSS of the college.
- Provides dustbin for deposition of hazardous waste
- Sound management of e-waste.
- Energy conservation through LED bulbs

Criterion VII

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.

1. Installation of audio visual facilities in three class room.
2. Computerisation of library
3. Soft skill development program.
4. Teachers- students interaction.
5. Organized extension program

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

1. Plan to complete the multi-gym auditorium.
2. Plan to organized extension program on communicative skill in English at near by secondary schools as per recommendation of NAAC Peer team.
3. Adopt a few schools at the vicinity of the college and introduce communicative skill in English classes among school level students.
4. Construction of boy's hostel.
5. Financial rewards to meritorious students.
6. Beautification of college campus.
7. Plantation program at college campus.
8. Organized extension program on different issues at the beginning of the year.

7.3 Give two Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Helmet Wearing Campaign for two Wheelers
2. Comprehensive Tobacco Control Program

Provide the details in annexure (*annexure need to be numbered as it, ii,iii*) **Annexure-III**

7.4 Contribution to environmental awareness /protection

1. Organized plantation program at 5th June, 2018 by the NSS volunteers and organized a discussion program on environmental protection and role of college level student.

7.5 Whether environmental audit was conducted?

Yes

No

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

8. Plans of the Institution for the next year:

1. Organize further extension programs on Communicative skill in English at the nearby secondary schools as per recommendation of NAAC Peer Team.
2. Financial rewards to meritorious students.
3. Organize a horticulture programme at the college campus.
4. Organise National Level Seminars, Talks, Symposiums on Food Poisoning, Health Care, First Aid treatment, and Disaster Management.
5. Organize Field Trips for students of the different departments on Water Resource Management, Sanitation, Water, Land and Air Pollution etc.
6. Organise Seminars, Talks, Workshops etc. on Career Opportunities, Vocational Education, Career Counselling, etc.
7. Adopt a Modal Village Programme at a Nearby Village.



(BIREN GOGOI)

Signature of the Coordinator IQAC



(DR SURESH DUTTA)

Signature of the Chairperson IQAC

ACADEMIC CALENDAR, 2017-18

PANIGAON OM PRAKASH DINODIA COLLEGE
Panigaon, Lakhimpur, Assam

DATE	EVENTS
May,2017	<ol style="list-style-type: none">1. Admission Notice and Completion of the Admission Process at the BA 1st Semester Classes2. Admission Notice and Completion of the Admission Process at the HS 1st Year Classes1. Commencement of HS 2nd Year Class.
June,2017	<ol style="list-style-type: none">1. Commencement of BA 1st Semester/ 3rd Semester and 5th Semester Classes and HS 1st Year Class.2. Interaction with the 1st Semester Students by the Principal and teachers of the College3. Notification of Class Routine4. Notification of Course Plan & Departmental Class Routine in the Departmental Notice2. Interaction with the 1st Semester Students by the Principal and teachers of the College
July,2017	<ol style="list-style-type: none">1. Mid semester Vacation
August,2017	<ol style="list-style-type: none">1. Recommencement of BA 1st Semester/ 3rd Semester and 5th semester and HS 1st & 2nd Year Classes2. First Sessional Examination and Notification of 1st Sessional Examination's marks in the Departmental Notice Board .3. College Foundation Day on 17th August.4. Observe Independent Day5. Filled up Registration Form of B.A.1st Semester6. Freshmen Social.7.
Septembe,2017	<ol style="list-style-type: none">1. Seminar and Group Discussion of BA 1st & 2nd & 3rd Semester Classes.2. Student's Union Election3. Last date for submission of filled in Examination Forms of the B.A.End Semester Examinations by the colleges .4. Academic audit of the College 20165. Guardian Meeting & Alumni Meet and feedback assessment, Organized by IQAC.6. Take initiative to Assess Students Feedback
October,2017	<ol style="list-style-type: none">1. BA 2nd Sessional Examination and HS 1st & 2nd Year Terminal Examination and Notification marks in the Departmental Notice Board2. Last date for submission of filled in Examination Forms of the B.A.End Semester Examinations by the colleges to University.3. Observation of Gandhi Jayanti on 2nd October.4. NAAC Assessment of the College.
November,2017	<ol style="list-style-type: none">1. End Semester Examination2. Last date for submission of filled in Examination Forms

	<p>of HS 2nd Year</p> <p>3. Registration form filled up of HS 1st Year.</p>
December ,2017	1. Semester End Vacation.
January 2018	<p>1. Commencement of BA 2nd Semester/ 4th Semester and 6th semester Classes and HS Classess.</p> <p>2. Notification of Class Routine at College Notice Board.</p> <p>3. Notification of Course Plan & Departmental Class Routine in the Departmental Notice Board.</p> <p>4. Observation of Republic Day on 26th January.</p>
February 2018	<p>1. College Week</p> <p>2. First Sessional Examination of BA 2nd /4th & 6th Semester. Notification marks in the Departmental Notice Board</p> <p>3. Starts Organic Linkage Program.</p> <p>4. Organize departmental Seminar/workshop</p>
March 2018	<p>1. Last date for submission of filled in Examination Forms of the B.A.End Semester Examinations (2nd , 4th & 6th Semester) by the colleges .</p> <p>2. Observation of International women day on 8th March.</p> <p>3. Organize a take on current issues by IQAC.</p>
April 2018	<p>1. Last date of Submission of Assignment by Students.</p> <p>2. Last date of submission of form filled up of BA End Semester (2nd , 4th & 6th Semester) by the College at the University.</p> <p>5. Second Sessional Examination of BA 2nd /4th & 6th Semester. Notification marks in the Departmental Notice Board</p> <p>6. Annual Examination of HS 1st Year.</p>
May2018	<p>1. End Semester Examination of BA 2nd ,4th & 6th Semester.</p> <p>2. Submission of Internal Assessment Marks</p> <p>3. Admission Notice and Completion of the Admission Process at the BA 1st Semester Classes</p> <p>4. Admission of BA 3rd and 5th Semester.</p>
June 2018	<p>1. Commencement of BA 1st Semester/ 3rd Semester and 5th Semester Classes</p> <p>2. Interaction with the 1st Semester Students by the Principal and teachers of the College</p> <p>3. Notification of Class Routine</p> <p>4. Notification of Course Plan & Departmental Class Routine in the Departmental Notice</p> <p>5. Admission of BA 1st ,3rd and 5th semester and HS 1st Year</p>

Best Practice-1

Title: Helmet Wearing Campaign for two Wheelers

The IQAC of Panigaon OPD College has adopted Helmet Wearing Campaign as one of the Best Practices for the year 2017-18. The objectives, the Context, the practice and the evidence of success are given in detail hereunder:

1. Objectives:

1. Preventing head injuries
2. Take extra precautions to protect their body
3. Increase the chance of survival significantly over non-helmet wearers.
4. Decrease road accidents
5. Warn the guardians to take precautions.

2. The Context:

- a) It is seen that there is a tendency amongst the adolescents that they are too fond of motorbikes.
- b) They ride bikes too carelessly.
- c) Accident rate is rising higher and higher amongst them.
- d) The guardians are also at a loss because most of the young boys and girl students complain for motorbikes or scooters.

3. The Practice:

1. The College authority has organised a talk with the guardians, the students by inviting the traffic police authority of the district and all of the students, the guardians are counselled and made aware of about the traffic rules and regulations, the increase of motorbike accident rates, the precautions to be taken for the same.

2. The college authority has also made it compulsory to wear helmets by the students of the college. No students are allowed to enter into the college premises without wearing helmets. Banners and posters are hanged at various places within the college boundary on ban of non-helmet wearers, on the

necessity of wearing helmets and the precautions to be taken for preventing accidents.

4. Evidence of Success:

1. Students are seen wearing helmets.
2. The number of bicycle riders are also increasing.
3. Accident rate is decreasing.
4. They are seen driving motorbikes carefully and at limited speed.

5. Problems encountered and Resources required:

It took some time to motivate the students at the beginnings. Gradually the students seen to abide by the rules and the practice is found successful.

Best Practice-2

Title :-Comprehensive Tobacco Control Program

1. Objectives:

1. The primary objectives of the comprehensive tobacco control program are to reduce tobacco use among the young generation and to reduce and control the tobacco-related disease among the people.
2. To create awareness among youth and young adults. ☒
3. Promote quitting among adults and youth. ☒
4. Eliminate exposure to secondhand smoke.
5. Identify and eliminate tobacco-related disparities among the teen age groups.

2. Context:

The history of successful public health practice has demonstrated that the active and coordinated involvement of a wide range of societal and community resources must be based on sustained solutions to pervasive problems like tobacco use. Now a days, the use of tobacco, becomes a burning issue among young generation, which creates threats to the human society. As a result , a large numbers of people have sharply been suffering from the different types of life claimed diseases like cancer, kidney failure, heart diseases, T.B. etc. Hence, using tobacco, at the car or bike steering, claims many innocent lives. So, on our part, we very sincerely feels to arrange some program to build awareness among the young group and with a view to highlight the danger of tobacco use.

We have assured best practices as below mentioned:-

1. Organized awareness programs among students about the bad effects of tobacco.
2. Organized rally program by the teachers and students in local area.
3. Medical Awareness program organized by the IQAC on bad effect of tobacco.

3. Evidence of success:

We are enough pleased to make few statement that organizing above mentioned program, the college has been achieved a lot. Young students deeply realized the

bad and side effect of the using of tobacco. Now Panigaon OPD College authority has been able to declare the college campus as tobacco free zone.

4. Problems encountered and Resources required:

It is really great threat to completely stop the use of tobacco among the society. Because, long years backed, traditionally people had been using tobacco in different ways. Most of the village people , have been accepted tobacco as earning source in grass root level. Hence, government is not serious to control tobacco, because, it is getting huge amount of revenue from the different tobacco product factories. So, different organizations have failed to take fruitful action. The college authority also getting a lot of challenge to build awareness among the new generation. Yet College authority takes many positive steps to minimize this life killing tobacco use.

Government, public organizations, NGO, should come forward to create public opinion against tobacco. People awareness is the key and vital rule to meet this challenge.