

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

## Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

JHANJI HEMNATH SARMA COLLEGE

1.2 Address Line 1

JHANJI, JAMUGURI

Address Line 2

DIST- SIVASAGAR

City/Town

State

ASSAM

Pin Code

785683

Institution e-mail address

jhnscollege@gmail.com

Contact Nos.

03772228046

Name of the Head of the Institution:

Dr. Manjit Gogoi

Tel. No. with STD Code:

03772228046

Mobile:

9435703394

Name of the IQAC Co-ordinator:

Mr. Bidyadhar Boruah

Mobile:

8403093993

IQAC e-mail address:

jhnscollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN10688

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/12/A&A/15.2 Dated- February 19,2016

1.5 Website address:

[www.jhnscollege.edu.in/aqar](http://www.jhnscollege.edu.in/aqar)

Web-link of the AQAR:

[www.jhnscollege.edu.in/aqar](http://www.jhnscollege.edu.in/aqar)

2015-16.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | C++   | -    | 2003                  | 4 years         |
| 2       | 2 <sup>nd</sup> Cycle | B     | 2.50 | 2016                  | 5years          |
| 3       | 3 <sup>rd</sup> Cycle |       |      |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |       |      |                       |                 |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

31/03/2004

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR 2016-17 submitted to NAAC on 10/01/2018

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

DIBRUGARH UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

8

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ **Workshops**/Symposia organized by the IQAC

Total Nos.  International ☐ National ☒ State ☐ Institution Level ☐

(ii) Themes

National level Seminar on "(Re) reading of the Discourses in Contemporary Indian English Literature" and "Gandhian Philosophy and Women Empowerment"

2.14 Significant Activities and contributions made by IQAC

1. IQAC encourage the departments to make necessary arrangement of interdepartmental class by the faculties.
2. IQAC suggested the teachers to take active part in extension activities through different cells of IQAC.
3. IQAC also encourage the teachers to provide community services for upgrading the corporate life .

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 \*

| Plan of Action                | Achievements                         |
|-------------------------------|--------------------------------------|
| 1. Motivation of teachers for | A few teachers have taken classes in |



|                                      |   |
|--------------------------------------|---|
| academic activities.                 | feeder institution.   |
| 2. Enriching students achievement.   | <p>The teachers published their research papers in various journals and most of the faculty members participated in the National Seminars.</p> <p>Students participated in different inter district competitions. Two students participated in the National Republic Day programme during the year.</p> <p>Development of Infrastructure of the college is continued. Plantation and beautification programme was conducted in outside the college campus by different cells.</p> |
| 3. Infrastructure and beautification |   |

*\* 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

## Part – B

### Criterion – I

#### I. 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                    |                               |  |                                     |  |
| PG                     |                               |  |                                     |  |
| UG                     | 2                             |  |                                     |  |
| PG Diploma             | 1                             |  |                                     |  |
| Advanced Diploma       |                               |  |                                     |  |
| Diploma                |                               |  |                                     |  |
| Certificate            | 02                            |  |                                     |  |
| Others                 |                               |  |                                     |  |
| <b>Total</b>           | <b>05</b>                     |  |                                     |  |
| Interdisciplinary      | 03                            |  | 01                                  | 02   |
| Innovative             |                               |  |                                     |  |

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | 2                    |
| Trimester |                      |
| Annual    |                      |

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

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*\*Please provide an analysis of the feedback in the Annexure*

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

No

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

No



## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 34    | 17               | 17                   |            |        |

2.2 No. of permanent faculty with Ph.D.

04

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 |
| 01               | 05 |                      |   |            |   |        |   |       |   |

2.4 No. of Guest and Visiting faculty and Temporary faculty

03

08

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         |                     | 10             |             |
| Presented papers |                     | 12             |             |
| Resource Persons |                     | 02             |             |

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

- Exchange of teachers among the departments of the college.
- Team teaching.
- Field visit and Project based study Tour.
- Mentor system.
- Teaching through the help of LCD projector.

2.7 Total No. of actual teaching days during this academic year

180

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

- Book Review Competition
- Question Bank
- Open Text Book Assessment (OTBA)
- Observation of Internal examinations by semester monitoring committee.

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

05

2.10 Average percentage of attendance of students

80% - 90%

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                     | 138                            |               | 28  | 17   |       | 87.68  |
| B.Com                  | 12                             |               | 01  | 07   |       | 75     |
|                        |                                |               |     |      |       |        |

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

- a) By collecting progress report on course from every departments.
- b) Through the help of "Feed back Mechanism" developed by IQAC of the college.
- c) Monitoring teaching learning process by Semester monitoring committee.
- d) Random verification of answer scripts of internal assessment by the principal and Semester monitoring committee.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|---|-------------------------------------|
| Refresher courses                             |                                     |

|  |    |
|--|----|
| UGC – Faculty Improvement Programme              |    |
| HRD programmes                                   |    |
| Orientation programmes                           |    |
| Faculty exchange programme                       | 06 |
| Staff training conducted by the university       |    |
| Staff training conducted by other institutions   |    |
| Summer / Winter schools, <b>Workshops</b> , etc. |    |
| Others   |    |

#### 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 | 05                            | 01                         |  |  |
| Technical Staff      |                               |                            |  | 02                                     |

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC of the College organised seminar, field study, awareness programme, publishes books, Research Journal, Project work for promoting Research climate in the institution.

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              |           |         |            |           |
| Outlay in Rs. Lakhs |           |         |            |           |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              |           | Nil     | 2          |           |
| Outlay in Rs. Lakhs |           | Nil     |            |           |

#### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     |               |          | 02     |
| Non-Peer Review Journals |               | 15       | 12     |
| e-Journals               | 1             | 03       |        |
| Conference proceedings   |               |          |        |

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project   | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---------------|----------------------------|------------------------|----------|
| Major projects  |               |                            |                        |          |
| Minor Projects  |               |                            |                        |          |
| Interdisciplinary Projects  |               |                            |                        |          |
| Industry sponsored  |               |                            |                        |          |
| Projects sponsored by the University/ College                           |               |                            |                        |          |
| Students research projects<br>(other than compulsory by the University) |               |                            |                        |          |
| Any other(Specify)  |               |                            |                        |          |
| Total   |               |                            |                        |          |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              |               |          |       |            | 01      |
| Sponsoring agencies |               |          |       |            | College |

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied |        |
|                | Granted |        |
| International  | Applied |        |
|                | Granted |        |
| Commercialised | Applied |        |
|                | Granted |        |



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 |
|-------|---------------|----------|-------|------------|------|---------|
|       |               |          |       |            |      |         |

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

1

1

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

1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

40

National level

1

International level

3.22 No. of students participated in NCC events:

University level

52

State level

52

National level

30

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

1

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level



### 3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

| Sl No. | Programme   | Date  | Venue                  |
|--------|---|---|------------------------|
| 1      | Awareness Programme on Earthquake and fire Mock Drill.    | 23 <sup>rd</sup> Sept. 2016                         | JHNS College           |
| 2      | Awareness cum Training Programme on cashless transaction. | 8 <sup>th</sup> January 2017                        | JHNS College           |
| 3      | Women's Day celebration.                                  | 8 <sup>th</sup> March 2017                          | Maranchiga L.P. School |
| 4      | World Environment Day celebration.                        | 5 <sup>th</sup> June 2017                           | JHNS College           |
| 5      | International Yoga Day.                                   | 21 <sup>st</sup> June 2017                          | JHNS College           |
| 6      | Workshop on Yoga.   | 14 <sup>th</sup> June to 20 <sup>th</sup> June 2017 | JHNS College           |
| 7      | Annual NCC Republic Day camp and the PM's Rally.          | 1 <sup>st</sup> June to 29 <sup>th</sup> June 2017  | New Delhi              |
| 8      | One day Trauma First Responder Training course.           | 9 <sup>th</sup> June 2017                           |                        |

## 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   | 5.577 acres |               |                  | 5.577 acres |
| Class rooms   | 22          |               |                  | 22          |
| Laboratories  | 03          |               |                  | 03          |
| Seminar Halls   | 02          | 01            |                  | 03          |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | 32          | 37            |                  | 69          |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   | 5.67        | 2.64          | UGC and Exam Fee | 8.31        |
| Others  |             |               |                  |             |

#### 4.2 Computerization of administration and library

Books are entry in SOUL for easy search, four e-Journals are subscribed. Wi-fi connection is installed for library and administrative Block.

#### 4.3 Library services:

|                  | Existing |       | Newly added |       | Total |       |
|------------------|----------|-------|-------------|-------|-------|-------|
|                  | No.      | Value | No.         | Value | No.   | Value |
| Text Books       | 25199    |       | 255         |       |       |       |
| Reference Books  | 2150     |       | 50          |       |       |       |
| e-Books          |          |       |             |       |       |       |
| Journals         | 17       |       |             |       |       |       |
| e-Journals       |          |       |             |       |       |       |
| Digital Database |          |       |             |       |       |       |
| CD & Video       | 10       |       |             |       |       |       |
| Others (specify) |          |       |             |       |       |       |

4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 45              | 01            | 35       | 01               | 01               | 06     | 11          | 05     |
| Added    |                 |               |          |                  |                  |        |             | 06     |
| Total    | 45              | 01            | 35       | 01               |                  | 06     | 11          | 11     |

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

The College has ICT facilities with Wi-Fi connection

4.6 Amount spent on maintenance in lakhs :

|  |      |
|--|------|
| i) ICT                                   | 1.05 |
| ii) Campus Infrastructure and facilities | 0.75 |
| iii) Equipments                          | .55  |
| iv) Others                               | .70  |
| <b>Total:</b>                            | 3.05 |

## Criterion – V

### 5. Student Support and Progression

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

IQAC organized various awareness and motivational programmes among students on various topics through its sub-committees.

#### 5.2 Efforts made by the institution for tracking the progression

- I. To track the progression, both internal and external examinations are conducted regularly as per university guideline.
- II. Departmental seminars, group discussions and interactive discussions were organized among the students for their overall development. The performance was evaluated by the faculty members.
- III. Different awards were given in various fields to meritorious students by the departments and the college to inspire the students.

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

| UG  | PG     |        |     | Ph. D. | Others |  |
|-----|--------|--------|-----|--------|--------|--|
|     | KKHSOU | DDE,DU |     | KKHSOU | DDE,DU |  |
| 542 | 7      | 33     | NIL | 27     | 38     |  |

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

| No | % |
|----|---|
|    |   |

Men

Women

| No | % |
|----|---|
|    |   |

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |  |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|--|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |  |
| 72        | 30 | 04 | 449 | 0                     | 555   | 67        | 30 | 5  | 440 | 0                     | 542   |  |

Demand ratio 299.227

Dropout % 38.85%

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

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET 01

SET/SLET 01

GATE

CAT

IAS/IPS etc

State PSC

01

UPSC

Others

5.6 Details of student counselling and career guidance

Career counselling cell of the college has been organizing workshops, Lectures, Awareness Programmes for students time to time.

On 3<sup>rd</sup> April 2017, a workshop was organized among students by the cell. A few faculty from Assam Rajiv Gandhi University of co-operative Management participated in the workshop as Resource persons.

No. of students benefitted

83

5.7 Details of campus placement

Nil.

***On campus***

Number of  
Organizations  
Visited

Number of Students  
Participated

Number of  
Students Placed

***Off Campus***

Number of Students Placed

5.8 Details of gender sensitization programmes

Nil

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

|  | Number of students | Amount     |
|--|--------------------|------------|
| Financial support from institution                                   | Nil                |            |
| Financial support from government (OBC Scholarship)                  | 73                 | 2,03,670/- |
| Financial support from other sources (Jindal Trust)                  | 01                 | 9600/-     |
| Number of students who received International/ National recognitions | 03                 |            |
| Free Admission of BPL Students                                       | Nil                | 4,60,414/- |

### 5.11 Student organised / initiatives

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

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil



## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### Vision-

- ❖ To ensure quality education through internal and external quality evaluation and all-round development of the students community.
- ❖ To develop academic atmosphere providing skill enhancement programmes.

##### Mission –

- ❖ Active functioning of Semester Monitoring system continuing regular assessment.
- ❖ Enhancement of participation in co-curricular activities.

#### 6.2 Does the Institution has a management Information System

Yes, the college recently has been installed the CMS software.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

As an affiliating college, we are not directly related in curriculum construction. But we suggested for some modification from time to time to the University directly or through our representatives of different boards of Dibrugarh University.

##### 6.3.2 Teaching and Learning

- ❖ Ensure teaching quality using proper teaching aids and monitoring the evaluation process, students feedback by semester monitoring committee.
- ❖ Arranging students committing and motivational programme.
- ❖ Inter disciplinary class arrangement by the faculty members.

#### 6.3.3 Examination and Evaluation

External examination and evaluation is conducted according to university norms and internal examination is conducted by department itself according to the norms of university.

#### 6.3.4 Research and Development

A research committee has functioning properly, last year committee received three MRP proposals and after proper examination and correction the proposal were sent to UGC and UGC sanctioned two among them.

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

- ❖ Initiative was taken to complete the computerization of Library.
- ❖ ICT class room has been started.
- ❖ Physical infrastructure trying to develop with UGC grant.

#### 6.3.6 Human Resource Management

- ❖ Seminars and Workshop were conducted for teachers.
- ❖ Students are also guided by teachers in various activities like sports, seminar, carrier development programme etc.

#### 6.3.7 Faculty and Staff recruitment

- ❖ Faculty and staff recruitment is done according to the UGC regulation 2010 and State Govt. Respectively.

#### 6.3.8 Industry Interaction / Collaboration

Skill based Course Jr. Software Developer in collaboration with NSHMUDAAN SKILLS Pvt. Ltd. with affiliating University

### 6.3.9 Admission of Students

- ❖ Advertising our potentiality.
- ❖ Highlight aspects of the college in the prospectus.
- ❖ Financial support was provided to financially weak meritorious students.
- ❖ Students Group insurance scheme has been provided.

6.4 Welfare schemes for

|              |                           |
|--------------|---------------------------|
| Teaching     | Welfare fund was created. |
| Non-teaching | Welfare fund was created. |
| Students     | Kalyani, SAF is there.    |

6.5 Total corpus fund generated

Nil.

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       | √        | University | √        | Principal |
| Administrative | √        | University | √        | Principal |

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Does not arise.

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

Does not arise.

6.11 Activities and support from the Alumni Association

The construction of college canteen is completed with the financial support of Alumni Association

6.12 Activities and support from the Parent – Teacher Association

There is no parents Teachers Association, But the positive cooperation of parents/guardians is maintained in various ways. The departments arranged guardian teachers meet to make a good relationship and awareness concerning students' upliftment

6.13 Development programmes for support staff

Few teachers were delegated to participated in comprehensive training on CBCS programme organised at college under Dibrugarh University. The IQAC of the college also organised a one day programme on CBCS system likely to be introduced in colleges under DU from the academic session 2018-19.

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

The college campus is enlightened by Installation of Solar energy distribution system and Rain Water Harvesting.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Prominent academia's/Personalities were invited into various programmes in the college for the benefit of the students.
2. State Level Inter-College Student Seminar was organised and best paper presenter award was also given to motivate and encourage student community for research.
3. Career counselling class for fifth sem students on every Saturday.

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

1. For better attendance of students special provisions were made by the college authority.
2. Among Students Seminars, Group Discussions etc. were organized timely and continuously.
3. Ensured students participation in the youth festivals and other sports events.
4. Special classes were organised for students on Gandhian Philosophy.
5. Use of CC Camera at the time of final examination.

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

1. Organisation of State level Inter-College student seminar.
2. Morning Assembly for Spiritual Development.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

1. Celebration of World Environment Day on 5<sup>th</sup> June 2017. This day NSS & NCC unit of the College organised Popular Talk, Painting Competition and Tree Plantation etc. in the College Campus.
2. Cleanliness in the campus is ensured through NSS, NCC and participation of the students.



7.5 Whether environmental audit was conducted?

Yes ☒

No ☐

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

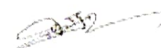
1. Two days National Level Seminar on “(Re) reading of the Discourses in Contemporary Indian English Literature “ was organised by the Department of English on 25<sup>th</sup> & 26<sup>th</sup> February 2017.
2. Two days National Level Seminar on “Gandhian Philosophy and Women Empowerment” was organised by the Gandhi Centre & Women Cell on 25<sup>th</sup> & 26<sup>th</sup> March 2017.
3. Celebrate Women’s Day on 8<sup>th</sup> March 2017 by Women Cell and provide financial assistance to poor old women of a nearby village.

#### **8. Plans of institution for next year**

1. Organization of National/International Seminar/Workshop.
2. Construction of big class-rooms.
3. Organization of debating/symposia among the students.



***Sri Bidyadhar Baruah***  
*Signature of the Coordinator, IQAC*



***Dr. Manjit Gogoi***  
*Signature of the Chairperson, IQAC*

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