

ANNUAL QUALITY ASSURANCE REPORT 2013-14

TINSUKIA COLLEGE
TINSUKIA, ASSAM- 786125

The 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

AQAR for the year (for example 2013-14)

2013-14

I. Details of the Institution

1.1 Name of the Institution

TINSUKIA COLLEGE

1.2 Address Line 1

NEAR TINSUKIA DISTRICT SPORTS ASSOCIATION GROUND
(KACHUJAN STADIUM)

Address Line 2

COLLEGE ROAD

City/Town

TINSUKIA

State

ASSAM

Pin Code

786125

Institution e-mail address

Principaltinsukiacollege@rediffmail.com.

Contact Nos.

0374-2338340
09435708365

Name of the Head of the Institution:

DR. BHUBAN GOGOI

Tel. No. with STD Code:

0374-2338340

Mobile:

09435708365

Name of the IQAC Co-ordinator:

AJIT CHANDRA PHUKAN
NIRANJAN KR. SHUKLA

Mobile:

09435135650
09435528831

IQAC e-mail address:

tskcollegelqac@gmail.com.

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN10917

OR

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)

NAAC/MSS/Cert,A&A/2004/200/7714
dated—03/03/2004

1.5 Website address:

www.tinsukiacollege.com

Web-link of the AQAR:

<http://www.tinsukiacollege.com/IQAC/AQAR2013-14.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 st Cycle	B	73.75	2004	2004-09
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

21 - 04 - 2005

1.8 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 __2010-11_____ (10-7-2015)
- ii. AQAR __2011-12_____ (31-7-2015)
- iii. AQAR __2012-13_____ (4-8-2015)
- iv. AQAR __2013-14_____ (11-08-2015)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BCA

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

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

Autonomy by State/Central Govt. / University	<input type="text" value="NO"/>		
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-FIST	<input type="text" value="YES"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="15"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="NIL"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="NIL"/>

2.9 Total No. of members

2.10 No. of IQAC meetings held ONE

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

2.14 Significant Activities and contributions made by IQAC

- 1) IQAC, Tinsukia College acts as facilitator in case of different programmes organised by the departments.
- 2) It makes arrangement for feedback response from students.
- 3) At the time of admission, IQAC sets up a helpdesk to provide information relating to admission, course curriculum, hostel facilities etc.
- 4) It tries to promote the "sense of belongingness" among teachers, staff and other stakeholders.

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) R.O. Water Purifier System.	1) Purchase order placed for acquisition of R.O. water purifier system,.
2) Roof Painting.	2) Roof painting of science departments completed.
3) Furniture in Botany Department.	3) Furniture in Botany Laboratory upgraded.
4) Natural Gas connection in Chemistry Lab.	4) Installation completed
5) Equipment for Digital Class Rooms.	5) Equipments procured, installations not yet completed
6) Organisation of Youth Festival.	6) Youth Festival organised successfully from 21 st January to 23 rd January 2014.
7) IQAC's News Letter.	7) First issue of IQAC's News Letter brought out in January 2014.
8) Organisation of National Level Seminar.	8) UGC funding confirmation received in the month of May 2014, Likely to be organised in the next academic session.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

As mentioned in point 2.15 of part A of AQAR 2013-14

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	NIL			NIL
PG	NIL			NIL
UG	5	NIL	2	NIL
PG Diploma	NIL			NIL
Advanced Diploma	NIL			NIL
Diploma	NIL			NIL
Certificate	1			NIL
Others	NIL			NIL
Total	6		2	
Interdisciplinary	3	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

11.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: CORE/ELECTIVE OPTION

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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.

The College being an affiliated Institution does not have much liberty with regards to curriculum design and development. For U.G. courses, Dibrugarh University (the affiliating University) frames the syllabi and the college being affiliated to the University has to follow it in its entirety. Revision is also under the jurisdiction of the University.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
69	46	23	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

19

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	3	NIL	NIL	NIL	NIL	NIL	NIL	NIL	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL	NIL	15
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	23	NIL
Presented papers	03	20	NIL
Resource Persons	NIL	NIL	NIL

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

- 1) Preparation of course materials by the faculties with innovative ideas to motivate students.
- 2) Wall Magazine contributed by students.
- 3) Field trips and study tours.
- 4) Use of ICT devices.
- 5) Project dissertation.
- 6) Lecture by invited faculties.
- 7) Screening of films.
- 8) Necessary Equipments have been procured for various Laboratories under UGC 11th Plan Funds.

2.7 Total No. of actual teaching days during this academic year 187

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

Very limited scope for intervention because Examination & Evaluation Process are entirely conducted & monitored as per the norms of Dibrugarh University and Assam Higher Education Council.
The College being an affiliated Institution does not have much liberty with regards to Examination & Evaluation Reforms. However, Departmental Entrance Examination is conducted to select students for honors programmes.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development work 4

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com III	206	0.97%	19.90%	30.58%	2.42%	65.04%
B.Sc III	73	12.32%	27.39%	24.65%	5.47%	68.49%
BA III	304	Nil	1.31%	18.09%	21.38%	51.64%

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

- 1). IQAC takes regular feedback from students (both in written & verbal mode) on different parameters relating to teaching learning and of support services.
- 2). It helps different department in organizing guest lectures, departmental seminars and other students activities.
- 3). It motivates teachers to adopt modern pedagogical technique.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	8
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL

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	4	NIL	4
Technical Staff	13	2	NIL	2

Criterion – III

3. Research, Consultancy and Extension

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

Constitution of Research Cell

- * Minor & Major Research Proposals are scrutinized by the members of the Research Cell and forwarded with necessary suggestions for improving the quality of the Research Proposal.
- * Recommendation made for short special leaves to be granted for research works.
- * Dissemination of information regarding various funding agencies as well as the process for applying for such projects. work also as facilitator for data compilation and processing techniques.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	NIL	NIL	1
Outlay in Rs. Lakhs	4,13,875	NIL	NIL	4,13,875

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	3	1	1
Outlay in Rs. Lakhs	3,30,000	1,15,000	1,40,000	1,30,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals (Research Papers)	07	11	NIL
Non-Peer Review Journals	NIL	NIL	1 (Pragyan)
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	NIL	NIL

3.5 Details on Impact factor of publications: N.A.

Range Average h-index Nos. in SCOP

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	2 yrs. 2011-13	ICSSR	4,13,875	4,13,875
Minor Projects	2 YRS.	UGC	1,40,000	1,15,000
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	NIL	NIL	5,53,875	5,28,875

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	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies		NIL			NIL

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	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	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 and students registered under them Dr. Bhuban Gogoi }
Dr. C. Bora }

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

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	<input type="text" value="NIL"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="NIL"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="NIL"/>	State Level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International	<input type="text" value="NIL"/>
	<input type="text" value="NIL"/>		<input type="text" value="NIL"/>

3.24 No. of Awards won in NCC:

District level	<input type="text" value="2"/>		
University level	<input type="text" value="NIL"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="NIL"/>	College forum	<input type="text" value="01"/>
NCC	<input type="text" value="NIL"/>	NSS	<input type="text" value="01"/>
		Any other	<input type="text" value="NIL"/>

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

1—The NSS unit of Tinsukia college organised a five days social service camp from 6th to 10th October 2013 at 1 no. Purani matapung gaon, Gariating Barekuri; one of the most remote and underdeveloped village of Tinsukia district. A group of 20 NSS volunteers under the guidance of the programme officer Prof. Surjya Chutia and three faculty members participated in the camp. The NSS unit constructed the bamboo fencing of Sikhu Kalyan Vidyalaya, repaired few village paths and foot bridges and planted trees on the school campus.

2—The Red Ribbon Club, Tinsukia College Unit organised an awareness programme on HIV/AIDS and Blood donation on 9th November 2013 at the college campus. A large number of students participated in the programme. Dr. Kalyan Deka, Director GUIDE, appraised students about HIV and its preventive strategies. Mrs. Sharmila Hazarika, Programme officer, National Aids Control Organization (NACO) North East Region, briefed the students on the theme and urged the students' community to take part vigorously in such awareness programme. The programme was initiated by Prof. Surjya Chutia, Secretary Red Ribbon Club Tinsukia College Unit.

3—The Cell For Women's' Studies of the college celebrated International women's Day on 8th March 2014. As a part of its commitment towards greater wellbeing of the society, the Cell members visited the Kalyan Ashram, Bordoloi Nagar Tinsukia and donated a number of items among the inmates which included books, copies bed sheets mosquito nets, stationery items.

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	5.89 Acre	NIL	NIL	5.89 Acre
Class rooms	29	3	UGC + College Fund	32
Laboratories	09	NIL	NIL	09
Seminar Halls	02	NIL	NIL	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	NIL		
Others	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	61,550/-	College Fund	61550/-

4.2 Computerization of administration and library

Library digitization is going on. Administration is computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	39,291	NA	637	1,78,565	39928	NA
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	78	14		15	10	15	22	NIL
Added	1	NIL		NIL	NIL	NIL	1	2
Total	79	14		15	10	15	23	2

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

NIL

4.6 Amount spent on maintenance in lakhs :

i) ICT	67,779
ii) Campus Infrastructure and facilities	9,97,423
iii) Equipments	41,000
iv) Others	6,29,699
Total :	17,35,901

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1) Every Year on Foundation Day of the College, IQAC felicitates and presents awards for academic excellence to those students who secure first class/ first division in TDC Final examination conducted by the University. They are given a certificate of excellence and cash award of Rs. 1000/-.
- 2) The "Best Graduate" of the college award is also given on the same day.
- 3) Many teachers' alumni have initiated cash awards to motivate students to excel in their academic pursuit.
- 4) Full details of the other student support services are available in the college prospectus and the website of the College.

5.2 Efforts made by the institution for tracking the progression

In view of large numbers of students, it becomes very difficult to track the progression of the students on individual basis. However after the declaration of results by the University the Principal convenes a meeting inviting all HOD's and the faculty members to analyse the performance of the students. In case of the students who are enrolled in major programmes, their performances are tracked at the level of departments.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1852	NA	NA	NA

(b) No. of students outside the state

99

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1256	67.82		596	32.18

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
915	99	136	720	0	1870	727	102	133	890	NIL	1852

Demand ratio = 1.89:1

Dropout % = Around 26.03%

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

NIL

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

No Information
Available

5.6 Details of student counseling and career guidance

1--Career Counselling & Placement Cell of the College in association with Indian Institute of Entrepreneurship (Guwahati) organised a two days Entrepreneurship & Business Development Awareness Camp for undergraduate students of the college on 28th February and 1st March 2014. Mr. Pranab Sharma from Indian Institute of Entrepreneurship, Guwahati acted as a resource person. A total number of one hundred & fifty students participated in the Camp and took part in various events exchanging views and ideas. At the end of the programme, certificates were given to the participants by Dr. Bhuban Gogoi, Principal Tinsukia College. The Programme was sponsored by Indian Oil Corporation Limited.

2—The Cell for Women's Studies & Development (CWSD), Tinsukia College organised a week long yoga & meditation training programme for the boarders of Tinsukia College Girls' Hostel from Purbanchal Yoga Mahavidyalya, Tinsukia, trained the participants & gave insights into the various aspects of yoga, meditation & its role in Stress Management. A total of 86 boarders attended the programme. At the end of the programme, certificates were given to the participants by Dr. Bhuban Gogoi, Principal Tinsukia College.

No. of students benefitted:

236

5.7 Details of campus placement

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

5.12 No. of social initiatives undertaken by the students

NIL

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 create an institution of higher learning with a view to develop human resources by inducing human values, healthy culture, a passion for learning and including a true spirit of nationalism.

Missions

1. To provide value based education with special emphasis to need based and professional education.
2. To develop skill to encourage intellectual pursuit and passion for knowledge.
3. To study and preserve the cultural, ethnic and natural heritage of the region.
4. To promote research culture and positive outlook.
5. To promote extension activities.
6. To create awareness amongst the students against all social injustice.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

- 1) Very limited scope being an affiliated college.
- 2) Few faculty members are members of the syllabus, revision committee, as well as board of studies.

6.3.2 Teaching and Learning

- 1) Use of ICT.
- 2) Field trips, study tours.
- 3) Expert Lecture.
- 4) Departmental Seminars / Group Discussion / Field work.

6.3.3 Examination and Evaluation

Very limited scope. However, two sessional examinations are conducted as per University regulations. Departmental Seminar/ Group discussion/ Home Assignments are given to students.

6.3.4 Research and Development

- 1) Voluntary leaves granted to those who are engaged in active research.
- 2) A research cell exists in the college while helps and guides researcher in preparation of proposal for research funding.
- 3) Central Library is upgraded to have sufficient stocks of books, Journals as well as access to e-resources.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1). Necessary equipments acquired for digital classrooms.
- 2). Website of the college redesigned by the IQAC

6.3.6 Human Resource Management

- 1) All permanent posts of teaching and non-teaching staff are filled up strictly according to the rules and regulation of the Govt. of Assam.
- 2) In case of self Financed programmes teaching staff is recruited on local basis and are paid consolidated salary out of the college fund.
- 3) A large number of support staff has to be appointed on ad-hoc basis because of non creation of new permanent posts. They are appointed locally and are paid fixed salary out of college fund.
- 4) Besides teaching and examination works, faculties are engaged in other spheres of activities of the college like admission, students' sports programme, co-curricular activities, etc.
- 5) Teachers are also having representation in the Governing Body of the college also.

6.3.7 Faculty and Staff recruitment

- 1) Steps are taken immediately to fill up the posts as soon as the vacancies arise as per procedure and norms.
- 2) During the lag period, temporary faculties and staffs are appointed timely on contractual basis and their services are terminated on completion of 89 days from the day of appointment and subsequently renewed if the need arises.

6.3.8 Industry Interaction / Collaboration

Interactions are made from time to time when students' industrial visit programme is organised in nearby industries.

6.3.9 Admission of Students

- (1) All admission policies are clearly spelt out in the prospectus along with the number of Seats available against every program available in the college.
- (2) Full details of admission along with details of Fees structure are also available on the college website, notices and prospectus.
- (3) Advertisements for admission in various programmes of studies are also given in the local newspaper and local news channels.
- (4) A detailed Merit List is published before 2 days of actual admission & displayed in the college notice board.
- (5) Admission is given purely on merit basis. All reservation policies of the state govt. are strictly adhered to.

6.4 Welfare schemes for

Teaching	NIL
Non teaching	* Advance Salary in case of emergency need from Employees Medical Aid Fund. * Reservation to children to Employees
Students	* Students Poor Fund * Students Medical Fund * Students Travelling Concession * Book Bank * Grievance Redressal Cell * Students Association * Students Sports, cultural and other activities support.

6.5 Total corpus fund generated

From BBA-----	3,03,964/-
From K. K. Handique Centre ---	NIL
TOTAL	3,03,964/-

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	NO		NO	
Administrative	NO		NO	

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?

Not applicable in case of an affiliated college

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

No efforts seems to be made by the University

6.11 Activities and support from the Alumni Association

Many alumni visit the departments and interact with the students.

6.12 Activities and support from the Parent – Teacher Association

No PTA Exists

6.13 Development programmes for support staff

No development programme organised for the Support Staff.

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

- (1) Tree Plantation.
- (2) Disposal of Laboratory wastage in scientific manner and minimization of chemical wastages.
- (3) Encouraging use of biodegradable items.
- (4) Coinciding with the World Environment Day on 5th June 2014, the department of zoology Tinsukia College initiated a drive to increase coverage of the college Campus. Prof. Anjan Borthakur HOD, Zoology took the initiative and with active support of college authorities and IQAC managed to plant twenty Deodar trees

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.

Two Vice-principals, one Academic and another Administrative have been appointed for having a positive impact on functioning of the institution.

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

No such proper plan of action has been taken and implemented except some work proposed and implemented along with existing running ones.

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

- 1) Presentation of IQAC's Awards for Academic Excellence.
- 2) A good number of motivational Awards initiated by the Teachers' Alumni.

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

7.4 Contribution to environmental awareness / protection

- 1). Sensitization programme conducted.
- 2). Celebration of World Environment Day & plantation of trees.
- 3). Field visits organised for students.
- 4). Screening of films on different environment related topics.
- 5). Subject – Environmental Studies is taught as per the requirement of the course.
- 6). On 3rd February 2014 Dr.J. R. B.Alfred former Director of Zoological Survey of India delivered the 2nd N. C. Bhowmick Memorial Lecture on the topic "Biodiversity, environment and Sustainable Development" . Dr. Alfred spoke on different environmental issues highlighting key challenges and need for greater participation from every section of the society towards conservation of biodiversity and achieving the goals of sustainable development.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT Analysis : ---

- 1). **STRENGTH (S)** : -- Large number of students, three well equipped streams, well qualified faculties, high regional image of the college, urban location, etc.
- 2). **WEAKNESS (W)** : -- Insufficient infrastructure, rural catchment area, remoteness from National and State Capital, educationally backward area , poor economic condition of the people in catchment area
- 3). **OPPORTUNITIES (O)** : --a --- Immense prospect to lead in the field of higher education which is one of the most educationally backward district of India.
b-- Immense prospect to develop as a cluster university to fulfil the local educational needs
- 4). **THREATS (T)** : --
 - (i). Students' movement outwards from the region in the name of better institution and employment opportunities.
 - (ii). Continuation of H. S. courses hampering the progression towards higher level programmes.

8. Plans of institution for next year

Plan for Year 2013-14 :-----

- 1) Organisation of National Level Seminar.
- 2) Appointment of Office Staff for IQAC.
- 3) Fresh Application for P.G. Courses in Commerce, Geography, Mathematics.
- 4) Construction of PG Block for Geography.
- 5) Construction of conference room.

Name : AJIT CHANDRA PHUKAN

Name: DR BHUBAN GOGOI

N. K. SHUKLA



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE – I

Analysis of Feedback from the Students

Academic session--- 2013-14

IQAC, Tinsukia College prepared a printed feedback format to collect students' responses under two heads: feedback on Teachers' performances and feedback on Institutional support mechanism and infrastructure facilities. Students are asked to rate the teachers of their concerned course on six parameters at a five-point scale. Feedbacks are normally collected at the end of the session from the outgoing students. The Principal, Vice-Principal and Academic Committee sit together and analyze the feedback and necessary remedial measures are taken. The following findings were arrived at during the year 2013-14

1. In view of the large number of students enrolled at degree level, it was decided to take written feedback only from Major students. During the Course of analysis it was found that 87% of students were highly satisfied with regards to the performance of the teachers on various parameters. However reservations were found with regards to innovative teaching methods and other teaching supplements' initiative.
2. In case of students enrolled in General Courses at degree level Vice-Principal (Academic) took the feedback orally and the same pattern was seen. However students had some problem with regards to comprehensibility of the lectures delivered through English medium. Students also suggested for some innovative steps to improve their English communication skill. Male students also highlighted the problem the non-availability of boys' hostel and the inconveniences faced by them in staying in private hostels because of exorbitant costs and far away locations.
3. Insufficient space in boys' common room was also highlighted by the students.
4. Students also suggested to have more scholarship and other financial assistance system.
5. The overall comments by the students are satisfactory as far as all aspects are concerned

ANNEXURE – II
ACADEMIC CALANDAR FOR THE MONTHS –MAY AND JUNE, 2013

Date	May	No. of Working Days
1	May Day	-
2	Commencement of H.S. 2 nd Year classes	1
3		2
4		3
5	Sunday	-
6		4
7		5
8		6
9		7
10		8
11		9
12	Sunday	-
13		10
14		11
15		12
16		13
17		14
18		15
19	Sunday	-
20		16
21		17
22		18
23		19
24		20
25	Buddha Purnima	--
26	Sunday	--
27		21
28		22
29		23
30		24
31		25

Date	June	No. of Working Days
1		--
2	Sunday	---
3		2
4		3
5		4
6		5
7		6
8		7
9	Sunday	--
10		8
11		9
12		10
13		11
14		12
15		
16	Sunday & Semester Break Starts	
17		--
18		---
19		---
20		---
21		---
22		--
23	Sunday	---
24		--
25		--
26		--
27		---
28		---
29		---
30	Sunday	---

ACADEMIC CALANDAR FOR THE MONTHS –JULY AND AUGUST, 2013

Date	July	No. of Working Days
1		--
2		---
3		---
4		--
5		--
6		--
7	Sunday	--
8		--
9		--
10		---
11		---
12		---
13		---
14	Sunday	---
15		---
16	End of Sem. Break & Commencement of Classes	1
17		2
18		3
19		4
20		5
21	Sunday	--
22		6
23		7
24		8
25		9
26		10
27		11
28	Sunday	--
29		12
30		13
31		14

Date	August	No. of Working Days
1		1
2		2
3		3
4	Sunday	-
5		4
6		5
7		6
8		7
9	Id-UI-Fitre	-
10		8
11	Sunday	-
12		9
13		10
14		11
15	Independence	-
16		12
17		13
18	Sunday	--
19		14
20		15
21		16
22		17
23		18
24		19
25	Sunday	-
26	1 st Sessional Test (26 Aug, to 4 September, 2013)	20
27		21
28	Janmastami	--
29		22
30		23
31		24

**ACADEMIC CALANDAR FOR THE MONTHS –
SEPTEMBER AND OCTOBER, 2013**

Date	September	No. of Working Days
1	Sunday	-
2		1
3		2
4		3
5		4
6	(6 to 9) Students Union Election	5
7	Tithi of Sankardeva	--
8	Sunday	--
9		6
10		7
11		8
12		9
13		10
14		11
15	Sunday	-
16		12
17		13
18		14
19		15
20		16
21		17
22	Sunday	-
23	Group Discussion or Seminar starts upto 30 th	18
24		19
25		20
26		21
27		22
28		23
29	Sunday	--
30		24

Date	October	No. of Working Days
1		1
2	Gandhi Jayanti	-
3		2
4		3
5		4
6	Sunday	-
7		5
8		6
9		7
10		8
11	Durga Puja	-
12	Durga Puja	-
13	Durga Puja	-
14	Durga Puja	-
15	2 nd Sessional Test	9
16	Id-Ul-Zuha	
17		10
18	Kati Bihu/Lakhi Puja/ Bezbaruah Divas	--
19		11
20	Sunday	--
21	2 nd Sessional Test End (21to26)	12
22		13
23		14
24		15
25		16
26		17
27	Sunday	-
28		18
29		19
30		20
31		21

NOVEMBER AND DECEMBER, 2013

Date	November	No. of Working Days
1		1
2	Kali Puja & Diwali	-
3	Sunday	-
4		2
5		3
6		4
7		5
8		6
9		7
10	Sunday	-
11	Declaration of 2 nd Sem Result	8
12		9
13		10
14		11
15		12
16		13
17	Sunday & Guru Nanak Birthdaty	-
18		14
19		15
20	End Sem. Exam upto 15 th December 2013/H.S.1 st & 2 nd yr. unit test	16
21		17
22		18
23		19
24	Sunday	-
25		20
26		21
27		22
28		23
29		24
30		25

Date	December	No. of Working Days
1	Sunday	-
2	Asom Divas (Syu-Ka-Pha)	
3		1
4		2
5		3
6		4
7		5
8	Sunday	
9		6
10		7
11		8
12		9
13		10
14		11
15	Sunday	
16	Commencement of Sem. Break & College Week	
17		
18		
19		
20		
21		
22	Sunday	
23		
24		
25	X-Mas	
26		
27		
28		
29	Sunday	
30		
31		

Date	January, 2014	No. of Working Days
1		
2		
3		
4		
5	Sunday	
6		
7		
7		
10		
10		
11		
12	Sunday	
13		
14	Magh Bihu	
15	Magh Bihu	
16	Commencement of Classes	1
17		2
18		3
19	Sunday	-
20		4
21		5
22		6
23		7
24		8
25		9
26	Sunday & Republic Day	
27		10
28		11
29		12
30		13
31	Me-dam-me-Phi	

Date	February, 2014	No. of Working Days
1	H.S. 1 st Year Exam	1
2	Sunday	
3		2
4		3
5		4
6		5
7		6
8		7
9	Sunday	-
10		8
11		9
12		10
13		11
14		12
15	Saraswati Puja	-
16	Sunday	
17	H.S. Final Exam (Tentative)	13
18		14
19		15
20		16
21		17
22		18
23	Sunday	
24		19
25	Bi Chilarai Divas	--
26		20
27		21
28		22

Date	March, 2014	No. of Working Days
1		1
2	Sunday	-
3		2
4		3
5		4
6		5
7		6
8	International Womens Day	
9	Sunday	-
10		7
11		8
12		9
13		10
14		11
15		12
16	Sunday	--
17		13
18	Group discussion/ Seminar starts	14
19		15
20	Sessional Results	16
21		17
22		18
23	Sunday	--
24		19
25		20
26		21
27	Holi / Dol Jatra	-
28		22
29		23
30	Sunday	
31		24

Date	April, 2014	No. of Working Days
1		1
2		2
3		3
4		4
5		5
6	Sunday	
7		6
8		7
9		8
10		9
11		10
12		11
13	Sunday/Rongali Bihu	---
14	Rongali Bihu	-
15	Rongali Bihu	-
16	Rongali Bihu	-
17		12
18	2 nd Sessional Test (18to 30 April)	13
19		14
20	Sunday	--
21		15
22		16
23		17
24		18
25		19
26		20
27	Sunday	--
28		21
29		22
30		23

Date	May, 2014	No. of Working Days
1	May Day	-
2		1
3		2
4	Sunday	-
5		3
6		4
7		5
8		6
9		7
10		8
11	Sunday	--
12		9
13		10
14		11
15		12
16		13
17		14
18	Sunday	--
19	End Semester Examination	15
20		16
21		17
22		18
23		19
24		20
25	Sunday	--
26		21
27		22
28		23
29		24
30		25
31		26

Date	June, 2014	No. of Working Days
1	Sunday	
2		1
3		2
4		3
5		4
6		5
7		6
8	Sunday	-
9		7
10	Semester Exam (Tentative)	8
11		9
12		10
13		11
14		12
15	Sunday	--
16	Semester Break	
17		
18		
19		
20		
21		
22	Sunday	
23		
24		
25		
26		
27		
28		
29	Sunday	
30		
31		

