

ANNUAL QUALITY ASSURANCE REPORT 2014-15

TINSUKIA COLLEGE
TINSUKIA, ASSAM- 786125
TRACK ID - ASCOGN10917



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

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)

2014 - 15

I. Details of the Institution

1.1 Name of the Institution

TINSUKIA COLLEGE

1.2 Address Line 1

NEAR TINSUKIA DISTRICT SPORT ASSOCIATION
GROUND (KACHUJAN STADIUM)

Address Line 2

COLLEGE ROAD

City/Town

TINSUKIA

State

ASSAM

Pin Code

786125

Institution e-mail address

prindpaltinsukiacollege@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:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN I8879)

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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2014-15.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

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 – 2013-14 _____ (11/08/2015)
- ii. AQAR – 2014-15 _____ (20/03/2017)
- iii. AQAR _____ (00/00/0000)
- iv. AQAR _____ (00/00/0000)

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*)

DIBRUGARH UNIVERSITY

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="NO"/>
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="02"/>
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	<input type="text" value="25"/>
2.10 No. of IQAC meetings held	THREE

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 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. Organisation of National level Seminar.	1. National Seminar on "Distance Learning: Its Importance, Scope, Modes and Social perspective in present Day Society" held by KKHSOU. a) Proposal for National Seminar submitted to UGC jointly by the Department of Political Science and Economics on "Realities of Globalisation: Exploring Issues Related to politics, Economy and Culture in India with Special Reference to the NE Region.
2. Appointment of office staff for IQAC	2. Advertisement issued
3. Fresh Application for PG Courses in Commerce, Geography and Mathematics	3. Application submitted
4. Construction of PG Block for Geography	4. Construction work started
5. Construction of Conference room	5. Initial construction work started

* 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 2014-15

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	Nil
Annual	Nil

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.

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

18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	24	Nil
Presented papers	15	29	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 days

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 workshop

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	236	2.97%	12.29%	25.42%		77.54%
B.Sc. III	60	1.67%	50%	1.67%		73.33%
B.A III	138	Nil	17.39%	13.77%		78.26%

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	Nil
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.	26
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	2+2=4	Nil	2+2=4
Technical Staff	13	1+1=2	Nil	1+1=3

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	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3		
Outlay in Rs. Lakhs		8,65,500		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	6	2
Non-Peer Review Journals			1(Pragyan)
e-Journals			
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	Nil	Nil	Nil	Nil
Minor Projects	2yrs	UGC		8,65,500
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	Nil	8,65,500

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		02			01
Sponsoring agencies		UGC			IQAC

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

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

02	}	Dr. Bhuban Gogoi
		Dr. C. Bora

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

01

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

JRF	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
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3.21 No. of students Participated in NSS events:

University level	20	State level	10
National level	4	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="02"/>	Any other <input type="text"/>

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

- As a part of its social extension service, the NSS unit and the Red Ribbon Club unit of the College Organised a week long programme at 5 number Missing Gaon under Guijan Development Block of Tinsukia District from 10th March to 16th March 2015.
- On 1st November 2014 – A cleanliness drive was organised jointly by the NCC Unit, NSS Unit and Students’ Union Body of Tinsukia College in an around the College Campus where a good number of teachers and students’ took part.
- Tinsukia College celebrated the Rashtriya Ekta Divas on 31st October, 2014 to mark the birth anniversary of Sardar Vallabhbai Patel.
- A meeting was convened on the 5th of November, 2014, to commemorate the third death anniversary of the legendary icon Dr. Bhupen Hazarika.
- The 6th Mayuri Bora Memoreal lecture, organised by the Mayuri Bora Memorial Trust was held on 15th September, 2014.
- ACTA, Tinsukia College Unit organised its annual teachers’ memorial lecture on 8th November, 2014.
- On the 27th of September, 2014 the Department of Political Science in collaboration with the Department of Economics organised a talk on “Changing Political and Economic Scenario in the Context of New Liberalism Policy in India”.
- The 59th Foundation Day of Tinsukia College was observed on 1st of September, 2014.

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	32	2	UGC+College Fund	34
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	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	Nil
Others	-	61,550/-	College fund	61,550/-

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	39928	NA	657	1,60,091	40,585	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	79	14		15	10	15	23	2
Added	2	Nil		Nil	Nil	Nil	1	2
Total	81	14		15	10	15	24	4

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	1,20,000
ii) Campus Infrastructure and facilities	18,95,117
iii) Equipments	1,07,779
iv) Others	50,000
Total :	21,72,896

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1) Every Year, on the 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 " award of the college 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 HODs and the faculty members to analyze 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
2351	NA	NA	NA

(b) No. of students outside the state

120

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1616	68.74		735	31.26

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
727	102	133	190	0	1852	1127	123	145	956	0	2351

Demand ratio 1.92:1

Dropout % Around 23.12%

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	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>	No information available
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>	

5.6 Details of student counselling and career guidance

1. A Three day Entrepreneurship Awareness Programme was organized by Entrepreneurship Development Institute of India (EDI, Ahmedabad) North Eastern region office Guwahati, Sponsored by National Science and Technology Entrepreneurship Development Board (Department of Science and Technology, Govt. of India) on 20th – 22nd October, 2014.
2. A guest lecture by former CGM, SIDBI Lucknow, Pradip Kumar Saha, on the topic “Financial Inclusion in India with Particular reference to Micro Finance” was organised by the Department of Commerce, Tinsukia College.
3. Vivekananda Kendra Kanyakumari, Tinsukia Branch conducted a counseling session for the students of Tinsukia College on the Topic “Goal setting and its Realisation on 22nd October, 2014. Mr. S. Ghosh and A.D. Meghe conducted the session.

No. of students benefitted

296

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

5.8 Details of gender sensitization programmes

Women's Cell of Tinsukia College Unit organised a Programme on 8th March, 2015 among the boarders of the Tinsukia College Girls' Hostel. Dr. Roshmita Upadhayaya, a leading medical practitioner of the town was invited to deliver a lecture on the topic "Women and Health" which was one of the core aspects of the Beijing Women Convention of 1975. Dr. Upadhayaya spoke on health consciousness, necessity of physical exercise and other Women related medical problem and their remedies in a very interesting and impressive manner. The follow up interactive session also helped the girl students

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	285	2,89,700
Financial support from government	Nil	Nil
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

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 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) Some 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 which helps and guides researcher in preparation of proposal for funding of research
- 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 locally 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

6.3.7 Faculty and Staff recruitment

- 1) Steps are taken to immediately fill up the posts as per procedure and norms as soon as the vacancies arise
- 2) During the lag period, temporary faculties and staffs are appointed 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 programs 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. is strictly adhered too

6.4 Welfare schemes for

Teaching	NIL
Non teaching	<ul style="list-style-type: none">* Advance Salary in case of emergency need from Employees Medical Aid Fund* Reservation to children to Employees
Students	<ul style="list-style-type: none">* 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	No	No
Administrative	No	No	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) Encouraging use of biodegradable items.
- (5) 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 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

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)** : --a) Students' movement outwards from the region in the name of better institution and employment opportunities
b) Continuation of H. S. courses hampering the progression towards higher level programmes

8. Plans of institution for next year

Plan for Year 2014-15 :-----

- 1) Organizing National Level Seminar
- 2) Construction of PG Block for Geography
- 3) Construction of conference room
- 4) Construction of the College auditorium

Name *Ajit Chandra Phukan*
Niranjan Kr. Shukla



Signature of the Coordinator, IQAC

Name *Dr. Bhuban Gogoi*



Signature of the Chairperson, IQAC

Analysis of Feedback from the Students Academic session--- 2014-15

IQAC, Tinsukia College has 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 2014-15

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 90% of the students were highly satisfied regarding the performance of the teachers on various parameters. Reservations regarding innovative teaching methods and other teaching supplements were expressed.
2. Male students highlighted the problem of 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 the introduction of more scholarship and other financial assistance system.
5. The overall comments by the students were satisfactory as far as all parameters are concerned

ANNEXURE – II
ACADEMIC CALENDAR FOR THE MONTHS –MAY AND JUNE, 2014

Date	May 2014	No. of Working Days
1	May Day	
2	Commencement of H.S. 2 nd Year classes	1
3		2
4	Sunday	
5		3
6		4
7		5
8		6
9		7
10		8
11	Sunday	
12		9
13		10
14	Buddha Purnima	
15		11
16		12
17		13
18	Sunday	
19		14
20	End Sem. Examination	15
21		16
22		17
23		18
24		19
25	Sunday	
26		20
27		21
28		22
29		23
30		24
31		25

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		8
11		9
12		10
13		11
14		12
15	Sunday & Semester Break Starts	
16		
17		
18		
19		
20		
21		
22	Sunday	
23		
24		
25		
26		
27		
28		
29	Sunday	
30		

ANNEXURE – II
ACADEMIC CALENDAR FOR THE MONTHS –JULY AND AUGUST, 2014

Date	July, 2014	No. of Working Days
1		
2		
3		
4		
5		
6	Sunday	
7		
8		
9		
10		
11		
12		
13	Sunday	
14		
15		
16	End of Sem. Break & Commencement of Classes	1
17		2
18		3
19		4
20	Sunday	
21		5
22		6
23		7
24		8
25		9
26		10
27	Sunday	
28		11
29	Id-ul-Fitre	
30		12
31		13

Date	August, 2014	No. of Working Days
1		1
2		2
3	Sunday	
4		3
5		4
6		5
7		6
8		7
9		8
10	Sunday	
11		9
12		10
13		11
14		12
15	Independence Day	
16		13
17	Sunday	
18		14
19		15
20		16
21		17
22		18
23		19
24	Sunday & Tithi of Madhadev	
25	1 st Sessional Test (26 Aug. To 4 Sept. 2014	20
26		21
27	Tithi of Sankardeva	
28		22
29		23
30		24
31	Sunday	

ANNEXURE – II
ACADEMIC CALENDAR FOR THE MONTHS –SEPTEMBER AND OCTOBER, 2014

Date	September, 2014	No. of Working Days
1		1
2		2
3		3
4		4
5		5
6	(6 to 9) Students' Union Election	6
7	Sunday	
8		7
9		8
10		9
11		10
12		11
13	Tithi of Madhabdeva	
14	Sunday	
15		12
16		13
17		14
18		15
19		16
20		17
21	Sunday	
22	Group Discussion or Seminar starts upto 30 th	18
23		19
24		20
25		21
26		22
27	Declaration of 1 st Sem. Results	23
28	Sunday	
29		24
30		25

Date	October, 2014	No. of Working Days
1	Durga Puja	
2	Gandhi Jayanti	
3	Sri Sri Sankardeva Janmutsav	
4	Durga Puja	
5	Sunday	
6	Id-UI-Zuha	
7	Lakshmi Puja	
8		1
9		2
10		3
11		4
12	Sunday	
13		5
14		6
15		7
16		8
17		9
18	Kati Bihu	
19	Sunday	
20	2 nd Sessional Test End (21 to 26)	10
21		11
22		12
23	Kalii Puja & Dewali	
24		13
25		14
26	Sunday	
27		15
28		16
29		17
30		18
31		19

ANNEXURE – II
ACADEMIC CALENDAR FOR THE MONTHS –NOVEMBER AND DECEMBER, 2014

Date	November, 2014	No. of Working Days
1		1
2	Sunday	
3		2
4		3
5		4
6	Guru Nanak Birthday	
7		5
8		6
9	Sunday	
10	Declaration of 2 nd Sem. Results	7
11		8
12		9
13		10
14		11
15		12
16	Sunday	
17		13
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	Sunday	
24	Lachit Divas	
25		19
26		20
27		21
28		22
29		23
30	Sunday	

Date	December, 2014	No. of Working Days
1		1
2	Asom Divas(Syu-Ka-Pha)	
3		2
4		3
5		4
6		5
7	Sunday	
8		6
9		7
10		8
11		9
12		10
13		11
14	Sunday	
15		12
16	Commencement of Sem. Break & College Week	
17		
18		
19		
20		
21	Sunday	
22		
23		
24		
25	X-mas	
26		
27		
28	Sunday	
29		
30		
31		

ANNEXURE – II
ACADEMIC CALENDAR FOR THE MONTHS –JANUARY AND FEBRUARY, 2015

Date	January, 2015	No. of Working Days
1		
2		
3		
4	Sunday	
5		
6		
7		
8		
9		
10		
11	Sunday	
12		
13	Magh Bihu	
14	Magh Bihu	
15		
16	End of Semester Break & Commencement of Classes	1
17		2
18	Sunday	
19		3
20		4
21		5
22		6
23		7
24		8
25	Sunday	
26	Republic Day	
27		9
28		10
29		11
30		12
31	Me-Dam-Me-Phi	

Date	February, 2015	No. of Working Days
1	Sunday	
2	H.S. 1 st Year Exam	1
3		2
4		3
5		4
6		5
7		6
8	Sunday	
9		7
10	Sarswati Puja	
11		8
12		9
13		10
14		11
15	Sunday	
16	H.S. Final Exam (Tentative)	12
17		13
18		14
19		15
20	1 st Sessional Test upto 5 th March 2014	16
21		17
22	Sunday	
23		18
24		19
25	Bir Chilarai Divas	
26		20
27		21
28		22

ANNEXURE – II
ACADEMIC CALENDAR FOR THE MONTHS –MARCH AND APRIL, 2015

Date	March, 2015	No. of Working Days
1	Sunday	
2		1
3		2
4		3
5		4
6		5
7		6
8	Sunday & International Womens' Day	
9		7
10		8
11		9
12		10
13	Dol Yatra/ Holi	
14		11
15	Sunday	
16		12
17		13
18	Group discussion/ Seminar starts	14
19		15
20	Sessional Results	16
21		17
22	Sunday	
23		18
24		19
25		20
26		21
27		22
28		23
29	Sunday	
30		24
31		25

Date	April, 2015	No. of Working Days
1		1
2		2
3		3
4		4
5	Sunday	
6		5
7		6
8		7
9		8
10		9
11		10
12	Sunday	
13	Rongali Bihu	
14	Rongali Bihu	
15	Rongali Bihu	
16	Rongali Bihu	
17		11
18	2 nd Sessional Test (18 to 30 April)	12
19	Sunday	
20		13
21		14
22		15
23		16
24		17
25		18
26	Sunday	
27		19
28		20
29		21
30		22