

ANNUAL QUALITY ASSURANCE REPORT 2017-18

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)

2017-18

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

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:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN18879)

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/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	B+	2.55	2016	2009-16
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 - 2015- 16 _____ (20/03/2017)
- iv. AQAR - 2016-17 _____ (02/08/2017)
- v. AQAR - 2017-18 _____ (08/08/2018)

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" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="12"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
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="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="04"/>
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="24"/>
2.10 No. of IQAC meetings held:	02 (Two)

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.
- 5) Under the initiative of IQAC, online admission process was introduced for the first time in Tinsukia College for the academic session 2017-18.

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 International/National level Seminar/Conference.	1. Two National level workshops held.
2. Completion of construction of PG Block for Dept. of Geography	2. On the verge of completion.
3. Introduction of Certificate/ vocational Courses.	3. Five Courses Introduced.

* 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 2017-18

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	05		02	Nil
PG Diploma	Nil			Nil
Advanced Diploma	Nil			Nil
Diploma	Nil			Nil
Certificate	Nil	05	05	05
Others	Nil			Nil
Total	05	05	07	05
Interdisciplinary	03	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	05
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.

Skill Development Centre providing training in Spoken English, Beautician and Wellness , Agriculture, Chinese Basic and Assistant Electrician was started in the academic session 2017-18.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
69	45	24	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

28

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	11	Nil	Nil	Nil	Nil	Nil	Nil	Nil	11

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	31	Nil
Presented	Nil	12	Nil
Resource Persons	Nil	02	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

198

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 honours programmes

2.9 No. of faculty members involved in curriculum Restructuring /revision/syllabus development

04	Nil	Nil
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

79%

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.A	250	Nil	15.20%	16%	31.20%	62.40%
B.Com	264	Nil	11.36%	29.54%	24.24%	65.15%
B.Sc	190	Nil	54.48%	6.72%	19.40%	80.60%

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 departments in organizing guest lectures, departmental seminars and other students' activities.
- 3). It motivates teachers to adopt modern pedagogical technique.
- 4) IQAC has initiated measures to introduce Professional Certificate Courses. At present Five different courses are running successfully.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
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.	71
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=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	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02		
Outlay in Rs. Lakhs		4,45,000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals			1(Pragyan)
e-Journals			
Conference proceedings	01		

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	2017-19	UGC	4,45,000	3,35,000
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	2017-19	UGC	4,45,000	3,35,000

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					

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

01

Dr. Bhuban Gogoi

02

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

3.21 No. of students Participated in NSS events:

University level 35 State level 12

National level 04 International level Nil

3.22 No. of students participated in NCC events:

University level 19 State level 05

National level 03 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 College forum

NCC NSS 05 Any other 01

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

- Tinsukia College Celebrated its Diamond Jubilee from 22/04/2017 to 25/04/2017. Besides the publication of four edited books, many leading personalities of Tinsukia District who have made immense contributions in the social, political, literary, cultural and educational domains of the district were also felicitated. Various seminars, symposia, poetry reading sessions, exhibitions and cultural programmes were organized as part of the celebrations.
- Tinsukia College celebrated the Rashtriya Ekta Divas on 31st October, 2017 to mark the birth anniversary of Sardar Vallabhbhai Patel.
- A meeting was convened on the 5th of November, 2017, to commemorate the third death anniversary of the legendary icon Dr. Bhupen Hazarika.
- A seven day NSS Awareness Camp was successfully run from 20th of October to 26th of October 2017 at Lankachi M.E. School under Lankachi Gaon Panchayat, Tinsukia.
- A seven day NSS Awareness Camp was successfully run from 19th of March to 25th of March 2018 at Lankachi High School under Lankachi Gaon Panchayat, Tinsukia.
- The World Environment Day was observed by NSS Unit on 5th June 2018 and a plantation programme was done within the college campus as part of the programme.
- ‘Akash’ an NGO formed under the initiative of the alumni, students and teachers of the Department of English conducted two Summer Camps at Borguri Government High School from 14/07/2018 to 17/07/2018 and Sadiya Government Higher Secondary School from 17/07/2018 to 19/07/2018. Workshops were conducted on Spoken English and English Grammar, Acting, Singing and Dancing by various experts of the related fields to the students on the aforementioned days.

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	10	Nil	N/A	10
Seminar Halls	02	Nil	Nil	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	06	02	UGC+ College Fund	08
Value of the equipment purchased during the year (Rs. in Lakhs)	6.95 Lac	.55450	UGC+ College Fund	7.50450 Lac
Others	40,000/-	12,040/-	College fund	52,040/-

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	44,991+928	NA+4,17,652	591	2,29,605	45,919	NA
Reference Books						
e-Books	95,000+NList	NA	Nil	Nil	95,000+NList	NA
Journals	34	NA	10	60,300	44	60,300
e-Journals	6000+NList	NA	NA	NA	NA	NA
Digital Database	Nil	Nil	65000+e-books	Nil	Nil	Nil
CD & Video	50	NA	10	NA	60	NA
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	81	14		15	10	15	24	04
Added	06	01	Wi Fi Devices	01	Nil	Nil	04	01
Total	87	15	16	16	10	15	28	05

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

1. Fully computerized language laboratory for Spoken English Course and Teacher Training Programmes.
2. Faculty Development Programme as part of Spoken Tutorial Project in collaboration with IIT Mumbai.
3. Spoken Tutorial Program for students in collaboration with IIT Mumbai as Nodal Resource Center in Assam.

4.6. Amount spent on maintenance in lakhs :

i) ICT	.55
ii) Campus Infrastructure and facilities	14.8
iii) Equipments	.55
iv) Others	2.22
Total:	18.12

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.

However, from the current academic session, IQAC has initiated steps to encourage the departments to open whatsapp and facebook groups of their even semester students which will enable the departments to keep track of the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2474	Nil	Nil	1100

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	2305	64.5		1269	35.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1668	178	231	1399	Nil	3476	1733	208	332	1301	Nil	3574

Demand ratio 1.62:1 Dropout % Around 20.12%

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

No. of students beneficiaries

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

No. of students benefitted

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

The Gender Sensitization Committee Against Sexual Harassment(GSCASH) organized Awareness Programme in Tinsukia College Girls' Hostel on 22/08/2016.

GSCASH in collaboration with Cell for Women Studies and Development (CWSD) of Tinsukia College organized awareness campaign on Sexual Harassment in six schools and one Junior College within Tinsukia District from 12/09/2017 to 15/11/2017. Nearly 750 students were covered under the programme.

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	28	50800
Financial support from government	895	30,42,674
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: None

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 have a management Information System

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
- 3) Library digitization process initiated

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 also have 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 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) For the first time, the entire process of issue and submission of admission form was carried out online.
- (5) A detailed Merit List is published before 2 days of actual admission & displayed in the college notice board

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	No	No
Administrative	No	No	No	No

6.8 Does the University/ Autonomous College declare 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. Moreover, the Alumni Association of the college has time and again provided support through their active participation in infrastructure development and celebration of historic occasions of the college like its Silver Jubilee, Golden Jubilee, Diamond Jubilee etc.

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) Efforts initiated to make the campus a zero waste campus. The institution has been declared a clean and green campus by a Tinsukia District based organization named 'Clean Tinsukia Green Tinsukia'.
- (4) Encouraging the use of biodegradable items.
- (5) Installation of Sanitary Napkin Disposal Machine in the Girls' Hostel.

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. Installation of necessary software for the complete digitization of the central library.
2. Formation of a Data Bank which has made it possible to access any individual or institutional data easily.

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

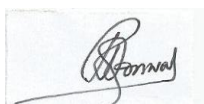
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT Analysis : ---

- 1) **STRENGTH (S)** : -- Large number of students, three well equipped streams, well qualified faculties, high regional image of the college, urban location, a number of professional certificate courses 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 in one of the most educationally backward districts of India.
b) Immense prospect to evolve 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 education and employment opportunities.
b) Continuation of H. S. courses hampering the progression towards higher level programmes

8. Plans of institution for next year

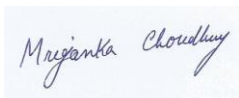
1. Starting of the Spoken English Pre Basic Course
2. Launching of the following Certificate Courses
 - Chinese Basic Three Months' Certificate Course
 - Assistant Electrician Three Months' Certificate Course
 - Certificate Course on Performing Art
4. Teacher Training Certificate Programme on Spoken English
5. Adoption of Schools for consultancy and guidance programmes
6. Adoption of Villages
7. Introduction of Certificate Course on Theatre and Cinema Studies
8. Organizing National and State Level Seminars and Workshops
9. Completion of the PG Block



Name 1. Dr Rajib Konwar



Name Dr Bhuban Gogoi



2. Dr Mriganka Choudhury

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations :

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE – II
ACADEMIC CALENDER FOR THE MONTHS –MAY AND JUNE, 2017-18

Date	May, 2017	No. of Working Days
1	May Day	
2	Commencement of End Sem. Exm & H.S.2 nd Year Classes	1
3		2
4		3
5		4
6		5
7	Sunday	
8		6
9		7
10	Buddha Purnima	
11		8
12		9
13		10
14	Sunday	
15		11
16		12
17		13
18		14
19		15
20		16
21	Sunday	
22		17
23		18
24		19
25		20
26		21
27		22
28	Sunday	
29		23
30		24
31		25

Date	June, 2017	No. of Working Days
1	Commencement of new Sem. Class & Sem. Counselling for new students	1
2		2
3		3
4	Sunday	
5		4
6		5
7		6
8		7
9		8
10		9
11	Sunday	
12		10
13		11
14		12
15		13
16		14
17		15
18	Sunday	
19		16
20		17
21		18
22		19
23		20
24		21
25	Sunday	
26	Eid al-Fitr	
27		22
28		23
29		24
30		25

ANNEXURE – II
ACADEMIC CALENDER FOR THE MONTHS –JULY AND AUGUST, 2017-18

Date	July, 2017	No. of Working Days	Date	August, 2017	No. of Working Days
1	Semester Break, Sunday	SEMESTER BREAK	1		1
2	Sunday		2		2
3			3		3
4			4		4
5			5		5
6			6	Sunday	
7			7		6
8			8		7
9	Sunday		9		8
10			10		9
11			11		10
12			12		11
13			13	Sunday	
14			14		12
15			15	Independence Day	
16	Sunday		16	1 st Sessional Test	13
17			17		14
18			18		15
19			19		16
20			20	Sunday	
21			21		17
22			22		18
23	Sunday		23	Sankardeva Tithi	
24			24		19
25			25		20
26			26		21
27			27	Sunday	
28			28		22
29			29		23
30	Sunday		30		24
31			31		25

ANNEXURE – II
ACADEMIC CALENDER FOR THE MONTHS –SEPTEMBER AND OCTOBER, 2017-18

Date	September, 2017	No. of Working Days
1	Group Discussion	1
2		2
3	Sunday	
4		3
5		4
6		5
7		6
8		7
9		8
10	Tithi of Madhabdeva & Sunday	
11		9
12		10
13	Janmastomi	
14		11
15		12
16		13
17	Sunday	
18		14
19		15
20		16
21		17
22		18
23		19
24	Sunday	
25	Id-Uz-Zuha	
26		20
27	Durga Puja	
28	Durga Puja	
29	Durga Puja	
30	Durga Puja & Sankardeva Janmutsav	

Date	October, 2017	No. of Working Days
1	Sunday	
2	Gandhi Jayanti	
3	2 nd Sessional Test	1
4		2
5	Lakshmi Puja	
6		3
7		4
8	Sunday	
9		5
10		6
11		7
12		8
13		9
14		10
15	Sunday	
16		11
17		12
18	Kati Bihu	
19	Kali Puja	
20		13
21		14
22	Sunday	
23		15
24		16
25		17
26		18
27		19
28		20
29	Sunday	
30		21
31		22

ANNEXURE – II
ACADEMIC CALENDER FOR THE MONTHS –NOVEMBER AND DECEMBER, 2017-18

Date	November, 2017	No. of Working Days
1	End Sem. Exam	1
2		2
3		3
4	Guru Nanak Birthday	
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	Lachit Divas	
25		20
26	Sunday	
27		21
28		22
29		23
30		24

Date	December, 2017	No. of Working Days
1	Semester Break & College week	
2	Asom Divas	
3	Sunday	
4		
5		
6		
7		
8		
9		
10	Sunday	
11		
12		
13		
14		
15		
16		
17	Sunday	
18		
19		
20		
21		
22		
23		
24	Sunday	
25	Christmass	
26		
27		
28		
29		
30		
31	Sunday	

SEMESTER BREAK

ANNEXURE – II
ACADEMIC CALENDER FOR THE MONTHS –JANUARY AND FEBRUARY, 2017-18

Date	January, 2018	No. of Working Days
1	New Year	
2	End of Sem Break & Holding of Class	1
3		2
4		3
5		4
6		5
7	Sunday	
8		6
9		7
10		8
11		9
12		10
13	Magh Bihu	
14	Magh Bihu & Sunday	
15		11
16		12
17		13
18		14
19		15
20		16
21	Sunday	
22		17
23		18
24		19
25		20
26	Republic Day	
27		21
28	Sunday	
29		22
30		23
31	Me-Dum-Me-Phi	

Date	February, 2018	No. of Working Days
1	1 st Sessional Test	1
2		2
3	Bir Chilarai Divas	
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		15
20		16
21		17
22		18
23		19
24		20
25	Sunday	
26		21
27		22
28		23

ANNEXURE – II
ACADEMIC CALENDER FOR THE MONTHS –MARCH AND APRIL, 2017-18

Date	March, 2018	No. of Working Days
1	Group Discussion/ Seminar	1
2		2
3		3
4	Sunday	
5		4
6		5
7		6
8		7
9		8
10		9
11	Sunday	
12		10
13		11
14		12
15		13
16		14
17		15
18	Sunday	
19		16
20		17
21		18
22		19
23	Good Friday	
24		20
25	Sunday	
26		21
27		22
28		23
29		24
30		25
31		26

Date	April, 2018	No. of Working Days
1	Sunday	
2	2 nd Sessional Test	1
3		2
4		3
5		4
6		5
7		6
8	Sunday	
9		7
10		8
11		9
12		10
13	Rongali Bihu	
14	Rongali Bihu	
15	Rongali Bihu & Sunday	
16	Rongali Bihu	
17		11
18		12
19		13
20		14
21		15
22	Sunday	
23		16
24		17
25		18
26		19
27		20
28		21
29	Sunday	
30		22

ANNEXURE – II
ACADEMIC CALENDER FOR THE MONTHS –MAY AND JUNE, 2017-18

Date	May, 2018	No. of Working Days
1	May Day	
2	End Sem. Exam. & H.S. 2 nd Year Class	1
3		2
4		3
5		4
6	Sunday	
7		5
8		6
9		7
10		8
11		9
12		10
13	Sunday	
14		11
15		12
16		13
17		14
18		15
19		16
20	Sunday	
21		17
22		18
23		19
24		20
25		21
26		22
27	Sunday	
28		23
29		24
30		25
31		26

Date	June, 2018	No. of Working Days
1	Class of Degree held & CBCS Counselling to new Degree Students	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		13
16		14
17	Sunday	
18		15
19		16
20		17
21		18
22		19
23		20
24	Sunday	
25		21
26		22
27		23
28		24
29		25
30		26