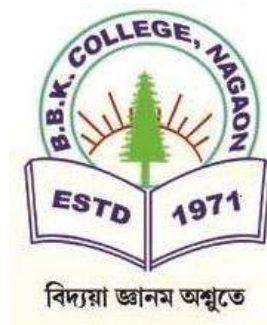


Annual Quality Assurance Report (AQAR)

Session 2013-14

Submitted by



Internal Quality Assurance Cell (IQAC)
BAOSI BANIKANTA KAKATI COLLEGE

Post Office: Nagaon, District: Barpeta

PIN: 781311, Assam (INDIA)

www.bbkcollege.org

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

1. Details of the Institution

1.1 Name of the Institution

BAOSI BANIKANTA KAKATI COLLEGE

1.2 Address Line 1

Nagaon

Address Line 2

P.O- Nagaon

City/Town

Barpeta

State

Assam

Pin Code

781311

Institution e-mail address

principalbbkc@gmail.com

Contact Nos.

+919435913998

Name of the Head of the Institution:

Dr. Utchab Chandra Deka

Tel. No. with STD Code:

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Mobile:

+919435913998

Name of the IQAC Co-ordinator:

Aminur Rahman

Mobile:

9678883488

IQAC e-mail address:

iqacbbkc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) ASCOGN 11946

1.4 Website address:

www.bbkcollege.org

Web-link of the AQAR:

www.bbkcollege.org/images/aqar2013_14.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	Institutional score 68%	2004	5 Years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

23/08/2003

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

2013-14

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 submitted on 27.05.2015

ii. AQAR 2011-12 submitted on 31.05.2015

iii. AQAR 2012-13 submitted on 06.06.2015

iv. AQAR _____ (DD/MM/YYYY)

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 ☒

(e.g., 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)

Gauhati University

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

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence

UGC-CPE

DST Star Scheme

—

UGC-CE

—

UGC-Special Assistance Programme

—

DST-FIST

—

UGC-Innovative PG programmes

—

Any other (*Specify*)

—

UGC-COP Programmes

—

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No.

10

Faculty

04

Non-Teaching Staff /Students

03

Alumni

01

Others

02

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.	02	International	0	National	00	State	0	Institution Level	02
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(ii) Themes

1. Use of Medicines and their Side Effects.
2. Fish Species of Barpeta District: A Commercial Perspective

2.14 Significant Activities and contributions made by IQAC

Initiative and active involvement of the IQAC made the following achievement possible:

- i. Introduction of *Monitorial System* in Major subjects.
- ii. Arrangement of seminars.
- iii. N-LIST subscribed to provide e-learning facility for the benefit of students and teachers.
- iv. ICT facility enhanced. Language learning software procured for installation in Spoken English Laboratory.
- v. Up-gradation of infrastructural facility like renovation and extension of library building and construction of quarter for Principal.
- vi. Installation of two 10 KV power generator for uninterrupted power supply.
- vii. Installation of CCTV in the college for better governance and management.
- viii. Submission of Institutional Plan Template to Director of Higher Education (DHE) Assam in connection with RUSA for allocation of financial assistance.
- ix. Submission of proposal of Modal College to Government of Assam under Multi-Sectoral Development Programme of Government of India.
- x. The following extension activities were undertaken:
 - a. Observation of Anti-Tobacco Day in collaboration with District Legal Services Authority, Barpeta
 - b. Opening of Legal Aid Clinic in collaboration with District Legal Services Authority, Barpeta
 - c. Conduction of survey on language and culture in Damorabowa village by departments of Assamese.
- xi. Extension of the existing area of college fishery.

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
Annexure-II attached	

* Attach the Academic Calendar of the year as Annexure. (Annexure-III)

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR was placed in the Governing Body (G.B.) of the college. The G.B. scrutinised the plan and the action taken, and stressed on making efforts towards learner-friendly and eco-friendly environment in the college.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	01	-
UG	04	-	01	-
PG Diploma	-	-	01	-
Advanced Diploma	-	-	-	-
Diploma	-	-	01	-
Certificate	-	-	-	01
Others	02 (HS A+S)	-	02	-
Total	06	-	06	01
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	06
Trimester	00
Annual	06

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

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

***Please refer to Annexure-IV**

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

The institution follows the syllabus of Gauhati University. No syllabus has been updated or revised for the period.

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

No new department was introduced. However, professional skill development programme, namely, D.El.Ed has been introduced for training of in service teacher at lower and upper primary level.

Criterion – II

2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	20	27	00	00

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

10

- 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
16	04	27	00	00	00	00	00	43	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	03	06	00
Presented papers	04	09	01
Resource Persons	00	00	00

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

- Preparation of session plan for every subject made well before the commencement of class as per the academic calendar and apprising all students of the same on the commencement of the academic session.
- Inter-departmental collaborative teaching learning on allied and inter-disciplinary topic.
- Monitorial system of education.
- Supplying hard and soft copy of study material to the students.
- Special classes and remedial classes.
- Use of ICT facilities like LCD projectors and internet in teaching-learning process.
- Holding of class wise seminar.
- Assigning home assignment, dissertation and project work.
- Arrangement of Field Study/ Study Tour as part of academic programme.
- Inter-departmental seminars.

2.7 Total number of actual teaching days during this academic year

191

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

The college follows examination/evaluation rules of the Affiliating Universities. However, within its limited role in these fields, the college takes steps towards examination/evaluation reforms like-

- a) Sessional test, Unit test and Class test are held.
- b) Evaluation and open analysis of evaluated scripts on the evaluation process among the respective departmental colleagues.
- c) Showing evaluated scripts to the learners with necessary correction and suggestion for improvements.

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

Nil	Nil	Nil
-----	-----	-----

2.10 Average percentage of attendance of students

80 %

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. Major	90	0.0	22.2	66.7	2.2	91.1
B.A. General	89	0.0	0.0	51.7	21.3	73.0
B.Sc. Major	15	0.0	33.3	46.7	0.0	80.0
B.Sc General	28	0.0	10.7	85.7	0.0	96.4
B.C.A.	01	0.0	100.0	0.0	0.0	100.0
PGDCA	26	0.0	65.4	19.2	0.0	84.6
BA (Distance)	89	25.8	0.0	0.0	69.7	95.5
B.C.A.(Distance)	03	0.0	0.0	66.7	0.0	66.7

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

The IQAC takes initiative towards attaining excellence in teaching and learning and also adopts plans for improvement in quality of teaching-learning and evaluation such as:

- The IQAC monitors the publication of Academic Calendar, preparation of teaching plan, departmental monthly progress report.
- The IQAC monitor the project work and field based study through respective departmental committees.
- Compulsory maintenance of departmental diary and progress report by the HoDs.
- Self-appraisal report by the teachers of their strength and weakness and after thorough discussion, suggestion is made to the teachers for improvement.
- Ensures that sufficient numbers of text books and reference books are procured in tune with the change of syllabus.
- Ensures feedback by the learners and the analysis of feed-back. Teachers showing better performance and encouraged and corrective measures are taken in case of teacher not showing better performance.
- Ensures parent-teacher meeting and suggestions for improvement in teaching learning process.
- Monitors and ensures prompt evaluation process of internal examinations.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	05
HRD programmes	00
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	03
Others	00

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	17	03	00	08
Technical Staff	00	00	00	00

Criterion – III**3. Research, Consultancy and Extension**

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

IQAC has taken a pro-active role in sensitizing and promotion of research environment in the institution in the following way:

- Circulation of information of National/International seminars and encourage faculty members to participate in the events.
- IQAC held three meetings (at the beginning, middle and end of the session) with all the faculty members and discuss about the progress of research activities and the individual problem faced.
- Based on the discussion, the IQAC places the minutes of meetings and suggestions regarding provision of promotion of research activities before the Principal, and the Research Committee which cover following points:
 - a. Provision of leave-as-per-rule for participation in national and international seminars, workshops and conferences.
 - b. Allowing faculty members to undertake research projects.
 - c. Making strategic planning to provide Faculty Development Programme to PhD and Post-Doctoral research.
- Initiatives in holding of institutional seminars by departments.
- Monitors project and dissertation work by students through respective departmental committees.
- ✓ The endeavour of the IQAC for promoting research climate resulted in:
 - a) Two faculty members namely, Dr. Ghanashyam Nath and Dr. Gopal Kumar Sarma have been awarded PhD degree.
 - b) Two institutional seminars and 32 departmental seminars were held.
 - c) Two faculties participated in refresher course and 02 in orientation programme.
 - d) One book with ISBN, 02 books without ISBN, five chapters in edited book, 05 paper in international and national peer reviewed journals were published by the faculty members.
 - e) Four and nine faculty members participated in international and national seminars respectively with paper.

Initiative was also taken to boost research climate among students, which resulted in undertaking of field based study and project work by students of four and six departments from arts and science stream respectively.

Students undertook field based study to *Madan-Kamdeva* in Baihata Chariali, Kamrup, a place of archaeological interest as part of environmental studies.

25 students undertook educational tour to Chennai and Podducherry.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	04	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	00	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences

organized by the Institution

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

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

Nil

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

Nil

Nil

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

Nil

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

18

National level

-

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

--

College forum

03

NCC

01

NSS

01

Any other

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

- Survey on Language and Culture in ST dominated village Damorabowa and awareness programme on preservation of ethnic culture.
- Setting up of cultural archive in the college for preservation of ethnic culture.
- Sensitizing programme among students on harmful effects of tobacco and encouragement for their pro-active role in society.
- Campaign for tobacco free zone in the college.
- Campaign on Anti-ragging.

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	32 bigha 1 katha 10 lesa (41860.8 sq mtr.	--	Govt. allotment	32 bigha 1 katha 10 lesa (41860.8 sq mtr.
Class rooms	1095 sqm	--	Donation and govt. grant	1095sqm
Laboratories	599sqm	--	Govt. grant	599sqm
Seminar Halls	--	--	--	--
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	1288.87sqm	878sqm	UGC and Internal	2166.87sqm

4.2 Computerization of administration and library

- Creation of computerised database of newly admitted students, examinees and applicants of scholarship.
- Initiative was taken towards library automation with the use of SOUL 2.0 and for this one computer was added to the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18001	2005995/-	1000	90000/-	19001	2095995/-
Reference Books	1020	180000/-	--	--	1020	180000/-
e-Books	250	--	50	--	300	--
Journals	20	13000/-	--	--	20	13000/-
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	200	--	--	--	200	--
Others (NLIST, CCTV)	00	00	01+06	--	07	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	07	13	01	00	00	04	17	05
Added	01	00	00	00	00	00	00	00
Total	08	13	01	00	00	04	17	05

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

 N-LIST subscribed for e-learning facilities for students and teachers.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.70
ii) Campus Infrastructure and facilities	8.00
iii) Equipments	1.40
iv) Others	3.10
Total:	14.20

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

The IQAC takes seminal steps in enhancing awareness about Student Support services available in the college and makes earnest effort to ensure the maximum utilisation of the various facilities. The college has made provision for in the areas like- NSS unit, NCC unit, Students' Union, College Magazine, Grievance and Redressal Cell, Boys Common Room, Girls Common Room, Canteen, Incentive awards, waiving of fees for meritorious poor students, remedial and special Classes, field study/ educational tour etc.

- a) Ensures the class-wise awareness programme for student about the facilities available in the college.
- b) Ensures the dissemination of information of student support services in the college through the students' union of the college.
- c) Ensures publication of the information of student support services in the college Prospectus.

5.2 Efforts made by the institution for tracking the progression

Effort for tracking progression is made through:

- a) The departmental records on performance of students, progress and placement.
- b) Analyzing the performance in the internal examinations.
- c) Feed-back from students.
- d) Joint sitting of Teacher-Guardian association and students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1041	76	00	21

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	658	57.8		480	42.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
968	72	10	48	05	1103	981	80	20	53	04	1138

Demand ratio: 1.08

Dropout: 33.8%

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

- a) The IQAC ensures providing information of competitive examinations to students through Career Counselling and Guidance Cell. Respective Departments takes initiative in motivating students towards competitive examinations.
- b) Supply of various magazines of competitive examinations in the central library for the use of the students.
- c) Coaching on reasoning aptitude and general awareness.

No. of students beneficiaries

20

5.5 No. of students qualified in these examinations

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	00

5.6 Details of student counselling and career guidance

The college has a Career Counselling and Guidance Cell to provide regular counselling and guidance on career. For counselling and career guidance following actions were taken:

- Pre-admission counselling on choosing course and offering subjects at U.G. level.
- Regular counselling by the Career Counselling and Guidance Cell.

No. of students benefitted

330

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
--	--	--	--

5.8 Details of gender sensitization programmes

- a. The college is co-educational and hence boys and girls are involved in various activities and committees. Motivates and ensures representation of girls where they do not come forward.
- b. Celebration of International Women's Day and lecture on women issues.

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	08	4000/-
Financial support from government	308	1025535/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

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: No major grievance found.

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision:

To uplift knowledge, skill and morals of young generation for an equitable and advanced society.

Mission:

-  To achieve excellence in higher education by incorporating new inputs and new techniques.
-  To impart skill based and career oriented knowledge and education.
-  To promote physical, cultural and moral development of the students.
-  To work for inclusive education and especially for participation of women and backward rural communities in higher education.

6.2 Does the Institution has a management Information System

Yes. The college has a management information system (MIS) of which the Principal of the college is the executive head. The information is dispatched to the concerned destination by –

- i. Notification in the notice board, notice register etc.
- ii. Letter delivery through peon book.
- iii. Providing information of general rules and facilities available in the prospectus.
- iv. Joint meeting of Governing Body (G.B.) with college faculty and other staff.
- v. Meeting with stakeholders, Students' Union Body, etc.
- vi. Information through Bulk SMS.

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

6.3.1 Curriculum Development

The college has an Academic Committee, which sits periodically on the issues related to curriculum and within its limited scopes takes initiative in this respect in the following ways:

- i) Departmental seminars, home assignment and dissertation carried out by the respective department under the supervision of Academic Committee of the college.
- ii) Departmental research and project committee formed and supervision of project work and field study by the students.
- iii) Feedback from learners and guardians on teaching of curriculum is discussed in HoDs meeting and suggestions are made for improvement in the curriculum over telephone to the affiliating University.
- iv) The departmental library and central library procure both text and reference books relevant to curriculum and provide priority and special consideration to the needy and deserving students.

6.3.2 Teaching and Learning

For quality teaching and learning, the academic calendar, class routine and teaching plans are prepared before the commencement of the class. The course content, lesson allotted to individual faculty is intimated to the learners at the beginning of the classes.

- Use of LCD projector in class room teaching.
- Remedial classes for slow learners and special classes for advance learners arranged.
- Supplying hard Copy and soft copy of study materials to students is done as regular Practice.
- Apart from existing remedial classes, special classes of tutorial nature for advanced learners are arranged.
- Inter-departmental collaborative teaching is practiced on allied topics for better understanding of the concepts.
- Monitorial system of education introduced.

6.3.3 Examination and Evaluation

- Sessional Test/ Unit Test and class Tests are held regularly.
- Project work, dissertation, home assignments and seminars undertaken as part of evaluation.
- Regularity, punctuality and involvement in co-curriculum and extra-curricular activities.
- Field study is conducted as a part of evaluation process.
- Evaluation process is discussed among the departmental colleagues and students are shown evaluated scripts to bring about improvement in their performance.

6.3.4 Research and Development

The college takes initiative to promote research activities and adopt some strategies in this regard such as- information of the international/national/state/local level seminars, of research journals are provided for easy access to the teachers and students. Logistic support is given.

As a result, 02 faculty members were awarded PhD, 08 other faculty members are doing PhD, 04 faculty members participate4d in refresher course and orientation programme. No. of publication increased. One book with ISBN, 02 without ISBN, 05 papers in National and International journals were published. Participation in National/ International Seminars also increased. 04 in international, 09 in national Seminars participated with papers while 03 in International and 06 in National Seminar participated without paper.

Initiative was also taken to promote research culture among students. The students of 06 departments carried out project work and of 04 departments carried out dissertation work.

280 students undertook field-based study on environmental issues. Besides, 25 students undertook education tour to Chennai and Podducherry.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- More books were purchased for library.
- Renovation and extension of central library, and construction of quarter of Principal.
- Installation of two 10 KVA generator.
- Installation of CCTV camera.
- Procurement of Language Learning Software.
- Extension of area of fishery.

6.3.6 Human Resource Management

The college endeavours to develop human resource primarily through successful implementation of curriculum to bring the desired goal.

The mission 'Search for Talent and its Upliftment' adopted few years ago continued so that the talented students are not deprived from higher education and support in cash and kind is provided to them. Remedial coaching classes and special classes were arranged so that quality result be augmented.

Effort was made for the leadership and healthy competitive spirits among students through Students' Union, NSS and NCC unit, College Magazine, organisation of sports and cultural activities, extension activities, etc. for development of human resource. Research culture among students was promoted through project/ field based work.

Coaching class on reasoning and general awareness was conducted for empowerment of students to appear in competitive examinations.

6.3.7 Faculty and Staff recruitment

Recruitment of teachers and other employees are made as per the guidelines of UGC as well as the state government.

Part-time teachers are recruited as and when necessary. This year part-time teacher were recruited in the department of Political science, Economics, Education, Philosophy, Arabic, Hindi, Assamese and Anthropology

6.3.8 Industry Interaction / Collaboration

The college has no formal industry interaction/ collaboration. However, the students are given information of the industries and reputed institution and are guided to get into those. This year students were taken to University of Madras and Pondicherry University and Presidency College.

6.3.9 Admission of Students

- An admission Committee is formed every year, which follows government rules related to reservation and admission.
- The selection of students for admission into different classes is done strictly on merit. To maintain transparency in this regard, merit list is hung up in the college notice board two days prior to the date of admission.
- Major seats are allotted entirely at the sole discretion of the concerned departments. Besides, major selection test is conducted wherever demand ratio is greater than 1.
- Besides, admission counselling is done on the date of admission.

6.4 Welfare schemes for

Teaching	GIS, NPS, Sikshak Sanchay Sahayeka (SSS) monthly savings scheme
Non teaching	GIS, NPS and Savings scheme of non-teaching staff.
Students	Govt. Scholarship, SSS Award, Incentive Scheme, Incentive Award, Book Bank Facility

6.5 Total corpus fund generated

--

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	--	Yes	Academic Council
Administrative	No	--	No	--

6.8 Does the University/ Autonomous College declare results within 30 days? **Not Applicable**

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

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

Not Applicable

6.11 Activities and support from the Alumni Association

- Periodical meeting with the Principal and staffs and suggestions for improvement in different area.
- Cooperation in the “Search for Talent” in the adjacent area.
- Undocumented financial help to poor but talented students.
- Acting as bridge between the college and the society.
- Donation of three dustbins to maintain cleanliness of the college.

6.12 Activities and support from the Parent -Teacher Association

- Analysis of the teaching-learning process and the result of the students in the joint sitting.
- Representatives of the parents and teachers participate in the Governing Body of the college.

6.13 Development programmes for support staff

- The management of the college offers help as far as possible in helping staff in financial matters like salary savings in LIC, procuring bank loan, etc.

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

- ✓ Cleanliness drive on important days like college week, Freshman Social, Environment Days, etc.
- ✓ Plantation of samplings on important days of the college.
- ✓ Campaign for Tobacco free campus in the college.
- ✓ Green audit of the college campus has been done.

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.

- Participatory learning and monitorial system of education introduced.
- Project work by students undertaken as part of academic activity.
- Improvement in infrastructural facility in library.
- Procurement of Language Learning Software for language laboratory.
- Subscription of N-LIST for e-learning.
- Campaign for tobacco free campus.

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

- Monitorial system introduced in major subjects as part of participatory teaching-learning process.
 - Project works undertaken by students.
 - 32 departmental seminars and 02 institutional seminars were held.
 - Procurement of language learning software for Language Laboratory.
 - Subscription to Inflight N-LIST made for e-learning.
 - Library building renovated and extended and quarter for Principal constructed.
 - Installation of two 10 KVA power generator for uninterrupted power supply.
 - Boundary wall of the women's hostel has been constructed.
 - Institutional Plan Template in connection with RUSA submitted to DHE, Assam for plan development of the college.
 - Proposal for Model College submitted to Government of Assam under MSDP scheme of Government of India.
 - Installation of CCTV camera in the college for better governance and management.
 - The area of the fishery has been extended.
 - Coaching classes on reasoning and general awareness conducted.
 - Green audit done.
 - Anti-Tobacco Day observed and the campus was made tobacco-free.
 - For Anti-Ragging environment awareness programme undertaken and hoardings were publicly displayed.
 - Conduction of survey on language and culture in the village Damorabowa.
- Ethnic culture preservation archive has been set-up.

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

- i) Ragging free environment.
- ii) Tobacco free campus.

****Please refer to Annexure-V***

7.4 Contribution to environmental awareness / protection

- Celebration of World Environment Day.
- Sapling plantation.
- Green audit.
- Field study on environment.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

Strength:

- Competent and dedicated faculty.
- Best Teaching Practices.
- Major course in almost all the subjects available in the college and Flexibility in offering elective/ optional subject.
- Campus with 14 acres of land.
- Separate hostels for Boys and Girls with modern amenities and homely environment.
- Income generation from fishery and agriculture.
- NCC unit.
- Spacious library with journals, periodicals and more than 17,000 numbers of text and reference books, and with Book Bank Facility.
- Facility of Distance Education and Dual Degree.
- Increased enrolment of girl students and marginalised section.

Weakness:

- Lack of modern science building and well equipped science laboratory.
- Lack of Lecture Hall, community Hall and Auditorium to hold seminars, cultural activities etc.
- Lack of Physical education and proper sports facility.
- Incomplete boundary wall.
- Lack of proper Botanical Garden.
- Inadequate number of faculties in some of the departments.
- Lack of quarters for the Principal, teachers and non-teaching employees.

Opportunity:

- Scope for introduction of income generating and employable course like Pisciculture, Piggery and poultry farming, weaving and tailoring, carpentry, Horticulture, and Microfinance Certificate Programme.
- Up-gradation of play ground at par national norms.
- Introduction of regular Post Graduate Courses in the subjects like Assamese, English, Education, Economics, Political Science, Journalism and Mass Communication, and Mathematics.
- Archive for local cultural heritage.

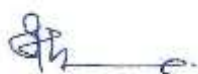
Threat: The following threats are emerged from the SWOT analysis:

- Prevailing traditional rural inertia.
- Economic backwardness of the rural masses.
- College located in low land and flood prone area.
- Located at about 2 kilometres distance from the main road and the connecting road usually in bad condition.

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

- Skill development training.
- Creation of computer database of library books through SOUL 2.0.
- Procurement of books for central library and hostel libraries.
- Enrichment of cultural archive.
- Infrastructure development.
- Initiative towards digitalization of class room.

Name Aminur Rahman



Signature of the Coordinator, IQAC

Name Dr. Utchab Chandra Deka



Signature of the Chairperson, IQAC

Abbreviations:

BCA	Bachelor of Computer Application
CCGC	Career Counseling and Grievance Cell
CCTV	Closed-Circuit Television
DHE	Directorate of Higher Education
GB	Governing Body
GIS	Group Insurance Scheme
HoDs	Head of the Departments
ICT	Information and Communication Technology
KKHSOU	Krishna Kanta Handique State Open University
LICI	Life Insurance Corporation of India
MSDP	Multi Sectoral Development Programme
MIS	Management Information System
NCC	National Cadet Corps
N-LIST	National Library and Information Services Infrastructures
NPS	New Pension System
NSS	National Service Scheme
OBC	Other Backward Caste
PGDCA	Post Graduate Diploma in Computer Application
RUSA	Rashtriya Ucchatar Siksha Abhiyan
SC	Scheduled Caste
SMS	Short Message Service
SSS	Salary Savings Scheme
ST	Scheduled Tribe
UG	Under Graduate

Annexure-II

Plan of Action and Achievements
Session: 2013-14

Plan of Action	Achievements
• Innovative measures will be undertaken in teaching learning process. • Improvement of language laboratory. • Up-gradation of library facility. • Measures for developing power supply. • Enhancement of infrastructural facility. • Improvement in management system in the college. • To undertake programmes as part of community service and to create avenues for social responsibility among students. • To take actions towards creating eco-friendly environment.	• Monitorial system introduced in major subjects as part of participatory teaching-learning process. • Project works undertaken by students. • 32 departmental seminars and 02 institutional seminars were held. • Procurement of language learning software for Language Laboratory. • Subscription to Inflight N-LIST made for e-learning. • Library building renovated and extended and quarter for Principal constructed. • Installation of two 10 KVA power generator for uninterrupted power supply. • Boundary wall of the women's hostel has been constructed. • Institutional Plan Template in connection with RUSA submitted to DHE, Assam for plan development of the college. • Proposal for Model College submitted to Government of Assam under MSDP scheme of Government of India. • Installation of CCTV camera in the college for better governance and management. • The area of the fishery has been extended. • Coaching classes on reasoning and general awareness conducted. • Green audit done. • Anti-Tobacco Day observed and the campus was made tobacco-free. • For Anti-Ragging environment awareness programme undertaken and hoardings were publicly displayed. • Conduction of survey on language and culture in the village Damorabowa. • Ethnic culture preservation archive has been set-up.



ACADEMIC CALENDER 2013-14

Months /Year & Date	Class Days / Working Days/ Examination Days / Holiday	Academic & other Activities
June / 2013		
1	Working Day	HS 1st Year & TDC 1st Semester Classes will Commence from 17th June
2	Sunday	
3-8	Working Day	
9	Sunday	
10-15	Working Day	
16	Sunday	
17-22	Working Day	
23	Sunday	
24-29	Working Day	
30	Sunday	
July / 2013		
1 6	Working days	Summer Vacation Period (1 st -31 st Jly)
7	Sunday	
8 13	Working days	
14	Sunday	
15 20	Working days	
21	Sunday	
22 27	Working days	
28	Sunday	
29 31	Working days	
August /2013		
1 3	Working days / Class days	Commencement of Classes after Summer Vacation on 1 st August Freshman Social to be celebrated during 2 nd week of August.
4	Sunday	
5 8	Working days / Class days	
9 10	Id – Ul – Fitre (Holidays)	
11	Sunday	
12 14	Working days / Class days	
15	Independence day (Holiday)	
16 17	Working days / Class days	
18	Sunday	
19 24	Working days / Class days	
25	Sunday, Tithi of Sri Madhav Dev (Holiday)	
26 27	Working days / Class days	
28	Janmastomi (Holiday)	
29 31	Working days / Class days	



September /2013		
1	Sunday	Sessional Exam-I will commence during 1st week of September
2 6	Working days / Class days	
7	Tithi of Srimanta Sankar Dev (Holiday)	
8	Sunday	
9 14	Working days / Class Days	
15	Sunday	
16 21	Working days / Class Days	
22	Sunday	
23 28	Working days / Class days	
29	Sunday	
30	Working day / Class day	Students Union Election will be held during last week of September
October /2013		
1	Working Day/ Class Day	Sessional Exam-II will commence during 2nd week of September
2	Birth Day of Mahatma Gandhi (Holiday)	
3 5	Working days / Class Days	
6	Sunday	
7 10	Working days / Class Days	
11 18	Durga Puja, Vijaya Dashami, Janmotsav of Srimanta Sankar Dev, Id-Ud-Zuha, Kati Bihu & Lakhmi Puja. (Holidays)	
19	Working day / Class Day	
20	Sunday	
21 26	Working days / Class Days	
27	Sunday	
28-31	Working days / Class Days	
November /2013		
1	Working day / Class day	
2 3	Kali Puja / Dewali (Holidays)	
4 – 9	Working days / Class Days	
10	Sunday	
11 13	Working days / Class Days	
14	Maharam (Holiday)	
15 16	Working days / Class Days	
17	Guru Nanak Birth Day (Holiday)	
18 23	Working days / Class Days	
24	Sunday	
25 30	Working days / Class Days	



December/ 2013		
1	Sunday	End Semester Exam will be completed by 15th December
2 7	Working days / Class Days	
8	Sunday	
9 14	Working Days / Class Days	
15	Sunday	
16 21	Working Days / Class Days	
22	Sunday	
23 24	Working Days	
25	Christmas Day (Holiday)	
26 28	Working days	
29	Sunday	
30 31	Working Days	
January / 2014		
1 4	Working days	Annual College week will be held in the last part of January Even semester classes will commence from 18th January
5	Sunday	
6 11	Working days	
12	Sunday	
13 17	Magh Bihu, Silpi Divas (Holidays)	
18	Working day / Class day	
19	Sunday	
20 25	Working days / Class Days	
26	Republic Day /University Foundation Day (Holiday)	
27 31	Working Days/Class Days	
February /2014		
1	Working day / Class Day	Sessional I exam will commence during 3rd week of February
2	Sunday	
3	Working day / Class Day	
4	Swaraswati Puja (Holiday)	
5 8	Working days / Class days	
9	Sunday	
10 15	Working days / Class days	
16	Sunday	
17 22	Working days / Class days	
23	Sunday	
24 26	Working days / Class Days	
27	Shivratri (Holiday)	
28	Working days / Class days	



December/ 2013		
1	Sunday	End Semester Exam will be completed by 15th December
2 7	Working days / Class Days	
8	Sunday	
9 14	Working Days / Class Days	
15	Sunday	
16 21	Working Days / Class Days	
22	Sunday	
23 24	Working Days	
25	Christmas Day (Holiday)	
26 28	Working days	
29	Sunday	
30 31	Working Days	
January / 2014		
1 4	Working days	Annual College week will be held in the last part of January
5	Sunday	
6 11	Working days	
12	Sunday	
13 17	Magh Bihu, Silpi Divas (Holidays)	
18	Working day / Class day	
19	Sunday	
20 25	Working days / Class Days	
26	Republic Day /University Foundation Day (Holiday)	
27 31	Working Days/Class Days	
Even semester classes will commence from 18th January		
February /2014		
1	Working day / Class Day	Sessional I exam will commence during 3rd week of February
2	Sunday	
3	Working day / Class Day	
4	Swaraswati Puja (Holiday)	
5 8	Working days / Class days	
9	Sunday	
10 15	Working days / Class days	
16	Sunday	
17 22	Working days / Class days	
23	Sunday	
24 26	Working days / Class Days	
27	Shivratri (Holiday)	
28	Working days / Class days	

March/ 2014	
1	Working day / Class day
2	Sunday
3-8	Working days / Class days
9	Sunday
10-15	Working days / Class days
16	Dol-Yatra (Holiday)
17-22	Working days / Class days
23	Sunday
24-29	Working days / Class days
30	Sunday
31	Working day / Class day
April / 2014	
1-5	Working days / Class days
6	Sunday
7-12	Working days / Class days
13	Sunday
14-16	Bolha Bibu (Holidays)
17-19	Working days / Class days
20	Sunday
21-26	Working days / Class days
27	Sunday
28-30	Working days / Class days
May/ 2014	
1-3	Working days / Class days
4	Sunday
5-10	Working days / Class days
11	Sunday
12-17	Working days / Class days
18	Sunday
19-24	Working days / Class days
25	Sunday
26-31	Working days / Class days



June / 2014		
1	Sunday	
2 7	Working days / Class days	
8	Sunday	
9 14	Working days / Class days	
15	Sunday	
16 21	Working Days	
22	Sunday	
23 28	Working Days	
29	Sunday	
30	Working day	

1. Summer Vacation: 1st July 2013 to 31st July, 2013. Winter Vacation: 1st January, 2014 to 12nd January, 2014.
2. End Semester Exam (for odd Semesters) be completed by 15th December 2013 and will be followed by 15 days evaluation period up to 30th Dec, 2013.
3. Exact date of Examination will be notified in due course of time.

**ANALYSIS OF STUDENTS' FEEDBACK: A SUMMARY
YEAR: 2013-14**

Feedback from students and parents is taken for the session 2013-14 to improve the teaching-learning process of the institute. In this regard, the present student feedback system adopts randomized sampling method, where 100 undergraduate level students, 20 parents and 20 alumni have been interviewed. As a tool of investigation, closed ended questionnaire is constructed using LIKERT scale method. The LIKERT scale ranges from 1 to 5, where 1,2,3,4 and 5 indicates not satisfactory, satisfactory, good, excellent and outstanding respectively. The questionnaire for students basically encompasses five broad areas, e.g., assessment of teacher, assessment of administration, assessment of support system, assessment of library and assessment of basic requirements. In the similar manner, the questionnaire developed for parents and alumni encompasses areas like infrastructure facility, quality of academic resource, encouragement to students, safety, placement, etc.

Key Highlights:

- ✓ Assessment of teacher reflects that, the effort and support by the faculty members are in the range of 3-4, which implies that some teachers should be more pro-active to fulfil the students' need.
- ✓ Regarding administration and support system and library services the expectation of the students are average. It therefore, demands that the administration and support system should be prompt and judicious enough to fulfil their expectation.
- ✓ The parents feel that quality of academic resource and safety is excellent. Besides, environment of hostel is also conducive for study.
- ✓ Parents feel that encouragement that provided by both administration and teacher to students is excellent and it helps to boost self-confidence of the students.
- ✓ The alumni feel that quality of academic resource and safety is good. Besides, encouragement provided to students is commendable as they have found.
- ✓ Alumni feel that although the institution does not have formal placement services, but information that provided to students in this matter is appreciable and in future the college should try to have formal collaboration with organisation and institution for placement.

The analysis of students' and parents' feedback is discussed in the general meeting, where measures are identified and it is resolved for implementation.

Annexure-V**BEST PRACTICE****Practice 1: Ragging Free Environment**

The practice of *Ragging Free Environment* targets

- to stop all forms of ragging inside the college campus..
- to aware the students of the ingredients of ragging and punishments there for.
- to provide menace-free and homely atmosphere in the college.
- to inculcate sense of humanity and dignity

Ragging in educational institutions has appeared as a great menace and threat at all levels to the academic ambience. Reports at national and state level show that the menace of ragging has shut the door of higher education for many students forever. It creates fear psychosis, mental imbalance in the victims and even leads to committing suicide. The menace of ragging in rural situations takes other dimensions like fuelling misunderstanding among social groups. The govt has enacted stringent laws to curb the menace of ragging in educational institutions. Still it is prevalent. To provide fear-free environment for pursuing higher education, the college has taken steps to eradicate it with all its roots and attempts to provide ragging free environment in the college.

To have ragging-free environment in the college, the college authority has taken the following steps:

- Display of hoardings on the ingredients of ragging and stringent punishments under the law.
- Compulsory Declaration by the students on refraining from all forms of ragging.
- Formation of Anti-Ragging Squad.
- Publication of anti-Ragging Law and Regulations in the prospectus of the college
-

The college has been able to achieve the goal in eradicating the menace of ragging from the college. The members of the Anti-squad committee kept vigil on the matter so that no incident of ragging could occur. No incident of ragging was reported in that year. The students in college campus, including the boarders of the two hostels expressed happiness over the ragging-free homely environment.

Contact Details

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Practice 2: Tobacco Free Campus

Use of tobacco has appeared as the killer of mankind. The scenario of India is graver. In India consumption of tobacco is responsible for half of all the cancer in man and a quarter of all cancers in woman. The result from some study reveal that 30% of all the population of 15 years or older either smoke tobacco which translates to almost 195 million people in India. World Health Organization predicts that tobacco-deaths in India may exceed to 1.5 million annually in 2020. Reports show that North-East Region of India is more affected by this menace of use of tobacco. Under this context, it is imperative to take steps towards creation of tobacco-free society for safer and healthier future. Specially, the young generations need to be emancipated from this grave situation since they are the future of the nation.

To eradicate the menace of the use of tobacco and to save younger generation the college has taken the goal of Tobacco-Free Campus in the college and for achieving the goal following steps were taken:

- Organization of awareness programme among the students.
- Display of Anti-Tobacco hoardings.
- Prohibition of sale and consumption of tobacco or tobacco related items within 100 yards of the college campus.

The initiative towards tobacco free campus resulted in Observation of Anti-Tobacco Day in collaboration with District Legal Services Authority, Barpeta. Besides, the college canteen and the stalls within or nearby the campus stopped to deal in tobacco products. There was no reported case of consumption of tobacco publicly. The consumption of tobacco, *guthka*, *khaini* etc. by students were not observed.

Contact Details:

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