# ANNUAL QUALITY ASSURANCE REPORT (AQAR)
## *(July 1, 2011 to June 30, 2012)*
## SANKARDEVA MAHAVIDYALAYA, PATHALIPAHAR-784163
## LAKHIMPUR, ASSAM

Part-A

## 1. Details of the Institution

1.1     Name of the Institution     :     SankardevaMahavidyalaya

1.2     Address Line 1     :     P.O: Pathalipahar

        Address Line 2     :     Dist: Lakhimpur

        City/Town     :     --

        State     :     Assam

        Pin Code     :     784163

        Institutional Email Address     :     sdm06@rediffmail.com

.       Contact Nos.     :     +916000347405/

        Name of Head of the Institution:     Dr. Mahendra Borah

        Tel No with STD Code     :     -

        Mobile     :     +919435749169

        Name of the IQAC Coordinator:     Mr. BhabaKantaDutta

        Mobile     :     7002434690

        IQAC e-mail     :     iqacsdm44@gmail.com

1.3     NAAC Track ID     :     ASCOGN11996

1.4     Website address     :     www.sdm.org.in

        Web link of the AQAR     :

**1.5 Accreditation Details:**

| Sl.No | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|-------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | B | 72.25 | 2004 | 5 Yrs |
| 2 | 2nd Cycle | - | - | - | - |
| 3 | 3rd Cycle | - | - | - | - |
| 4 | 4th Cycle | - | - | - | - |

1.6  Date of establishment of IQAC          : 22-02-2005

1.7  AQAR for the year                               : 2011-12

1.8  Details of previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

       i.  AQAR (2005-2006)       10/12/2020

      ii.  AQAR (2006-2007)        15/12/2020

     iii.  AQAR (2007-2008)        29/12/2020

     iv.  AQAR (2008-2009)        11/01/2021

      v.  AQAR (2009-2010)        21/01/2021

1.9  Institutional Status

University        State [√]  Central [ ]        Deemed [ ]        Private [ ]

Affiliated College        yes [√]                No [ ]

Constituent college        Yes [ ]                No [√]

Autonomous College        Yes [ ]                No [√]

Regulatory /Agency approved Institution                Yes [ ]        No [√]

Types of institution        Co-education [√]                Men [ ]        Women [ ]

Urban [ ]                Rural [√]        Tribal [ ]

Financial status:        Grant- in-aid [√]        UGC2 (f) [√]        UGC12 (B) [√]

Grant-in aid+ Self Financing [ ]        Totally Self Financing [ ]

1.10 Types of Faculty /Programme

Arts [√]        Science [ ]        Commerce [ ]        Others [ ]

1.11        Name of the Affiliating University (for the college)        *Dibrugarh University*

1.12.        Special status conferred be central/state government—UGC/CSIR/DST/DBT/ICMR etc

*Dibrugarh University*

Autonomous by State Central/Central Govt./University
University with potential for Excellence    *No*             UGC-CPE    *No*

DST star Scheme    *No*             UGC CE    *No*

UGC Special Assistance Programme    *No*             DST-FISH    *No*

UGC Innovative PG Programme    *No*             Any Others    *No*

UGC-COP Programme    *Yes*

## 2.1    IQAC Composition and Activities

2.1    No. of Teachers    6

2.2    No. of Administration/Technical Staff    1

2.3    No. of Students    1

2.4    No. of Management Representatives    1

2.5    No. of Alumni    1

2.6    No. of any other Stakeholder and
Community representatives    1

2.7    No. of Employers/ Industrialists    1

2.8    No of other External Experts    1

2.9     Total No. Members    13

2.10    No. of IQAC meeting held    3

2.11 No. of meeting with various stakeholders:  No    3         Faculty    2

Non-teaching staff    1    Students    Nil    Alumni    Nil    Others    Nil

2.12 Has IQAC received any funding from UGC during the year? If yes, mention the amount

Yes    [ ]             No    √

2.13    Seminar/Conference (only quality related)
          (i) No. of seminar/Conference/Workshop/Symposia organized by IQAC

Total No. | Nil        International |  |    National |  |

State |  |    Institutional Level |  |

(ii)Themes | NA

## 2.14    Significant Activities and contribution made by IQAC

1. Periodical meetings/ discussions with departmental faculty representatives were conducted to correlate the data pertaining to various activities of the departments.
2. IQAC encouraged the faculty members to pursue research in their respective field of study. IQAC also encouraged the faculty members to contribute to a common charity fund to be utilized. IQAC helped the faculty members to include innovative practices for the teaching learning process.

## 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. To encourage all department to conduct departmental seminars with eminent scholars. | 1. Most of the departments organized departmental seminar/talk with invited speakers to encourage students. |
| 2. To celebrate specific day by conducting various competition. | 2. National Science Day, World Environment Day and International Women Day have been celebrated by the college. |
| 3. To encourage faculty member for research publication and attend national/ international conferences/workshop etc. | 3. Few research papers have been published and many faculty attended national and international seminars. |

*Attach the Academic Calendar of the year as Annexure.*

**Academic Calendar of the session2010-11 is attached as Annexure-**

2.16    **Whether the AQAR was placed in Statutory Body**: Yes | √ | No |  |

Management | √ |    Syndicate |  |    Any other body |  |

Provide the details of the action taken:

Like the previous years, the AQAR was prepared by the core team of IQAC and it was placed in meeting of the IQAC for review and in the staff meeting where all the employees of the college were present. The future course of action was discussed with the employees and rectified wherever necessary as per the suggestions given by them.

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 | Nil | Nil | Nil | Nil |
| PG | Nil | Nil | Nil | Nil |
| UG | 01 | Nil | Nil | Nil |
| PG Diploma | Nil | Nil | Nil | Nil |
| Advance Diploma | Nil | Nil | Nil | Nil |
| Diploma | 02 | Nil | Nil | Nil |
| Certificate | 01 | Nil | Nil | Nil |
| Other | 02 (B.A & M.A under KKHSOU | Nil | Nil | 02 (NCC, NSS) |
| Total | 06 | Nil | Nil | 02 |
| Interdisciplinary | Nil | 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 the programmes |
|---|---|
| Semester | 02 |
| Trimester | Nil |
| Annual | 01 |

1.3    **Feedback from stakeholders**\*    Alumni  ☐    Parents  ☐    Employers  ☐

   **(On all aspects)**    Students  √

   Mode of Feedback:  Online  ☐    Manual  √    Co-operating schools (for PEI)  ☐

   \***Please provide an analysis of the feedback in the annexure-II**

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

> The college has no freedom to revise/update the regulation or the syllabi. It is done by the affiliating University. (i.e. D.U.) No change is done in this year.

**1.5  Any new department/ Centre introduced during the year. If yes, givedetails.**

> Nil

## CRITERION-II

**2.  TEACHING, LEARNING AND EVALUATION**

2.1.  Total No. of Permanent faculty:

| Total | Assistant Professors | Associate Professors | Professors | Others |
|-------|---------------------|---------------------|------------|--------|
| 21 | 05 | 16 | Nil | Nil |

2.2.  No. of permanent faculty with Ph. D.:   **03**

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

| Asstt. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------|------|------|------|------|------|------|------|------|------|
| R | V | R | V | R | V | R | V | R | V |
| Nil | Nil | Nil | 01 | Nil | Nil | Nil | Nil | Nil | 01 |

2.4.  No. of Guest/ Visiting faculty/Temporary faculty: **05 (Temporary faculty)**

2.5  Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State Level |
|----------------|--------------------|--------------|-------------|
| Attended | Nil | 04 | 01 |
| Presented | Nil | 02 | Nil |
| Resource Persons | Nil | 00 | Nil |

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

> ✓ Organised a workshop on semester system for students' awareness about the new system.
> ✓ The teachers are encouraged to participate in Orientation Courses, Refresher Courses, Short term courses etc. for up gradation of their knowledge
> ✓ Flexibility in the class routine.

**2.7**  Total number of actual teaching days       :   **180 days**
During the academic year

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

> Examination/evaluation are conducted as per the guidelines of Dibrugarh University

**2.9** No. of faculty members involved in curriculum/Restructuring/ Revision/ Syllabus development as member of Board of Study/ Faculty/Curriculum Development workshop

> Nil

**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% |
| BA (Major) | 86 | 2.33 % | 4.65% | 56.98% | 12.79% | 76.74% |
| B.A (General) | 129 | Nil | Nil | 9.30% | 76.74% | 86.04% |

**2.12** **How does IQAC Contribute/Monitor/Evaluate the Teaching & Learningprocess:**

- ✓ IQAC prepared academic calendar to convey the exam schedule, teaching days, celebrations, declaration of results, holidays, vacation etc.
- ✓ IQAC monitors regular holding of classes by the teachers through the heads of different departments.
- ✓ IQAC analyses the results of internal and end-semester examinations and takes appropriate measures to improves the quality.

**2.13** **Initiatives undertaken towards faculty Development:**

| Faculty/Staff Development Programme | Number of Faculty Benefitted |
|---|---|
| Refresher Courses | 00 |
| UGC-Faculty Improvement Programme | 00 |
| HRD Programme | 00 |
| Orientation Programme | 00 |
| Faculty Exchange Programme | 00 |
| Staff Training conducted by the University/Other Institution | 00 |
| Summer/Winter Schools, Workshops etc. | 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. | 06 | 00 | 01 | 02 |
| Technical Staff. | 00 | 00 | 00 | 02 |

## CRITERION-III

### 3. RESEARCH, CONSULTANCY AND EXTENSION

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

The IQAC constantly tried to create a vibrant research environment in the college in the form of the following:
- ✓ It encouraged the faculty members of each department for undertaking Research Works like Ph. D.
- ✓ It encouraged the teachers for undertaking Minor & Major Research Projects from UGC, ICSSR and other funding agencies.
- ✓ The IQAC encouraged the faculty members to publish quality research papers in the different UGC Care and Scopus journals.
- ✓ The IQAC notifies the faculties through notice board about call for research proposal.

**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 | Nil | Nil | Nil | Nil |
| Outlay in Rs. Lakhs | Nil | Nil | Nil | Nil |

**3.4** Details on research publications

| | International | National | Others |
|---|---|---|---|
| Peer Review Journals | Nil | Nil | Nil |
| Non-Peer Review Journals | Nil | Nil | Nil |
| e-Journals | Nil | Nil | Nil |
| Conference proceedings | Nil | Nil | Nil |

3.5    Details on Impact factor of publications    Nil

Range  00    Average  00    h-index  00    Nos. in SCOPUS    00

3.6    Research funds sanctioned and received from various funding agencies, Industry and other Organizations

| Nature of the Project | No. of 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

With ISBN No   02      Without ISBN No   01

Chapters in Edited Books   01

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 |
|---|---|---|---|---|---|
| Sponsoring Agencies | - | - | - | - | - |

02

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

3.13    No. of collaborations    International    Nil    National    Nil    Any other    Nil

3.14    No. of linkages created during this year    Nil

3.15    Total Budget for research for current year in Lakhs:

From funding agency    Nil    From Management of University/College    Nil

Total    Nil

3.16    No. of patents received this year

| Type of Patent | | Number |
|---|---|---|
| National | Applied | Nil |
| | Granted | Nil |
| International | Applied | Nil |
| | Granted | Nil |
| Commercialized | 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    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    Nil    SR    Nil    Project Fellows    Nil    ny other    Nil

3.21    No. of students Participated in NSS events:

University level    -    State level    20

National level    -    International level    ---

3.22    No.  of students participated in NCC events:

University level    -    State level    20

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 [ - ]

NCC [ 07 ]    NSS [ 01 ]

Any other [ - ]

3.**26    Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility**

> ✓ The NSS Unit of the college organized a Social Service programme to clean the college campus.100 volunteers took part in the program.
> ✓ The NSS distributed relief materials to the affected people in the form of rice, Salt, bread, and drinking water.
> ✓ The NCC unit of the college has built drinking water facilities in the adopted village.

## 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 (in acres) | 19.66 Acres | - | - | 19.66 Acres |
| Class Room | 16 | - | - | 16 |
| Laboratories | 02 | - | - | 02 |
| Seminar Hall | 01 | | - | 01 |
| No of important Equipments purchased during the current year | - | - | - | - |
| Value of the equipments purchased during the year (Rs. In Lakhs ) | - | - | - | - |

| | | | | |
|---|---|---|---|---|
| Others<br>i). Indoor Stadium | - | 1 | UGC | 01 |
| ii). Shooting Range | - | 1 | UGC | 01 |

**1.1** Computerization of administration and Library

Computers were provided in the College Office and Library

The computerization is undergoing process

**4.3 Library Service**

| | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 7,091 | 11,72,935/- | 408 | 75,333/- | 7,499 | 12,48,268/- |
| Reference Books | 3,546 | 6,45,713/- | 205 | 37,667/- | 3,751 | 68,264/- |
| E-Books | - | - | - | - | - | - |
| Journal | 12 | 1000/- | - | - | 12 | 1000/- |
| E-Journal | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | - | - | - | - |
| Others (specify) | - | - | - | - | - | - |

**4.4 Technology up gradation (overall)**

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centre | Office | Departments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 25 | 20 | - | - | - | 03 | 02 | - |
| Added | - | - | - | - | - | - | - | - |
| Total | 25 | 20 | - | - | - | 03 | 02 | - |

**4.5 Computer, internet access, training to teachers and students and any other programmes for technology up gradation (Networking, e-Governance etc.)**

Teachers, non-teaching staff and students are motivated to teach computers in the college itself. The college has to create a favorable atmosphere for digital literacy.

**4.6. Amount spent on maintenance in lakhs:**

i) ICT .

| Nil |

ii) Campus infrastructure facilities

| 100000/- |

iii) Equipments

| Nil |

iv) Others

| Nil |

**Total**

| 100000/- |

## CRITERION –V

## 5. STUDENT SUPPORT AND PROGRESSION

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

IQAC recommended display of the student support services in the prospectus and on display boards at important locations in the campus.

**5.2 Effort made by the institution for tracking the progression**

Different committees like academic committee are constituted by the college to track the progress in different fields.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|-----|--------|--------|
| 566 | Nil | Nil | Nil |

(b) No. of students outside the state

| Nil |

(c) No. of international students

| Nil |

| Men | **No** | **%** |
|------|--------|-------|
| | 233 | 42% |

| Women | No | % |
|-------|-----|-----|
| | 333 | 58% |

| Last Year | | | | | | This Year | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 219 | 40 | 95 | 194 | - | 548 | 198 | 55 | 111 | 202 | 566 | |

Demand Ratio [          ]     Dropout [    %    ]

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

> The College has a Career Guidance Cell which regularly arranges for coaching for major state level competitive examinations.

No. of students beneficiaries [ 105 ]

5.5 No. of students qualified in these examinations

NET [ Nil ]   SET/SLET [ Nil ]   GATE [ Nil ]   CAT [ Nil ]

IAS/IPS [ Nil ] State [ Nil ] PSCUPSC [ Nil ]   Others [ Nil ]

**5.6**   Details of student counselling and career guidance**:**

> The career guidance cell organised two programmes for admission into different courses.   **No. of Students benefitted**

**5.7**   **Details of campus placement**

| On campus | | | Off Campus |
|---|---|---|---|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| Nil | Nil | Nil | Nil |

1.8  **Details of gender sensitization programmes**   [ Nil ]

5.9   **Students Activities**

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

State/ University level [ Nil ]     National level [ Nil ]

International level [ Nil ]

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No. of students participated in cultural events

State/ University level | 17 |   National level | Nil |   International level | Nil |

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

Sports:  State/ University level | Nil |   National level | Nil |

International level | Nil |

Cultural: State/ University level | 03 |   National level | Nil |

International level | Nil |

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|---|---|---|
| Financial support from institution | 12 | 21200/- |
| Financial support from government | Nil | Nil |
| Financial support from other sources (ITDP) | 164 | 661040/- |
| Number of students who received International/ National recognitions | Nil | Nil |

5.11   Student organized / initiatives

Fairs        : State/ University level | Nil |   National level | Nil |

International level | Nil |

Exhibition: State/ University level | Nil |   National level | Nil |

International level | Nil |

5.12   No. of social initiatives undertaken by the students   | Nil |

5.13   Major grievances of students (if any) redressed:  No major grievances.

## CRITERION-VI

## 6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1     State the vision and mission of the institution

**Vision**

SankaradevaMahavidyalaya undertakes a challenging task of educating the deprived and depressed class of society with the available means. The college tries to grow the sense of civic responsibility and nationalism among the students so that they will be able to participate in socio-cultural development of the society in a democratic spirit. The vision of the college is to produce at least one graduate from each family from the catchment area of the college.

**Mission**

• To encourage poor and meritorious student to pursue higher education at any cost.

• To raise an appropriate platform for teaching learning exercise.

• To promote extracurricular activity among the student to create worthy citizen for future.

• To establish a congenial bridge between the college family and the local people.

**6.2     Does the institution has a Management Information System**     Nil

**6.3.    Quality Improvement Strategies adopted by the institution for each of the following:**

**6.3.1   Curriculum Development**

The College follows the curriculum adopted by Dibrugarh University for its affiliated college

**6.3.2   Teaching and Learning**

Various quality improvement strategies are adopted by the college in the field of teaching and learning to enhance the efficiency of faculty the members i.e.

✓ Teaching activities are planned through academic calendar.

✓ As per the instruction of the College authority, each department formulates and implements its own teaching plans effectively.

✓ Faculty members are instructed by the college authority in support of IQAC to engage tutorial and remedial classes for slow learners.

✓ To improve the learning habits of the students, departmental seminars, group discussions, work-shops are being organized regularly.

✓ The IQAC tries to improve the student attendance in the classes.

**6.3.3   Examination and Evaluation**

College follows the Dibrugarh University's schedule for all examinations. Besides, the college holds sessional examinations in its own along with the presentation made by students. The scripts of the final examinations are evaluated by the Dibrugarh University in the various zones set up by it through spot evaluation process. The scripts of the sessional examinations and internal assessment are evaluated internally by the college.

### 6.3.4 Research and Development

The college does not have any research council similar to that of a University. But it has its own research committees to help the faculty members especially to encourage them to undertake research activities including Ph. D. M.Phil, Minor & Major Research Projects.

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

- ✓ The extension of Principal room measuring 45×25 sq.ft is completed in this session from the grants received from the University Grants Commission.
- ✓ The College has completed construction of an Indoor Stadium measuring 100×60 sq. ft. by grants received from University Grants Commission.
- ✓ To attract the new generation, College aspires to establish a Shooting range (Ten miter range for pistol & rifle). Proudly speaking, this is the second shooting range in the North-Eastern India. The total measuring of the range is 100×35 sq. ft. The shooting range is attached with a well-equipped modern gymnastic hall.
- ✓ A two storey building is under construction for the purpose of College canteen.
- ✓ For the improvement of knowledge and skill of computer Education, the college proposed to establish a "Computer and Language Laboratory" with modern software.
- ✓ As the college is situated on hillock, so it is difficult to provide a well and good playground. But the college authority is trying to build up an outdoor stadium in near future.
- ✓ The College authority improved the problem of power supply by setting a Digital Transformer in the college campus with the help of Assam State Electricity Board (ASEB).

### 6.3.6 Human Resource Management

The College is a Government provincialized College. As such it needs to follow the academic programmes prescribed by Dibrugarh University. All administrative works are taken up in tune with the guidelines & instructions of Director of Higher Education, Assam. The Principal is the chief executive officer who works under the guidance of Governing Body, the highest management body of the college. Some other committees like Academic

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Advisory Committee, Library Committee, Examination Committee, and Departmental Management Committee are there in the college, which supplements the management of the college.

### 6.3.7  Faculty and staff recruitment

The college follows the rules and regulations laid down by the State Government for recruitment of faculty members and staffs. No new faculty is appointed during this session, however, one Non-Teaching Staff is appointed in the session.

### 6.3.8  Industry Interaction/Collaboration          Nil

### 6.3.9          Admission of students

- ✓ The date of the admission process is duly notified in the notice board, college website, and newspapers andalso by putting up hoardings in prominent places.
- ✓ Admission Committee scrutinizes and analyzes the profiles of the students for different courses and prepares the lists of probable students for each course on merit basis.
- ✓ The Reservation Policy of the Govt. of India is followed in the admission.
- ✓ Students belonging to the economically lower strata are identified and on the basis of requests, free studentship, fee concessions are awarded.
- ✓ As per the Guidelines laid down by the Govt. of Assam, two students are selected from each Course on the basis of Merit cum Economic status and are provided free studentship.

6.4    Welfare Schemes for

| Teaching | Teachers' Welfare Fund |
|---|---|
| Non- teaching | Teacher & Employees' Welfare Fund |
| Students | Students' Welfare Fund |

6.4  Total corpus fund generated          -

6.6 Whether annual financial audit has been done          Yes    √    No

6.7.    Whether Academic and Administrative Audit (AAA) have been done:

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/NO | Authority |
| Academic | No | Nil | Nil | Nil |
| Administrative | Yes | Goivt. Auditor | Yes | GB |

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

For UG Programme          Yes   √                     No

6.9     What efforts are made by the University /Autonomous College for examination Reforms.

> The University undertakes various encouraging and positive steps, keeping in mind the bright future of students, for examination reforms.

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

> The university covers academic matters mainly curriculum development, examination and sports activities. Whereas other works are maintained by the colleges.

6.11    activities and support from the Alumni Association

> The college has an active Alumni Association. The Association extends all possible helps to the college in need. The Association holds annual meetings regularly.

6.12    Activities and support from the parent

> ✓ The college organizes parent/guardian meetings regularly. In the meetings, the parents provide the valuable inputs regarding their wards learning and the difficulties they face therein. Accordingly, the faculties provide the individual care to those students who are in need of the same.
> ✓ The college authorities and all the teaching and non- teaching staffs actively take part in the concerned meetings. In this regard it needs to be mentioned that the Parent-Teacher Association of the college is very co-operative and put forward the positive suggestions for all round development of the college.

6.13    Development Programmes for support staff

> The college authority takes different initiatives for the support of staffs according to their needs as far as possible. Apart from that special training is arranged for the newly recruited staff as a part of the initiatives for their capacity building.

6.14 I**nitiatives taken by the institution to make the campus eco-friendly**

- ✓ Plantation of trees in the college for a green campus by NSS Unit and NCC Unit.
- ✓ Awareness drives to make the students aware of the need to conserve electricity by switching off the lights and fans when not in use.
- ✓ New dustbins have been put up in different places in the campus.

## CRITERION VII

**7.     INNOVATION AND BEST PRACTICES**

**7.1     Innovation introduced during this academic year which have created a positive impact on the functioning of the institution. Give Details.**

- ✓ Construction of  college Indoor stadium
- ✓ Established a Shooting Range (Ten metre range for pistol & rifle), which is the only second shooting Range in the North east India
- ✓ Introduction of Career Oriented Course on Advance  Diploma in Journalism and Certificate Course in Applied Sociology

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

- ✓ Construction of the College Canteen was completed
- ✓ Solved the problem of power supply by setting a Digital Transformer in the College Campus
- ✓ Organised UGC sponsored National Seminar on "Aesthetic Beauty of Folk Drama in North-East India" on 1st October, 2011.
- ✓ The extension of principal's room is complete.
- ✓ Organised educational tour to Darjeeling by the Department of Geography.

**7.3     Give two Practices of the institution (please see the format in the NAAC Self-study Manuals) Provide the details in annexure (annexure need to be numbered as it, ii, iii)**

- ✓ Organised a Moot Court
- ✓ Workshop on Bihu Dance

**7.4.     Contribution to environmental awareness /protection**

Adoption of plantation scheme to create awareness about the environmental degradation and disaster management.

7.5     Whether environmental audit was conducted? **Yes**          **No**          √

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

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8. **Plans of Institution for the next year:**

- ✓ Establishment of Computer cum Language Laboratory.
- ✓ Construction of departmental building
- ✓ Infrastructure development of administrative Block
- ✓ Procurement of more books for library
- ✓ Extension of gymnastic centre
- ✓ Educational Tour
- ✓ Development of college playground

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