THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
2017-18 (July to June)
L.T.K. COLLEGE, AZAD, NORTH LAKHIMPUR
ASSAM

Part – A

1. Details of the Institution

1.1 Name of the Institution

> L. T. K. COLLEGE

1.2 Address Line 1

> P.O: AZAD

Address Line 2

> DIST: LAKHIMPUR

City/Town

> NORTH LAKHIMPUR

State

> ASSAM

Pin Code

> 787031

Institution e-mail address

> ltkcollege@yahoo.in

Contact Nos.

> +916900191998

Name of the Head of the Institution:

> DR. BUBUL KUMAR SAIKIA

Tel. No. with STD Code:

> 03752230119

Mobile:

+919954189103

Name of the IQAC Co-ordinator:

BIJU KR. SONOWAL

Mobile:

+917002132754

IQAC e-mail address:

iqacltkcollege1977@rediffmail.com

1.3 **NAAC Track ID** -

ASCOGN11964

1.4 Website address:

www.ltkcollege.ac.in

Web-link of the AQAR:

http://www.ltkcollege.ac.in/AQAR 2017-2018

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	-	2004	5 Yrs
2	2nd Cycle	B+	2.	2016	5 Yrs

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

10-01-2005

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

2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

- AQAR (i)   20/06/2014 for the year 2005-2006
- AQAR (ii)   24/06/2014 for the year 2006-2007
- AQAR (iii)   24/06/2014 for the year 2007-2008
- AQAR (iv)   24/06/2014 for the year 2008-2009

- AQAR (v)   24/06/2014 for the year 2009-2010
- AQAR (vi)   24/06/2014 for the year 2010-2011
- AQAR (vii)   24/06/2014 for the year 2011-2012
- AQAR (viii)   24/06/2014 for the year 2012-2013
- AQAR (ix)   24/06/2014 for the year 2013-2014
- AQAR (x)   18/12/2015 for the year 2014-2015
- AQAR (xi)   31/12/2018 for the year 2016-2017
- AQAR (xii)   31/12/2018 for the year 2017-2018

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)   BA & MA in Distance Mode and diploma in food

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   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

UGC-Special Assistance Programme   NO   DST-FIST   NO

UGC-Innovative PG programmes   NO   Any other (*Specify*)   NO

UGC-COP Programmes   NO

2. IQAC Composition and Activities

2.1 No. of Teachers   5

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   2

2.4 No. of Management representatives   1

2.5 No. of Alumni   2

2. 6 No. of any other stakeholder and
    Community representatives   1

2.7 No. of Employers/ Industrialists   -

2.8 No. of other External Experts   1

2.9 Total No. of members   14

2.10 No. of IQAC meetings held   2

2.11 No. of meetings with various stakeholders: No. [4] Faculty [1]

Non-Teaching Staff Students [1] Alumni [1] Others [1]

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. [0] International [0] National [2] State [0] Institution Level [0]

(ii) Themes [-]

2.14 Significant Activities and contributions made by IQAC

> The IQAC chalks out the annual plan of action in the beginning of the year. It monitors and documents the activities of the different committees and sub-committees of the college for harmonious development.

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:-

1. Construction of Boundary wall.

2. Renovation and beautification of the College Campus.

3. Construction of 10 nos. of toilet for faculties and students.

4. Construction of Multipurpose gymnasium.

5. Enhancement of intake capacity of Boys Hostel from 24 to 30 nos.

6. Updating of the laboratories of Physics, Chemistry, Botany and Zoology Departments.

7. Construction of two Digital Classrooms.

8. Construction of well equipped Computer Laboratories.

9. Addition of New Books in Library.

10. Submission of proposal to the UGC, NERO for Organising UGC sponsored Seminars and workshops by different departments.

11. Continuation of Community College.

12. Submission of Proposal to UGC for introduction of B.Voc. Courses in Food Processing.

13. Submission of proposal for Minor and Major Research Projects.

14. Publication of Online Journal.

15. Opening of a Bookstall in the College Campus.

16. Applied for RUSA grant.

17. Renovation and Continuation of the College Book Bank.

18. Carrying out Social Service through NSS camp.

19. Organising community development and Awareness programmes.

20. Submission of proposal for Unnat Bharat Abhiyan by MHRD.

21. Organisation of Short term programme, sponsored by MHRD.

22. Organising extension education programme at neighbouring schools.

23. Submission of proposal for DBT 'foldscope' research project.

24. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities.

25. Field study to be conducted by various Departments.

26. Holding of Departmental Seminars by all the Departments.

27. Covering students under students' Insurance Scheme.

28. Awarding Prize Money to meritorious students.

29. Organising District Level Quiz Competition for students.

30. Organising Blood-grouping camps for students.

31. Observing the days of National Importance.

32. Organising Career Counselling Centre.

33. Organization of workshops on CBCS, Career Counselling, Population of Mathematics etc.

ACHIEVEMENTS:-

1. **Departmental room, Digital Classrooms and Wash room :** Completed.

2. **Renovation and beautification of the College Campus :-** The college authority proposed to renovate and beautify the College Campus at the beginning of the session.

Renovation and beautification of the College Campus is still going on. The concrete boundary wall was partially completed and inside the campus seasonal flowers were planted, dustbins were installed.

3. **Completion of the construction of the Multipurpose Gymnasium :-** The construction work of the Multipurpose Gymnasium was completed.

4. **Construction of the New RCC building :-** Completed.

5. **Updating of the laboratories of Physics, Chemistry, Botany and Zoology Departments:** Laboratories of Physics, Chemistry, Botany and Zoology Departments were updated and equipped with need based equipments and a room was renovated into a Chemistry Laboratory for providing the students with better laboratory experiences.

6. **Addition of New Books in Library :-** Keeping in view the increasing number of enrolment a total number of 1777 books and other related reference books were purchased and added to the Library.

7. **Submission of Proposals for Minor and Major Research Projects :** Faculties of the college always encourage to carry out Minor and Major Research Projects. This year a total numbers of 1 (one) Major Research Project was submitted.

8. **Introduction of Admission and Election Software :-** With a view of digitalization this year the college introduced Admission and Election Software in the college.

9. **Renovation and Continuation of the College Book Bank :** The College Book Bank is one of the strength of the college in providing support to the needy and economically poor students. Each year 25-30 students are being benefited by it. Seeing the nature of support provided by it to the needy and economically poor students and its benefit for them each year the Book Bank is updated by increasing numbers of books. This year a total number of 100 books were added to the Book Bank of the college.

10. Carried out Social Service through NSS camp.

11. Organising community development and Awareness programmes.

12. Organising extension education programmes at neighbouring schools.

13. Programmes on Science Education and Application of Technology are conducted by Bio-Tech HUB.

14. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities.

15. Field study conducted by various Departments.

16. Holding Departmental Seminars by all the Departments.

17. Coved students under students' Insurance Scheme.

18. Prize Money awarded to meritorious students.

19. Observed the days of National Importance.

20. Organised Career Counselling Centre.

21. An Academic Audit was conducted.

22. Organised blood grouping camps for students.

* 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

Does not arise

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	1	-	-	-
UG	2	-	-	1
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	3	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	Nil
Annual	2

1.3 Feedback from stakeholders* Alumni   Parents | √ | Employers | √ | Students | √ |
(On all aspects)

Mode of feedback   :   Online | | Manual | √ | Co-operating schools | |
                                                                        (for PEI)

Please provide an analysis of the feedback in the Annexure

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

Any revision/update of regulation or syllabi is done by the University under which the college is affiliated.

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

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	24	7	-	-

2.2 No. of permanent faculty with Ph.D. | 7 |

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
-	5	-	-	-	-	-	-	-	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	21

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	10	2
Presented	-	6	-
Resource Persons	-	-	-

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

Field study and submission of project reports, audio-visual aids, student's feedback, regular consultation and guidance, holding of unit test and sessional examinations.

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

180 annually (90 per Semester)

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 reform is done as per the instruction of Dibrugarh University under which the college is affiliated. The college conducts evaluation of final examination scripts of different semesters as a zone under 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

1	-	-

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I	II	III	Pass %
B.A	118	-	19	25	35	66.95
B.Sc	116	-	46	12	22	68.97

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

i.   The IQAC regularly monitors the teaching and learning process by holding discussion/ consultation with the faculty members and students. It also ensures regularity of classes as well as students' attendance.

ii.   The IQAC regularly takes feedback from the students, parents and stakeholders.

iii. The IQAC arranges remedial coaching for weak students.

iv.   The IQAC arranges programmes for students' support by involving them in creative and sports activities.

v.   The IQAC arranges unit tests and sessional examinations in consultation with the Academic Committee of the college.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

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	3	1	-	4
Technical Staff	-	-	-	1

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC regularly holds consultation with members and inspires them to carry out minor research projects and major research projects and field study and educational tour in their respective field of study.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
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 [-]

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 [4]

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 | 1 |
and students registered under them | 1 |

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

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

JRF | - | SR | - | 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 | - |

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	2
NCC		NSS	1	Any other	1

University forum [ ]   College forum [2]

NCC [ ]   NSS [1]   Any other [1]

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

1. A workshop of Choice Based Credit System was organized in collaboration with Dibrugarh University.
2. A summer camp of mathematics was organized from 9th to 13th July, 2017.
3. A relief camp was organized on 21st July, 2017.
5. World Library Day was observed on 12th August, 2017.
6. The 71st Independence was celebrated.
7. The College Foundation Day was observed on 22nd August, 2017.
8. A speech competition on 'Indian Freedom Struggle' was organised on 30th August, 2017.
9. Teachers' Day was observed with the felicitation of several renowned teachers on 28th September, 2017.
10. The Classes of the Community College was inaugurated.
11. The National Unity Day was observed on 31st October, 2017.
12. A branch of Lakhimpur Zila Lekhika Samaruh Samiti was formed on 29th November, 2017.

Activities conducted by Biotech HUB
13. A workshop on Hands on training on Molecular Biology and its Techniques organized from 20th December to 22nd December, 2017 with 20 participants.
14. Workshop on Hands on Training on Bio-informatics organized from 26th March to 28th March, 2018 with the participation of 52 nos.
15. Awareness programme on Science Day observed on 28th February, 2018.
16. Workshop on bio-informatics and its applications at Lakhimpur Girls' College on 9th February, 2018.
17. Workshop on 'Scope and Application on Biotechnology' organised by the Biotech HUB at Sangam Academy Senior Secondary School on 20th and 21st November, 2017.
18. Workshop on Practical Programme on Biotechnology Application organised by the Biotech HUB at Panigaon HS school on 14th February, 2018.

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	17.48 Acres	-	-	-
Class rooms	15	3	UGC & State Govt.	18
Laboratories	7	-	-	-
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		4,29,855.00	UGC	4,29,855.00
Others	-	-	-	-

4.2 Computerization of administration and library

Yes, the college authority has computerized the whole administration and library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11732	1488530	792	150329	12524	1638859
Reference Books	7827	1343975	985	202311	8812	1546286
e-Books	3135000+	-			3135000+	-
Journals	124	17760	108	10,500	232	28260
e-Journals	6000+	-		-	6000+	-
Digital Database	1804	-	1738	-	3542	-
CD & Video	76	-	32	-	108	-
Others (Newspapers)	5	9,000	5	19980	10	28980

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	15	8	2	0	0	4	0	1
Added	2	0	0	0	0	0	0	2
Total	17	8	2	0	0	4	0	3

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

> Yes, the college for technology up gradation continues and conducts free computer class for the faculties as well as for the office staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT

2,00,000.00

ii) Campus Infrastructure and facilities

Rs. 48,20,000.00

iii) Equipments

Rs. 4,00,000.00

iv) Others

Rs. 2,75,500.00

Total :

Rs. 5,695,500.00

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The college publishes its updated prospectus annually for providing information to the new comers about the facilities of the college like library facilities, book bank facilities for poor students, scholarships,

5.2 Efforts made by the institution for tracking the progression

> Unit tests and sessional examinations are held as per the academic calendar of the college. Personal guidance is provided to the academically poor students and feedback taken from them.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (+2)
907	-	-	233

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%		Women	No	%
	835	73.2			305	26.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
266	100	296	483	1	1146	243	106	308	482	1	1140

Demand ratio   1:.12   Dropout 12.3%

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

Information and Career Counselling Cell of the IQAC organised special sessions to motivate students to face different competitive examinations.

No. of students beneficiaries   65%

5.5 No. of students qualified in these examinations

NET -   SET/SLET -   GATE -   CAT -

IAS/IPS etc -   State PSC -   UPSC -   Others -

5.6 Details of student counselling and career guidance

1. The committee for student support and progression provides students counselling and career guidance.
    A) By inviting resource persons the students are given information about career and placement opportunities.
    B) Information about Career and Placement opportunities is displayed on the notice board of the committee for student support and progression.
    C) Students are given personal guidance by the teachers.
    D) The College organises talk show and group discussion to train them as to how to face an interview.

No. of students benefited   -

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
-	-	-	-

5.8 Details of gender sensitization programmes

1. Gender sensitization programmes are organised annually by organising awareness programmes about girl child and their rights.
2. Women empowerment programmes are organised to create awareness that women are a part of the humanity and so are entitled to equal rights with their male counterparts.
3. Legal awareness is created by organising legal awareness programmes in and out side the college.
4. Girl students are made aware of the ill effects of early marriage by organising Health awareness Camps.

5.9 Students Activities

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

State/ University level   10   National level   1   International level   -

No. of students participated in cultural events

State/ University level   4   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	8	18000
Financial support from government	695	23,82,148/-
Financial support from other sources (scholarship)	279	9,74,170/-
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

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:

The vision of the college is to provide opportunity for higher education to the surrounding ST, SC, Other Backward and deprived sections. The college aims to provide scope for holistic development of the students through such co-curricular activities as games and sports, music, cultural and literary activities and participation in social welfare schemes.

The mission of the college:

    i.   To shape the college as a model rural college of higher education;

    ii.   To provide maximum modern infrastructural and academic opportunities to the students;

    iii.   To impart higher education to the youth of economically weaker ST, SC and OBC classes.

    iv.   To arrange additional remedial classes for the betterment of the students so that they can compete with the students of advanced classes.

    v.   To promote awareness among the students about the socio-cultural traditions of national interest in order to strengthen the concept of national integration and secularism.

    vi.   To promote a scientific and humanistic approach towards life.

    vii. To take steps to introduce dynamic courses.

    viii. To impart organized training in games and sports, music, cultural and literary activities.

    ix.   To lay emphasis on research in unconventional areas of socio-economic problems.

    x.   To bring awareness and understanding of the immediate socio-economic problems among the teachers and students and develop their skill for meeting such problems.

    xi.   To promote the concept of collective unity for social and national interest.

6.2 Does the Institution has a management Information System

> Yes, the college has an active and dynamic management information system. The different committees of the college help in the smooth management of the college.

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

> The college has a member in the Board of Study, Dibrugarh University. As the curriculum is prepared by the University, the member puts forward his suggestions in the meeting of the board.

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

Students are selected for admission through interviews and their academic records. Regularity of the classes is monitored by the college authority. To assess the knowledge and skills of the students, unit test, terminal and test examinations are held regularly and weak students are given remedial couching. Advance learners are encouraged to work ahead by personal counselling and guidance, home assignment and library works. The teachers are encouraged to make a teaching plan at the beginning of the session and the course is unitized and allotted to the faculty members. The heads of the departments monitor the implementation of the syllabi and if necessary mid-course corrections are undertaken by re allotting the incomplete units. The college also supplements the lecture method of teaching with personal guidance, home assignment, field study, audio-visual and practical demonstration, and library work and class room interaction. The students are also communicated about the evaluation method at the beginning of the year. The academic committee of the college monitors the overall performance of the students through different tests and examinations. To serve the greater interest of the students the college appoints temporary and contractual teachers.

6.3.3 Examination and Evaluation

The College academic committee prepares and publishes the college academic calendar at the beginning of the year in which the schedules of internal examinations like unit tests, class tests, and practical tests are laid out. Accordingly, the concerned departments set question papers of all the internal examinations and the answer scripts are evaluated. Besides, the students' knowledge and skills are tested through group discussions, talks, field study etc. The question papers for the final examinations are set by the University and provided to the colleges. The college conducts the final examination as per the University programmes maintaining strict discipline and confidentiality.

6.3.4 Research and Development

As the college is an under graduate one so there is no scope for students to under take Research work. But the teaching members are encouraged to under take research works such as Minor and Major Research Projects in different fields related to their subjects and area of interests with financial assistances from UGC. Two teachers provide guideship to M.Phil students and P.hd

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College Library is installed on the second floor of the new RCC building. The office of the librarian, internet access, reprography section, news paper and journal sections, text books and reference book sections are located. Moreover, it has reading accommodation both teachers and students (separate reading corners for both boys and girls).

6.3.6 Human Resource Management

The college has an efficient Human Resource Management and monitoring system. Primarily there are three committees namely The Governing Body, The Academic Committee and The Library Committee. Besides, the College IQAC manages and guides other sub committees. . The Governing Body approved by the state government takes overall responsibility in the management of the college. The Principal coordinates with all the committees of the college. The college has an efficient Human Resource Management system.

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 staff.

6.3.8 Industry Interaction / Collaboration

Though the college has no stipulated Interaction / Collaboration, it has Interaction / Collaboration with the department of Social Forestry, Lakhimpur, Regional Agricultural Research Station, Lakhimpur, District Sports Authority, Lakhimpur, Office of the Employment Exchange, Lakhimpur and other Socio – Cultural, Sports organizations and NGOs.

6.3.9 Admission of Students

The College academic session begins from 1st June Prospectus, academic calender and application forms for admission in the higher secondary/Three Year Degree Course(Semester System) can be acquired from the college office during office hours on payment of Rs 150/-.

Interview cum Admission Schedule:

The dates for interviews cum admission into different courses are notified through the college notice board and local dailies immediately after the declaration of the results of SEBA and AHSEC. The admission schedule is also notified through the college noticed board. Students from boards and universities other than SEBA, AHSEC and Dibrugarh University shall have to produce migration certificate at the time of admission.

6.4 Welfare schemes for

Teaching	3
Non teaching	3
Students	5

6.5 Total corpus fund generated   2,80000/-

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	Yes	Dibrugarh University	No	No
Administrative	Yes	Govt. auditor	Yes	Govt. auditor

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

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [√]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The University under which the college is affiliated to takes timely steps for examination reforms.

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

The University takes several steps to promote autonomy in the affiliated colleges.

1. Elected members of the affiliated colleges put forward their suggestions for innovations in the syllabi.

2. Affiliated college teachers are assigned to set question papers of the under graduate level university examinations.

3. To evaluate the answer scripts of the various examinations several zones are provided in the affiliated colleges for timely declaration of results under different evaluation zones and micro zones. In the evaluation process the teachers of the affiliated colleges are involved.

6.11 Activities and support from the Alumni Association

The college has a permanent Alumni Association. The association holds annual conferences and meetings in the college premises and interacts with the college authority regarding academic and infrastructural development of the college. It provides academic as well as financial support to the college. The activities of the Alumni Association give a strong bond of belongingness to the college.

6.12 Activities and support from the Parent – Teacher Association

> The college organises Parents Guardian meet annually with the teachers. Feed backs and suggestions for academic and infrastructural development are taken from them.

6.13 Development programmes for support staff

> To improve the skill of the support staff the college deputes the members of the staff to undergo training and workshops on computer skill and accountancy organised by the university and other govt. organisations from time to time.

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

1. The college observes 'World Environmental Day' by organizing plantation programmes and talk on 'the importance of preserving an eco-friendly atmosphere'.

2. The students who seek free admission have to plant seedlings in the college campus.

3. In other college functions like the College Establishment Day, College Sports Week, students are encouraged to participate in plantation and cleaning the campus by organizing competitions.

4. Cleaning the campus is also organised under the in-charges of Social Service and NSS from time to time.

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. The students are covered under Insurance Scheme (accident benefit).
2. Poor and meritorious students are provided financial assistance from the students' aid fund.
3. Poor and meritorious students are provided books from the 'Book Bank' for the academic year.
4. The college continues to provide scholarships to SC/ST/OBC students by State Govt. under Post Metric Scholarship Scheme.
5. Students are divided into micro groups under each teacher to provide them academic guidance in and out side the college campus and also to assess their merits and demerits.

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

Action Taken Report (ATR):-

1. Construction of Boundary wall has been undertaken.

2. Renovation and beautification of the College Campus.

3. Construction of 10 nos. of toilet for faculties and students has been completed.

4. The construction of Multipurpose gymnasium was completed.

5. Enhanced the intake capacity of Boys Hostel from 24 to 30 nos.

6. Up-gradation work of the laboratories of Physics, Chemistry, Botany and Zoology Departments completed.

7. Construction of two more Digital Classrooms were completed.

8. Construction of Well equipped Computer Laboratories initiated.

9. New Books in Library have been added.

10. Submitted the proposal to the UGC, NERO for Organising UGC sponsored Seminars and workshops by different departments.

11. Continuation of Community College.

12. Proposal for introduction of B.Voc. Courses in Food Processing has been approved by UGC.

13. Submitted proposals for Minor and Major Research Projects.

14. Publication of Online Journal initiated.

15. Applied for RUSA grant.

16. 70 nos. of books have been added to the College Book Bank.

17. Carried out Social Service activities in the neighbouring area through NSS Unit of the College.

18. Several community development and Awareness programmes were organised both in and outside the college.

19. Submitted proposal for Unnat Bharat Abhiyan to MHRD and got selected and accordingly several actions have been taken till date.

20. Short term programme for faculties, sponsored by MHRD was organised in collaboration with TLC, Tezpur University.

21. Extension education programme at neighbouring schools has been organised successfully.

22. Proposal for 'foldscope' under DBT research project has been sanctioned by DBT.

23. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities.

24. All the Departments successfully conducted Field study and report of the filed study was submitted by the students.

25. All the Departments organised Departmental Seminars.

26. All the students of the college were covered under students' Insurance Scheme.

27. A few meritorious students were awarded Prize Money for their performance in their respective examinations.

28. Organised a District Level Quiz Competition for students at the college campus.

29. Organised Blood-grouping camps for students on AIDS Awareness Day.

30. All the days of National Importance were observed at the college.

31. Organised Career Counselling for students by Career Counselling Cell, L.T.K. College.

32. Organized workshops on CBCS, Career Counselling, and Population of Mathematics etc.

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

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1. The World Environment Day is observed on 5th June to bring environmental awareness by organising Talk on the Importance of conserving world environment and carrying out plantation programme involving the students.

2. To promote an ambience of creativity innovation and improving quality of the students literary competitions including Wall Magazine Competition among different Departments are held.

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

7.4 Contribution to environmental awareness / protection

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1. The college observes 'World Environmental Day' by organizing plantation programmes and talk on 'the importance of preserving an eco-friendly atmosphere'.

2. In other college functions like the College Establishment Day, College Sports Week, students are encouraged to participate in plantation and cleaning the campus by organizing competitions.

3. Cleaning the campus is also organised under the in-charges of Social Service and NSS from time to time.

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:

1. The college is situated in an eco-friendly and serene atmosphere suitable for study.
2. As it is situated in a rural setting the evil and anti academic forces have little impact in the academic atmosphere of the college.
3. As most of the students belong to the surrounding locality the parents and guardians can be contacted when necessity arises.

WEAKNESS:

1. Most of the students belong to economically poor and educationally backward families and so some of the students cannot take admission and pay tuition and examination fees timely.
2. The communication and transportation to the college is not developed. So the faculties as well as students face difficulties in their conveyance to the college.
3. Shortage of teaching faculty members in various Departments.
4. Lack of inadequate infrastructure is a major hurdle.
5. As the college is located in a rural area the students lack the opportunity to purchase books and other essentials locally.

OPPORTUNITY:

1. The college has a large campus for future academic and infrastructural growth.
2. Students can study with minimal expenditure in comparison with the city colleges.
3. Students have easy access to the college authority.

THREAT:

1. As the area is flood affected and the river Somdiri flows by, the college annually faces the problem of flood and erosion.
2. The college still lacks a permanent boundary.

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

1. Construction of Science Block from RUSA grant.

2. Renovation and beautification of the College Campus.

3. Updating of the laboratories of Physics, Chemistry, Botany and Zoology Departments.

4. Construction of Digital Classroom and extension of existing classrooms.

5. Continuation of updatation and construction of well equipped Computer Laboratories.

6. Addition of New Books in Library.

7. Opening of B.Voc. Courses under Dibrugarh University.

8. Submission of Proposals to the UGC, NERO for Organising UGC sponsored Seminars and workshops by different departments.

9. Continuation of Community College.

10. Proposal submission to UGC, NERO for introduction of B.Voc. Courses.

11. Proposal submission to for Minor and Major Research Projects.

12. Publication of Online Journal.

13. Publication of Books by the College Publication Cell.

14. Up gradation of the College Book Stall.

15. Applying for UGC Schemes.

16. Renovation and Continuation of the College Book Bank.

17. Carrying out Social Service through NSS camp.

18. Organising community development and Awareness programmes.

19. Organising extension education programme at neighbouring schools.

20. Continuation of Remedial Coaching classes for students belonging to SC / ST / OBC / Minority Communities.

21. Field study to be conducted by various Departments.

22. Holding Departmental Seminars by all the Departments.

23. Covering students under students' Insurance Scheme.

24. Awarding Prize Money to meritorious students.

25. Organising District Level Quiz Competition for students.

26. Organising Blood-grouping camps for students.

27. Observing the days of National Importance.

28. Organising Career Counselling Centre.

29. Exploring avenues with institutions of Higher Education and Industry for collaboration.

30. Submission of proposals for opening need based courses.

31. Opening of Diploma in Spoken English.

32. Submission of proposal for Performing Arts.

33. Submission of proposal for Language Lab and Computer Lab to MHRD.

34. Submission of proposals to Missing Autonomous Council for construction of a new Boys' Hostel.

35. Submission of proposals to Science and Technology, Govt. of Assam for a Botanical Park.

36. Submission of proposals for grant to DBT for uplift of the Biotech HUB.

37. Submission of proposals to state authorities for sports facilities.

Name : Biju Kr. Sonowal   Name Dr. Bubul Kr. Saikia

Assistant Prof., Dept. of English   Principal

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

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