Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**LTK COLLEGE**
Name of the head of the Institution	**DR. BUBUL KUMAR SAIKIA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03752230119**
Mobile no.	**9954189103**
Registered Email	**ltkcollege@yahoo.in**
Alternate Email	**iqacltkcollege1977@rediffmail.com**
Address	**L.T.K. COLLEGE P.O. AZAD LAKHIMPUR ASSAM PIN-787031**
City/Town	**NORTH LAKHIMPUR**
State/UT	**Assam**
Pincode	**787031**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Biju Kumar Sonowal**
Phone no/Alternate Phone no.	**03752230119**
Mobile no.	**7002132754**
Registered Email	**ltkcollege1977@gmail.com**
Alternate Email	**bijusonowal45@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://ltkcollege.ac.in/data/page/aqar-list/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://ltkcollege.ac.in/assets/kcfinder/upload/files/ACADEMIC_CALENDER_2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B+**	**2.52**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**10-Jan-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

One day Workshop on	07-Jan-2019 1	50
One day Workshop on	06-Jun-2019 1	70
[View File]()		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
[View File]()				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File]()

10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]()

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. The IQAC chalks out the annual plan of action in the beginning of the year. 2. It monitors and documents the activities of the different committees and subcommittees of the college for harmonious development. 3. Use of ICT in the teachinglearning process has been made mandatory for teachers. 4. Organised workshops and summer class camp for students. 5. Implemented students feedback mechanism.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	30-Oct-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019

Date of Submission	15-Feb-2019

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	LTK College has installed Management Information System partially. It started with Admission module which deals with the process of online application form fill up and downloading, Digital library with separate ID for accessing e resources, College routine and calendar, staff profile, feedback system.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

L.T.K. College offers all subjects combination in Science and Arts at UG level. Before the commencement of an academic session IQAC takes the initiatives to detect the shortcomings of the previous session in consultation with the Principal and Academic Board of the college. Academic activities of our college are planned in advance well before the commencement of the academic session. A parallel calendar is prepared in accordance to the affiliating University on the other hand, teachers prepare respective teaching plan along with course outcome, programme outcome and learning outcome at the beginning of the semester. Faculties maintain course files which comprise of lesson plan, notes and related questions along with performance detail of the students. Course delivery and syllabus completion is monitored through formal and informal feedbacks. Besides, it is mandatory for teachers to maintain Log Book (which is

checked and signed daily by the HoDs and then by the authority) and Class Diary Book (which is checked and signed weekly by the HoDs and then by the authority). Continuous Assessment is conducted through periodical internal class room tests and teachers holds individual discussion of evaluated answer scripts with students. Remedial classes are conducted for weaker students. Besides, to develop the personality and communicative skills of the students our college conducts lectures, seminars, workshops, field visits etc. Faculties are encouraged to undertake research work, attend seminars, workshop, refresher course, FDP etc. Outcome based approach is being adopted for the effective delivery of the curriculum. Our College is equipped with a up-to-dated central library. Besides, each Department has its own library and also has a Book Bank for meritious poor students. Students are provided with unique user ID and password to use Digital Library.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
1 Months certificate course in Spoken English	Nil	01/04/2019	30	Employabil ity	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Food Processing	01/11/2018
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours	01/06/2019
BSc	Honours	01/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	50	27

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Survey of birds in the Satajan wetland at	40

	Pahumara in Lakhimpur district		
BSc	Study of fishes amphibians and reptiles at Bhalukpung in Arunachal Pradesh.a	42	
BSc	A Study of ethynobotanical plants used for the treatment of some common skin disease by the people of Lakhimpur district of Assam	14	
BSc	A preliminary phytochemical screening of Acorous Calamous. L	21	
No file uploaded.			

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

LTK College has been maintaining an online feedback mechanism so as to gether information from students. At the end of each session students are directed to give their feedbacks which are analyzed by the IQAC and accordingly valuable suggestions and feedbacks are utilized for overall development of the institution. Feedbacks from teachers and others (including alumni, parents and guests) on the institution, departments, individual faculties, course etc. are yet be developed.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses

			teaching only UG courses	teaching only PG courses	
2018	1128	Nill	31	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has a student mentoring system which is in operational at Departmental level. The modalities of the system is worked out and implemented by each departments of the college keeping in view the available resources and needs of enrolled departmental students. Students are grouped in two methods: First on the basis of Teacher Student Ratio. Then at individual level after proper identification, again students are grouped into slow and fast learners. Through mentoring system teachers provides various supports to the students. The role of teachers of rural college is very much significant, as most of the students belong to very socially and economically poor and backward families. For which Students are short of proper guidance. Through this system teachers provide guidance to students on academic and personal matters. Students are guided to select proper career through career counseling, Students are also provide guidance on preparing their notes, seminar paper, PPT presentation etc. Students are also encouraged to maintain regular attendance in classes. Students are guided to maintain good health, hygiene and cleanliness. They are taught the importance of co-curricular activities and also encouraged them to participate in various cultural, literary and sports activities. Through this system some teachers even provide psychological and financial support etc to the needy students. At a regular interval teacher pay visits to student's home to procure information regarding student's day to day activities. Besides, teachers keep in regular contact with the students through telephonic conversation and various social media (as Whatsapp, Messenger etc.). Regular updates of attendance, course, fees, examination and others are provided to students through various means as telephonic conversation and various social media. To sum up, the mentoring system of our college has been implemented keeping in view the needs of the students belong to very socially and economically poor and backward families to support them in various ways, so that they can uplift themselves to the main stream. It also helps in fostering a closer and constructive relationship between the teachers and the students of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1128	31	1:36

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
32	31	1	Nill	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BA	Major	2nd	30/05/2019	16/07/2019
BA	Major	4th	31/05/2019	16/07/2019
BA	Major	6th	24/05/2019	16/07/2019
BSc	Major	2nd	30/05/2019	16/07/2019
BSc	Major	4th	31/05/2019	16/07/2019
BSc	Major	6th	24/05/2019	16/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college strives to embody its mission, vision and objectives and also carry out its accountability by continuously endeavouring to achieve its committed objectives. There is a provision of continuous evaluation of students through two sessional examinations which are conducted by the Departments as per the routine prepared by the Vice Principal and College academic calendar. If any students fail to attend the exam owing to some valid reason then he/she has to appear the exam separately on a stipulated time fixed by the Department. Marks of the Sessional Examinations are displayed on the Departmental Notice board. If any students willing to verify their answer-sheets can contact the HoDs after class hours. They are allowed to verify their answer-sheets and their quarries are clarified by the evaluators. Besides, every teacher takes class tests on weekly/monthly basis. Moreover, attending group discussion, seminar presentation and field study are mandatory for students. Each and every Departments of our college has made it mandatory for students to have active involvement in various academic and extension programmes of the college as well as of the Departments. Reforms initiated by IQAC: Keeping in view the needs of Continuous Internal Evaluation (CIE) among students for students' progress, this year with the initiatives of IQAC certain reforms on Continuous Internal Evaluation have been undertaken. At the beginning of the session all the Departments are advised to conduct special group discussion classes after completing each unit. Teachers are asked to provide the summary of each unit that he or she has completed to the students. Then students should be asked to prepare questions from the given summary which the teacher should discuss in the special group discussion classes. It is made mandatory for teachers to assign home assignment at a regular interval and to check and return the assignment in stipulated time. Teachers are also asked to adopt various modes of evaluation as per the demand.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college plans and organises the teaching-learning, evaluation and all other activities of the college as per its academic calendar. The academic calendar published at the beginning of each academic session is in conformity with the university guidelines. It outlines the academic activities such as the beginning of classes and teaching plan within the stipulated time frame. It also outlines the schedule for holding of sessional examinations, class tests,

assignments, field study, educational tours, in-house seminar presentation, peer group discussions etc. Besides, it also outlines the extra and co-curricular activities for the session in advance, so as to have a smooth planning. All the activities are carried out strictly according to the plan outlined in the academic calendar and the recommendation of Dibrugarh University.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://ltkcollege.ac.in/data/page/internal-quality-assurance-cell-iqac/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://ltkcollege.ac.in/data/page/internal-quality-assurance-cell-iqac/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	0	Nill	0
International	0	Nill	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
0	Nill
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2018	0	0	Nill
0	0	0	2019	0	0	Nill
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2019	Nill	Nill	0
0	0	0	2018	Nill	Nill	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	Nill	Nill	Nill
Presented papers	Nill	Nill	Nill	Nill
Resource	Nill	Nill	Nill	Nill

persons				

No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Observation of National Science Day	L.T.K College Eik Club	27	100
Observation of International Yoga Day	NSS Club	23	50
Observed "No Tobacco Day" by organizing Free Health Check-up Camp	NSS Red Cross Society	20	100
World Ozone Day	L.T.K College Eik Club	35	70
A blood donation camp in association with Health Department	Red Ribbon Club, L.T.K College	10	35

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nill

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
0	0	0	Nill	Nill

No file uploaded.

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
370000	370000
100000	100000
1000000	1000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Others	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-

			is developed					content	

No Data Entered/Not Applicable !!!

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	17	8	2	0	0	4	0	2	1
Added	0	0	0	0	0	0	0	0	0
Total	17	8	2	0	0	4	0	2	1

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	[0](#)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	0	1470000	1470000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has different procedures and policies for maintaining and utilizing of physical, academic and support –Laboratory, library, sports complex, computer, classrooms etc. These may be outlined in the following ways: o The college infrastructure committee looks after the maintenance and utilization of physical facilities. o Other facilities (including academic and support facilities) –Laboratory, library, computer, classrooms etc., technology equipments, laboratory equipments, and other office and departmental equipments are maintained by the respective departments / branches under the supervision of the college authority. Stock registers are maintained both at the authority and Departmental level which is verified annually and need based addition are carried out accordingly. Library Advisory Committee monitors the developments and the need of the library and library equipment. The Committee meets annually or half-yearly to discuss about new purchases and other related needs. Sports complex and Sports goods are maintained by the respective Prof-in-Charge of the Section of Students' Union along with the respective Secretary. Besides, Grade-IV staffs are deployed to look the whole campus along with its external facilities.

https://ltkcollege.ac.in/data/page/sports/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
A Summer Study Camp for HS 1st Year (Sc)	08/07/2018	70	Only College Faculties
One day Workshop on "Art of Speaking"	07/01/2019	70	IQAC, LTK College
Talk on Mass Media	06/02/2019	50	Department of Assamese, LTK College
A programme on "Golpo Kotha"	15/06/2019	130	Department of Assamese
Remedial Coursing	03/07/2018	129	IQAC
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	0	Nill	Nill	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

	View File

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
Any Other	16
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Social Service	College Week	321
Literary Events	College Week	173
Cultural Events	College Week	159
Athletic Events	College Week	212
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold Medal	National	1	Nill	0	Nisha Saikia
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

? The college has a Student Council named LTK College students' Union. The office bearers of the union are elected through the general election in which all the bonafide students can cast their vote to elect their leaders through voting procedure.The union has a written constitution detailing the different portfolio, criteria for efficiency to contest election, powers, functions and activities.The funding of the union is collected at the time of admission for a year and deposited in a separate bank account. In the budgetary meeting of the union budgets for different events are earmarked. a. Students' Union: ? As per the new UGC Guideline and the Supreme Court's Verdict the president of the students union is elected from the students. The principal , the vice principal and teachers are the chief advisers and advisers i. President Student ii. Vice president Student iii. Secretaries Students The students union carries out all the activities of the students throughout the session such as organization of Freshman Social, Pujas, College Week, circulation of notices to participants

regarding various sports, cultural and literary activities at different level and have to prepare the participants for any event with the guidance of the respective in-charges of different section of the Union Body. The union body is also entrusted with the job of guiding the new comers and to look around for any kind of grievances in the college campus. b. Festival Committee i. Teachers in charge ii. Student member (3 nos.) c. Literary magazine-editorial board i. Editor, College magazine (Student) ii. Student members(2 nos.) d. Anti- ragging committee i. Principal, vice principal, hostel superintendent, general secretary of students union, assistant general secretary e. Hostel committee i. Principal (chairperson) ii. Hostel superintendent (convenor) iii. Teacher member (3 nos.) iv. Student member (3 nos.) f. Educational tour committee i. Principal (chairperson) ii. Vice principal iii. All members of students Union g. Departmental committees i. All faculty members ii. Class representatives (Students) h. Grievance Redressal Cell : i. Principal, Vice Principal, five senior teachers, three student representatives of which at least two are women students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

700

5.4.3 – Alumni contribution during the year (in Rupees) :

10000

5.4.4 – Meetings/activities organized by Alumni Association :

Each year the Alumni Association of L.T.K. College is organizes its Annual Meeting where in they discuss about the various aspects of the college and adopts various resolutions. Accordingly all the resolutions are forwarded to the Principal and the IQAC Coordinator for successful implementation.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college has adopted the decentralization and participative management procedure for smooth functioning of its various activities. 1. The college has formed various committees, Cells, Clubs etc. comprising of all the teaching and non teaching staffs for conducting, organising various activities in and around the college campus. 2. All the Departments are allocated Rs 5000/- each for Departmental expenditure.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	1. Started B. Voc. in Food Processing 2. Started 1 months Certificate course

	in Spoken English
Teaching and Learning	1. Use of ICT has been made mandatory 2. Students are encouraged to take different online courses 3. A coordinator for SAYAM courses has been appointed
Examination and Evaluation	1. Examinations (Semester end) are conducted as per the university guidelines 2. For Internal Examinations question papers are set keeping in view the university (semester end) examinations so as to help the students to understand the the question patterns of semester end examinations
Research and Development	1. Research and Development Committee encourages every teacher to apply for major and minor projects and also provides the format for the same.
Library, ICT and Physical Infrastructure / Instrumentation	1. Tenders have been invited to renovate the computer lab with 50 nos. of computer 2. Tenders for purchasing books for Rs 10,00,000/- have been invited 3. Multi-purpose Gymnasium has been upgraded into a sound-proof Auditorium cum Gymnasium
Industry Interaction / Collaboration	Not Done
Admission of Students	1. Online Prospectus has been made available 2. Cashless payment system has been introduce

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	The administrative procedure is fully computerized currently but online connectivity is done partially.
Finance and Accounts	Finance and Account Section is computerised partially
Student Admission and Support	• Online Admission forms are made available • Students can apply online for any certificate from the college • Scholarship can be applied online • Voting system for Students' election has been computerized
Examination	Both Off-line Online Registration has been availed

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2018	0	0	0	Nill
2019	0	0	0	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
32	31	17	14

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Sikshak Karmachari Sanchoi Nidhi (SKSN)	Sikshak Karmachari Sanchoi Nidhi (SKSN)	Students Safety Insurance, Book Bank Facilities

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

L.T.K. College conducts both internal and external financial audits regularly. There are three types of audit employed in the college • Internal Audit • Government Audit -external • Special Audit to prepare audited utilization certificate in respect of utilization of various funds sanctioned by bodies like UGC, DST, Government of Assam etc.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

600000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Nill	Nill
Administrative	No	Nill	Nill	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Annual meeting 2. Provides necessary suggestion for the all-round development of the college from time to time 3. Provides physical aids and assistance at the time of organizing extension activities in and around the college and neighbouring areas

6.5.3 – Development programmes for support staff (at least three)

1. One-week computer literacy programme 2. One- week orientation programme on File Management and File Keeping 3. Three Days workshop on Life and Soft Skills

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. 3 nos. of classroom has been increased 2. Free Wi-Fi facility has been installed in the college campus 3. Workshops on career development has been organised 4. In order to promote reading habits among students and faculty visiting to library has been made mendatory. Besides college started a competition on writing book review by procuring books from the college library. 5. In order to increase communication skills of the student the department of English has started certificate course in Spoken English, to improve self confidance and personality development of students the college has organised various workshops on Soft Skill, Life Skill and Personality Development. 6. Initiative has been taken for starting NCC unit for Girls. 7. Teachers are motivated to applie for minor projects from UGC and accordingly a few teachers have applied the same.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants

				Female	Male
Awareness Camp on "Physical and Mental Health of Adolescent and role of Guardians"	04/06/2019	04/06/2019		200	50

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
During this academic session, our college has applied for RUSA grant and formulated a DRP for installing solar street lights in and around the college campus

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nill
Rest Rooms	Yes	1
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Diary	01/06/2018	Our college has prepared a students diary for recording their daily activities in the college campus wherein all the ethics, rules and

regulations of the college have been included. Besides all these are also well defined in the prospectus of the college as well as in the college website.

| 7.1.6 – Activities conducted for promotion of universal Values and Ethics |

Activity	Duration From	Duration To	Number of participants
Wall Painting Competition on International Womens Day	08/03/2019	08/03/2019	30
Earth Day by Sapling Plantation in the College Campus	24/04/2019	24/04/2019	70
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Tender called form installing Solar Street lights in the campus • Conducted Green and Environmental Audit • Adopted resolution to make the college campus a Plastic Free Campus • Emphasized on digital communication system to minimize the use of paper • Swachh Bharat Abhiyan is made mandatory • Proposed to create a Botanical Garden in the Campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

i. Teachers diary and departmental log book: The college authority has made it mandatory for teachers to maintain a diary of his/her daily activities. The report of the same has to be submitted to the authority on weekly basis after being scrutinized and signed by the head of the departments. On the other hand the head of the departments will maintain a departmental log book which will be entered by teachers on daily basis. It will be checked and duly signed by the head of the departments at the end of the day. Subsequently it will be checked and signed by the authority the day after. This system of maintaining diary and log book helps the teachers as well as head of the departments to find out the coverage of syllabus by an individual teacher and his daily classroom teaching at any time. ii. Labariloi Jau Bola (Lets go to library): In recent time it has been noticed that reading habits of students are declining at an alarming rate. So the college authority in consultation with the teaching staffs and others started a programme named Labariloi Jau Bola (Lets go to library). Under this programme the students who remains presents in the library for most of the days are being awarded at the end of the each session. Besides, the authority has made it mandatory for hostel borders to spend two hours daily in the college library after stipulated college time. iii. Students mentoring. Most of the students who take admission in our college belong to socially backward classes. So, most of them are deprived of proper guidance and counselling. As a result they fail to cop up with the changing environment. Therefore, the college has introduced mentoring system for students. In which students are divided in to groups and an individual teacher is appointed as mentor to look after the all round development of students under his group. This division is done on departmental basis. iv. Book bank Most of the students of our college belongs to socially and economically backward classes. In order to help such students

the college has established a book bank. Through this book bank the most needy students can avail books for a year free of cost.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://ltkcollege.ac.in/data/page/internal-quality-assurance-cell-igac/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. The performance of the institution in one area distinctive to its vision: Since, this college is a coeducational and situated in the rural area. There run 15 departments through Major programmes (B.A./B.Sc.) and 1 vocational course (B.Voc in Food Processing). Every year large number of rural students (Girls and Boys) takes admission in different courses of the college and the college provides all the facilities to students as per the direction of the University and the State Government. College also helps Poor and needy students to avail free books on yearly basis from the Book Bank. A gender sensitization programmes are given much importance so through various programmes such as lectures/seminars, sports competition, activities under NSS units of the college have been conducted from time to time. It is ensured that students should participate with full enthusiasm in each and every activity (academic as well as extracurricular activities) of the college. Besides, local people are allowed to use college campus for running, walking, and play grounds for sports for their development. Therefore, we can say the college provides quality education and opportunities for intellectual and emotional growth through different programmes which are relevant and responsive to the needs of the rural and educationally backward society of this region of the state. 2. The performance of the institution in one area distinctive to its priority: College gives priority to promote education for poor students of rural background. The students of the locality can't afford their education in the urban colleges, due to several reasons. So our college provides academic environment to those aspiring students of the rural area as well as encourage them to participate in extracurricular activities (NSS, cultural, literary and sports), so that they cop up with students of the main stream.

Provide the weblink of the institution
https://ltkcollege.ac.in/data/page/internal-quality-assurance-cell-igac/

8.Future Plans of Actions for Next Academic Year

i. Introduction of CBCS in UG legel as per university guideline. ii. Completion of multi purpose gymnasium. iii. Utilization of funds received from RUSA as per submitted DPR and govt. instruction. iv. Construction and completion of new college gate. v. Holding different workshops and seminars with financial assistance from sponsoring bodies. vi. Development of physical and academic infrastructure. vii. Submission of proposal of new courses, projects etc. viii. Proper execution of activities of DBT project. ix. Need base extension activities. x. Introduction of digital attendance system for students. xi. Increasing the numbers of book in library.