

BIRJHORA MAHAVIDYALAYA
The Annual Quality Assurance Report (AQAR) of the IQAC
Year 2017-18

Part – A

I. Details of the Institution

1.1 Name of the Institution	BIRJHORA MAHAVIDYALAYA
1.2 Address Line 1	PANCHA SWAHID PATH
Address Line 2	BONGAIGAON
City/Town	BONGAIGAON
State	ASSAM
Pin Code	783380
Institution e-mail address	Birjhora1986@gmail.com
Contact Nos.	03664228808
Name of the Head of the Institution:	DR. Khanindra Kumar Sarma
Tel. No. with STD Code:	03664-228808
Mobile:	9435511677
Name of the IQAC Co-ordinator:	Mr. Sanjib Kumar Baglari
Mobile:	8876078428

IQAC e-mail address:

iqacbirjhora@gmail.com

1.3 NAAC Track ID:

ASCOGN11280

1.4 Website address:

www.bijhoramahavidyalaya.in

Web-link of the AQAR:

www.birjhoramahavidyalaya.in/AQAR 2017-18

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72.05	2004	2009
2	2 nd Cycle	B	2.72	2015	2020

1.6 Date of Establishment of IQAC:

02-03-2005

1.7 AQAR for the year

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 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2004-05 *submitted to NAAC on* 31/07/2007
- ii. AQAR 2005-06 *submitted to NAAC on* 31/07/2007
- iii. AQAR 2006-07 *submitted to NAAC on* 24/12/2007
- iv. AQAR 2007-08 *submitted to NAAC on* 23/03/2009
- v. AQAR 2008-09 *submitted to NAAC on* 21/04/2011
- vi. AQAR 2009-10 *submitted to NAAC on* 21/04/2011
- vii. AQAR 2010-11 *submitted to NAAC on* 30/06/2014
- viii. AQAR 2011-12 *submitted to NAAC on* 08/07/2014
- ix. AQAR 2012-13 *submitted to NAAC on* 20-08-2014
- x. AQAR 2013-14 *submitted to NAAC on* 28-10-2014
- xi. AQAR 2014-15 *submitted to NAAC on* 09/06/2015
- xii. AQAR 2015-16 *submitted to NAAC on* 03/01/2018
- xiii. AQAR 2016-2017 *submitted to NAAC on* 06/07/2018

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)

1.11 Name of the Affiliating University (*for the Colleges*)

Gauhati University

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

Autonomy by State/Central Govt. / University 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*)

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

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

1

2.8 No. of other External Experts

1

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

5

2.11 No. of meetings with various stakeholders:

No.

0

Faculty

6

Non-Teaching Staff

1

Students

Alumni

1

Others

2

2.12 Has IQAC received any funding from UGC during the year? Yes

No

v

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

NA

2.14 Significant Activities and contributions made by IQAC

- The IQAC has been involved in preparing many reports highlighting the activities of the college.
- IQAC cell meeting held on a regular basis with members of the committee as a part of Academic Review activity.
- Distribution and collection of departmental AQAR(DAQAR) for preparing AQAR.
- Organized periodical orientation program, skill development program and awareness program for students.
- Seminars, conferences and invited talks arranged
- Review on sessional examination evaluation process.
- Student feedback analysis
- Digitization of old question bank for students
- To create awareness and enhance the ecological practices so as to conserve power, use of helmet, Tobacco free campus, mobile banned in class room and keep the campus eco-friendly.
- Encourage students to take part in Swachch Bharat Abhiyan.
- IQAC entrusted and collaborate in ensuring efficient performance of academic and administrative tasks.
- Played active role and support towards development Programs for Faculty, non-teaching staff and Students

15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year: *

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. Skill Development Program for students 2. Construction of Basketball playground 3. Connecting bridge between West Block building and Museum 4. Lecture cum Interactive program on Career opportunity 5. Activities under Institutional social responsibility 6. Applying DBT Star College 7. A National Workshop 8. Gender sensitization program 9. Awareness Program 	<ol style="list-style-type: none"> 1. Various Skill Development Program for Students under RUSA initiative program 2. A new Basketball court has been constructed. 3. Done 4. Career opportunities program and related event organized and conducted during the year 5. Various activities organized during the year under institutional social responsibility. 6. Already applied for Star College and result awaited 7. A national workshop on “Basic on Earth Ionosphere Coupling” sponsored by IIG, Mumbai, India organized during the academic year. 8. Women cell regularly arrange social awareness program in association with nearby NGO. International Women’s Day is observed regularly in the college. 9. Various awareness programs on Environmental, social issue, academic matter etc. conducted during the year.

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

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

Every Year a copy of AQAR is sent to the Governing Body / Management. They go through it and provide their feedback in the meetings of the Head of the Institution with Management Representatives. The suggestions provided by them are incorporated in the next yearly plan.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG				
UG	1	0	0	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	

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.

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	2	19	0	

2.2 No. of permanent faculty with Ph.D.: 12

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
0	2	0	0	0	0			0	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		04	07
Presented papers	1	02	0
Resource Persons	0	0	0

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

- Home Assignment and Department wise regular seminar presentation.
- Faculty and students are encouraged to use latest technology such as LCD, internet, etc., in the teaching learning process.
- Remedial classes are arranged for weaker students and diagnostic tests for slow learners; based on it, teaching strategies are adopted to improve the level of learning.
- Using ICT enabled advanced methods for teaching such as: Interactive Board, Over Head Projector and Online learning.
- Award and felicitation program for student's encouragement.

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

182

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

Photocopy of the evaluated answer scripts are returned to the students if asked for.

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

0	0	0
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage: (Year 16-17)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B-Sc.	118		76	26	02	89

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

IQAC is involved in contribution monitoring and evaluating the Teaching learning process throughout the academic year in the following areas

1. IQAC periodically collect feedback from students and others stakeholders. Feedbacks are analysed and remedial measures were suggested for improvement. Principal also organize meetings with HoD and faculty of each department to address the matter concerning feedback.
2. Through students' performance.
3. Emphasis is given for maximum use of ICT tools by faculty and students.
4. IQAC look into updating of teaching aids and teaching technique.
5. Academic calendar is strictly followed throughout the year.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	0
HRD programmes	
Orientation programmes	0
Faculty exchange programme	
Staff training conducted by the university	0
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

<i>Category</i>	<i>Number of Permanent Employees</i>	<i>Number of Vacant Positions</i>	<i>Number of permanent positions filled during the Year</i>	<i>Number of positions filled temporarily</i>
<i>Administrative Staff</i>	13	01	0	03
<i>Technical Staff</i>	00	00	0	1

Criterion – III

3. Research, Consultancy and Extension

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

1. Research and Extension cell provides relevant guidelines for promoting research activity. The cell encourages the faculties for pursuing research activities under financial assistance from UGC and other sponsoring bodies like DST, CSIR, DBT etc. for major and minor research projects
2. Granting of fund subject to availability by college authority for short term research project.
3. IQAC encourages teachers to publish papers in the scientific journals

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs	0	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	2	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	1	0

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	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

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	0	01	0	0	0
Sponsoring agencies		IIG, Mumbai			

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

(Actively Participated as an Evaluator in GUNOTSAV conducted by Assam Govt.)

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	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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

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 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

1. Large numbers of faculty members of the college served as External Evaluator in 'Gunotsav' in Bongaigaon, Goalpara and Dhubri districts of Assam. Gunotsav is an initiative of Govt. of Assam for ensuring improvement in learning levels of students at elementary level of education.
2. Dr. D.C. Deka was the resource person at the inauguration ceremony of "Full Scope Project" under DBT, Govt. of India at Netaji Hindi Vidyapith, New Bongaigaon.
3. Dr. Ranu Roy was the resource person in the workshop cum Hands on training "Application of PCR in Life Science Research" held at Science College, Kokrajhar, organized by Institutional Biotech Hub, Kokrajhar Science College in collaboration with State Biotech Hub, Assam.
4. The Birjhora Mahavidyalaya football team participated in the Inter College football tournament under Gauhati University from 26th to 28th March, 2018 held at Dudhnoi College Camus.
5. A team of Rastriya Uchchatar Shiksha Abhiyan (RUSA), Assam official led by Mission Director visited the campus.
6. An awareness programme on how to prepare budget was organized by the Department of Finance, Govt. of Assam on 2nd Feb, 2018.
7. An awareness program on Digital Financial Literacy was held at the college auditorium on 21st Feb, 2018 organized in association with State Bank of India, Bongaigaon.
8. The Life-Style 4 U Wellness centre conducted a health check- up and health awareness program for the faculty members of the college on 3rd April, 2018.
9. Cleanliness activities were undertaken at college campus by the staff and students of the college on May 7th 2018 as a part of Swachch Bharat Abhiyan.
10. Dr. Hilloljyoti Singha, Asstt. Professor of Assam University, Silchar delivered a lecture on Biodiversity and Natural Resource Conservation on the occasion of World Environment Day-2018 celebration with the theme "Beat Plastic". As a part of celebration an intercollege debate competition was held in the college campus.
11. Dr. R.A. Laskar, a Guinness World Record holder and Director of North East Biodiversity Conservation and Research Centre, Hojai delivered an environmental awareness lecture on conservation, preserve and propagation of Bamboo and Orchids for the students of Birjhora Mahavidyalaya on 20th June 2018 in the college campus.

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	16.23 acres	0		16.23 acres
Class rooms	16	2	RUSA Grant	18
Laboratories	13	1	RUSA Grant	14
Seminar Halls	01	0		01
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	02	0		02
Value of the equipment purchased during the year (Rs. in Lakhs)	5.5 lakhs		RUSA Grant + College Fund	
Others	10.5 Lakhs		RUSA Grant + College Fund	

4.2 Computerization of administration and library

All Departments and Computer Labs are connected to LAN with Internet Facility. Central Library is computerized including necessary development of application software (OPAC, Bar Coding, NLIST, DELNET etc.)

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7859	Rs.11,00,892/-	144	Rs. 25,851/-	7973	Rs. 11,26,743
Reference Books	3291	Rs. 3,59,178/-	272	Rs.1,46,835/-	3563	Rs. 5,06,013/-
e-Books		Rs. 73,750/-	10000	Rs. 73,750/-	10000	Rs. 73,750/-
Journals	14	Rs. 22,133/-		Rs. 16,975/-	14	Rs. 22,133/-
e-Journals			200		200	
Digital Database			09		09	
CD & Video	110				110	
Others (specify) News Paper	04	Rs. 14,202/-		Rs. 7,092/-	04	Rs. 21,294/-
Book Binding			151	Rs. 8,420/-	151	Rs. 8,420/-

(Source of e-book, e-journal and digital database is DELNET subscription for 5 years)

4.4 Technology up gradation (overall)

	Total Computers	Computer in Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	86	54	05	02	03	05	14	01
Added	05	03	00	00	00	01	00	01
Total	91	57	05	02	03	06	14	02

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

1. Training on the use of ICT in class room
2. Periodic training to the faculty members and non-teaching staffs on computer application.
3. Sufficient number of computers use by teachers, students and office staff. All department access internet through VPN connection.
4. Wi-Fi Internet accessible campus for students.
5. Necessary support and training on networking is imparted to willing students

4.6 Amount spent on maintenance in lakhs:

i) ICT	95,000/-
ii) Campus Infrastructure and facilities	50, 45, 000/-
iii) Equipment	5, 50, 000/-
iv) Others	10, 50, 000/-
Total:	67, 40, 000/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC ensures information about support services is made available to students through prospectus, induction programme, college website, bulk SMS and regular notices.
- IQAC collects feedback from students on various support services available in the college for enhancement of quality education.
- Every department provide effective system of remedial and tutorial classes for weaker students for greater academic assistance under the supervision of HoD. Feedback on such activities is brought to the notice of the management through IQAC for quality sustenance and improvement.
- Induction meeting is arrange by Principal and Librarian for newly admitted students.

5.2 Efforts made by the institution for tracking the progression

1. The academic committee comprising of Principal, Vice-Principal, IQAC coordinator and all the heads of the departments frequently meet to monitor various academic activities. They monitor and discuss the progress of students in sessional examinations as well as the last semester-end examination passed.
2. Feedback analysis of students.
3. Analysis of internal and end semester examinations results.
4. HoD of different Departments to maintain records of student's attendance and the outgoing students.
5. The progression of co-curricular aspects also closely monitored through different events like College Week, Field Trip and other functions performed by the students. College magazine also provides a platform to evaluate the quality of the students in literary field.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
654	00	02	0

(b) No. of students outside the state

0

(c) No. of international students 0

Men	No	%	Women	No	%
	406	62		248	38

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
144	114	74	340	00	672	236	75	40	303	00	654

Demand ratio 2.75:1 Dropout % 24.73

$$\text{Dropout Calculation} = \left[\frac{\text{Admitted in 2016} - \text{Appeared year end examination 2017}}{\text{Admitted in 2016}} \right] \times 100$$

Admitted in 2016 = 653 Appeared year end examination 2017 = 531

Demand Ratio: (No of Application Received / Students Admitted)

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

Information regarding competitive examinations and loan of relevant books/ study material for the same is done through career guidance cell. Career Guidance cell organize some programmes to encourage students for competitive examination.

No. of students beneficiaries Not documented

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc.	0	State PSC	Unknown	UPSC	0	Others	Unknown

5.6 Details of student counselling and career guidance

1. The Head of the Departments and teachers of the respective Departments provide academic guidance & support on regular basis.
2. Career guidance cell provides necessary guidance and information to the students in shaping their future career.
3. Career Guidance Cell hosted a program “Employment opportunities as Apprentice Trainees in IOCL” in collaboration with Indian Oil Cooperation Ltd., Bongaigaon Refinery on 26th August 2017.
4. Regular Informative seminar / Interactive programme held on job opportunities available at the leading industry and company.
5. Relevant notices are displayed.
6. Study materials/ books are lent out.

No. of students benefitted

Not documented

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	N/A

5.8 Details of gender sensitization programmes

1. Gender sensitization programmes is conducted regularly.
2. Self defence programme for girl students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	03	Rs. 10000/-
Financial support from government	216	Rs.31,55,600/-
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **No major Grievance is reported.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Youth empowerment through access to education, particularly higher education, inculcating scientific spirit and traditional humane values enabling to share in purposeful societal needs.

Mission

1. To impart quality education in various disciplines.
2. To disseminate modern skills and training necessary in emerging inter disciplinary and application oriented areas.
3. To make an appreciable social impact by reaching out to the larger community of the region.
4. To make it as a centre of excellence in every respect.

6.2 Does the Institution has a management Information System

Yes, College automation software installed and used for admission.

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

6.3.1 Curriculum Development

Curriculum development is prerogative of the affiliating university. Teachers are engaged in preparation, development as required by the University

6.3.2 Teaching and Learning

1. Teachers are encouraged to participate on Faculty Development Programmes.
2. Department conducts regular class tests, group discussions, home assignments, seminar etc.
3. Implementing students centric methods like student's seminar, Group Discussion, Debate, Quiz, Extempore Speech etc.
4. Lecture methods along with ICT audio-visual aids presentation in class room, field trip, and seminar are widely used by the faculty in all department.
5. Students are assigned projects and encouraged to take part in seminars on selected topics and in exposure visits.
6. Motivating students for research activities.

6.3.3 Examination and Evaluation

1. Apart from final university end semester examination, students' academic skill and intellectual progress are evaluated by periodic class test as well as sessional examinations.
2. Results are analysed after every examination for taking appropriate action to improve the quality.
3. After analysing answer scripts of internal examination, examiners offer necessary suggestion to the students for necessary correction to improve their academic excellence.
4. Remedial classes for weaker students.

6.3.4 Research and Development

Teachers are encouraged for MRP, attending national & International seminars and publishing research articles in journals, also encouraged students for research activities.

Students are encouraged to publish their project work in the journal paper or Book under the guidance of respective faculty member.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library with computers, DELNET, SOUL software and internet browsing facility, bar code system adequate reading space and convenient working hours for both staff and students
- Adequate number of computers and multimedia projectors usable for digital classes.
- Adequate number of classrooms.
- Digital class room with video conferencing facility.
- Principal's Office, Administrative Office, IQAC Coordinator's Office, Conference Room, Staff Room,
- Adequate number of sports equipment, music equipment, photocopiers etc.
- One women hostel with 34 bed capacity.

6.3.6 Human Resource Management

1. College provides professional development opportunities to all faculty and office staff to enhance performance of the employees through RC, OC, Short term course, Summer School, Workshop etc.
2. Personal and cordial interaction with principal
3. Student union and Management Committee interaction on relevant issues.
4. Suggestions from governing body is sought whenever required.

6.3.7 Faculty and Staff recruitment

Govt. sanctioned posts are filled in as per Govt. rules. But some contractual employee on need based is selected by the college management following proper procedure.

6.3.8 Industry Interaction / Collaboration

Yet to be done

6.3.9 Admission of Students

Admission Committee frame the rules for new admission by following proper Govt. procedure. Admissions are made purely on merit basis obeying reservation policy of Government.

6.4 Welfare schemes for

Teaching	Thrift Society, Group insurance
Non-teaching	Thrift Society, Group insurance
Students	Book Bank, Poor Students aid fund, free admission as per Govt. rule and Group insurance.

6.5 Total corpus fund generated

0

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Govt. Of Assam	Y	College
Administrative	Yes	Govt. of Assam	Yes	Govt. Of Assam

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?

University is taking steps for introducing CBCS system. Online processes in connection with Examination reform are done step by step.

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

Yet to take initiative in this regard.

6.11 Activities and support from the Alumni Association

Alumni Association is an active and integral part of the Institution. They have always shown their readiness to offer their services whenever the Institution has recalled them. Every year the Alumni members come up with a variety of programmes and extend their intellectual services to the regular students. Library facility is also provided to them under certain conditions.

6.12 Activities and support from the Parent – Teacher Association:

There is representation of parents in the Governing body of the college. Meetings with parents and guardians are arranged regularly. Separate Parent- Teacher meeting held for hostel boarders.

6.13 Development programmes for support staff

Vaccination, health check-up program are arranged for all staff. Office staff are encouraged to attend in workshop/training program suitable for them.

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

- Tree plantation & Gardening inside the college campus are made every year.
- Poster for Anti-ragging/ Tobacco free campus /Maintain silence etc. are hanged inside the college campus in appropriate places.
- College is litter free campus/plastic free zone.
- Garbage disposal system is there.

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. Tobacco free campus / save energy/banned mobile use in certain places/ use of helmet.
2. Annual analysis of result and student feedback.
3. Merit scholarship to students achieving academic excellence.
4. Award to students showing academic excellence.

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

The ATR is summarized in section 2.15

The agenda planned by the IQAC for the academic year 2017 – 18 at the beginning of the year was implemented and successfully completed.

7.3 Give two Best Practices of the institution:

1. Regular plantation.
2. Banned of mobile use in class room/laboratory, tobacco free campus, cleanliness drive inside the college campus.
3. Thought of the day board is maintained.

7.4 Contribution to environmental awareness / protection

1. Regular observance of World Environment Day.
2. Tree Plantation drive
3. Implementation of Swachch Bharat Abhiyan.
4. Save energy

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

STRENGTHS

- 100% selfless social commitment of the society and the employees.
- Excellent team work of the employees which has been appreciated even by the NAAC Peer Teams Members of 1st and 2nd cycle and other Committees/personalities.
- All students are obedient and painstaking though majority of them are coming from economically and socially backward strata.
- Proficiency in computers and English amongst students, teachers and non-teaching staff.

WEAKNESSES

- Infrastructural limitations
- Insufficient teaching and non-teaching staff
- Lack of own playground and cultural hall

OPPORTUNITIES

- We can enhance proficiency in computers and English amongst staff and students
- We can increase indoor sports activities, multi-gym facilities

CHALLENGES

- To work in limited infrastructural facilities
- Limitations imposed by University in opening up new courses.
- A large part of the students are from economically and socially backward strata and thereby we have to contribute to the nation's policy of prioritising science education with limited resources.

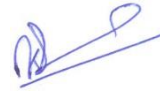
8. **Plans of institution for next year (2018-2019)**

1. Infrastructure Development
2. To strengthen teaching learning process
3. E-Governance (Online Admission Process/Online Election)
4. Skill Development Program for Student
5. To extend social responsibility towards community
6. To organize number of workshops and national level seminars
7. Faculty Development Programs
8. Gender sensitization programs
9. To conduct academic audit by external expert
10. Installation of solar power plant for harnessing solar energy.



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Signature of the Coordinator, IQAC



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Signature of the Chairperson, IQAC

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