

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2014-15

1. Details of the Institution

1.1 Name of the Institution

NANDA NATH SAIKIA COLLEGE

1.2 Address Line 1

TITABAR

Address Line 2

DIST- JORHAT

City/Town

TITABAR

State

ASSAM

Pin Code

785630

Institution e-mail address

nnscollege@gmail.com

Contact Nos.

03771-248446

Name of the Head of the Institution:

DR. LITTOOL BARUAH

Tel. No. with STD Code:

03771-248446

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+9198548-58785

Name of the IQAC Co-ordinator:

DR. DEVAPROTIM HAZARIKA

Mobile:

+91 98640-90249

IQAC e-mail address:

nnscollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN10677

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.nnsaikiacollege.org

Web-link of the AQAR:

http://www.nnsaikiacollege.org/AQAR2013-14.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	67.25	2003	
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

27-12-2003

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

- i. AQAR 2010-11 submitted to NAAC on 14-06-2013
- ii. AQAR 2011-12 submitted to NAAC on 29-04-2014
- iii. AQAR 2012-13 submitted to NAAC on 30-04-2014
- iv. AQAR 2013-14 submitted to NAAC on 25-07-2015

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)

. Nil

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

DIBRUGARH UNIVERSITY, DIBRUGARH

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

Autonomy by State/Central Govt. / University -

University with Potential for Excellence - UGC-CPE -

DST Star Scheme - UGC-CE -

UGC-Special Assistance Programme - DST-FIST -

UGC-Innovative PG programmes

-

Any other (*Specify*)

DBT-Biotech Hub

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

0

2.4 No. of Management representatives

0

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and
community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

2

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

No.

0

Faculty

2

Non-Teaching Staff Students

2

Alumni

0

Others

0

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

No

If yes, mention the amount

Nil

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

0

State

0

Institution Level

0

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Increased use of ICT-based teaching-learning
- Steps taken for proper upkeep of permanent record
- Organised guardian and students meeting
- Periodical meetings/ discussions with department faculty representatives were conducted to collate the data pertaining to various activities of the departments
- Faculties were extended helping hand in preparation and submission of MRP and other career oriented aspects.
- Installation of Sign boards and Hoardings
- Every Faculty and Department were asked for continuous updating of information and supplying the same to IQAC at the central level
- Initiatives were taken to make the campus eco-friendly

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Annexure-I Attached	

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was placed before the college authority for suggestion, addition and omission. After verification, the report was modified accordingly and forwarded to NAAC.

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				
UG	2			
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	2
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.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	46	25	21	0	0

2.2 No. of permanent faculty with Ph.D.

18

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	9	-	-	-	-	-	-	0	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	1	-
Presented papers	2	10	-
Resource Persons	-	-	-

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

The present system of teaching and learning involves active participation of both faculty and students in a bidirectional way. The students are encouraged to participate in departmental seminars and to deliver speech on the topic of their choice. Besides, the students are encouraged to carry out short term projects based on curriculum. Field visits and educational excursions are also carried out from time to time to acquaint the students in their respective discipline with the real life situation. Teachings through audio-visual aids were routinely carried out in the two well equipped smart class rooms to elicit subject interest among students. The central library as well as departmental library serves as an added advantage to student community in terms of issue and consultation of books and other study materials. Moreover, provisions are there to provide printed study materials in some departments. Students are also provided Xerox facility at a subsidised rate in the college library.

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

152

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

As per Dibrugarh University guidelines following steps have been initiated by the institution-

- Evaluation of students is based on both Continuous Assessment (internal) and the End Semester Examinations (external)
- Different methods of assessing the student – tests, seminars, assignments, projects, etc.

- 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	1
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- 2.10 Average percentage of attendance of students

84

- 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	129	0	37.2	18.6	0	55.8
B.Sc.	48	0	18.75	43.75	0	62.50

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

Some of the activities of the IQAC related to the teaching and learning processes were-

- There exists a close coordination between IQAC and Principal of the college. Positive discussion relating to infrastructure development of the institution, utilization of ICT facilities, Smart Room and modern library facility are regularly discussed.
- The IQAC suggest the departments to maintain up-to-date profiles of the students in standard Performa to track their overall performance.
- The IQAC suggest the departments to initiate some short term training/ orientation programmes based on curriculum for the benefit of the students.
- The IQAC suggests the students of the college to develop their extra-curricular and co-curricular skills in the fields of games, sports and culture so that they can compete with their counterparts of the state and national levels.
- IQAC organises various programmes from time to time for the betterment of student community
- IQAC plays an important role in the collection of feedback on the various aspects of the curriculum from the students and stakeholders of the institution. It analyses such feedback and suggests the authorities and departments regarding the measures for improvement if required for enrichment of the teaching learning process.
- IQAC also takes keen interest in the exposure and quality enhancement of the faculty members of the college. It keeps updated information about the academic seminars and conferences to be held at the leading institutions in India and abroad and informs and encourages the faculty of the concerned departments for participation and presentation.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	6	0	6
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC in association with the research committee of the college conducts training programme on preparation of research project proposal and research report. IQAC also gathers information regarding various funding agencies communicates the same to the faculty members and encourages them to submit research proposals. Moreover, the IQAC and research committee urges the authority to provide necessary facilities to carry out research work by the faculty members. In addition, the committee suggests the departments to involve students in research activities in the feasible and relevant areas of knowledge.
- IQAC encourages the departments to organise national/ international seminars and to establish linkage/ collaboration with reputed research organisations/ institute for promotion of research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3	-	-
Outlay in Rs. Lakhs	-	103.06	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	5	7	-
Outlay in Rs. Lakhs	-	11.9	18.87	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	17	9
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	5	-

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 during 2014-15

Nature of the Project	Duration (Year)	Name of the funding agency	Total grant sanctioned	Received
MAJOR RESEARCH PROJECTS				
NIL				
MINOR RESEARCH PROJECTS				
“Peoples participations Jorhat District” P.I.- Dr. Nabin Chandra Bora	Two years	UGC-NERO	1.5 lakhs	1.3 lakhs
“Theoretical investigation of Schrodinger equation (NLSE)” P.I.- Dr. Budhindra Nath Saikia	Two years	UGC-NERO	3.1 lakhs	2.65 lakhs
“Tribal assimilation economic growth” P.I.- Mrs. Runumi Deka Mahanta	Two years	UGC-NERO	2.2 lakhs	1.7 lakhs
“Studies on the ethonobotany of Thengal Kachari group of Titabar” P.I.- Dr. (Mrs.) Malakshmi Dutta	Two years	UGC-NERO	3.55 lakhs	2.325 lakhs
“Asomiya aru Bhasar Rupatattva” P.I.- Dr. Devaprotim Hazarika	Two years	UGC-NERO	1.12 lakhs	0.91lakhs
“Screening of lignolytic fungi for degradation of Polycyclic aromatic Hydrocarbons (PAHs) from contaminated soil of Assam” P.I.- Dr. Nazim Forid Islam	Two years	UGC-NERO	3.4 lakhs	2.325 lakhs
“Synthesis.... Nanoparticles” P.I.- Dr. Mrinal Kumar Baruah	Two years	UGC-NERO	4 lakhs	2.5 lakhs
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects (other than compulsory by the University)	Nil			
Any other(Specify)	Nil			
Total			18.87 lakhs	13.70 lakhs

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	-	2	-	-	-
Sponsoring agencies	-	UGC, ICSSR	-	-	-

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

- World Environment Day celebrated in the adopted village and several programmes have been conducted which includes, lecturer delivered on organic farming.
- Civil defence training camp exercise/ demonstration and workshop was organised from 25th to 28th May 2015.

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	10.1 acre	-	-	10.1 acre
Class rooms	21	0	-	21
Laboratories	12	6	-	18
Seminar Halls	1	0	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		0	-	
Value of the equipment purchased during the year (Rs. in Lakhs)			-	
Others			-	

4.2 Computerization of administration and library

Administration:**Pay and Accounts Office**

- Salaries received from the government, arrear bills (excel format), and Income Tax have been computerized by administration office.
- Computerized admission system.
- Issue of students Identity cards, course registration, SMS alert system for students have been computerized

Library:

- Library has been partially automated using SOUL (Software for University Libraries). It organizes and manages the information of Books, Articles, Journals and Circulation in most economical and effective manner.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19207		919	416155	20146	
Reference Books			20			
e-Books						
Journals						
e-Journals						5000
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	46	-	Broadband, Wi-Max	1	19	6	11	9
Added	7	0		3	3	1	0	0
Total	53	0		4	22	7	11	9

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

- Facilities for in house/remote access to e-publication
- Computer systems available for downloading, printing and internet access at library, computer lab and office.
- INFLIBNET facilities are available.
- All the departments were provided with computers and internet facilities.

4.6 Amount spent on maintenance in rupees:

i) ICT	30,000
ii) Campus Infrastructure and facilities	90,000
iii) Equipments	34,000
iv) Others	37,850
Total:	1,91,850

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through orientation programme for the fresher's.
- Through notification in notice board.

5.2 Efforts made by the institution for tracking the progression

Nil

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
943	-	-	-

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	489	51.9		454	48.1

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
169	76	194	401	0	840	199	87	206	450	1	943

Demand ratio 1:2 Dropout %

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

- Conducted three months spoken English course

No. of students beneficiaries

60

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Nil

5.7 Details of campus placement

0

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- The college authority works towards the sensitization of the cross cutting issues by emphasizing equal treatment to all irrespective of gender, culture, caste, religion etc. of the students. Programmes of NCC (boys & girls), NSS (boys & girls), Women Cell, Sports etc. promotes awareness of gender equality.
- The N. N. Saikia College Teacher's Unit *Sampriti* Women's Cell has organised training on cutting and tailoring for students.
- The N.N. Saikia College Teacher's Unit *Sampriti* Women's cell has also celebrates women's day on 8th March, 2015.

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	28	62,500.00
Financial support from government	0	0
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: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The institution is committed to provide excellent infrastructure with modern facilities and impart quality education for enriching knowledge, skill and personality conducive for life time enrichment and welfare of the society.

Mission

To provide an environment in which its pupils can discover, examine, preserve and transmit knowledge, wisdom and value that will help to ensure the survival of present and future generations with enrichment in the quality of life.

The mission statement of the institution clearly addresses the needs of the contemporary society in terms of by transmitting knowledge, wisdom and value which tries to ensure the survival of society with significant improvement in the quality of life. The institute aims to serve all its students coming from different sections and backgrounds of the society and puts particular emphasis on the upliftment of the student from under privileged categories. The mission and vision of the institution define its tradition and commitment for a better future through the emphasis on inculcating social responsibility, spirit of team work and sense of cooperation, leadership quality and helping attitude and realization of the importance of education in the students.

6.2 Does the Institution has a management Information System

The College ensures a system of participative management whereby information flow and decision making processes are systematised and channelled through all key constituents of the College. The suggestions given by the Governing Body and directorate of higher education are implemented by the various administrative offices, under the leadership and guidance of the Principal. The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department. Regular staff meetings are held to discuss and decide on matters relating to academics and administration. For the smooth and effective functioning of the College, interactions with stakeholders comprising of faculty, parents, alumnae and the students, are regularly organised. Feedback received from faculty, students, alumnae and other stake-holders are considered for continuous review and revision which are relevant to the changing needs of higher education.

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

6.3.1 Curriculum Development

To monitor the academic progress of each semester every departments distribute units and allot classes to the teaching members at the departmental meeting. To monitor the academic progress every department appoints a course coordinator in each semester. Apart from the conventional teaching methods, teaching aids including charts, maps, models, projectors, power point presentation and other tools are also used for effective implementation of the curriculum.

6.3.2 Teaching and Learning

- Enrichment of library with new books, e-library facility, INFLIBNET facility etc.
- Use of ICT based class rooms by the faculty members.
- Students' performance is also assessed by conducting continuous assessment tests, assignments, projects etc.
- Peer Group interactions are encouraged

6.3.3 Examination and Evaluation

There are two parts of evaluation- In-Semester and End-Semester. In-Semester consist of two sessional examination, seminar/ group discussion and attendance. The In-Semester evaluation process is done by the individual departments. The End-semester evaluation is control and conduct by the respective University.

6.3.4 Research and Development

To promote research activities the college has constituted a research committee comprising of a few experienced faculty members who have exposure to research. The committee conducts training programme on preparation of research project proposal and research report. The committee also gather information regarding various funding agencies communicates the same to the faculty members. The award of major and minor research projects to faculty and collaborations between faculties of different departments underscore the growing importance given to research in the College. Currently, faculty are engaged in five minor and three major research projects supported by the UGC. Currently, faculty are engaged in 12 minor and 3 major research projects supported by the UGC, DST and DBT. Some departments encourage undergraduate research in various ways –by way of projects, seminar papers and assignments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

Well equipped central library for both students and faculty are available. Online resource like INFLIBNET is also available. Xeroxing facility is also available for faculty and students at subsidised rate.

ICT:

Two ICT based class rooms are available in the college campus.

The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities. In keeping with rapid advancements in technology, and for students to benefit from state-of-the-art equipment, the College has set up two SMART Boards in selected classrooms located in different buildings on campus. Additionally, every department has been provided with a desktop. Few departments have over-head projector. A computer lab provides opportunities for hands-on training.

Physical Infrastructure/Instrumentation:

One auditorium, one seminar hall, 20classrooms (two class room equipped with SMART Boards), buildings to house administrative offices, staff rooms, well equipped laboratories, library, students' common room (one each for boys and girls), games field, canteen, parking area for students and staff are provided. In order to ensure safety and security of the campus community, the College is under central surveillance with the installation of CCTVs at several locations on campus. Fire extinguishers have been installed on campus at vital location. The last re-accreditation cycle fore-grounded the need for the College to respond to the growing importance of developing a vibrant research culture on campus. As a first initiative to enhance infrastructure to facilitate research and enrich the teaching-learning process, the biotech hub was set up with sophisticated equipment.

6.3.6 Human Resource Management

The institution adopts a participatory and all encouraging strategy in respect of its human resource management. In all the vital decision making process the institutions involves its human resource, which is the faculty members and staff and seeks their suggestions and position on the vital issues. So far governance and leadership are concerned a decentralised strategy particularly in the area of academic issues is preferred. The various committees, subcommittee, clubs, examination committees include the commitment of the institute towards participatory strategy for academic achievement and human resource management.

6.3.7 Faculty and Staff recruitment

The Principal reviews the existing vacant positions for various teaching and non-teaching positions and accordingly seeks permission from Director of Higher Education (DHE), Assam for advertisement and recruitment. Advertisements inviting applications from qualified candidates are published in leading newspapers of the region. Applicants who meet the eligibility criteria laid down by the UGC and the DHE, Assam are called for an interview. The selection committee selects the eligible candidates and the Governing body approve the appointments through prescribed procedures and forward the same to the DHE office for approval of appointment. The selection panel consists of the Chairman of the Governing body, Principal as Member Secretary, Head of the concerned department, two external subject expert nominated by the Chairman and two experts nominated by the Vice Chancellor of Dibrugarh University for faculty recruitment and President of Governing body, Principal and two senior faculty members for recruitment of staff.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission of students is made as per merit. Reservation of seats according to government norms are followed during students' admission.

6.4 Welfare schemes for

Teaching	GIS, PF,NPS, Cooperative society
Non teaching	GIS, PF,NPS, Cooperative society
Students	GIS, Student Aid Fund, Merit Scholarship, Prize for the best Arts and Science graduates,

6.5 Total corpus fund generated

Rs 1,10,840

6.6 Whether annual financial audit has been done

Yes

No

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

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

6.8 Does the University/ Autonomous College declare 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?

NA

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

NA

6.11 Activities and support from the Alumni Association

There is an alumni association of the college. They are involved in different welfare schemes of the colleges.

6.12 Activities and support from the Parent – Teacher Association

In each semester each department separately organise parent-teacher meet and discussion the problems/ success of each students with the parents.

6.13 Development programmes for support staff

Nil

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

The Nature and the college authority take measures for maintenance of the campus as eco-friendly by taking following steps.

- Tree plantation in the college campus.
- Maintenance of clean and green environment
- Maintenance of flower gardens and upgradation of landscaping of approach driveway and student recreation areas
- Botanical garden for preserving rare and medicinal plants.
- As energy conservation measure, Solar panels have been in the process of installation in the campus with 25 KW capacity.

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.

The college has introduced several innovative practices during the last four years that have created a positive impact on the functioning of the college. These are as follows:

- Departmental wall magazine is one of the innovative practices that promote creativity.
- Teachers' and students' were encouraged to take part in seminars, in-house projects and preparation of bulletins, newsletters etc.
- The teachers maintain a cordial and conducive relationship with the students to overcome their hesitation, as most of them are from rural and backward family.
- Encouraging students to publish articles in research journals, to inculcate scientific temper among them.
- The students are given sufficient privilege by the college authority so that they can expose their hidden talents in academic, sports and other extracurricular activities.

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

Annexure II

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

- Advance researches
- Enhance emphasis on teaching learning

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

7.4 Contribution to environmental awareness / protection

- World Environment Day celebrated in the adopted village and several programmes have been conducted which includes, lecturer delivered on organic farming.

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:

- Only provincialized and degree college which encompass vast rural area of the Titabar sub division.
- Qualified, experienced, dedicated and stable staff
- No ragging incidence till date
- Eco-friendly college campus.
- Sufficient space for infrastructural expansion
- Well-equipped laboratories
- Well maintain discipline among student community.

Weakness:

- Some faculty position has been lying vacant since last few years posing hindrance to the overall academic upliftment.
- Lack of boys' hostel.
- Insufficient fund for infrastructural development.
- English communication gap of students due to rural back ground of students

Opportunity:

- Scope for initiating PG and certificate courses.
- Enhancing research environment and promoting collaborative National and International projects.

Threats:

- Attraction of meritorious and talented students to the city colleges and institutions.
- Most of the students are from agricultures and economically backward marginal families, which bound them to earn along with their studies.

8. Plans of institution for next year

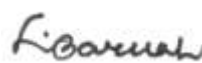
- To encourage and provide adequate facilities to the students as well as the faculty members for inter disciplinary and collaborative research
- To request the management to appoint permanent faculty in the sanctioned posts
- To construct a lecture gallery
- To increasing the sports facility in the college
- To establish DBT Star college/ community college and Master degree programme
- Increasing the infrastructural facilities for the Arts departments.
- More National/International seminars and conferences to be conducted

Name: **Dr. Devaprotim Hazarika**



Signature of the Coordinator, IQAC

Name: **Dr. Litoool Baruah**



Signature of the Chairperson, IQAC

Plan of Action

Plan of Action	Achievement
1. Sensitizing/ Promotion research climate in the institution.	<ul style="list-style-type: none">• 7 Minor research projects was sanctioned during this period.• 15 International, 17 National research papers, 5 proceeding volumes were published in reputed journals including 9 book chapters, during this period.
2. Encouraging students to excel in various sports events.	<ul style="list-style-type: none">• 28 nos. of students have been participated in various state/university level sports competitions. Also 5 nos. of students won medal/ awards in state/university level sports events.
3. Eco friendly practices	<ul style="list-style-type: none">• As energy conservation measure, Solar panels have been in the process of installation in the campus with 25 KW capacity and will be completed shortly.

Action Taken Report

Point	Action taken
Workshop/ Seminars conducted	<ul style="list-style-type: none">• Organised National Workshop on “Human Rights” (Sponsored by UGC)
Community services	<ul style="list-style-type: none">• Special camping programme of NSS at Beparichuk, Titabar, an adopted village of the college.• Foundation of a village library at Beparichuk by the Teachers’ unit of the college.
Academic review activity	<ul style="list-style-type: none">• Staff meeting is held on regular basis to review academic performance.• Academic counselling and monitoring board monitors the academic progress of the students.
Benefit to staff and students	<ul style="list-style-type: none">• Group Insurance Scheme for teaching, non-teaching staff and students.