

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, 2013 to June 30, 2014)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Suren Das College, Hajo
1.2 Address Line 1	P.O: Hajo P.S.: Hajo
Address Line 2	District: Kamrup
City/Town	Hajo
State	Assam
Pin Code	781102
Institution e-mail address	surendascollege@gmail.com
Contact Nos.	Landline: 0361-2820341 Mobile: 9435124475
Name of the Head of the Institution:	Dr. Hiranya Kr. Sarma, M.Sc, Ph..D
Tel. No. with STD Code:	0361-2820341
Mobile:	9435124475

Name of the IQAC Co-ordinator:

Dr. Ripima Buzarbaruah

Mobile:

9101560942

IQAC e-mail address:

sdq.iqac79@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN12240

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)

EC(SC)/08/A&A/18.2 dated 25-06-2015

1.5 Website address:

www.surendacollege.co.in

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++		2005	February, 2010
2	2 nd Cycle	B	2.02	2015	25 th June, 2020
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

19-07-2005

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 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 2005-06 Submitted to NAAC on 16/11/2006
- ii. AQAR 2006-07 submitted to NAAC on 06/09/2010
- iii. AQAR 2007-08 submitted to NAAC on 06/09/2008
- iv. AQAR 2008-09 submitted to NAAC on 14/07/2009
- v. AQAR 2009-10 submitted to NAAC on 14/07/2009
- vi. AQAR 2010-11 submitted to NAAC on 06/09/2010
- vii. AQAR 2011-12 submitted to NAAC on 21/01/2013
- viii. AQAR 2012-13 submitted to NAAC on 21/01/2013
- ix. AQAR 2013-14 submitted to NAAC on 11/11/2014
- x. AQAR 2014-15 submitted to NAAC on 31/12/2018
- xi. AQAR 2015-16 submitted to NAAC on 31/12/2018
- xii. AQAR 2016-17 submitted to NAAC on 31/12/2018

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

- PG Diploma in Computer Application (PGDCA).
- Study centre of KKHSOU

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

Gauhati University, Guwahati

1.13 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

DST Star Scheme

No

UGC-CE

UGC-Special Assistance Programme

No

DST-FIST

UGC-Innovative PG programmes

No

Any other (*Specify*)

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

0

2.4 No. of Management representatives

01

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and

1

Community representatives

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

1

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Examination and evaluation in semester system.
- Higher Education scenario in Assam.
- Importance of digitization.
- Digital payment system.
- Capacity building of women in decision making.
- Employment scenario in North-East.
- N. E. Environment change and challenge.

2.14 Significant Activities and contributions made by IQAC

- Seminar
- Development of infrastructure
- Awareness programmes
- Health camp
- Inclusion of mentoring classes in the class routine.
- Arrangement of programme with students' initiative : Muharram, Saraswati puja
- Installation of CC camera in class rooms.
- Wi-Fi Campus.
- Development of computer laboratory
- Dynamic website.
- Preparation of academic calendar
- Promotion of paperless office.
- Eco-friendly activities : Plantation, decreased use of paper and plastic, survey and case studies through Env. Studies course.
- Gender sensitization programme organised.
- Social responsibilities performed.

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
To organize seminars	<ul style="list-style-type: none"> • Examination and evaluation in semester system. • Higher Education scenario in Assam. • Importance of digitization. • Digital payment system. • Capacity building of women in decision making. • Employment scenario in North-East. • N. E. Environment change and challenge.
Development of Library	<ul style="list-style-type: none"> • Increased number of Books • Started use of smart card (Barcode card)
Awareness programmes	<ul style="list-style-type: none"> • National Voters' Day • Road Safety Week • Blue whale game
Health Camp	<ul style="list-style-type: none"> • Free eye camp
Observance of significant days	<ul style="list-style-type: none"> • Independence Day • Republic Day • Mothers' Day • Women's Day • Environment Day
Arrangement of Programme with students' initiative	<ul style="list-style-type: none"> • Teachers' Day • Freshmen Social • College Week • Muharram • Saraswati Puja
To organize Inter-College Archery and Kabaddi Tournament	Inter-College Archery and Kabaddi Tournament organised in February, 2018
Students' Exposure Visit	<ul style="list-style-type: none"> • Assam Legislative Assembly • Shillong and Cherapunji • Brahmaputra Literary Festival • Itanagar & Zero • Ukium
Relation with society fulfilling social responsibility	<ul style="list-style-type: none"> • Parikhsa par charcha • School adoption • Health camp

Mentoring system	<ul style="list-style-type: none"> Reintroduced mentoring system
Development of computer laboratory	<ul style="list-style-type: none"> New Computer installed with latest windows version.
Publication	<ul style="list-style-type: none"> Newsletter College magazine Souvenir (Inter college tournament)

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

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body GB

Provide the details of the action taken

The AQAR is prepared by coordinator, IQAC verified by IQAC and will be placed before GB in the forthcoming meeting.

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				
PG				
UG	1			
PG Diploma			1	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	1		1	
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-II*

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

The affiliating University GU Revises. or updates syllabus.

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
18	11	7	0	0

2.2 No. of permanent faculty with Ph.D.

9

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	6	0	0	0	0	0	0	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		03	
Presented papers	01	02	
Resource Persons		01	

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

- WiFi enabled campus.
- Smart Class room
- Well equipped computer lab and internet.
- Publication of wall magazine and college magazine by students.
- Group discussion.
- Essay and quiz competitions.
- Educational tours.
- Survey and projects by students.
- Departmental seminars.
- Class test.
- Best graduate of the college award.
- Best reader award in the library.
- Mentoring classes included in class routine.
- Learning beyond curriculum : interaction between teachers and students both formal and informal.

2.7 Total No. of actual teaching days during this academic year 250

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

The College has to follow the instruction and guidelines of the parents University. However in the institutional level class test, open book examinations, tutorials, quiz competitions etc. are regularly held.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 01

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage: 2017-18

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	209		7.18	19.62	11.48	38.28

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

- Collects feedback from students both formally and informally.
- Organizes seminars, lecture programme etc. and ensures students active participation.
- Collects and verifies the self appraisal reports of the faculty members.
- Monitors the daily progress in teaching learning process through the Head of the departments.
- Takes initiative in preparation of academic calendar and monitors its implementation.
- Starts mentoring programme for students.
- Encourages faculty members to attend seminars, workshops, faculty development programme etc.
- Organizes essay, quiz competitions etc. among students.
- Holding Unit/Sessional Tests.
- Arranging Seminar/Talk/Extension programmes through various Cells and Committees.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	
HRD programmes	02
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	01	0	0
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC encourages to organize departmental seminars.
- Tries to ensure that the departments involve the students in survey and projects.
- Instructs the research committee to provide necessary information regarding research proposal and publication of articles.
- Faculty members are encouraged to participate in seminars, workshop etc.
- Instructs the research committee to promote research activity and develop congenial atmosphere for research.
- Instructs the research committee to take initiative to publish a research journal.
- Arranges exposure visits for students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	01	
Non-Peer Review Journals	01	01	01
e-Journals	--		
Conference proceedings		01	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify) UGC, RUSA

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					07
Sponsoring agencies					College authority

3.12 No. of faculty served as experts, chairpersons or resource persons 03

3.13 No. of collaborations International National Any other 03

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 02
 and students registered under them 03

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

- Facilitated the students and teachers of Ramdia college and Hajo SBSKR H.S. School to enjoy the programme of the Prime Minister 'Exam Ki Baat' in the college auditorium on 16/02/2018.
- Free Eye check-up camp (215 OPD patients, 52 Cataract operation).
- Inter school essay competition (49 participants of class IX and X)
- Celebrated mothers' day on 12/05/2018 (organised by Holy Home School in collaboration with Suren Das College, Hajo)

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	18 bighas			18 bighas
Class rooms	20			20
Laboratories	4			4
Seminar Halls	1	1	State Govt. of Assam	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)			RUSA	15.92 lakhs
Others				

4.2 Computerization of administration and library

- Use of biometric machine for employee attendance.
- Computerization of admission and examination forms.
- Paperless office.
- Computerization of library using SOUL.
- Use of Smart card (Barcode card) in the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9992	14,69,048	638	1,59,500	10630	16,28,548
Reference Books	7151	17,63,268	1373	5,99,827	8524	23,63,095
e-Books	22		3,33,660	3,00,000	3,33,682	3,00,000
Journals	11	20,315			11	20,315
e-Journals			16,500	5,00,000	16,500	5,00,000
Digital Database			10			
CD & Video	38				38	
Others (specify)					13 No. Manuscripts	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	26	Wi-Fi enabled campus	6		14	4	
Added	4							4
Total	54	26		6		14	8	

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

- Computer Science application, PGDCA.
- Wi-Fi enabled campus.
- Awareness programme on Computer Application.
- Use of LCD Projector, OHP and Audio-Visual Aids.

4.6 Amount spent on maintenance in lakhs:

i) ICT	26,06,595/-
ii) Campus Infrastructure and facilities	6,86,000/-
iii) Equipments	15,92,000/-
iv) Others	3,39,303/-
Total:	52,23,898/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updates on college notice board and college website.
- Bulk messages.
- Information on students support services included in college prospectus.
- Grievance redressal cell and disciplinary committee meet the grievances of the students.
- Information and career guidance cell.
- Mentoring.
- The college ensures holistic development of the students through various events organised in the college and the activities of the Students' Union.

5.2 Efforts made by the institution for tracking the progression

- Sessional examinations and class tests are regularly held.
- Semester end results.
- By the role of students in their day to day activities and participation in various events.
- Initiative has been taken to create an alumni database.
- Academic audit.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
995			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	462	46.43		533	53.57

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
695	152	6	88	0	941	742	168	02	83	0	995

Demand ratio 100:99

Dropout % 10

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

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Workshop on Theatre in Education. (by NSD from Oct. 23rd to 25th, 2017)
- Seminar on Employment Scenario in the North-East and new avenues for employment.
- Mentoring.
- Information and career guidance cell.
- Display of advertisement and recruitment notice.

No. of students benefitted

All

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

5.8 Details of gender sensitization programmes

- Seminar on capacity building of women in decision making : Role of family and society.
- A wall magazine on women’s issues released by women’s studies cell.
- Organized a silent rally on gender discrimination.

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 (help to students)		
Financial support from government	54	
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Empowering the rural masses through quality education and enabling the youths to meet the challenges of future.

Mission: We shall continue to be an institute with a difference by developing competent, committed and compassionate leaders through education, knowledge generation and dissemination, capacity building, skill enabled learning and organizational development.

6.2 Does the Institution has a management Information System

Yes

- Notice board.
- Bulk SMS.
- College Website.

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

6.3.1 Curriculum Development

- The college follows GU's curriculum in UG programme. However some of the faculty members are involved in the committee of the courses and studies of Gauhati University.
- At the beginning of every academic session courses and workload distributed among faculty members.
- Some of the faculty members are appointed as paper setters by Gauhati University.

6.3.2 Teaching and Learning

- Wi-Fi enabled campus.
- Smart class room.
- Deputation of teachers for seminars workshop etc.
- Organization of seminars, awareness programme etc.
- Highly qualified and dedicated faculty.
- Mentoring.
- Learning beyond curriculum.
- Formal and informal interaction between faculty and students.
- Well equipped library.
- Feedback taken from students.
- Organising seminar/talk/interactive sessions/project works/educational tours, field works etc.

6.3.3 Examination and Evaluation

- Continuous evaluation of sessional examination, home assignments.
- Transparency is maintained in evaluation process.
- Installation of CC camera in examination rooms.

6.3.4 Research and Development

- Teachers are encouraged for F.I.P, M.R.P., OC/RC, and Survey.
- Teachers are given leave for participation in Seminars/ Workshops/Conference.
- The IQAC organises Seminar/ talks/extension education programmes/ awareness meetings/ NSS camps to inculcate research culture

6.3.5 Library, ICT and physical infrastructure / instrumentation

<p>Library</p> <ul style="list-style-type: none">• Number of books and Journals increased• Internet browsing centre• Reading Room facility• Computerisation of Library <p>ICT</p> <ul style="list-style-type: none">• Paperless office.• Smart class room.• ARC GIS software (Geography dept.)• Bulk SMS• Digital accounting system.• Internet browsing centre.• WiFi enabled campus.• Computer Laboratory.• Language laboratory <p>Physical infrastructure</p> <ul style="list-style-type: none">• Adequate number of class rooms.• Girls' and Boys' common room• Auditorium.• Seminar Hall.• Canteen.• Playground.• Girls' Hostel.• Gymnasium.
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6.3.6 Human Resource Management

<ul style="list-style-type: none">• Principal being the head of the institution, monitors academic and administrative activities.• Formation of Different cells and committees.• Allocation of duty among the employees.• Collection of performance appraisal.• Checking teaching plan.• Faculty and staff participate in self development programmes.• Existence of anti ragging and disciplinary committee.

6.3.7 Faculty and Staff recruitment

Government rules and UGC guideline are strictly followed and transparency maintained.

6.3.8 Industry Interaction / Collaboration

<ul style="list-style-type: none">• Industry visit programmes arranged
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6.3.9 Admission of Students

- On merit basis
- Transparency in preparation of Merit List
- Quota for SC/ ST/ OBC students
- Quota for outstanding achievers in Sports and Extra Curricular activities.
- Entrance test for Major course.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	Poor aid fund, book bank, free admission to students of BPL category

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

 Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	yes	Principal
Administrative	Yes	DHE	yes	GB

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

 For UG Programmes Yes No

 For PG Programmes Yes No

Not applicable

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

Not applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

Co-operation in college programmes

6.12 Activities and support from the Parent – Teacher Association

Co-operation in College programmes and other activities

6.13 Development programmes for support staff

- Training on soft skills
- Awareness programmes

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

- Environment friendly campus.
- Plantation and gardening
- Tobacco free zone
- Waste management
- Regular campus cleaning
- Awareness programme organised.
- Use of LED bulbs.

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.

- Bar coded I Card in the library
- Smart Class room.
- Best graduate award
- Best reader award (Library)
- Academic calendar
- Bulk messages.
- Mentoring classes included in the class routine

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

- Organized seminars
- Submitted proposal to introduce PG course in Political Science under Gauhati University.
- Submitted proposal to introduce B.Sc. course.
- Construction of Auditorium completed.
- Organized Inter-college Kabaddi & Archery competition of Gauhati University
- Construction of 2nd floor of existing science building started
- Construction and other activities like purchase of Desktop computers, books for library etc under RUSA grant going on.

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

- Green campus
- ICT

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

7.4 Contribution to environmental awareness / protection

- Gardening and plantation.
- Celebration of World Environment Day
- Seminars on Environmental protection
- Documentary show to students on environmental issues
- Campus Cleaning

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 <ol style="list-style-type: none">I. Location of the College in a place of historical importanceII. Dynamic and active leadership of Principal and qualified teaching and non-teaching staffIII. Good academic environment with natural surroundings, and heterogeneous compositions of the societyIV. Honest and humble students.
Weakness <ol style="list-style-type: none">I. Poor academic background of students; economic and educational backwardness of guardiansII. Lack of awareness among the students and guardians of the change in educational scenarioIII. Co-ordination among all the stake holders needs to be improved
Opportunity <ol style="list-style-type: none">I. Good communication to the college from all directions, and easy communication with University, UGC and other allied departments and enlightened facultyII. Availability of local avenues-floriculture, cottage industry, brass metal industry, fishery in wetland areas.
Threat <ol style="list-style-type: none">I. Tendency of good students to migrate to the city InstitutionsII. Non-sustenance of the newly introduced courses.

8. Plans of Institution for Next Year

- Submission of AQAR
- To organize FDP programmes.
- Sign MoU with other institutions.
- Extension of Library and canteen.
- Construction of multi storied building for class room.
- To organize alumni meet and form alumni association.
- To organize seminars
- To publish a journal and books.
- To increase collaboration and linkage.
- To undertake more extension activities.

Name: **Dr. Ripima Buzarbaruah**

Signature of the Coordinator, IQAC

Name: **Dr. Hiranya Kr. Sarma**

Signature of the Chairperson, IQAC

ACADEMIC CALENDAR 2017-18

SL. No.	Month	Activity Proposed
1	August	<ul style="list-style-type: none"> • Commencement of odd semester classes • Celebration of College foundation day • Organisation of lecture/seminar
2	September	<ul style="list-style-type: none"> • Teachers' Day celebration • Freshmen Day celebration • Sessional Examination
3	October	<ul style="list-style-type: none"> • Field trip • Students' Union Election
4	November	<ul style="list-style-type: none"> • Odd semester practical examination • Seminar • Muharram
5	December	<ul style="list-style-type: none"> • Odd semester examination
6	January	<ul style="list-style-type: none"> • Commencement of even semester classes • Seminar • Saraswati Puja
7	February	<ul style="list-style-type: none"> • College week
8	March	<ul style="list-style-type: none"> • Sessional examination • Gender sensitization programme
9	April	<ul style="list-style-type: none"> • Even semester practical examination
10	May	<ul style="list-style-type: none"> • Even semester examination
11	June	<ul style="list-style-type: none"> • Admission of 1st Semester • Environment Day • International Yoga Day
12	July	<ul style="list-style-type: none"> • Summer vacation

Feedback form for students

	Rating (Tick)			
	Excellent	Good	Average	Not Satisfactory
1. Relevance of the academic content of the present course (Traditional & job-oriented courses) to rural life situation. বাস্তৱ জীৱনৰ পৰিবেশৰ সৈতে বৰ্তমান পাঠ্যক্ৰমৰ (পৰম্পৰাগত আৰু কৰ্মমুখী) শৈক্ষিক বিষয়বস্তুৰ প্ৰাসংগিকতা				
2. Availability and usefulness of teaching materials শিক্ষণ আহিলা সমূহৰ প্ৰাচুৰ্যতা আৰু উপকাৰিতা				
3. Transparency of evaluation system মূল্যায়ন পদ্ধতিৰ স্বচ্ছতা				
4. Utility of internal assessment আভ্যন্তৰীণ মূল্যায়নৰ উপযোগিতা				
5. Interaction with faculty শিক্ষক/শিক্ষয়িত্ৰীৰ সৈতে কথোপকথনৰ সুবিধা				
6. Interaction with administration প্ৰশাসনৰ সৈতে কথোপকথনৰ সুবিধা				
7. Library facilities পুথিভঁড়ালৰ সা-সুবিধা				
8. Computer facilities কম্পিউটাৰ শিক্ষাৰ সুবিধা				
9. Hostel facilities ছাত্ৰ-ছাত্ৰী নিবাসৰ সুবিধা				
10. Recreational facilities বিনোদনৰ সুবিধা				
11. Extra-curricular activities পাঠ্যক্ৰম বহিৰ্ভূত অন্যান্য সা-সুবিধা				
12. Sports facilities খেলা-ধেমালিৰ সা-সুবিধা				

Analysis of the feedback

IQAC distributes the manual feedback forms to the students of seven major course subjects and also to the general course students of the subjects (Folklore and Linguistics) which do not have major course. IQAC analyses the students' feedback report of each individual teacher and prepares the report sheet for each of them. The principal signs the sheets and personally hands over the individual feedback report sheet of the concerned teacher and based on the feedback report suggests for improvement.