



Office of the Principal
SARAIGHAT COLLEGE

P.O. - Changsari, Dist. - Kamrup (Assam)

PIN- 781101

No. SC/IQAC/AQAR/2017-18/03

Date: 24/12/2018

To,

The Director
National Assessment And Accreditation Council, India
Bengaluru- 560072

Sub: Submission of Annual Quality Assurance Report (AQAR), 2017-18 of Saraighat College,
Changsari, Dist- Kamrup (Assam)

Sir,

With reference to the subject cited above, we have the honour to inform you that the Annual Quality Assurance Report (AQAR), 2017-18 of Saraighat College, Changsari, Dist- Kamrup (Assam) prepared by Internal Quality Assurance Cell (IQAC) of Saraighat College has been submitted herewith for favour of your kind consideration and necessary action.

Yours faithfully

(Navajyoti Patowary)
Co-ordinator, IQAC
Saraighat College

Co-ordinator, IQAC
Saraighat College
Changsari

(D. K. Saikia)
Principal, Saraighat College
Saraighat College

SARAIGHAT COLLEGE
CHANGSARI, DISTRICT-KAMRUP, ASSAM, PIN-781101,

The Annual Quality Assurance Report (AQAR)
Session: 2017-2018

Part – A

I. Details of the Institution

1.1 Name of the Institution

SARAIGHAT COLLEGE

1.2 Address Line 1

CHANGSARI

Address Line 2

DIST-KAMRUP

City/Town

CHANGSARI

State

ASSAM

Pin Code

781101

Institution e-mail address

Principalsaraighatcollege@gmail.co

Contact Nos.

0361-2680041

Name of the Head of the Institution:

Mr.Dwijen Kumar Saikia

Tel. No. with STD Code:

0361-2680041

Mobile:

09435045369

Name of the IQAC Co-ordinator:

Mr.Navajyoti Patowary

Mobile:

09706390350

IQAC e-mail address:

Saraighatcollege.iqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN12130

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)/10/A&A/31.2 dated 15-11-2015

1.5 Website address:

www.saraighatcollegeghy.org

Web-link of the AQAR:

www.saraighatcollegeghy.org/AQAR2017-18.docx

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+		2005	2010
2	2 nd Cycle	B	2.43	2015	2020
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

20/06/2010

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

2017-2018

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 -----2015-2016 submitted to NAAC on 10 -12-2018
- ii. AQAR -----2016-2017 submitted to NAAC on 24-12-2018

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)	B Voc Course on 'Tourism and Travel Management'								

1.12 Name of the Affiliating University (for the Colleges)

GAUHATI UNIVERSITY

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

Autonomy by State/Central Govt. / University	N.A		
University with Potential for Excellence	N.A	UGC-CPE	N.A
DST Star Scheme	N.A	UGC-CE	N.A
UGC-Special Assistance Programme	N.A	DST-FIST	N.A
UGC-Innovative PG programmes	N.A	Any other (<i>Specify</i>)	N.A
UGC-COP Programmes	N.A		

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	02
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	N.A
2.8 No. of other External Experts	01
2.9 Total No. of members	14
2.10 No. of IQAC meetings held :	02

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

- On 3rd Nov 2017 , the Dept of Assamese hosted a Lecture Programme delivered by Prof Upen Rabha Hakasam, Gauhati University, on the topic ' Ussa Xikkhat Axomiya Bikhoi Addhaynar Upakarita' which was attended by teachers and students.
- On 9th Feb 2018, the Dept of Persian co-hosted an International Seminar on the theme 'Dialogue between Cultures & Exchange of Knowledge and Cultural Ideas between India ,Iran, Turkey & Central Asia with special Reference to the Sasanian & Gupta Dynasty.' More than 50 foreign delegates and students and teachers of the college attended the Seminar.

2.14 Significant Activities and contributions made by IQAC

- IQAC collects self appraisal reports of individual teachers and keeps a record of different activities of the faculty
- IQAC collects and verifies the API scores of individual teachers for their due promotions
- IQAC encourages the departments to organize Seminars/Workshops/symposia/Study tours /Extension activities for the benefit of the students
- IQAC actively monitors the Student Support System
- IQAC has been collecting and collating qualitative and quantitative data from every unit of the institution.
- It gives quality related advice to different Cells/Clubs of the College
- It collects feedback from the Students, Teachers, Alumni, Parents, and Non-teaching Staff and analyse them and gives necessary advice for improvement of the teaching-learning process.
- Upgraded library by subscription to e-journals.

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 impart value based education according to the Mission, Goals & Objectives of the College • To conduct a National/ International seminar • To carry out Extension activities • To install Multi-Gym facilities • To introduce B Voc course • To provide computers to all Depts • To provide books for Department Libraries • To provide Lab equipments to some Depts. • To provide E- Resource to Library	• Value based education was imparted according to the Mission, Goals & Objectives to the College • International seminar conducted by Persian Dept on 9th Feb 2018. • Extension activities carried out by NSS,NCC and Extension Cell • Multi-Gym installed under RUSA grant. • BVoc course introduced from this academic year. • Computers, Printers and Scanners provided to all Depts under RUSA grant. • Books provided to all Depts under RUSA grant. • Lab equipment provided under RUSA grant. • E- Resource worth 2 lakhs provided.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- Management approved the AQAR after a detailed discussion with College Authorities and formal sanction was given.

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	2	1		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2	1		
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: OPEN OPTIONS
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	1

- 1.3 Feedback from stakeholders*
(On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☒

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.

- College follows the Syllabus & Curriculum prescribed by the affiliating University. The College does not update the Syllabus, but sometimes gives suggestions for updating the Syllabus to the University.

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

- **B Voc Course on Tourism and Travel Management has been introduced from this academic year. The course has been financed by the Govt of Assam. Two faculty and two official staff has been recruited and new building for classroom and laboratory has been constructed under State Govt grant.**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	15	15	NIL	

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
02	--								

2.4 No. of Guest and Visiting faculty and Temporary faculty

		09
--	--	-----------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	13	06	
Presented papers	03	11	
Resource Persons			05

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

- **Use of ICT in Teaching –Learning process**
- **Preparing the Lesson Plan for every Subject well before the commencement of each Semester along with the Course hand outs made available to all students at start of the Academic Year**
- **Teachers study materials are shared with students**
- **Teaching Faculty and Students are encouraged to use latest technology like Internet, LCD etc. In the teaching learning process**
- **Innovative teaching methods such as activity based learning , project based learning , paper presentation, quiz and debate etc are practiced time to time in the Class rooms.**
- **Sudden class tests are conducted throughout the Academic Year**

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

183

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

Objective type questions are set in the Class tests and internal assessments

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

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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (GEN)	75			41	17	77.3%
Major in Philosophy	26		17	09	----	100%
Major in Pol. Science	13		05	08	----	100%
Major in Education	12		02	10	----	100%
Major in Economics	02		-----	02	----	100%
Major in English	07		01	06	----	100%
Major in Assamese	21		07	14	----	100%
Major in History	NIL		-----	-----	----	----
Major in Persian	10		07	03	----	100%

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

In the development of Teaching and Learning processes the IQAC takes an initiative role. It has initiated the following measures:

FOR FACULTY:

Encourages the Faculty members to use modern technologies of teaching using ICT

Arrange various programmes like Soft Skill development, invited lectures to develop teaching skills.

Initiates the preparation of the Academic Calendar

Evaluation of the Faculty through the formal Student Feedback Mechanism.

FOR STUDENTS:

Monitors the progress of students through Unit Tests, Home Assignments, Class tests etc.

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	02
HRD programmes	05
Orientation programmes	02
Faculty exchange programme	----
Staff training conducted by the university	----
Staff training conducted by other institutions	----
Summer / Winter schools, Workshops, etc.	05
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	09	04	NIL	04
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 the Faculty members to get involved in Minor Projects under UGC and also to take part in Seminars/Conferences/Workshops . For the purpose of career advancement, the Faculty Members are granted Duty Leave for attending in RC/OC/FDP/Seminars/Conferences etc.**

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	02	--	---
Non-Peer Review Journals	02	11	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify) Research Fellowship	2017-18	Firebird Foundation for Anthropological Research(USA)	10,000 Dollar	10,000 Dollar
Total			10,000 Dollar	10,000 Dollar

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					
	Sponsoring agencies					

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:

*** On 5th August 2017, the Students Welfare Cell organised an awareness programme on Road Safety and first aid care for students with the initiative of GNRC Hospital, Dispur, Guwahati.**

*** On 12th Aug 2017, the NSS Unit observed World Youth Day.**

*** On 14th August 2017, the NSS Unit organised Swach Bharat Abhiyan in the college.**

* On 14th August 2017, the Students Welfare Cell organised an Extempore Speech competition, Patriotic song competition, Recitation competition and Quiz competition on the occasion of 71st Independence Day.

* From 11th Sept 2017 to 16th Sept 2017 , the NSS Unit participated in Bharat Yatra with Kailash Satyarthi(Nobel Laureate) in Gauhati University.

* On 3rd Nov 2017, the Students Welfare Cell organised a Written Quiz Competition for H.S 1ST Year and H.S 2ND Year students on the topic “ Assam History and Assam Geography”.

* On 2nd Oct 2017, the Eco- Club celebrated Gandhi Jayanti by organising a Tree Plantation Drive in the college premise.

* On 26th Nov 2017, the NCC Unit celebrated NCC Day with a day long programme.

* On 5th June 2018 ,the Extension Education Cell celebrated World Environment Day in Chawkgate H.E School by organising Tree plantation drive, Essay writing and Art competition amongst school students and were given Prizes. A special talk on the theme was also organised.

*On 21st June 2018, the NCC Unit celebrated International Yoga Day in association with SBMS College, North Guwahati College and Faculty H.S School.

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	22662Sq.M 5.6 Acres	--	--	22662 Sq. M
Class rooms	1650.8Sq.M	103.60 Sq M	State Govt Fund	1754.40 Sq.M
Laboratories	192Sq.M	--	---	192 Sq M
Seminar Halls	191Sq.M	---	---	191 Sq M
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	25 KVA/20KW Silent DG Set=1	Solar System=1Unit MultigymEquip=6	UGC GDA Fund RUSA	8 Nos.
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs 5.00 Lakhs	Rs 13.20	----	18.20 Lakhs
Others(Canteen, Girls Common Room, Boys Common Room, Office ,Library & Cycle Stand)	2159.75 Sq M			2159.75 Sq M

4.2 Computerization of administration and library

- **Sufficient nos. of Computers have been installed in the administrative office and Library. The faculty members and students are given access to these computers, if necessary.**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6568	2,32,000/	201	1,50,000/	6769	1,50,000/
Reference Books	5885		141		6026	
e-Books	N-List	Registered		INFLIB	NET	
Journals	14	13340	2	15000	16	15000
e-Journals	N-List					
Digital Database						
CD & Video	NIL					
Others (specify)						

E-Books and E- Journals : Registered with NLIST (INFLIBNET,Gandhi Nagar , Gujrat)

Digital database: Examination question papers and Institutional Repository

Others: Thesis-04 , Dissertation-02, Old Books-1913 edition- 85 Years,Manuscript-01

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Other(Career & Exam Cell)
Existing	23	05	01	07	05	03	----	02
Added	32	14	----	-----	-----	07	11	----
Total	55	19	01	07	05	10	11	02

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

- **LAN connection set up between Administrative Block and all the departments .**
- **WiFi connectivity in the College Campus.**

4.6 Amount spent on Maintenance in lakhs :

i) ICT :

Rs:0.47 Lakh (From College Fund)

ii) Campus Infrastructure and facilities:

- **Campus Development & Renovation work of building : Rs 0.71 Lakh Only (College Fund)**

iii) Equipments :

- **Teaching Equipment : Rs 0.25Lakh(College Fund)**
- **Computer : Rs 0.20Lakh (College Fund)**

iv) Others:

- a) **Furniture : Rs 0.33 Lakhs (College Fund)**
- b) **Electricity & Generator : Rs 2.63 Lakhs (College Fund)**
- c) **Seminar & Meetings: Rs 1.43 Lakhs (College Fund)**
- d) **Salary of Contractual & Non-Sanctioned Teaching & Non-Teaching Staff: Rs 7.45 Lakhs (College fund)**
- e) **Library : Rs 2.50 Lakhs(College Fund)**
- f) **Students Union Activities : Rs 3.46 Lakhs**
- g) **Stationary and printing :0.53 Lakh**
- h) **Renovation of Gym & Internal road :2.84 Lakh (From College Fund)**

Total :

Rs:22.84 lakhs Only

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- **Information regarding the Student Support Services are provided in the Prospectus for the knowledge of the Students.**
- **Committees for the different types of Support Services headed by a Convener are being formed for the benefit of the Students.**
- **Personal and academic counselling are carried out on a regular basis through the Students Welfare Cell.**
- **Remedial classes are conducted for the slow learners.**
- **Regular guidance can be sought from the faculty members as and when required.**

5.2 Efforts made by the institution for tracking the progression

- Student's performance in class tests, unit tests and sessional exams are carefully evaluated to track the progression of the students.
- The students are encouraged to join various edu-fairs and conferences.
- E-books ,E-journals and sample papers are made available in the Central Library.
- The students are given exposures to excursions, field trips and survey works.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1049			

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

	No	%
Men	420	40.03%

	No	%
Women	629	59.96 %

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
536	88	40	349	NIL	1034	565	68	56	360	NIL	1049

Demand ratio 1:1 Dropout % 2%

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

NIL

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- **The Career Counselling and Guidance Cell periodically provides various career related information and guidance to Students.**
- **Career Counselling to students on 8th Aug,2017 by Aparajit Pattanayak (Resource Person) .Participants-60**
- **Programme on Philately Presentation on 7th Sept,2017 by Aparajit Pattanayak. Participants-60**
- **Group Discussion on Modern Banking System. Resource Persons- Madan Gopal Goswami, B.M SBI, Malabika Das ,ABM SBI.Participants-52**
- **Two day Workshop on Career Avenues and advancement on 21st & 22nd Feb,2018.Sponsored by UGC and conducted by Talent Spark.Participants-60**

No. of students benefitted

232

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
NIL			

5.8 Details of gender sensitization programmes

- **On 4th Aug 2017, a Gender Sensitisation Programme was conducted among BA 1ST Semester students .**
- **On 28th Oct 2017, a counselling was conducted for BA Final year 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	NIL	
Financial support from government	227	Rs.1203070 /-
Financial support from other sources	NIL	
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: **No major grievances of students had been addressed.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The College was established with the vision to bring Higher Education closer to the underprivileged and to open new vistas of opportunities for their future generation, thus creating a self-sufficient and responsible human society ; bring refinement of thoughts and ideas and germinate the innate creativity and talency ; create a sense of affinity with the broad Indian Culture and Heritage; establish a chain of networks with the rest of the Globe to keep pace with the advancement of knowledge and information.

Mission:

Every Student enrolled with us is allowed perceptive freedom to excel in his chosen field of interest .The College offers maximum facilities to the students to fulfil their dreams and ideals as reflected in the vision of the College. The missions of the College are:

- To enrich and empower the young generation through quality education.
- To achieve academic brilliance and prepare the students to play a positive and meaningful role in nation building.
- To make higher education accessible to the underprivileged section of the society.
- To introduce innovative techniques to make the teaching-learning process more effective.
- To develop the potential of the students in co-curricular and extra-curricular fields through participation in literary, cultural, sports and extension activities .
- To sensitise students towards social concerns like gender and environmental issues, human rights, ethical and patriotic values.

6.2 Does the Institution has a management Information System

- The Institution is in the process of having a Management Information System.

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

6.3.1 Curriculum Development

- **The Academic Committee holds regular meetings with the Faculty members to discuss about the academic progress of the students. The teachers prepare lesson plans according to the class routine and execute the same.**

6.3.2 Teaching and Learning

- **At the beginning of the academic session the Academic Calendar and the Annual Departmental Activity Calendar is prepared.**
- **The teaching plan is strictly followed and the class diary is maintained.**
- **Unit Tests, Class Tests, Sessional Examinations and Group Discussions etc. are conducted timely.**
- **Educational trips , Excursions and Field studies are conducted to expose the students for outdoor learning.**

6.3.3 Examination and Evaluation

- **The Examination schedules are followed according to the Prospectus as well as by periodic notices.**
- **After the completion of the units/topics, unit tests are conducted.**
- **Extra classes are arranged departmentally for smooth completion of the syllabus.**
- **After completion of the theory examination, answer scripts are assessed by following the prescribed rules of the university.**

6.3.4 Research and Development

- **The IQAC encourages teachers to improve their API scores through participation in various conferences, workshops , seminars and also through publishing various articles , books and research findings.**
- **The IQAC supports teachers to avail study leaves under the UGC.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library : There is a reasonable collection of text books, reference books and journals covering a wide range of subjects in the College Library .Besides, magazines and newspapers are subscribed regularly. In the reading Room, attached to the Library, reference books, magazines and newspapers can be consulted. Every student is issued a library card against which he/she can borrow books. A Digital Photostat machine is also available for the students. The Library has access to many online journals and is connected to N-LIST Library facilities supported by the DONER ministry of India.

ICT : The requirements for virtual Classrooms has been procured. At present there are three Digital Classrooms in the College. Moreover the College Conference Hall has all the required gadgets for full fledged ICT presentations. Internet access is available for the benefit of the students, teachers and staff of the college.

6.3.6 Human Resource Management

- The college considers the students to be the prime Human Resource and hence strives to develop them through a variety of activities initiated through NSS, NCC, Social and Cultural activities.
- The teachers enrich themselves through Refresher Course, Seminar etc.
- The College Governing Body works as an important agency to manage and develop the total human resource of the College.
- The College has an elected body of Students Union that also caters to the needs of human resource development.

6.3.7 Faculty and Staff recruitment

- The recruitment of the teaching and non -teaching staff is done strictly by following the Rules and Regulations laid by the Government, Parent University, and UGC. The recruitment of the temporary teaching and non-teaching staff is done through the Governing Body.

6.3.8 Industry Interaction / Collaboration

- As of now, no Interaction or Collaboration with the industries has been made possible. But the college hopes to do so in the near future.

6.3.9 Admission of Students

- An Admission Committee is formed every year with a Senior teacher as Convener and the Principal as Chairman and with other teaching and non-teaching members , to conduct the admission process smoothly and in a free and fair manner. Students are also counselled for proper subject selection. All Govt. Norms in the matters of admission like reservations and merit are strictly followed.

6.4 Welfare schemes for

Teaching	a) Free health check up once a year b) Maternity leaves for female teachers c) Child care leave for female teachers
Non teaching	a) Free health check up once a year b) Maternity leaves for female staff c) Child care leave for female staff
Students	a) Free health check up once a year b) Safety gadgets are placed in College premise c) computer with free WiFi is available in college campus d) Students Aid Fund is available e) The NSS Unit gives aid to the BPL students f) Books are available for borrowing both in tjr Central and Departmental Libraries. g) Career guidance given to students

6.5 Total corpus fund generated

Rs. 47,59000/- (Rupees forty seven lakh fifty nine thousand only)

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	Principal
Administrative			Yes	Principal

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☐

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

- **The affiliating University , GU has introduced the Credit based Semester and Grading System and the College religiously follows the same.**

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

- **The University encourages the colleges to apply for autonomy.**

6.11 Activities and support from the Alumni Association

- **The Ex – Students of the College working in diverse fields and in different positions in the society are members of the Alumni Association. Some alumni also holds positions as Full –Time / contractual teachers and in the non-teaching staff. The Alumni of this college have always stood by the college in time of need and have cooperated in various ways to carry forward the goals and objectives of the college.**

6.12 Activities and support from the Parent – Teacher Association

- **Parents Meets are held by different departments where interactions takes place between parents , teachers and students .Some Parents have also hold positions in the Governing Body of the college.**

6.13 Development programmes for support staff

- **The Principal periodically takes note of the shortfalls and problems of the support staff through meetings and tries to rectify them. A short term computer training programme was also conducted for the benefit of the teachers and staff.**

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

- Regular plantation drives are conducted by the Eco-Club and the students in the college campus.
- Cleaning of the Campus is done by the students under the Swaach Bharat Mission.
- Use of CFL, LED and Tube bulbs for power conservation.
- Solar panels installed .

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.

- Different cells and clubs have been formed to look intensively and specifically for the upkeep of the college.
- Celebration of important local and national events like Environment day, Rabha Divas, Silpi Divas, etc with programmes involving students.
- The Cultural Cell ensures the participation of students in various programmes in the college and outside.

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

- International Seminar organised by Dept of Persian.
- Various Extension activities conducted.

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

- Co-curricular activities
- Community Development Programme

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

7.4 Contribution to environmental awareness / protection

1. World Environment Day was observed in the college by organising talks.
2. Tree Plantation drive was organised.

7.5 Whether environmental audit was conducted ?

Yes

☐

No

☒

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

STRENGTHS:

- The College has a conducive working environment both for Faculty and Staff.
- The College offers Arts Stream which includes 11 disciplines with major course in 8 disciplines. The College has also recognized the importance of the distance mode of education and has established a full-fledged KKHSOU (Krishna Kanta Handique State Open University) study centre.
- The College has dynamic and well qualified teachers.
- The College undertakes activities to promote social welfare and inculcate a sense of social responsibility.
- The College has been enhancing quality infrastructure for the wellbeing of the students.

WEAKNESSES:

- Being an affiliated College, it has no scope to contribute to the designing and development of the Course Curriculum .
- Low results in a few subjects compared to the University results.
- Low demand for a few subjects by the students.
- The College is yet to develop a policy for promoting consultancy services and Industrial linkages.

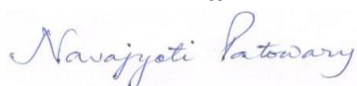
OPPORTUNITIES:

- Collaboration with different sectors for placement and other activities.
- Scope for introducing Courses in Business Management, Commerce and Rural Management.
- Improvement in infrastructure will pull in more opportunities.

THREATS:

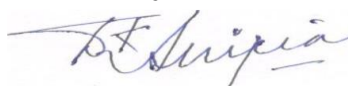
- Poor socio-economic condition of major section of the students lead to high drop-out rate and low results.
- Low admission in a few subjects.

Name :Mr.Navajyoti Patowary



Signature of the Coordinator, IQAC

Name: Dwijen Kumar Saikia



Signature of the Chairperson, IQAC

ACADEMIC CALENDER (2017-18)

MONTH	TOTAL WORKING DAYS	TOTAL TEACHING DAYS	ACADEMIC & OTHER ACTIVITIES INCLUDING EXAMINATION	HOLIDAYS																																																	
<table><tr><td colspan="7">August</td></tr><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	August							Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			25	25	❖ Students Orientation Prog: To be notified ❖ Staff meetings To be notified - Class Test/Unit Test – I, II, V Semester	❖ Independence Day- 15th Aug ❖ Tithi of Srimanta Sankardev -28 Aug Total (Including Sun Days)=06
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MONTH	TOTAL WORKING DAYS	TOTAL TEACHING DAYS	ACADEMIC & OTHER ACTIVITIES INCLUDING EXAMINATION	HOLIDAYS																																																								
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MONTH	TOTAL WORKING DAYS	TOTAL TEACHING DAYS	ACADEMIC & OTHER ACTIVITIES INCLUDING EXAMINATION	HOLIDAYS																																										
May <table><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			26	05	❖ 7 th May to 31 st May =May = Even Semester Theory Exams	❖ May Day = 1 Total (Including Sun Days)=05
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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
