Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**TEZPUR COLLEGE**
Name of the head of the Institution	**DR. JYOTI KAMAL HAZARIKA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03712-220535**
Mobile no.	**9435737738**
Registered Email	**tezpurcollege2018iqac@gmail.com**
Alternate Email	**jyotikamal.hazarika@gmail.com**
Address	**Tezpur College**
City/Town	**Tezpur**
State/UT	**Assam**
Pincode	**784001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. RAJLAKSHMI SONOWAL**
Phone no/Alternate Phone no.	**03712220535**
Mobile no.	**9401667008**
Registered Email	**tezpurcollege2018iqac@gmail.com**
Alternate Email	**raj_tzp@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.tezpurcollege.com/aqar/9.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.tezpurcollege.com/calendar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	**B+**	**2.52**	**2019**	**18-Oct-2019**	**17-Oct-2024**

6. Date of Establishment of IQAC	**01-Apr-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meeting	**22-May-2019** **1**	**12**

IQAC meeting	24-Dec-2018 1	10
IQAC meeting	09-Aug-2018 1	8
Timely submission of IIQA	25-Feb-2019 1	2

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Tezpur College	Infrastructure Development Grant	RUSA	2018 365	8601011
Tezpur College	Infrastructure Grant	RUSA	2018 365	148989
[View Uploaded File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Submission of AQAR 2. Preparation and Submission of IIQA 3. Preparation and Submission of SSR

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

Plan of Action	Achivements/Outcomes
To introduce science faculty at UG level	Science building and laboratory have been costructed and the science stream will start from the next session
To provide ICT facilities to all the departments	All the departments have been provided ICT facility like LCD projector, computer, internet facility, amplifiers etc.
To install more digital and smart classrooms	Projectors are installed in classrooms.
To create facilities for e-learning resources with Learning Management Systems	Recording facility installed in two smart classrooms
To encourage the teachers to develop E-content materials under CEC SWAYAM and other MOOCs platform	Teachers are involved in development of e-content
To develope outdoor facilities such as volleyball court, basketball court, etc.	basketball court is constructed
To construct more class rooms and other necessary physical facilities including connecting roads inside the campus	Connecting roads inside the campus have been built.
To install LED lights in the administrative building and to install lights using solar energy.	Installed LED lights in the administrative block.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	13-Mar-2020

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

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019
Date of Submission	28-Feb-2019

17. Does the Institution have Management Information System ?	No

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Part B

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CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Tezpur College is affiliated to Gauhati University, Guwahati and it follows the curriculum provided by Gauhati University.The College ensures timely and effective curriculum delivery through a well planned documentation process. The college prepares an Annual Academic Calendar prior to the commencement of the academic year by a committee selected for the purpose. It specifies the dates for academic and non-academic activities, examinations, holidays, etc. to ensure proper planning for the Teaching- Learning process and continuous evaluation. It is provided to the students at the time of admission and also to the various departments.The college prepares a general class routine to enable smooth functioning of the classes. Theory and practical classes are held according to the time-table prepared prior to commencement of the academic year by the Routine Committee and provided to the Students and Teachers. The Heads of the respective departments take responsibility of allotting the classes to each teacher based on individual expertise. All the departments hold regular meetings for the effective academic planning, implementation and review of curriculum. The Heads of every department oversee the completion of the syllabus. Some departments also prepare lesson plans.The principal and IQAC Co-ordinator hold regular meetings with the Heads of the Departments to keep track of the progress of the syllabus and to keep abreast of the functioning of the departments. The Principal, Vice-Principal and IQAC Co-ordinator also visits the classes to monitor the classes.To make the Teaching- Learning process more learner centric and curriculum delivery more effective reasonable use of ICT is made along with conventional classroom teaching. Teaching is supplemented with Seminars, Workshops, special Lectures, Group discussion, Tutorials, Departmental Quiz, Paper presentation by the students, Projects, Educational Tours, Field Trips etc. for effective curriculum delivery.The college central library provides teachers and students with necessary learning resources for effective curriculum delivery. All faculty members have been provided with user ID and password for accessing NLIST site that offers E-books and E-Journals in full text form. The departments also have their own libraries with collection of subject specific books which are available for the use of both students and teachers.Internal Examinations (class Tests, Sessional Examination) are held to get feedback of students' progress so as to take proper steps in curriculum delivery.The institution encourages the faculty members to attend OC, RC, and STC courses, workshops, seminars, conferences etc.for acquiring necessary skills for effective delivery of curriculum. They are also encouraged to pursue research activities-M. Phil, Ph.d, MRPs.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Nill	14
BA	Nill	28
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The feedback collected from the students, parents and teachers on different academic and non-academic aspects like Teaching-Learning, Syllabus, Time-Table, Library Facilities, Administration, Admission Procedure, etc. is analysed by a Feedback Analysis Committee appointed by the Principal. After going through the feedback received from the stakeholders the committee put forth their findings in the form of analysis and recommendation. The report is intimated to the different departments.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Nill	750	1434	761
BCom	Nill	300	408	299
BBA	Nill	20	21	21

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2613	0	65	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
65	37	7	10	2	5

View File of ICT Tools and resources

View File of E-resources and techniques used

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

The mentor-mentee system has been introduced. Number of students assigned to each teacher depends on the total number of teachers available and the total number of students. As a result of this practice, counseling, academic and other assistance can provided to the students at a personal level.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2613	65	1:40

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	35	1	0	14

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

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

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BCom	BCOM	Semester	21/05/2019	10/08/2019
BA	BA	Semester	21/05/2019	10/08/2019
BBA	BBA	Semester	28/06/2019	09/09/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The examination system is governed by Gauhati University and Tezpur College follows the examination directives. The internal Examination of the college follows continuous Internal Evaluation in the form of Class Tests, Class room Iinteraction, Seminar presentation, Project report preparation, orientation, Internal assessment etc. The sessional examinations are held at the middle of each semester to prepare students for the end semester examinations. The papers are evaluated by the teachers and the short coming of the students are pointed out to rectify their mistakes. Before the internal assessment examinations most of the departments conduct class tests, question paper discussions etc to evaluate the outcome of teaching-learning.

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

Before the start of the new session i.e. Academic Calendar year, the Principal constitutes a Committee to prepare an academic calendar for the session. The dates of each examination i.e. internal assessment examinations, tests, field visits for the departments etc are fixed in the Academic Calendar. Besides, the committee also prepares the holiday list in accordance with the Gauhati University holiday list. All major celebrations of the institution like College Foundation Day, Independence Day, College Fresher, College Week, Republic Day etc are mentioned in the Academic Calendar. Also, the observance of some important days like Women's Day, Girl Child Day, Human Right Day, Sankardev Tithi, Sankardev Janmotsav, Madhav Dev Tithi, MadhavDev Janmotsav, , Gandhi Jayanti, Environmental Day, Tourism Day, Philosophy Day, Unity Day, Constitution day etc is mentioned in the Academic Calendar and as per Govt. Instruction. All holidays as also summer and winter breaks are specified in the academic calendar as per provision by the parent university i. e. Gauhati University.

2.6 – Student Performance and Learning Outcomes

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

https://www.tezpurcollege.com/PROGRAME%20OUTCOM1.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

			examination		
Nill	BBA	Nill	11	2	18.18
Nill	BCom	Nill	203	79	38.91
Nill	BA	Nill	461	263	57.04

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2.7 – Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights and Its Importance	Tezpur College	10/05/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if

National	Political Science	4	5.76
National	Assamese	1	5.5
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	1
Assamese	1
Nepali	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	8	0	0
Attended/Seminars/Workshops	0	7	0	28
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Health Camp	NSS	1	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Blood Donation	NSS, HDFC	Blood donation	10	20
TrashTag Challange	NSS, DWSC	Cleanliness Drive	1	25
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	25	Self	1
Faculty Exchange	1	Tezpur University	1
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Public/ Private enterprise	Hritom Enterprise	01/01/2019	31/01/2019	1
Job Training	Public/Private enterprise	Integrated Systems and Service	15/02/2019	16/05/2019	1
Job Training	Public/Private enterprise	Hotel Dayal Residency.Ph. no-9152827339	10/02/2019	10/03/2019	6
Job training	Public/govt, enterprise	Prashanti Tourist Lodge. ATDC LTD.Ph no.-03712221016	01/11/2018	28/02/2019	19
Job Training	Public/Private enterprise	Adityas Hotel Centre Point. Ph.no.	25/01/2019	25/03/2019	3

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Assured Consultancy Services	01/08/2018	Training and Career Counselling	250
Gyalpozhing College of Information Technology	18/03/2019	Academic and co-curricular cooperation	300
Balipara Foundation International NGO	24/05/2019	Research Activity and Interaction Program	50
L.G.B.Girls College	14/05/2019	Research Activity and Interaction Program	100
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9469643	9469643

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Campus Area	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2006

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	**16156**	**1954234**	**792**	**354750**	**16948**	**2308984**
Reference Books	**22470**	**3348944**	**399**	**209564**	**22869**	**3558508**
Journals	**570**	**29773**	**90**	**5000**	**660**	**34773**
Library Automation	**24273**	**0**	**2033**	**0**	**26306**	**0**
Weeding (hard & soft)	**3710**	**0**	**0**	**0**	**3710**	**0**

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	**59**	**3**	**22**	**4**	**6**	**21**	**13**	**100**	**31**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**59**	**3**	**22**	**4**	**6**	**21**	**13**	**100**	**31**

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
5070869	**5070869**	**11269535**	**11269535**

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

Maintenance of Library: Tezpur College Library has a well-equipped Library named "Chandra Mohan Medhi Library". The Library has air-conditioned reading rooms for teachers and students separately. The complete database of the library is computerized and uses the "SOUL Software". The library Committee which is responsible for purchasing books as per departmental requirements. The committee periodically takes stock of the functioning of the Library. Maintenance of Laboratory infrastructure and facilities- There are four laboratories in the college - Geography, Education, Language Laboratory and Computer Laboratory. In addition to this the department of Geography also has a GIS(Geographical Information System) Laboratory.The purchase of laboratory equipments and other necessary material is done by the college authority in consultation with the respective departments. The Major or Minor constructions are supervised by the construction committee of the college. Maintenance of Sports Facilities: The college has well established sport facilities in terms of indoor games. It has one indoor stadium of 110 feet breadth and 200 feet length which houses three badminton courts and one table tennis Board.Other indoor sports available in the college include Carrom, Ludo, Chinese Checker etc.The facilities are well maintained by a teacher-in-charge designated as Sports Officer. He reports to the Principal regarding the maintenance and requirement of the same.The college has a variety of facilities for outdoor games like Football, Volleyball, basketball, athletics, weightlifting, power lifting etc. The college also has a well-equipped Gymnasium with a full time gym instructor.The outdoor facilities are also maintained in the same way as indoor games facilities. Maintenance of IT Facilities: The IT facilities of the college are maintained by making necessary purchases and repairing by the college authority as per requisition received from the teaching departments and administrative office of the college. The IT facilities are updated as and when necessary. Students support and Welfare: For student support and welfare, the college has various committees chaired by the Principal of the college. These committees are Grievance Redressel Committee 1. Sexual Harassment Committee 2. Canteen Committee 3. Anti- ragging Committee 4.Disciplinary Committee 5. Library Committee 6. Feedback Committee In addition to this there are various cells to look after the different aspects of student support system- 1.Career Counselling and Guidance Cell 2.Medical Cell 3. Women's Cell 4. IQAC There is also a committee to look after the welfare of the students in the girls' hostel. Academic Support: The college has a Academic Council to discuss and take necessary steps for all matters related to academics - like Syllabus, Routine, Examination, Admission etc. Academic support is provided to students by conducting tutorial sessions and remedial classes. To encourage the students to excel in examinations and imbibe competitive spirit, the college has provision for Best Student Award to the Best Graduate. The Library, also to inculcate regular reading habits in a student, award a student with the Best Reader award every year during the Annual College Week.

https://www.tezpurcollege.com/facility.php?id=5#

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	NIL	0	0

b)International	NIL	0	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Language lab	11/06/2019	10	Tezpur College
Career Counselling and Guidance Cell	01/07/2018	368	Assured Consultancy Services
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	NIL	368	368	9	13
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	8

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	Teamlease Associate HR	2	2
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	6	BA major	Ass	GU, IDOL	MA
2019	2	BA major	Eco	Dib.U.	MA
2018	9	BA major	Education	IGNOU, IDOL, Sikkim Universisity , GU	MA

2018	2	BA major	Bengali	GU	MA
2019	7	BA major	PSC	GU, Dibrugarh Univ.	MA
2019	7	BA major	HIS	GU, Assam Univ.,Sikkim Univ.	MA
2019	10	BA major	ENG	G.U, Tripura Univ.	MA
2019	3	BA major	PHIL	Cotton Univ., Banaras Univ.	MA
2019	8	BA major	TTM	TU, Sikkim U, Pragjyotish College	MTM
2018	2	BA major	Bengali	GU	MA

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

Items	Number of students selected/ qualifying
NET	2

No file uploaded.

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

Activity	Level	Number of Participants
Annual College Week	Institutional	500

No file uploaded.

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	All India Power Lifting Championship	National	1	0	NA	Uporna Deka
2019	All India Power Lifting Championship	National	1	0	NA	Kanchan Baruah
2019	All India Power	National	1	0	NA	Pallab Koch

	Lifting Ch ampionship					

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

The student council of Tezpur College comprises of 9 members headed by the president elected through democratic election process. Each member of the council is allotted specific responsibility for different purposes that include Magazine, Debate and Discourse, Cultural, Indoor games, Outdoor games, Boys common room, Girls' Common room, Social Service and Gymnasium. Besides them there is one Vice-President, one General Secretary to oversee the overall performance of the council. 1. Magazine Secretary- The magazine secretary takes the responsibility of collecting materials for the college magazine Abhiyatree and sees that it is published on time. 2. Debate and Discourse- The secretary organises debate and discourse competitions during the college week and the biennial CM Medhi Inter College debate competition held in the college. The secretary is also responsible for sending Debate, Quiz teams of the college to different colleges and Universities for various Inter-College and University Competitions. 3. Cultural Secretary: The cultural secretary is in charge of all the cultural events held in the college. Besides he is also entrusted to do the needful regarding the participation of the college in the inter-college youth festival of Gauhati University. 4. Indoor and Outdoor Games: The Secretary for Indoor and Outdoor Games is responsible for all Indoor and Outdoor games held in the college. He/She is also responsible to send students for various competitions held on Inter-College basis. 5. Boys' and Girl's Common room Secretary: They are responsible for looking after the various amenities and problems faced by the students in the common rooms. They also are responsible for various competitions like Cooking, Dessert, Flower arrangement, Mehendi and Traditional Dress. They also organise the Mr and Miss Tezpur College competitions during the college week. 6. Social Service Secretary: The Social Service Secretary is given the responsibility of organising cleanliness drives in the college including Swachh Bharat Abhijan. He/she also helps the NSS in organizing various activities like cleanliness drives, Medical Camps etc and also helps organise programmes in the adopted village of the college, Rudrapad. 7. Gymnasium Secretary: The Gymnasium secretary shoulders the responsibility of conducting the various weight-lifting competitions held during the college week. The members of the Council are included in the various bodies and committees of the college like TCSU, IQAC and different committees formed from time to time.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Tezpur College has very strong alumni association called Tezpur College Alumni Association. The association was established in 2014 just before the Golden Jubilee Celebration of the college. It has alumni from different age groups, different back grounds and from different professions. Past students engaged in different professions are associated with the alumni forum. Though the association was formed considering the golden jubilee celebration, it is permanent in nature. The office bearer of the alumni association are selected by the members unanimously and they discharge their duties in close co-operation with the College authority. Tezpur College administration provides all possible help and co-operation to the association. TCAA always plays an active role in different institutional activities taken by the college by extending full support and help in terms of cash and kind. During the golden

jubilee celebration it was their active participation which helped the college to celebrate the function in a grand and successful way. The alumni association donated the bust of Late Chandra Mohan Medhi, the architect and former principal of the college.

5.4.2 – No. of enrolled Alumni:

379

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

1. 19/05/2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Holding of Sessional Examination The sessional examinations are held by the college prior to the odd and even end semester examinations held by the Gauhati University. The process of holding the sessional examination is a good example of decentralization and participative management. The dates of examination are decided at a meeting of the heads of departments with the college authority comprising Principal and Vice Principal. The Vice Principal is given the overall charge to prepare the routine, collection of question papers, distribution of printed question papers to the assistants-in-charge of the examination. The assistants-in-charge are appointed by the Principal from among the teachers of the college. The assistants-in-charge do all the necessary works to hold the examination for the General course students. They distribute the answer scripts to the teachers for checking as per list submitted by the Heads of departments. The Heads of the departments are in charge of holding and collecting the marks foil of his/her departments. The sessional examinations for the major students are held according to the convenience of the respective departments as per the window given in the central exam routine.The heads of the departments entrust their respective faculty members to set question papers and to conduct the examination for the Major students. Case 2: College Admission The College Admission process is very transparent. The Principal formally constitutes the Admission Core Committee comprising of the Vice-Principal and all Heads of Departments to conduct the admission to the different Courses of the college. A broad Committee involving all teachers of the various departments is also formed for the admission process. The forms for admission is made available both online and offline. After submission of forms by the students the college office prepares a Merit list which is hanged in the students' notice board. The Admission Committee strictly follows the reservation policy of the Government. The admission process is held in a participative manner involving not only teachers but also the college office staff.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details

Admission of Students	Admission of Students: The college has introduced online admission process from the current year. Students are allowed to submit their application online through the college website. Cashless payment of admission fees has also been started from the current year and students are encouraged to make use of the different e-payment gateways.Students can download the admission prospectus and application form from the college website and submit the application form through the online portal provided in the college website. Information and important announcements are sent to the students on their mobile phones through bulk SMS system
Industry Interaction / Collaboration	Industry Interaction /Collaboration: Tezpur College has established a few collaborations with different enterprises and institutions, for example, it has signed MOU with Radiant Skills and Environmental Solutions Private Limited, for refuse collection from the college campus under Solid Waste Management System. Similarly, one MOU has also been signed with Assured Consultancy Services, Tezpur to extend Career Counselling and Guidance to College Students. One Academic Collaboration has been made with Tezpur Chariali Girls' High School, Dekargaon for academic support and guidance by the college faculty members. Students from Tourism and Travel Management department are given Industrial interaction in terms of job training with the local Government and Non-Government enterprises. The students of BBA 5th semester have to undergo a summer project under different organisations and submit a report to the Gauhati University. The department also takes its students on industrial visits.
Human Resource Management	Human Resource Management: Though the college does not possess any direct HRM policy but it helps its faculty members and non-teaching staff in developing their respective skills. The institution always encourages the faculty members to participate in the different knowledge enhancement schools of the UGC like refresher courses, Orientation programmes and short term courses. Similarly the nonteaching

		staff are also allowed to join various skill development programmes.
	Library, ICT and Physical Infrastructure / Instrumentation	Library, ICT and Physical Infrastructure/ Instrumentation: Many strategic improvements have been introduced in the college library. A new fully air conditioned students' reading room was added to the existing library. The reading room can accommodate 140 students at a time. A sum of Rs. 2 lakh was sanctioned by the Government of Assam to purchase books for the Library. Besides, the college provided a one-time grant of Rs.10,000/- each to all the academic departments to purchase books for the departmental Library.The departments have been provided ICT facilities like LCD projectors, Laptop, Voice amplifiers and Microphones. Physical facilities have been upgraded by adding more classrooms, departmental rooms, laboratory room, NCC room and a new canteen building. A new science block is under construction to be used from 2019-20 session. Infrastructure for sports facilities has been improved by constructing one new basketball court.
	Research and Development	Research and Development: Most of the Departments have project papers in their 4th and 6th semesters. Topics for the Research Projects are given from the assigned syllabus. This helps the student to be research oriented and to develop analytical and critical capabilities.The best project papers submitted during 2017-18 were published in a book form named The Cherry-Picked Projects of Tezpur College Students. This will help future students to prepare a good project report in a systematic and scientific manner.
	Examination and Evaluation	Examination and Evaluation: The College follows Continuous and Comprehensive Evaluation (CCE) system of Education. The end semester examinations are conducted by the affiliating university as per programme published in advance. In addition to the end semester examination the college organises Internal assessments in the form of sessional examinations. Regular Class tests are held specially for major students on a continuous basis.The end semester papers are evaluated in the designated Micro zones assigned by Gauhati University to

	different colleges. The papers of the sessional examinations are evaluated by the respective departments. Students' performances are also evaluated in the form of level of attendance in the class, amount of interaction in the class and active participation in departmental activities.
Teaching and Learning	Teaching and Learning: The College continuously engages itself to improve the teaching-learning process. In this regard, techniques/ methods like Remedial Classes, field trips, visit to places of importance are adopted to make teaching learning interesting. Further to promote technology based teaching system the institution has provided computers and ICT facilities to all the departments. The institution also takes steps to promote co-curricular activities among students to hone the latent talent of the students. These activities include Quiz, debates, drama, extempore, recitation etc.
Curriculum Development	Curriculum Development: Being an affiliated college, the process of curriculum development is primarily looked after by the affiliating University i.e. Gauhati University. However, teachers from the colleges can put forth their views in the academic council meeting of the parent University regarding the necessary changes in order to bring more effectiveness and dynamism in the syllabus. Besides this teachers from the college can also air their concern related to the curriculum and syllabus in the various Workshops and meetings/ seminars held by Gauhati Univeristy

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

E-governace area	Details
Student Admission and Support	Student admission and support: Students can download the admission prospectus and application form from the college website and submit the application form through the online portal provided in the college website. Information and important announcements are sent to the students on their mobile phones through bulk SMS system.
Planning and Development	Planning and Development: Partial e-governance and e-procedure are adopted in case of planning and development process of the college. Incertain cases

	the plan and estimation of various infrastructure and academic projects are submitted and updated through e-governance system. Normally such communications under various schemes from RUSA and UGC are submitted online.
Administration	Administration: The majority of correspondences between the college and the DHE (Assam) are done on line in paperless form. The same process is also adopted with the Govt. of Assam. As far as internal administration is concerned the level of e-governance is minimum.
Finance and Accounts	Finance and Accounts- The finance and accounts department of the college is following e-governance in their areas of operation. Accounts are maintained and reports, utilization certificates, periodic information etc are sent online to the funding agencies like UGC, RUSA and State- Government. The salary bills and accounts are maintained and prepared online.
Examination	Examinations: The examination system is governed by Gauhati University and Tezpur College follows its directives.Examination is totally upgraded to online from the old offline system through Integrated University Management System (IUMS). Under this provision all the information and matters related to University conducted examinations are to be shared and intimated by the affiliated colleges through IUMS. The students are to use the online portal of the university website for examination form fill up, registration form fill up, paper re-check, issue of original certificates, re-evalution of answer scripts etc.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the	Title of the	From date	To Date	Number of	Number of

	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2019	NAAC Accreditation and Preparation of SSR	NA	24/04/2019	24/04/2019	64	10

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Methodology Workshop	1	28/01/2019	03/02/2019	7
Orientation Program	1	10/12/2019	20/12/2019	20
Refresher Course	1	20/05/2019	01/06/2019	12
Short term course	1	14/03/2019	20/03/2019	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1.Employees' Provident fund. 2. CCL.3. Leave	1.Employees' Provident fund.. 2. Leave rules. 3.CCL	1. Free Health Check-up.2. Career Counselling and Guidance

6.4 – Financial Management and Resource Mobilization

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

Tezpur College conducts internal and external audit of its annual financial transactions in a transparent and fair manner annually. Every year one auditor is deputed to the college from the department of local audit Govt. Of Assam for internal audit of the college. The audit report so prepared is placed before the Governing Body Meeting of the college for necessary approval. The external audit of the financial behaviour of the college is also done as per Govt. norms and procedures. The external audit report is submitted to the concerned authority for regular submission and necessary action.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Bankim Pad Choudhury	200000	Development
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

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

1, Guardian feedback 2. Participation in guardian meets 3. Suggestions regarding students attendance 4. Suggestions regarding continuous evaluation of students progress.

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

1.The Librarian of the college is allowed duty leave to attend Orientation and Refresher Courses. 2.Attend Workshop for library automation and digitization 3.Training Programme for online Salary bill preparation and submission FIN assam.

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

1. Smart Classroom 2. Solar Lights 3. School Adoption 4. MoUs signed

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop on Art and Craft	29/08/2018	29/08/2018	29/08/2018	58
2019	One Day Seminar on NAAC ACCreditation and Preparation of SSR	24/04/2019	24/04/2019	24/04/2019	64
2019	Orientation Program on	11/05/2019	11/05/2019	11/05/2019	30

Menstrual Hygiene and Reusable Pad Making						

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on Fevicryl Art and Craft	29/08/2018	29/08/2018	55	3
Women's Day	08/03/2019	08/03/2019	50	25

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

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	2	18/08/2018	1	Health Camp	40	55

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Yoga Day	21/06/2019	21/06/2019	60
Earth Day	22/04/2019	22/04/2019	50
World Tourism Day	27/09/2019	27/09/2019	50
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation of saplings, 2. Declaration No Smoking zone 3. Say no to plastic bags 4. Environmental awareness program 5. Plantation 4. Disposal of solid waste 5. Good sewerage disposal system

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices of the Institution: Title: The title of the best practice is The Cherry-Picked Project Objectives of the best practice: 1.To explore the knowledge of the students in the field of research activity. 2.To create a sense of awareness regarding students' project work. 3.To orient the students towards research activity. 4.To enable the students to gain a interdisciplinary view of project works. 5.To bring to light the best research projects undertaken by undergraduate students. The Context: Research work is an important part of today's education. It will help the students to develop a scientific attitude towards the various problems of personal and social life. The student gets acquainted with the scientific methods of enquiry. The practice will enable the students to get a wholistic view towards the research problems in different fields of study. The practice of selection of best project reports will also create a feeling of competitive mindedness and a desire to excel among the students. The practice will also create awareness among students about the importance of research activity. The Practice: The Practice was started in the year 2017-18. The College has decided that the research projects of the undergraduate students will be published in the form of a book named "Cherry- picked Project". Students of 6th semester Major courses have to undertake a project work under the guidance of teachers of the department as a part of their syllabus. It is decided that each of the departments will select one student project which is adjudged as best by the department for inclusion in the Cherry Picked Project. The book is published by the Research Promotion Cell of the college and the college authority bears the expenses of the publication. Evidence of Success: 1.All the departments select the best student project of the session for publishing in Cherry Picked Project. 2.The practice has become popular among the students also. 3.Students are now aware about the practice and they try their best to conduct their project work in the best possible manner. 4.Supervising faculties are also enthusiastic about the practice. 5.Awareness about the need of project work develops to a great extent among the students. Problems Encountered: 1. The major problem encountered in this practice is time constraint. The project has to be submitted and sent for publication within the stipulated time period. 2. No specific grants are allocated for the practice. The expenses incurred are borne by the college. 3. Sometime it becomes difficult to select single best project from one department. 4. Problem of collecting the project works also occur sometime. Best Practice 2: Objectives of the practice: The practice has

been started with the aim of imparting and inculcating knowledge and interest beyond their regular course of study. The practice has also been started to acquaint students to a holistic approach towards different aspects of education. This has become necessary as Higher Education has become interdisciplinary in nature The Context: To grow the interest of the students towards disciplines beyond their core subjects and make them understand the relation between each subject. For instance it is said that "History is the root and Political Science is the fruit" and so a student realizes the relation and importance of the dependence of each subject on the other. Another challenge is regarding the selection of topics to be discussed as the topic should create interest as well as bring some kind of benefit to students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.tezpurcollege.com/Best_PracticeTEZPUR_COLLEGE-converted.pdf

7.3 – Institutional Distinctiveness

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

Tezpur College through its vision to make quality enhancement the defining objective has introduced need based courses like BBA and Tourism. These two departments provide professional courses which cater to the need of the students of the locality who cannot afford education outside the town. The BBA department charges minimal fees per semester making it possible for students from middle income group to avail of the same. The BBA department was established in the year 2009, keeping in mind the need of professionals to compete in the corporate world. As it is a need based course with opportunity of employment, the number of students has been a positive trend. Though the course is self-financing, the dedication of the teachers is worth mentioning. Since its inception in 2009 the students have shown exceptional result and have been placed in Government as well as private sector units. Some students have also cleared exams for higher education (MBA).The Department of Tourism and Travel Management established in the year 2007 has fulfilled a long standing demand of the local students who aspire to make Tourism a career. Tourism as acknowledged by everybody is a very fast growing industry with a huge opportunity for employment. By imparting courses in Tourism as a vocational subject, the college is also contributing towards the growth of vocational training which is also a priority in Government policy.

Provide the weblink of the institution
https://www.tezpurcollege.com/index.php

8.Future Plans of Actions for Next Academic Year

1. To introduce certificate/ diploma courses 2. To organise workshop/seminars.
3. To develop physical/infrastructure facilities like classroom, laboratory etc.
4. To create facilities for e-learning resources with Learning Management Systems. 5. To encourage the teachers to develop E-content materials under CEC SWAYAM and other MOOCs platform.