

Annual Quality Assurance Report

Name of the Institution :TEZPUR COLLEGE, TEZPUR

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Year of Report: 2011-12

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

PLANS

1. Infrastructural Development

- (i) Plan has been chalk out to build more classrooms during the 2011-12 under 11th five year plan under College Development Scheme.
- (ii) The college has also planned to install 2 generators to be used as power back up for college premises and for Girls' Hostel.
- (iii) One G. I. S. Laboratory is proposed to be set up in the Geography Department of the college with the financial assistance from the UGC.
- (iv) The college has taken all the measures for the installation of the C.C.T.V monitoring system in the college premises during the 2011-12.
- (v) The system of Punching Machine for the teaching and non-teaching staff to record their presence will be started during this session itself.
- (vi) In order to provide more infrastructural facilities all the departments are to be given more instruments.
- (v) Internet connectivity facility would be provided to each department of the college.
- (vi) One centrally located printer is proposed to be installed which will be available for the faculty members to print their documents.

2. Academic Programme.

(i) As per the instructions from the Gauhati University the college will introduce semester system of imparting education in B. A. 1st year class from 2011-12.

(ii) The C. M. Medhi Library of the college is proposed to provide online connectivity and provision for E-connectivity.

(iii) The departments will be provided Research Journals of their fields.

(iv) The college has proposed to extent free coaching classes to SC/ST/OBC and minority students under Remedial Coaching and Entry in Services Scheme from the financial assistance from the UGC.

(v) It can be further stated that two national seminars are already sanctioned by the UGC to the college and they will be organized during 2011-12.

3. Student Welfare Programme

(i) A Student Aid Fund will be established from contribution of the college.

(ii) The students will be provided free counseling by the Guidance and Career Counseling Cell.

(iii) The college has also proposed to establish one Book Bank for the poor and needy students from which they will be allowed to borrow books for their study.

(iv) More students are to encourage taking NCC/NSS and activities under these two will be increased.

Section- B

1. Activities reflecting the goals and objectives of the institution

- Various community services are offered by the college reflecting the social obligation and responsibility towards the society.
- In line of the instructions from the UGC, the faculty members are increasingly participating in the research works. Many teachers have taken admission in to the Ph. D. course.

- Students from the poor income groups are allowed to avail special facilities made available by the college.
- Students from the Minority Communities, ST, SC and OBC are specially taken care of through special coaching classes under various UGC schemes.
- Many steps are also taken to introduce modern and sophisticated tools of teaching and learning like audio system in the classrooms, modern scanner, digital whiteboard, etc. in the college.

2. *New academic programmes initiated (UG and PG)*

- PG- Nil
- UG- Nil

3. *Innovations in curricular design and transaction*

- Nil .

4. *Inter-disciplinary programmes started*

- Nil

5. *Examination reforms implemented*

The college is an affiliated one to the Gauhati University and as such it has almost no scope to implement any examination related reforms on its own. But the college follows the measures taken by its parent university on time.

6. *Candidates qualified: NET/SLET/GATE etc.*

- Nil

7. *Initiative towards faculty development programme*

- Teachers are always encouraged and allowed to join different faculty improvement programmes such Refresher Course, Orientation Programmes, etc.
- The IQAC of the college also performs the duty of a felicitator while informing the teachers about the various academic and non-academic activities/courses/facilities provided by various Higher Education related agencies like UGC and ICSSR.
- Many teachers from various departments have successfully participated in the Refresher Courses and Orientation programmes at different Academic Staff

Colleges during the academic year. A list of such teachers/office staff is presented below with the courses shown against their names.

Sl. No.	Name	RC/OP/STC	Department	University	Duration
1	Bornali Konwar	RC	English	Gauhati University	5-12-11 to 25-12-11
2	Nabanita Chakraborty	RC	Bengali	North Bengal University	7-12-11 to 27-12-11
3	Trishna Kakoty	RC	Education	North Bengal University	20-10-11 to 9-11-11
4	Rahul bania	OP	Political Science	Gauhati University	16-10-11 to 12-11-11
5	Dharmendra Kumar Baruah	OP	English	H. P. University	29-9-11 to 25-10-11
6	Kuntal Sarma	OP	History	H. P. University	29-9-11 to 25-10-11
7	Lalita Katakai	STP	Office Staff	Gauhati University	5-1-12 to 11-1-12
8	Dr. Pradip Chandra Mahanta	STP	Economics	Tezpur University	13-2-12 to 20-2-12
9	Dipam Saikia	STP	Geography	Tezpur University	13-2-12 to 20-2-12

8. Total number of seminars/workshops conducted

➤ National Level-

Name of Dept.	Date	Type of Activity	Sponsoring Agency	Title
Faculty of Commerce & Dept. of Business Administration	15 & 16 February, 2012	Seminar	UGC	Role of Corporate Social Responsibility in Economic Development of North East India
C. M. Medhi Library	17 & 18 February, 2012	Seminar	UGC	Digital Preservation: Its Impact on Today's Environment

State Level- Nil

Departmental Seminar/Group Discussion

Name of Dept.	Year	Seminar/ Group Discussion	Topic
Assamese	2012	Seminar	Not available
Bengali	2012	Seminar	Bangla Sahitya: Madhya O Adhunik Yug
Economics	2012	Seminar	Food Security in India
English	2012	Group Discussion	English Language Vs Vernacular Language Comparative Anlysis of Keatsand Shelly as Poets
Education	2012	Seminar	Open System of Education
Geography	2012	Seminar	Group Discussion
History	2012	Group Discussion	Group Discussion on Syllabus
Philosophy	2012	Seminar	Not available
Political Science	2012	Seminar	Human Rights and its implications
IQAC	2012	Workshop	Research Methodology
Faculty of Commerce	2012	Workshop	Commerce as a Career Hub

9. Research projects

a) Ongoing: 4 nos.

b) Completed: 2 nos.

Sl. No	Name of Principal Investigator	Type	Department	Topics	Status
1.	Dr. Bharat Baruah	Minor	Assamese	Ancient Cultural of Tezpur	Submitted
2.	Dr. Basanta Kalita	Minor	Economics	Socio-Economic Impact of SHG-Bank Linkage Programme: A Study of Sonitpur District of Assam	On going
3.	Kuntal Sarma	Minor	History	Cosmopolitan Society of Sonitpur with Special Reference to the History of the Immigrant Population 1826-1983	Ongoing
4.	Trishna kakaty	Minor	Education	Academic Environment and Results of Provincialised Secondary Schools in the District of Sonitpur, Assam: A Detailed Case Study	On going
5.	Dharmendra Kumar Baruah	Minor	English	Representation of the North East in Contemporary Travel Writing in English: A Study of Select	On going
6.	Jayanta Bordoloi	Minor	Geography	Potentiality of Tribal Craft in Economic Development: Mishing Textile crafts of the Assam: A Case Study.	Submitted

➤ **Minor Research Project newly applied by faculty members.**

Sl. No	Name of Principal Investigator	Type	Department	Topics
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1	Dr. Pradip Chandra Mahanta Dipam Saikia	Minor	Economics Geography	
2	Dr. Ranjan Kalita	Minor	Assamese	

10. Patents generated, if any

➤ NIL.

11. New collaborative research programmes

➤ NIL

12. Research grants received from various agencies

➤ Research Grants to pursue research works are received mainly from the University Grants Commission.

13. Details of research scholars

➤ Details of research scholars:

(a) Ph. D/ M. Phil. Awarded during 2011-12

Sl. No	Name	Department	Ph.D/ M.Phil	University
1.	Pradip Chandra Mahanta	Economics	Ph. D	Tezpur University
2.	Basanta Kalita	Economics	Ph. D	Gauhati University
3.	Ranjan Kalita	Assamese	Ph. D	Gauhati University

Following teachers have registered in to Ph. d / M. Phil programmes during the academic year 2011-12.

Sl. No	Name	Department	Ph. D/ M. Phil	University
1.	Dipam Saikia	Geography	Ph.D.	CJM

				University
2.	Debajit Dutta	Economics	Ph. D.	Assam University
3.	Kisholoy Choudhury	Political Science	Ph. D.	Don Bosco University
4	Rahul Bania	History	Ph. D.	Gauhati University
5	Rita Saikia	English	Ph. D.	Gauhati University
6	Mitali Goswami	Librarian	Ph. D.	Gauhati University

14. Citation index of faculty members and impact factor

- Nil.

15. Honors/Awards to the faculty: National and international

- Nil

16. Internal resources generated

- The main source of generating resource is through the fee and rent from the students.
- A small amount is also generated from the various self financing courses run by the college.

17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes

- NIL

18. Community services

25th November, 2012

Programme: Blood Donation Camp

A Blood Donation camp was held at the college premises by the Department of Health and Family Welfare, Govt. of Assam, in collaboration with NCC and Red Ribbon Club of Tezpur College. Many teachers and students donated blood in the camp.

5th December, 2012

Programme: AIDS Control Awareness Camp

An AIDS control awareness camp was organized by the Kanaklata Civil Hospital, Tezpur in collaboration with Red Ribbon Club and NSS unit of Tezpur College. Mrs. Manju Das, ICTC, Kanaklata Civil Hospital and Ms. Kabita Baruah from Kanaklata Civil Hospital delivered lectures on the issue.

17th March, 2012

Programme: Women’s Day Celebration

The Women’s Studies Cell of the college celebrated Women’s day in the college campus. The cell had honoured Ms. Pratima Sarma, B. A. 3rd Year student with honours in Geography with the Best Student Award for the year 2011-12 for her outstanding academic, cultural and social contributions towards the corporate life of the college.

15th August, 2011

Programme: Eye Donation Camp

Sonitpur District Chapter of NSUI organized an Eye Donation Camp.

19. Teachers and officers newly recruited

Sl.No.	Name	Designation	Department
1	Mrs. Chayanika Bhuyan	Asstt. Professor	Geography
2	Mr. Ranjan Borah	LDA	College Office

20. Teaching – Non-teaching staff ratio

➤ Ratio between Teaching staff and Non teaching staff- 2:1

21. Improvements in the library services

22. New books/journals subscribed and their value

Item	Nos.	Value
Text Books		
Reference Books		
Journals and Magazines		
Total		

23. *Courses in which student assessment of teachers is introduced and the action taken on student feedback.*

Feedbacks from the students of Major and General Courses are taken on regular basis containing the students' assessment of teachers. The feedbacks received from the students are studied and discussed and action is taken if found necessary.

24. *Feedback from stakeholders*

Feedback on different aspects of teaching and learning and other important matters are collected from the various stakeholders of the college such as alumni, guardians and well wishers.

25. *Unit cost of education*

- Unit cost of education including salary component ; Rs.11809/-
- Unit cost of education excluding salary component: Rs.4716/-

26. *Computerization of administration and the process of admissions and examination results, issue of certificates*

Steps have been initiated for the computerization of office works in the college. Admission details are processed through the computers and soft version of students' enrolment records are also maintained. Results of the various examinations are also made available in the university website. Information regarding the various activities in the college campus is uploaded in the college's website.

27. *Increase in the infrastructural facilities*

- The second block of the Women's Hostel of Tezpur College is inaugurated during this academic session.
- New classrooms are built on the top floor of the Buniyad Bhawan.

- Construction is also being done for the new classrooms for the Dept. of Commerce.
- Construction is also initiated for the college auditorium of the college and it is hoped to be completed during the coming session.

28. *Technology upgradation*

- Nil

29. *Computer and internet access and training to teachers, non-teaching staff and students*

Free computer education is provided to the teachers and office staffs of the college on regular basis.

30. *Financial aid to students*

Sl. No.	Item	Amount
1	State Scholarship	13,15,870/-
2	UGC Scholarship	1,32,000/-
3	Student's Aid Fund	4560/-

31. *Activities and support from the Alumni Association*

The Alumni Association of the college is actively takes part on the discussions about the corporate life of the institution. The college authority seeks its advices and suggestions on different issues and it has received positive and supportive responses from the association.

32. *Activities and support from the Parent-Teacher Association.*

The parents of the students are frequently consulted regarding various issues faced by their children. The Parent-Teacher Association always extends positive responses whenever approached by the institution.

33. *Health services*

Few Health Camps are organized in the college campus for students.

34. Performance in sports activities

The students of the college have participated in different disciplines at the Gauhati University Youth Festival. The football and cricket teams from the college have also participated in the Annual Inter College Football Competition and Inter College Cricket Competition organized by the Gauhati University.

35. Incentives to outstanding sportspersons

The Tezpur College authority always encourages and felicitates outstanding sportspersons of the institution.

36. Student achievements and awards

Ms. Swastishree Saikia was awarded Gold Medal for getting first class first position in English (Major) in B. A. Final Examination- 2012 under the Gauhati University.

37. Activities of the Guidance and Counseling unit

The Guidance and Counseling Cell of the college has been working continuously for the betterment of the students through out the year. Following are some of the activities performed by the cell during the session-

Date	Type of Activity
15 th November, 2011	Workshop on Career Opportunities in Call Centers.
20 th -25 th November, 2011	Workshop on Training on Tourist Guide. Mr. H. R. Das, Tourist Officer, Tezpur was the Resource Person
14 th -16 th February, 2012	Workshop on Personal Interview and Group Discussion. Mr. Raju Pokhrel from Kaliabor College was the Resource Person
7 th -18 th May, 2012	Workshop on Personality Development, Group Discussion and Personal Interview. The training was conducted by Perfect Trainer Group, Guwahati
18 th -19 th May, 2012	Workshop on Management as Career was organized jointly by Career Guidance Cell, Faculty of Commerce and Dept. of Business administration, Tezpur College.

38. Placement services provided to students

- NIL

39. Development programmes for non-teaching staff

- Mr. Lolit Chandra Katak, LDA has attended a Short Term Programme for non-teaching staff organized by Academic Staff College, Gauhati University.

40. Good practices of the institution

The college is following many good practices over the years. A few of them have been cited below.

- The college has been running Girls' NCC wing for the last five years.
- The Boys' NCC wing is also been proposed and hopefully it will come up during next six month.
- The students are also allowed to democratically elect the students' union of the college through the process of secret ballot as per directives from the Supreme Court of India.
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41. Linkages developed with National/ International, academic/research bodies

- NIL

42. Action Taken Report on the AQAR of the previous year

As per recommendations made in the previous year's AQAR, the following actions are being taken-

- As per decision taken to two national seminars were organized by the college with the help of assistance from the UGC.

- The career and guidance Cell has been made stronger which can be seen in the increased activities of the cell during the session. The cell was asked to organized career counseling meets frequently so that students may be up dated.
- Departments asked submit their requisitions in the office of the principal and most of the demands were fulfilled.
- As a part of the comuterisation drive, all the departments of the college were provided computers.
- The IQAC, as a step to motivate and encourage young teachers of the college and from the nearby colleges, had organized a workshop on research methodology in the college campus.

43. *Any other relevant information the institution wishes to add.*

- Nil

Section C: Outcomes achieved by the end of the year

1. Infrastructural Development

2. Academic Programme

3. Students Welfare Programme

Section D: Plans of the HEI for the next year Plan

(Dr. Basanta Kalita)
Co-ordinator
IQAC, Tezpur College

(Dr. C. S. Nath)
Principal
Tezpur College, Tezpur

GLIMPSES OF THE PROCESS OF DEVELOPMENT

APPROACH ROAD



PRINCIPAL'S CHAMBER



ELECTRICITY BACK UP FACILITY



VEHICLE SHED FOR TEACHERS AND EMPLOYEES



TWO WHEELER SHED



FOUR WHEELER SHED

NEW CLASSROOMS FOR COMMERCE DEPARTMENT



NEWLY BUILT COLLEGE CANTEEN

