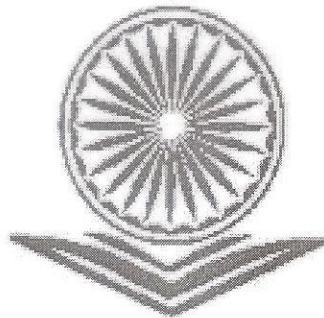


ANNUAL QUALITY ASSURANCE REPORT

2012-13

TEZPUR COLLEGE, TEZPUR



ज्ञान-विज्ञान विमुक्तये

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1.



NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgement or categorization on institutional quality is intended.

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website.

When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.

This survey does not allow you to have access to the filled-up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC.

In case you wish to retain printouts of the filled-up questionnaire, please take a printout of each completed page before proceeding further.

NAAC Institutional Quality Sustenance and Development Survey

Exit this survey

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1. Kindly provide the details of the institution

Name of Institution:

Year of Establishment of the Institution:

Address Line 1:

Address Line 2:

City/Town:

State:

Postal Code:

Email Address:

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:

Current Grade:

CGPA:

3. Institutional Status

4. Contact Person Details

Name of Head of Institution:

Contact Phone:

Email:

Website URL:

Name of IQAC Co-ordinator

Email:

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3.

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	<input type="text" value="4"/>
Post Graduate (MA/M.Sc./M.Com etc.)	<input type="text" value="1"/>
Research Programmes (M.Phil/P.hD)	<input type="text" value="0"/>
Certificate Programmes	<input type="text" value="1"/>
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	<input type="text" value="0"/>
Other value added programmes	<input type="text" value="0"/>
Any other programme offered (Specify)	<input type="text" value="1"/>

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	<input type="text" value="0"/>
New programmes designed	<input type="text" value="0"/>
Programmes under revision	<input type="text" value="0"/>
Interdepartmental collaborative programmes	<input type="text" value="0"/>
Inter institutional collaborative programmes	<input type="text" value="0"/>
Number of review committee recommendations implemented (Total)	<input type="text" value="0"/>
Number of NAAC peer team recommendations implemented	<input type="text" value="0"/>

Number of UGC/any other expert committee recommendations implemented

Number of review committee recommendation under implementation

Number of NAAC peer team recommendations under implementation

Number of UGC/ any other expert committee recommendations under implementation

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes

Total faculty on rolls

Faculty added during the year

Faculty positions vacant

Faculty left during the year

Total number of visiting faculty

Total number of guest faculty

8. Qualification of Faculty

PhD and Above

MPhil

Masters

Any other (Specify)

9. Faculty qualification improvement

PhD awarded to existing faculty

MPhil awarded to existing faculty

Any other degree
awarded to existing
faculty

1

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff
(total sanctioned)

9

Administrative staff
(Actual strength)

11

Added during the year of
reporting

0

Left during the year

1

Number of posts vacant

2

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff
(Total sanctioned
strength)

0

Technical Support Staff
(Actual strength)

0

Added during the year

0

Left during the year

0

Number of posts vacant

0

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NAAC Institutional Quality Sustenance and Development Survey

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SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

	DD	MM	YYYY
Year of establishment of IQAC	<input type="text" value="01"/>	<input type="text" value="04"/>	<input type="text" value="2004"/>

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	<input type="text" value="12"/>
Number of Alumni in IQAC	<input type="text" value="1"/>
Number of Students in IQAC	<input type="text" value="1"/>
Number of Faculty in IQAC	<input type="text" value="6"/>
Number of Administrative Staff in IQAC	<input type="text" value="1"/>
Number of Technical Staff in IQAC	<input type="text" value="0"/>
Number of Management Representatives	<input type="text" value="1"/>

Number of External experts in IQAC

Number of any other stakeholder and community representatives

14. IQAC Meetings

Number of IQAC meetings held during the year

15. Whether Calendar of activities of IQAC formulated for the academic year

No

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed

Number of value added programmes proposed

Number of skill oriented programmes proposed

Number of faculty competency and development programmes proposed

Number of other staff development programmes proposed

Number of student mentoring programmes proposed

Number of co-curricular activities proposed

Number of inter departmental cooperative schemes proposed

Number of community extension programmes proposed

Any other programmes proposed (Specify)

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented

Number of value added programmes implemented

Number of skill oriented programmes implemented

Number of faculty competency and development programmes implemented

Number of other staff development programmes implemented

Number of student mentoring programmes implemented

Number of co-curricular activities implemented

Number of inter departmental cooperative programs implemented

Number of

community extension
programmes
implemented

Any other
programmes
suggested that are
implemented
(Specify)

18. IQAC Seminars and Conferences (Enter a number; 0 for nil).

Number of seminars/
conferences/
workshops organized
by IQAC within the
institution

Number of participants
from the institution

Number of participants
from outside

Number of external
experts invited

Number of external
conferences/seminars/
workshops on
institutional quality
attended

Number of events
conducted with IQACs
of other institutions as
collobrative programes

19. Did IQAC receive any funding from UGC during the year ?

Yes

No

**20. If the response to Qn. 18 is Yes, please provide the amount received from UGC -
(Input 0 - if NA/NIL-) Any other source including internal financial support from the
management (Specify amount)**

Amount Received
from UGC

Amount Received

from any other
source including the
college management

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

IQAC has published one book named "Trail Blazers" on the contributions of Late Dr. Bhupen Hazarika and Dr. Mamoni Roisom Goswami in the

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NAAC Institutional Quality Sustenance and Development Survey

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SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring/revision/syllabus development	1
Number of programmes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	198
Average percentage of attendance of students	79.63
Percentage of classes engaged by guest faculty and temporary teachers	23%
Number of self financed programmes offered	4
Number of aided programmes offered	0
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place ?

Yes ▾

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken

150

25. Is feedback for improvement provided to the faculty?

Yes

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year

0

Number of minor research projects undertaken during the year

1

Number of major ongoing projects

0

Number of minor ongoing projects

3

Number of major projects completed

0

Number of minor projects completed

0

Number of major project proposals submitted for external funding

0

Number of minor project proposals submitted for external funding

1

Number of research publications in peer reviewed journals

0

Number of research publications in international peer reviewed journals

0

Number of research publications in national peer reviewed journals

3

Number of research

0

papers accepted for
publication in international
peer reviewed journals

Number of research
papers accepted for
publication in national
peer reviewed journals

0

Average of impact factor of
publications reported

0

Number of books
published

0

Number of edited books
published

0

Number of books (single
authored) published

0

Number of books
(coauthored) published

0

Numbers of conferences
attended by faculty

5

Number of international
conferences attended

0

Number of national
conferences attended

3

Number of papers
presented in conferences

12

Number of papers
presented in international
conferences

0

Number of papers
presented in national
conferences

12

Number of conferences
organized by the
institution

1

Number of faculty acted
as experts resource
persons

0

Number of faculty acted
as experts resource
persons - international

0

Number of faculty acted
as experts resource
persons- national

0

Number of collaborations with international institutions

Number of collaborations with national institutions

Number of linkages created during the year

Total budget for research for current year as a percentage of total institution budget

Amount of external research funding received in the year

Number of patents received in the year

Number of patents applied for in the year

Number of research awards/ recognitions received by faculty and research fellows of the institute in the year

Number of PhDs awarded during the year

Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities

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NAAC Institutional Quality Sustenance and Development Survey

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SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)

Actual enrollment during the year

Student dropout percentage during the year

Success percentage in the final examination across the courses

Number of academic distinctions in the final examination and percentage

Number of students who got admitted to institutions of national importance

Number of students admitted to institutions abroad

Number of students qualified in UGC NET/ SET

Number of students

qualified GATE/ CAT/
other examination
(Specify)

0

28. Does student support mechanism exist for coaching for competitive examinations?

Yes ▾

29. Student participation, if response is yes to Qn. 27

Number of students
participated

20

30. Does student counselling and guidance service exist ?

Yes ▾

31. Student participation, if answer to Qn. 29 is yes

Number of students
participated

500

32. Career Guidance

Number of career
guidance
programmes
organized

4

Percentage of
students participated
in career guidance
programmes

20

33. Is there provision for campus placement?

No ▾

34. If yes to Qn. 32

Number of students
participated in
campus selection
programmes

Number of students selected for placement during the year

35. Does gender sensitization program exist ?

36. If Answer is Yes to Qn 34

Number of programmes organized

37. Student activities

Number of students participated in external cultural events

Number of prizes won by students in external cultural events

Number of cultural events conducted by the institute for the students

Number of students participated in international sports and games events

Number of students participated in national level sports and games events

Number of students participated in state level sports and games events

Number of students participated in university level sports

and games events

Number of prizes won by students in international sports and games events

Number of prizes won by students in national level sports and games events

Number of prizes won by students in state level sports and games events

Number of prizes won by students in university level sports and games events

Number of sports and games events conducted by the institute for the students

38. Composition of students

Percentage of Scheduled Caste

Percentage of Scheduled Tribe

Percentage of other backward communities

Percentage of women students

Percentage of physically challenged

Percentage of rural students

Percentage of urban students

39. Scholarships and Financial Support

Number of students

availing financial support from the institution

Amount disbursed as financial support from the institution

Number of students awarded scholarship from the institution

Number of students received notable national/international achievements/recognition

40. Student initiatives

Number of community upliftment programmes initiated by students

Number of literary programmes initiated by students

Number of social action initiatives based on science / environment initiated by students

Number of student research initiatives

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NAAC Institutional Quality Sustenance and Development Survey

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SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall developmental activities is created ?

Yes

No

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored ?

Yes

No

43. Whether benchmarking is created for institutional quality management efforts ?

Yes

No

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

45. Is a Management Information System (MIS) in place ?

Yes

No

46. If answer to question 44 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance

2. Student admission

3. Student records

4. Evaluation and examination procedures

5. Research administration

6. Others

(enter the respective details corresponding to the serial numbers)

computerized.	▲
3. Students records regarding examinations (form fillup etc) are documented electronically.	▼

47. Existence of learning resource management

Yes

No

e-database in library

ICT and smartclass
room

e-learning sources
(e-Books, e-Journals)

Production of
teaching modules

Interactive learning
facilities

48. Internal resource mobilization : Kindly provide the amount contributed

Research

Consultancy and
training

Student contribution

Alumni contribution

Wellwishers

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for
infrastructure
development

Amount spent for

student welfare

Amount spent for
staff welfare

57700

50. Is delegation of authority practiced

Yes

No

51. Does grievance redressal cell exist ?

Yes

No

Faculty

Students

Staff

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances
received

0

Number of grievances
resolved

0

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances
received

0

Number of grievances
resolved

0

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances
received

0

Number of grievances
resolved

0

55. Has the institution conducted any SWOT analysis during the year

Yes

No

56. The SWOT analysis was done by internal or by external agency

Internal

External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)



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