

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2014-15

I. Details of the Institution

1.1 Name of the Institution

TEZPUR COLLEGE

1.2 Address Line 1

NEAR CENTRAL JAIL

Address Line 2

KALIBARI

City/Town

TEZPUR

State

ASSAM

Pin Code

784001

Institution e-mail address

tezpurcollegetezpur@gmail.com

Contact Nos.

03712-220535

Name of the Head of the Institution:

DR. JYOTI KAMAL HAZARIKA

Tel. No. with STD Code:

03712-220535

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+		2004	2009
2	2 nd Cycle	B	2.31	2010	2015
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR _____2009-10 submitted to NAAC on 15/09/2010
- ii. AQAR _____2010-11 submitted to NAAC on 15/08/2011
- iii. AQAR _____2011-12 submitted to NAAC on 29/09/2012
- iv. AQAR _____2012-13 submitted to NAAC on 23/09/2013
- v. AQAR _____2013-14 submitted to NAAC on 29/10/2014

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

VOCATIONAL, MUSIC

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

GAUHATI UNIVERSITY

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	1

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. IQAC had published an alumni directory of the college.
Published a book edited by then Principal of Tezpur College Dr. C.S. Nath title "Women Writers of Assam, Vol-II)
3. Published a book authored by Dr.C.S. Nath with title "Tijibisha" a collection of short stories.
4. A workshop on preparation for NAAC Peer team visit on 12th December 2014.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To organise one National Seminar.	1. Waiting for the sanctioning of Seminar Proposal by UGC.
2. To organise extension activities on the theme Micro finance, sanitation, Adhar Card etc.	2. Inter disciplinary classes have been started.
3. Introduction of Inter	3. Few health camps and blood donation

departmental/ Inter disciplinary classes. 4. Health Check up events. 5. Plantation inside the college premises.	camps have been organised. 4. Plantation programmes inside the college campus are organised.
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The report was presented before the IQAC for detail discussion. After going through the detail report, the committee had suggested few changes to be made which were duly incorporated in the final report. The report was approved by the committee subject to the changes made by it.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	4		3	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				1
Others				
Total	4		3	1
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
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Semester	✓
Trimester	
Annual	

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

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

Being an affiliated college it follows syllabus prepared by Gauhati University.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	22	11		1

2.2 No. of permanent faculty with Ph.D.

8

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	1								1

2.4 No. of Guest and Visiting faculty and Temporary faculty

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	28	2
Presented papers	5	17	1
Resource Persons		4	2

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

- | |
|---|
| <ol style="list-style-type: none"> 1. Outdoor classes 2. Students are asked to participate in Group Discussions on topics from their syllabus |
|---|

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

183

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

As per Gauhati University guidelines.

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

		2
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2.10 Average percentage of attendance of students

83

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	250		20			
B Com	121	05	07			
BBA	09	05	09			

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

IQAC monitors the teaching learning quality through students' feedback collected annually. It holds informal discussions with faculty members on the issues of maintaining quality in teaching learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	

Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

The faculty members are encouraged to take Ph.D. works and research projects. Faculty members are also encouraged to apply for Ph.D. supervisorship from different universities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs			1.70 lakhs	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	3	2
Non-Peer Review Journals		9	1
e-Journals	1		
Conference proceedings		5	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1½	UGC	1.70 lakhs	1.30 lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			1.70 lakhs	1.30 lakhs

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies		1			

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

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
2				2		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Extension activities by NSS

- Plantation and cleanliness drive at Dolabari on 20/12/ 2014.
- Donated dustbins to Tezpur College in connection with the Golden Jubilee Celebration of the college on 20/12/2014.
- Adopted Bam Parbatia Village under Parbatia Gaon Panchayat, Rudrapad.

Extension activities by NCC

- A 7 days Yoga Capsule was organised on occasion of International Yoga Day on 21st June 2015 at Tezpur College.
- General Health Awareness camp on Encephalitis and Seasonal Epidemic Diseases was organised on 5th June 2015.

Other Extension activities

- Awareness campaign on Solid waste Management in Tezpur Municipality Area by the Department of Geography, Tezpur College.
- Awareness programme on Disaster Management and forest degradation by Department of Geography in collaboration with Regional Pollution Control Board, Tezpur.
- The College participated actively in Swacch Bharat Abhijan run by the Govt. of India time to time.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.6 acre			6.6 acre
Class rooms	30			30
Laboratories	4			4
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

1. Circulation of books is done by computer.
2. Data entry with regards to books and journals is computerised.
3. Automation of Library through SOUL-2 software.
4. Day to day administration of the library is done by the librarian.
5. The library committee monitors and takes decisions on important issues.
6. Matters like purchasing of books, framing of rules, infrastructure upgradation, etc have to be passed by the library committee before implementation.
7. Construction works are done and monitored by the office of the Principal.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15132	1681880	380	142537	15512	1824417
Reference Books	17215	2824710	3743	99287	20958	2923997
e-Books	N-list books					
Journals	520	26103	50	3670	570	29773
e-Journals	N-list journals					
Digital Database	SOUL-19742				19742	
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	58	3	22	4	6	9	13	30
Added	1							1
Total	59	3	22	4	6	9	13	31

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

1. wifi facility is available in college library.
2. Free computer training for faculty members of the college.
3. Students are given subsidised computer training of basic computer knowledge.
4. Non- teaching staffs are encouraged to learn the basic computer training free of cost.

4.6 Amount spent on maintenance in lakhs :

i) ICT	198949
ii) Campus Infrastructure and facilities	343694
iii) Equipments	378699
iv) Others	
Total :	921342

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC informs the students regarding the various students' support services available in the college in form of anti-ragging cell, students' grievance redressal cell, career counselling cell, computer training facility, remedial classes, etc.

5.2 Efforts made by the institution for tracking the progression

The students' support services are monitored by the Office of the Principal.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2383			

(b) No. of students outside the state

54

(c) No. of international students

Men	No	%	Women	No	%
	1357	57		1026	43

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
797	178	234	1152		2363	790	193	263	1230		2383

Demand ratio

Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	435	116640/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Tezpur College Students' Union room is renovated with new furniture and white wash.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- To introduce need-based courses
- Continuous self and external quality evaluation
- Impart value based education and encourage work culture
- To serve the local community

Mission

- To make teaching and learning learner centric
- To achieve continuous improvement in teaching and learning
- To encourage all the stakeholders to participate in teaching learning and overall development of the college
- To start collaboration with other higher learning institutions

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

Tezpur College follows the curriculum developed by Gauhati University for its affiliated colleges.

6.3.2 Teaching and Learning

- Classes were organised outside the classroom under natural environment.
- Use of ICT in classes.
- Students-teachers interactive sessions are organised and guest teacher/experts are invited.
- Inter departmental and inter disciplinary classes are held in the different departments for the benefits of the major students.

6.3.3 Examination and Evaluation

College follows the Gauhati University schedule for the Term End Semester examinations. Besides, the college holds sessional examinations along with the presentation made by students. The scripts of the end semester examinations are evaluated by the Gauhati University in the various micro zones set up by it through spot evaluation process. The scripts of the sessional examinations and internal assessment are evaluated internally by the college.

6.3.4 Research and Development

The college has one Research Promotion Cell which encourages the young teachers and students to take up research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- A computer lab was set up in the library building as a part of digitalisation of the college library.
- A Students' Resting Shade was constructed by the Tezpur College Teachers' Unit.
- The new administrative building was inaugurated built under the financial assistance from the state govt.
- New Girls' Common room and Teachers' Common Room were inaugurated.
- One Digital Classroom in the administrative building was built.
- The third block of the existing Girls' Hostel is under construction.

6.3.6 Human Resource Management

- Teachers are encouraged to take part in seminars and workshops in their respective fields.
- Faculty members are encouraged to join the Orientation programme, Refresher courses and short term courses as and when necessary.
- Non-teaching staffs are also allowed to join the training courses to sharpen their efficiencies.

6.3.7 Faculty and Staff recruitment

Faculty and other staff are recruited as and when necessary and after due permission and approval from the Director of Higher Education, Assam.

6.3.8 Industry Interaction / Collaboration

The college has made no interaction/collaboration with the industry for the year 2013-14

6.3.9 Admission of Students

Admission procedures are truly open and on merit basis. List of students who have submitted forms is published and admission is given as per merit list. Reservations to SC/ST, OBC, MOBC, Sports quota, cultural quota, etc are given as per govt. norms.

6.4 Welfare schemes for

Teaching	02 (TCEBS & WATE)
Non teaching	02 (TCEBS & WATE)
Students	Student' Aid fund for poor students.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

The alumni association of the college has donated the bust of Late Chandra Mohan Medhi, the former principal of the college. The bust was inaugurated on 05/08/2015 and is placed in front of the administrative building with full respect and honour.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

- Use of plastic items are banned inside the college campus.
 - Plantation programmes are taken to increase the greenery of the college premises.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Introduction of Digital Classroom in the college.
- Construction of new classroom with financial assistance from RUSA.
- Dismantling of the old academic building to increase the open space area.
- Upgradation of canteen facility.
- Construction of new building for girls' hostel.
- Library to be renovated.
- Department of Geography is to publish one peer reviewed Research Journal with ISSN.
- Arrangement of personality and soft skill development workshops on regular basis.
- Organising seminar and workshop among the students.

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

- Digital classroom has been completed and already functional.
- Construction of one new classroom is completed (Golden Jubilee Hall) and another is in the verge of completion.
- The old academic building situated in the middle of the forecourt of the college is demolished.
- Renovation and expansion of the canteen are completed.
- The new building for girls' hostel is under construction.
- Fitting of floor tiles in the library is completed.

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

Annexure I: Inter-departmental Classes by various departments.

Annexure II: Classes with ICT facility

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

7.4 Contribution to environmental awareness / protection

Environment awareness drives are taken to raise the awareness level among the students. Many saplings are planted inside the campus to increase the greenery. Plantation works are also taken in the new campus at Dolabari and in other places in Tezpur town.

7.5 Whether environmental audit was conducted? Yes No

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

- Department of Economics has awarded Ms. Prayashi Gautom with Rs.5000/- for achieving 8 CGPA in the B. A. Final Examinations with major in Economics.
- Publication of Brahmaputra Review, an annual national level research journal on arts and humanities published by Tezpur College Teachers' Unit.
- A student Sri Sekhar Goswami from Geography (major course) was given financial assistance to participate in two cultural exchange programmes held at Darjeeling and Mumbai.
- The NSS unit was awarded Certificate of Appreciation by the Blood Bank of Kanaklata Civil Hospital, Tezpur for conducting regular voluntary blood donation camps in the college.

8. Plans of institution for next year

- To demolish the academic building presently housing the two departments (Philosophy and Bengali) in order to build the new academic building.
- To provide more ICT to the departments to be used in teaching and learning.

Name *Dr. Basanta Kalita*

Name *Dr. Jyoti Kamal Hazarika*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I

Best Practice I: Inter- Departmental classes by the various departments.

Context: As we move forward in terms of rapid expansion of higher education and scientific knowledge, the necessity for inter-disciplinary knowledge among students is rapidly increasing. It is highly desired that students must have some amount of inter-disciplinary knowledge in his initial years of higher education so that he/she can encounter the potential problem he/she will face in future. Even the bodies that control and regulate higher education in India are encouraging the students and teachers engaged in higher education to acquire interdisciplinary knowledge.

Practice: The IQAC, in order to increase the awareness about interdisciplinary knowledge, has requested the various departments to arrange classes on topics to be taken by teachers from other departments.

Evidence of Success: It has been generally observed that the students are highly attracted to this type of class as they are able to taste a new and unknown thing. Students have requested to arrange more such classes for them.

Problems Encountered and Resource Required: Though there is no big problem in arranging such classes but a slight problem is encountered regarding topic selection and finding a right person who can deliver a successful lecture on the theme. The resource required for this purpose can easily be managed by the departments.

Contact Detail

Name of Principal:	Dr. Jyoti Kamal Hazarika
Name of institution:	Tezpur College
City:	Tezpur
Pin Code:	784001
Accredited Status:	2 nd Cycle
Phone:	03712-220535
Fax:	03712-220535
Website:	tezpurcollege.com
e-mail:	iqactezpurcollege@gmail.com
Mobile:	9435737738

Annexure II

Best Practice II: Classes with ICT Facility

Context: Teaching –learning through ICT is the call of the day now. It makes the class not only attractive and interesting but also helps to understand things quickly and easily. ICT can make a virtual world situation related to the topic and thereby helps students to feel as if they are in that situation live. It is like watching a movie or listening to music when people forget everything and enter in to a world of imagination.

Practice: The major students of the Geography Department are being given the facility to use the ICT. The Department of English has also taken few classes using ICT in the conference hall for their major students.

Evidence of Success: The efforts are highly successful as many complex phenomena can be easily explained with such tools in the simplest of manner and language. The teachers and students attending such classes are found to be highly satisfied.

Problems Encountered and Resource Required: Major problem faced in this case is that such facilities cannot be provided to all the departments by the college authority due to the shortage of funds.

Contact Detail

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Name of institution:	Tezpur College
City:	Tezpur
Pin Code:	784001
Accredited Status:	2 nd Cycle
Phone:	03712-220535
Fax:	03712-220535
Website:	tezpurcollege.com
e-mail:	iqactepurcollege@gmail.com
Mobile:	9435737738

Annexure III**ACADEMIC CALENDAR- 2014-15**

Month	Admission Schedule	Classes/ Working days	Examination Schedule	Holidays	Festivals/ activities to be performed
July'14		1-5, 7-12, 14-19, 1-26, 28-31 Working days-25		1-31 summer Vacation 6- Sunday 13- Sunday 20- Sunday 27- Sunday 29-30- Id-UI-Fite	
Aug' 14	Computer courses Enrolment of NSS Volunteers, Fine Arts & Music- Vocal Commencement of First, Third and Fifth Semester classes from 1 st August, 2014	1,2,4-9, 11-14, 16, 19- 23,5,26,28,29,30 Working days-23		3- Sunday 10- Sunday 15- Independence Day 17- Sunday 18- Janmastami 24- Sunday 27- Tithi of Srimnata Sankar Dev 31- Sunday	5- College Foundation Day and C.M. Medhi Memorial Debate Competition. Inaugural Function of Golden Jubilee year 15- Independence Day
Sept' 14	Computer Courses	1-6, 8-12, 15-20, 22-27, 29-30 Working days-25	Sessional Examination to the competed before Puja Holidays	7- Sunday 13- Tithi of Madhab Dev 14- Sunday 21- Sunday 28- Sunday	19- TCSU Election 20- TCSU Election Counting 29- Fateha
Oct'14		8-11, 13-18, 20- 22, 25, 27-31 Working days- 19		1-7- Durga Pja, Birthday of Mahatma Gandhi, Bijoya Dashmai, Janmotsva Shankar Dev, Id-ul- Zuha & Lakshmi Puja 12- Sunday 19- Sunday 23-24- Kali Puja, Diwali 26- Sunday	Educational Field Trip be arranged in the first half of October. Publication of College magazine to the made before to the Puja Holiday

ACADEMIC CALENDAR- 2014-15

Month	Admission Schedule	Classes/ Working days	Examination Schedule	Holidays	Festivals/ activities to be performed
Nov'14		1, 3-5, 7-8, 10-15, 17-22, 24-29 Working days- 24		2- Sunday 6- Guru Nanak's Birthday 9- Sunday 16- Sunday	
Dec' 14	B.A./ B.Com./ B.B.A. Second, Fourth, Sixth Semester Admission	1-6, 8-13, 15-20, 22-24, 26-27, 29-31 Working days- 26	Semester First, Third and Fifth Examinations to be completed by 15 th December. Theory Examination of Fine Art and Music Vocal	7- Sunday 14- Sunday 21- Sunday 25- Christmas 28- Sunday	
Jan' 15		1-3, 5-10, 12-13, 16-17, 19-24, 27-31 Working days- 25		1-10- Winter Vacation/ Evaluation cum semester break 4- Sunday 11- Sunday 14-15- Magh Bihu Silpi Divas 18- Sunday 25- Sunday 26- Republic Day	Commencement of Second, Fourth and Sixth semester classes from 12 th Jan. 25- Saraswati Puja 26- Republic Day 27-30- College Week
Feb'15		2-7, 9-14, 16, 18- 21, 23-28 Working days- 23	HS-II Year Examination	1- Sunday 8- Sunday 15- Sunday 17- Shivratri 22- Sunday	Sessional Examination for Second, Fourth and Sixth Semester to the completed by 1 st week of April

ACADEMIC CALENDAR- 2014-15

Month	Admission Schedule	Classes/ Working days	Examination Schedule	Holidays	Festivals/ activities to be performed
March'15		2-4, 7, 9-14, 16-21, 23-28, 30-31 Working days- 24	HS 1 st Year Examination	1- Sunday 5-6- Dol Yatra 8- Sunday 15- Sunday	
April' 15		1-2, 6-11, 13, 17-18, 20-25, 27-30 Working days- 22	Sessional Examination for Second, Fourth and Sixth Semester to the completed by 1 st week of April	7- Good Friday 5- Sunday 12- Sunday 14-16- Bohag Bihu 19- Sunday 26- Sunday	
May' 15		2, 4-9, 11-16, 18-23, 25-30 Working days- 25	End Semester Examinations	1- May Day 2- Sunday 10- Sunday 17- Sunday 24- Sunday 31- Sunday	
June'15	Admission procedure of HS 1 st Year and TDC 1 st Semester	1-6, 8-13,15, 16-20, 22-27, 29-30 Working days- 26	End Semester Examination	7- Sunday 14- Sunday 21- Sunday 28- Sunday	End Semester Examinations for semester Second, fourth and sixth be completed by 15 th June followed by 15 th days evaluation period

Annexure IV

Analysis of the feedback

The feedbacks from the students about the academic matters are collected annually by the Internal Quality Assurance Cell of the college. The information is collected from the major students only through the various departments. IQAC collects information on different matters like performance of the teacher on various counts like punctuality, domain knowledge, availability in the institution, capacity to explain, etc. on a 10 point scale. After the data is collected, the IQAC goes through the data carefully and if required action is taken through the office of the Principal, Tezpur College.