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)* | 2016-17 |

1. 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: 9435082049

Name of the IQAC Co-ordinator: DR. BASANTA KALITA

Mobile: 9435737738

IQAC e-mail address: iqactezpurcollege@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   ASCOTC01965-Tezpur College, Tezpur, Assam.doc

OR

1.4 **NAAC Executive Committee No. & Date:**   EC/54/RAR/039 dated 08/01/2011
*(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: www.tezpurcollege.com

Web-link of the AQAR: www.tezpurcollege.com/Aqar.ph

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	1st Cycle	C+		2004	2009
2	2nd Cycle	B	2.31	2010	2015
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   01/04/2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted 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
  vi.   AQAR_____2014-15 submitted to NAAC on 05/12/2016
 vii.   AQAR_____2015-16 submitted to NAAC on 09/12/2016

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

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other *(Specify)*

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   6

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

   community representatives   1

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   1

2.9 Total No. of members   12

2.10 No. of IQAC meetings held   3

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [01]

Non-Teaching Staff Students [01] 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

| Organised an Academic Audit of the college on 09/03/2017 by a team of experts from Gauhati University |

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 provide a systematic exposure of the students towards career opportunities through counselling. 2. To take measures to improve the teaching learning environment. 3. To provide more facilities to the students in terms of health and hygiene. 4. To encourage the academic departments to involve the parents and alumni in the overall teaching learning of the college. 5. To organise activities that will help to bring out the talents of the students in different fields 6. More efforts will be put to increase the extension activities..	1. Career counselling cell is strengthened by appointing a permanent counsellor. 2. More classes are added in the class routine as well as faculties are requested to take remedial classes whenever necessary. 3. Regular health check up of students has been taken up and a doctor is appointed on permanent basis for this. 4. Many departments have organised parents meeting. 5. Few departments have organised some activities among the students like quiz, seminar, etc. 6. One Cycle Rally was taken out by the college to spread the message of keeping a Green Environment and healthy practices on 6/04/2017. 7. Extension activities are increased in terms of village adoption and process to adopt one school is initiated.

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 Internal Quality Assurance Cell for detailed discussions. After going through the detailed 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 as suggested by it.

Part – B

Criterion – I

1. 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

Semester   √

Trimester

Annual

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

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 Univeristy.

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.   9

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

2.4 No. of Guest and Visiting faculty and Temporary faculty   8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	4	0
Presented papers	0	6	1
Resource Persons	0	0	1

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

> 1. Some departments organised quiz on course material among students.
> 2. Organising drama among the students.
> 3. Some departments hold outdoor classes.
> 4. Interactive sessions between teachers and students on issues relating to present conditions of academic, social, economic, etc.
> 5. Teachings through power point presentation/video clips on course related topics.

2.7 Total No. of actual teaching days during this academic year   231

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

Marks of the Internal assessment are shown to the students. Major students can go through the answer scripts.

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

		2

2.10 Average percentage of attendance of students

78

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	590		64	176	100	58
B Com	217		10	66	47	57
BBA						

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 formal/informal discussions with faculty members on the issues of maintaining quality in teaching learning.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
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.	
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	1			
Technical Staff	1			3

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 up research and Ph.D. works. Departmental workshops are held to develop research acumen among the students. Efforts are made to publish some selected project reports of the 5th and 6th semester students. The Co-ordinator, Research Promotion Cell is asked to take initiative to start one online research journal.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [2]   Chapters in Edited Books [3]

    ii) Without ISBN No. [2]

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					5
Sponsoring agencies					College

3.12 No. of faculty served as experts, chairpersons or resource persons [12]

3.13 No. of collaborations   International [   ]   National [1]   Any other [   ]

3.14 No. of linkages created during this year [1]

3.15 Total budget for research for current year in lakhs :

From Funding agency [   ]   From Management of University/College [   ]

Total [ ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
      who are Ph. D. Guides   [3]
     and students registered under them   [6]

3.19 No. of Ph.D. awarded by faculty from the Institution   [1]

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 [29]

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 [01]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum		College forum	1		
NCC		NSS	2	Any other	1

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

➢ Tezpur College through the IQAC had donated some articles to the orphanage "Nabaprabhat" situated in the Ketekibari area of the town. The articles included books amounting to Rs.5000/-, one book self and a 500 lt. overhead water tank. Fruits and sweets were also distributed in the meeting.

➢ An awareness Camp on Health and Nutrition wellness was organised on 25/10/2016 in collaboration with 4 Season Nutrition Wellness Centre.

➢ An Awareness Meeting on Dengue Fever and its remedies was held on 08/10/2016 with the help of district health and family welfare department.

➢ One Cycle Rally was taken out by the college to spread the message of keeping a Green Environment and healthy practices on 6/04/2017.

➢ Extension programme on flood awareness and preparedness at Tal Kalibari village.

➢ Distribution of flood relief like food, cloth and books at Tal Kalibari village.

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	2	RUSA	32
Laboratories	4			4
Seminar Halls	1			1
No. of important equipments purchased (≥ 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. Digitalization of library is going on.
> 2. Activities inside the library is under CCTV Surveillance.
> 3. Works on computerisation system of issue and return of books is going on.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15567	1628932/-	306	66153/-	15873	1695085/-
Reference Books	21129	3154362/-	315	38683/-	21444	3193045/-
e-Books	N- List		N-List			
Journals	660	34773/-	163	8005/-	823	42778/-
e-Journals	N- List		N-List			
Digital Database	SOUL 2		SOUL 2			
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	59	3	22	4	6	9	13	31
Added								
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. University Semester Examinations form fill up and University Registration form fill up are made online.
>
> 2. Wi-fi is available at Principal Chamber, Vice-Principal Chamber, office, Library and Teachers' common room.
>
> 3. Preparation and submission of monthly salary bill is fully computerized and online.
>
> 4. Process of submission of salary bill to the govt. treasury through internet as a part of e-governance is complete.
>
> 5. Report, reply, submission of information, etc. to the office of the DHE, UGC and other funding agencies is partially done through internet.

4.6 Amount spent on maintenance in lakhs :

i) ICT

2.51

ii) Campus Infrastructure and facilities

3.85

iii) Equipments

7.91

iv) Others

36.0

Total :

5027

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 the form of anti-ragging cell, students' grievance redressel cell, career counselling cell, computer training facility, remedial classes, etc. IQAC has been specially involved in the career counselling of the students.

5.2 Efforts made by the institution for tracking the progression

The students' support services are monitored by the Committee for Internal Quality Assurance Cell.
1. BBA dept. prepares student progress report every month and seeks feedback from the guardians.
2. Students' progress is monitored through class test, periodic test, sessional examinations, interaction with parents, etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2528			

(b) No. of students outside the state

71

(c) No. of international students

	No	%
Men	1383	55

	No	%
Women	1145	45

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
768	199	291	1300	6	2558	694	205	349	1280	5	2528

Demand ratio   Dropout %

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

> 1. Career counselling.
> 2. Personality Development Programme.
> 3. Counselling to B.Com. 5th Semester students for CS examinations.

No. of students beneficiaries   3

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

	On campus		*Off Campus*
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 [1]   National level [6]   International level [1]

No. of students participated in cultural events

State/ University level [20]   National level [   ]   International level [   ]

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

Sports : State/ University level [1]   National level [3]   International level [1]

Cultural: State/ University level [4]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	259	1657380/-
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 [2]

5.13 Major grievances of students (if any) redressed:

1. New canteen building is under construction which will provide a better and larger canteen facility
2. A letter box is being installed in the college campus by the Department of Post, Govt. Of India.
3. Construction of the new library reading room for the students is going on. It will solve the long pending demand for a larger reading space for students. .
4. The Office of the Students' Union of TCSU is renovated.
5. A new professional Career Counsellor has been appointed for the benefit of the students.

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

- ➢ Besides regular classes various departments also organise seminars, quiz, etc. to enhance the teaching-learning process in the college.
- ➢ Parent-teacher interactive sessions are organised and guest teacher/experts are invited.
- ➢ Inter departmental and inter disciplinary classes are held in the different department for the benefit of the major students.
- ➢ Field trips and excursion are organised as a part of teaching-learning process.

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 presentation made by students. The scripts of the end semester examinations are evaluated by 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. Home assignments and regular class tests are also held

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. The cell has also taken steps to publish a book comprising the project reports of the 5th semester students.

- Nine no. of faculty members are pursuing Ph. D. at present.
- Two teachers have been awarded Ph. D. degree in this year.
- Dr. Basanta Kalita from Economics department is appointed as Ph. D. supervisor by Gauhati University.
- Department of Geography has been involved in many research activities regarding Tezpur town in the fields of solid waste management, transport modelling, water shade area management, urban land use modelling and tourism development.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Completed the construction of a new classroom building with financial assistance from RUSA.
- More books are purchased in the college library as well as in departmental libraries.
- Foundation is being laid of the new RCC building to be constructed with the financial assistance from RUSA.
- The construction of new Cycle stand cum canteen building is going on.
- Construction of few classrooms adjoining the Buniyad Building is going on.
- One new Xerox machine is purchased and being used at the Office of the Principal.
- Few LCD projectors are also provided to the departments along with voice amplifiers.
- Geography department has two GIS software.

6.3.6 Human Resource Management

- Teachers take part in seminars and workshops in their respective fields to enhance knowledge.
- Faculty members have participated in Orientation programmes, Refresher courses and short term courses in different universities.
- Non-teaching staff are sent to join the training courses to sharpen their skills.
- Faculty members are engaged in conducting academic and other activities in the college.
- Members from the teaching staff are also appointed as member/convener in different academic and administrative committees.

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

> - BA 6th Semester students from the dept. of TTM are given 01 month on the job training at various hotels, lodges, etc. at Tezpur.
> - Students of TTM dept. are enrolled in 06 months Air Ticketing Course organised by Tezpur University.
> - The BBA department is visited by the industry experts to interact with students.
> - Students from the BBA dept. are also taken to the local industries.

6.3.9 Admission of Students

Admission procedures are truly open and on merit basis. List of students who have submitted forms are 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 and WATE)
Non teaching	02 (TCEBS and WATE)
Students	Student' Aid fund for poor students.

6.5 Total corpus fund generated   1334950/-

6.6 Whether annual financial audit has been done   Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	Gauhati University		
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

> Few departments have formed their alumni association and meetings are held.

> Alumnus from the BBA dept. share information and views through the departmental blog.

> Alumnus of Geography dept. help the students in seeking job opportunities, further studies etc.

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

> Beautification of the campus is done by cleaning the campus regularly and raising flower gardens. More trees have been planted.
> Banners and hoardings are put to create environmental and health awareness among the students.
> More dustbins are put at different places in the premises to keep it clean.
> The college has entrusted a local establishment to collect the garbage from the college campus daily.

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.

> ➢ Various departments have established a good relationship with their alumni and parents which has created a sense of joint responsibility among these stakeholders.
> ➢ Departments have strengthened their departmental libraries to help the students.
> ➢ Innovative and new mode of teachings through audio-video facilities is introduced. Many class rooms are equipped with overhead LCD projectors along with voice amplifier. This will help to enhance students' interest towards class room teachings.
> ➢ The college has introduced NCC for Boys' that will bring sense belongingness to the college among the students.
> ➢ The class routine for the new session is given to the students at the time of admission so that regular classes can be held immediately once the college opens for the session.

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

> ➢ Sri Mandeep Das is appointed as the Career Counsellor of the college so that a continuous and systematic counselling system can be established in the institution.
> ➢ Dr. Achyut Hazarika is appointed as the Medical Officer to look after the health issue of the students. Regular health check up camp is organised for the students in the campus.
> ➢ The institution has engaged itself with extension activities by adopting a village in the outskirts of the city. It has undertaken many activities in the adopted village through the NSS wing.
> ➢ Study tour, excursion and field study are held as per academic syllabus requirements.
> ➢ The college has been trying to adopt one school as per directives from the NAAC. In this regard it is discussing the issue with the Tezpur Chariali Girls' High School situated in the outskirt of the city.
> ➢ Inter-departmental classes are also held by various departments as a part of the effort to provide some inter-disciplinary knowledge to the students.

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

1. Felicitation of meritorious students.

2. C. M. Medhi Memorial Lecture and Debate Competition

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

7.4 Contribution to environmental awareness / protection

> ➢ The college campus is declared as No Tobacco Zone.
> ➢ A planned and scientific process of cleaning the solid waste from the institution has been adopted.
> ➢ Use of plastic bags below the permitted level is banned inside the campus.
> ➢ World Environment Day is celebrated.
> ➢ Plantation of saplings in the college premises is taken up on regular basis every year.
> ➢ One cycle Rally was taken out to bring awareness about the use of non-polluting medium of movement and also to keep oneself physically fit.
> ➢

7.5 Whether environmental audit was conducted?   Yes [   ]   No [✓]

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

> ➢ A team of experts from Gauhati University had conducted the first ever Academic Audit of the college on 9th March, 2017. The team had awarded A grade to the college with 74 percent out of a total of 400 marks.
> ➢ The college had submitted a proposal to the Govt. of Assam for its permission to introduce Science Stream in 10+2 level which would be gradually extended up to the UG level in the next two years.
> ➢ The institution had also done a SWOT analysis by a team of faculty members in this year.
> ➢ The classrooms where major classes are held were equipped with LCD projectors.
> ➢ The Research Promotion Cell had decided to publish a book comprising the project reports of the 6th semester students.

8. Plans of institution for next year

> ➢ To increase the number of classrooms to meet the shortage.
> ➢ To extend and upgrade the infrastructure and facilities in the library. The seat capacity of the Students' reading room of the library is to be increased along with renovation.
> ➢ The college is trying to introduce science stream at the 10+2 level.
> ➢ Efforts will be put to introduce PG course at least in one of the subjects.
> ➢ To install wi-fi facility in the college campus phase wise.
> ➢ To organise at least one national/international level seminar/ workshop.
> ➢ Students' support system will be made more effective.
> ➢ To make the indoor stadium cum auditorium echoistic for a better performance.

(Name: Dr. Basanta Kalita)   (Name: Dr. Jyoti Kamal Hazarika)

_____   _____

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

_____***_____

Best Practice I: Felicitations of the Meritorious Students

Context: Nothing is more rewarding than to be felicitated for one's achievements. It becomes double if the person is a student and the performance is his/her result. Obviously, if the student's performance, hard work and sincerity is publicly recognised and rewarded then his desire to achieve more success in life automatically gets multiplied. It also encourages other students to do well which ultimately help to increase the quality of teaching-learning process.

Practice: The College is following this healthy practice of encouraging the students for a long time. The authority felicitates the college toppers in the B.A./ B.Com Final Examinations under the Gauhati University. Besides, many departments also felicitate students who have secured good marks in their final examinations. These departments include Department of Economics, Department of Geography, Department of English, Department of Bengali and Department of Commerce. Felicitations are done by giving cash, books, certificate of excellence and gamocha to meritorious students.

Evidence of Success: The result of the practice is very much visible on the ground. The number of students scoring first class in the final examinations has been increasing in recent years.

Problems Encountered and Resource Required: The problems faced while materialising the practice is very insignificant. The only problem is to motivate the students to study hard and more to make themselves eligible for the felicitation. The departments themselves mobilise the resources required for the programme and as far as the college is concerned it is spent from the college fund.

Contact Detail

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Best Practice II: C. M. Medhi Memorial Lecture and Debate Competition

Context: Education is not only knowledge imparted based on text books. Education means preparing a young mind academically, emotionally, mentally, psychologically and culturally for a better and brighter future. In this regard the number of co-curricular activities organised for them by the institution play an important role in shaping their future. Activities like debate competitions help to build their argumentative mind and to differentiate between right and wrong of a phenomenon. Similarly, lectures delivered by different renowned persons from different backgrounds give them the opportunity to go beyond the classroom lectures.

Practice: The C. M. Medhi Memorial lecture and debate competition is held in the memory of former Principal of the college Late Chandra Mohan Medhi. A trust named C. M. Medhi Memorial Trust was formed in his memory. The lecture and the debate competition are held on every alternative year. The debate is organised as C. M. Medhi Biennial All Assam Inter College Debate Competition. For the lecture the college invites one famous personality from different fields every year.

Evidence of Success: The entire process of organising the two events is a great success. The events have been organised without any break from the first year. The students' participations in the debating competition have been very encouraging. Students from the college have also succeeded in winning prizes.

Problems Encountered and Resource Required: There is no major problem faced while organising these two events. The total expenditure of the events is borne by the trust and hence, there is no problem in mobilising required finance. The prize money for the debate competition are, viz., First prize Rs.5000/-, Second prize Rs.3000/- and Third Prize Rs.2000/-.

Contact Detail

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Annexure III

ACADEMIC CALENDAR 2016-17

Month	Admission Schedule	Classes/ Working days	Examination Schedule	Holidays	Festivals/activities to be observed
July, 2016		1-2, 4-5, 7-8, 11-16, 18-23, 25-30 working days-24		1-31 Summer Vacation 3- Sunday 6-7 id- ul-Fiter 10- Sunday 17- Sunday 24-Sunday	
August, 2016	Computer Courses, Enrollment of NSS Volunteers, Fine Arts & Music-Vocal	1-6, 8-13, 16-20, 23-24, 26-27, 29-31 Working days-24		7- Sunday 14- Sunday 15- independence day 21- Sunday 22- Tithi of Sri Sri Madhabdev 25- Janmastomi 28- Sunday	5- College foundation day 15- independence day 26- Dept. Fresher's 27- Fresher's Social
Sept. 2016	Computer Courses	1-2, 5-10, 13-17, 19-24, 26-30 Working day-24		3- Tithi of Sri Sri Sankardev 4- Sunday 11- Sunday 12- Id-uz-Zuha 18- Sunday 25- Sunday	3- Tithi of Sri Sri Sankardev 9-TCSU Election 10- TCSU Election Counting
Oct.2016		1, 3-6, 18-22, 24-28, 31 Working days-6	Sessional Tests to be completed before puja holiday	2- Birthday of Mahatma Gandhi Sunday 7-15- Durga Puja Lakhsmi Puja Muharram 16- Sunday 17- Kati Bihu 23- Sunday 29-30- Kali Puja, Diwali 30- Sunday	Educational Field trip to be arranged in the puja vacation Publication of College Magazine 2- Gandhi Jayanti 22- Fateha
Nov. 2016		1-5, 7-12, 15-19, 21-26, 28-30 Working days-25	End Semester Examinations	6- Sunday 13- Sunday 14- Gurunanak Birthday 20- Sunday 27- Sunday	
Dec. 2016		1, 3, 5-10, 12-17, 19-24, 26-31 Working days-26	End Semester Examinations	2- Asom Divas (Sukapha Divas) 4- Sunday 11- Sunday 18- Sunday 25- Sunday Christmas day	

Jan. 2017	Semester II, IV & VI admission	2-7, 9-13, 18-21, 23-25, 27-28, 30-31 Working days-22		1-13 Semester Break 1- Sunday 8- Sunday 14-16- Magh Bihu 17- Silpi Divas 22- Sunday 26- Republic Day 29- Sunday	26- Republic Day 27-31 College Week commencement of II,IV & VI semester classes from 18th January 2017
Feb. 2017		2-4, 6-11, 13-18, 20-23, 25-27 Working days-22	HS-II final Examination	1- Saraswati Puja 5- Sunday 12- Sunday 19- Sunday 24- Sivratri 26- Sunday	1- Saraswati Puja
March 2017		1-4, 6-11, 14-18, 20-25, 27-31 Working days-26	HS-I Examination	5- Sunday 12- Sunday 13- Dol Jatra 19- Sunday 26- Sunday	
April 2017		1, 3-8, 10-12, 17-22, 24-29 Working days-22		2-Sunday 9- Sunday 13-15 Bohag Bihu 16- Sunday 23- Sunday 30- Sunday	
May, 2017	Admission HS-II	2-6, 8-13, 15-20, 22-27, 29-31 Working days-25	End semester examinations	1- May Day 7- Sunday 14- Sunday 21- Sunday 28- Sunday Buddha Purnima	
June 2017	Admission HS-I, B.A., B.Com Semester- I, III & V	1-3, 5-10, 12-17, 19-24, 26-30 Working days-26		4- Sunday 11- Sunday 18- Sunday 25- Sunday[	

Annexure IV

Analysis of the feedback

Feedbacks from students, teachers and guardians are collected annually on various academic and non-academic matters by the Internal Quality Assurance Cell of the college. 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. Similarly, views from the guardians are also collected through questionnaire on issues regarding the availability of facilities, infrastructure, counselling, etc. The teachers are also encouaged to air their views on the affairs of the college. After the data is collected, a committee of teachers is formed to analyse the feedback and to suggest some recommendations based on the analysis. The Office of the Principal takes necessary actions as per the recommendations and suggestions forwarded by the committee.