

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated Colleges)

2017-18

Part – A

Data of the Institution

1. Name of the Institution: TEZPUR COLLEGE
- Name of the Head of the institution : DR. JYOTI KAMAL HAZARIKA
 - Designation: PRINCIPAL
 - Does the institution function from own campus: YES
 - Phone no./Alternate phone no.: 03172-220535
 - Mobile no.: 9435082049
 - Registered e-mail: tezpurcollege2018iqac@gmail.com
 - Alternate e-mail : iqactezpurcollege@gmail.com
 - Address : TEZPUR COLLEGE
 - City/Town : TEZPUR
 - State/UT : ASSAM
 - Pin Code : 784001
2. Institutional status:
- Affiliated / Constituent: AFFILIATED
 - Type of Institution: Co-education/Men/Women CO-EDUCATION
 - Location : Rural/Semi-urban/Urban: URBAN
 - Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): UGC 2f and 12 (B)
 - Name of the Affiliating University: GAUHATI UNIVERSITY
 - Name of the IQAC Co-ordinator : DR.BASANTA KALITA
 - Phone no. : 03172-220535
 - Alternate phone no.:
 - Mobile: 9435737738, 9101252248

- IQAC e-mail address: iqactezpurcollege@gmail.com
- Alternate Email address: kalitabasanta3@gmail.com

3. Website address: www.tezpurcollege.com

Web-link of the AQAR: (Previous Academic Year): www.tezpurcollege.com/Aqar.ph

4. Whether Academic Calendar prepared during the year? YES

Yes/No....., if yes, whether it is uploaded in the Institutional website: YES

Weblink: tezpurcollege.com/calendar.php

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C+		2004	03/05/2004 to 02/05/2009
2 nd	B	2.31	2010	08/01/2011 to: 07/01/2016

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

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
IQAC meeting	14/02/2017	11
IQAC Meeting	18/11/2017	07
Timely submission of AQAR		
Feedback from stakeholders		

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Tezpur College	Teacher Fellowship	UGC	2017-18	362768/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC :Attached

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website www.tezpurcollege.com

Yes/No- Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

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

- * Successfully completed the school adoption scheme.
- * Providing ICT facilities to the academic departments.
- * To introduce interdepartmental classes in the college.
- * Organising programmes under village adoption scheme.
- * Signing of MOUs with different external service providers.
- * Inter institutional faculty exchange programme with LOKD College, Dhakiajuli, LGB Girls' College, Tezpur

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

Plan of Action	Achievements/Outcomes
1. Preparing a complete data base of students having name, class, email, contact no etc.	1. The data base is fully ready.
2. Formation of two committees for the preparation of SSR	2. Two committees are formed and are working.
3. The teachers are to submit a copy of their thesis, MRP report, M.Phil dissertation etc to the library.	3. The work has been completed.
	4. Books purchasing is being done.
	5. Committees like Anti ragging committee, Sexual Harassment

4. More books (at least 5000 more) to be purchased in the library.	committee, etc are formed for the better management of students' affairs.
5. Student grievances are to be looked after.	
6. Appointment of doctor.	6. Already adopted
7. Appointment of CC	7. Already appointed
8. Adoption of Village	8. Already done.
9. Adoption of school	9. Already completed.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: IQAC Date of meeting(s): 21/12/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: NO

Date:

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2018

Date of Submission: 28/02/2018

17. Does the Institution have Management Information System? No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

Tezpur College is affiliated to Gauhati University, Guwahati and it follows the curriculum provided by Gauhati University. The College ensures timely and effective curriculum delivery through a well planned documentation process. The college prepares an Annual Academic Calendar prior to the commencement of the academic year by a committee selected for the purpose. It specifies the dates for academic and non-academic activities, examinations, holidays, etc. to ensure proper planning for the Teaching- Learning process and continuous evaluation. It is provided to the students at the time of admission and also to the various departments.

The college prepares a general class routine to enable smooth functioning of the classes. Theory and practical classes are held according to the time-table prepared prior to commencement of the academic year by the Routine Committee and provided to the Students and Teachers.

The Heads of the respective departments take responsibility of allotting the classes to each teacher based on individual expertise. All the departments hold regular meetings for the effective academic planning, implementation and review of curriculum. The Heads of every department oversee the completion of the syllabus. Some departments also prepare lesson plans.

The principal and IQAC Co-ordinator hold regular meetings with the Heads of the Departments to keep track of the progress of the syllabus and to keep abreast of the functioning of the departments. The Principal, Vice-Principal and IQAC Co-ordinator also visits the classes to monitor the classes.

To make the Teaching- Learning process more learner centric and curriculum delivery more effective reasonable use of ICT is made along with conventional classroom teaching. Teaching is supplemented with Seminars, Workshops, special Lectures, Group discussion, Tutorials, Departmental Quiz, Paper presentation by the students, Projects, Educational Tours, Field Trips etc. for effective curriculum delivery.

The college central library provides teachers and students with necessary learning resources for effective curriculum delivery. All faculty members have been provided with user ID and password for accessing NLIST site that offers E-books and E-Journals in full text form. The departments also have their own libraries with collection of subject specific books which are available for the use of both students and teachers.

Internal Examinations (class Tests, Sessional Examination) are held to get feedback of students' progress so as to take proper steps in curriculum delivery.

The institution encourages the faculty members to attend OC, RC, and STC courses, workshops, seminars, conferences etc .for acquiring necessary skills for effective delivery of curriculum. They are also encouraged to pursue research activities-M. Phil, Ph.d, MRPs.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year - NIL

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year- NIL

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.- NIL

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students		

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects /

		Internships		
Field Study (TTM 6 th Semester)		All Students		
Field Study (Geography 6 th Semester)/ 3 rd semester		All Students		
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	No	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
The feedback collected from the students, parents and teachers on different academic and non-academic aspects like Teaching-Learning, Syllabus, Time-Table, Library Facilities, Administration, Admission Procedure, etc. is analysed by a Feedback Analysis Committee appointed by the Principal. After going through the feedback received from the stakeholders the committee put forth their findings in the form of analysis and recommendation. The report is intimated to the different departments.				

CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1.1 Demand Ratio during the year					
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled		
B. A.	750	1609	750		
B. Com.	300	489	300		
B. B. A.	21	21	21		
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2485	Nil	66	Nil	Nil
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
34	24	Computer, projector, voice-amplifier	10	02	Limited among major students

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)				
No				
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio
2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	34	02	NIL	12
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year) NIL				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.		Semester	19 th May 2018	05/07/2018
B.Com.		Semester	19 th May 2018	05/07/2018
B.B.A.		Semester	29 th June 2018	25/08/2018
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
The examination system is governed by Gauhati University and Tezpur College follows the examination directives. The internal Examination of the college follows continuous Internal Evaluation in the form of Class Tests, Class room interaction, Seminar presentation, Project report preparation, orientation, Internal assessment etc. The sessional examinations are held at the end of each semester to prepare students for the end semester examinations. The papers are evaluated by the teachers and the short coming of the students are pointed out to rectify their mistakes. Before the internal assessment examinations most of the departments conduct class tests, question paper discussions etc to evaluate the outcome of teaching-learning				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				

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

All holidays as also summer and winter breaks are specified in the academic calendar as per provision by the parent university i.e. Gauhati University.

2.6 Student Performance and Learning Outcomes

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

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.B.A.	11	08	72
	B.A	558	316	56.6
	B.Com	198	125	63

2.7 Student Satisfaction Survey

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

Weblink- www.tezpurcollege.com

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research Nil

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				
Total				

3.2 Innovation Ecosystem						
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year						
NIL						
Title of Workshop/Seminar		Name of the Dept.			Date(s)	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year-						
NIL						
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category		
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year- NIL						
Incubation Centre		Name		Sponsored by		
Name of the Start-up		Nature of Start-up		Date of commencement		
3.3 Research Publications and Awards- NIL						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National			International	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center) NIL						
Name of the Department			No. of Ph. Ds Awarded			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National						
International	Economics	02		7.081		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department	No. of publication	Department	No. of publication	Department	No. of publication	
Eco	02	Assamese	02	Political Science	08	
Bengali	04	Commerce	12	English	01	
Philosophy	01	History	01	BBA	03	
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
NIL						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
NIL						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops				
Presented papers	01			
Resource Persons				

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year- NIL

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Flood Relief, Village Camp and Swachata Pakwata	NSS	Village camp was conducted during flood and flood relief was provided along with cleanliness drive	02	50

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Industry	On the Job Training	Public/ Private Enterprises	1 Month	All 6 th Semester Students (Tourism and Travel Management)
Industry	Project Work	Public/ Private Enterprises	2 Months	All 5 th Semester Students (BBA)

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Health Check up	1/4/2018	For health check up for students	Students- 71, Teachers-8
Tezpur Charali Girls H.S	1/4/2018	Academic	Students- 30, Teachers-6
Assured consultancy Service	1/8/2018	Training and CC	Students- 250, Teachers-0

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3,77,3,825/-	3,77,3,825/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	6.4 Acre	NIL
Class rooms	31	02
Laboratories	04	NIL
Seminar Halls	02	NIL
Classrooms with LCD facilities	01	06
Classrooms with Wi-Fi/ LAN	01	NIL
Seminar halls with ICT facilities	02	NIL
Video Centre	NIL	NIL
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 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS	Nature of automation (fully or	Version	Year of automation

software	partially)								
SOUL	Partially		2.0	2006-07					
4.2.1 Library Services:									
	Existing		Newly added		Total				
	No.	Value	No.	Value	No.	Value			
Text Books	15873	1695085	283	59419	16156	1754504/-			
Reference Books	21444	3193045	1026	349929	22470	3542974/-			
e-Books	N-List		NList						
Journals	823	42778	115	21270	938	64048/-			
e-Journals									
Digital Database									
CD & Video									
Library automation									
Weeding (Hard & Soft)									
Others (specify)									
4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Comput ers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	59	03	22	04	06	15	13	100	31
Added	NIL	NIL	NIL	NIL	NIL	06	NIL	100	00
Total	59	03	22	04	06	21	13	100	31
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
100 MBPS									
4.3.3 Facility for e-content- NIL									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc- NIL									
Name of the teacher	Name of the module			Platform on which module is developed			Date of launching e - content		
4.4 Maintenance of Campus Infrastructure									
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year									
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities			Assigned budget on physical facilities			Expenditure incurred on maintenance of physical facilities		
206244/-	206244/-			37,69,745/-			37,69,745/-		
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support									

facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance of Library: Tezpur College Library has a well-equipped Library named after the first Principal of the college as "Chandra Mohan Medhi Library". The Library has air-conditioned reading rooms for teachers and students separately. The complete database of the library is computerized and uses the "SOUL Software". There is a library Committee which is responsible for purchasing books as per recommendations received from the various departments of the college. The committee periodically takes stock of the functioning of the Library.

Maintenance of Laboratory infrastructure and facilities- There are four laboratories in the college - Geography, Education, Language Laboratory and Computer Laboratory. In addition to this the department of Geography also has a GIS (Geographical Information System) Laboratory.

The purchase of laboratory equipments and other necessary material is done by the college authority in consultation with the respective departments. The Major or Minor constructions are supervised by the construction committee of the college.

Maintenance of Sports Facilities: The college has well established sport facilities in terms of indoor games. It has one indoor stadium of 110 feet breadth and 200 feet length which houses three badminton courts and one table tennis Board.

Other indoor sports available in the college include Carrom, Ludo, Chinese Checker etc.

The facilities are well maintained by a teacher-in-charge designated as Sports Officer. He reports to the Principal regarding the maintenance and requirement of the same.

The college has a variety of facilities for outdoor games like Football, Volleyball, basketball, athletics, weightlifting, power lifting etc. The college also has a well-equipped Gymnasium with a full time gym instructor.

The outdoor facilities are also maintained in the same way as indoor games facilities.

Maintenance of IT Facilities: The IT facilities of the college are maintained by making necessary purchases and repairing by the college authority as per requisition received from the teaching departments and administrative office of the college. The IT facilities are updated as and when necessary.

Students support and Welfare: For student support and welfare, the college has various committees chaired by the Principal of the college. These committees are.

- Grievance Redressal Committee
- Sexual Harassment Committee
- Canteen Committee
- Anti- ragging Committee

- Disciplinary Committee
- Library Committee
- Feedback Committee

In addition to this there are various cells to look after the different aspects of student support system-

- Career Counselling and Guidance Cell
- Medical Cell
- Women's Cell
- IQAC

There is also a committee to look after the welfare of the students in the girls' hostel.

Academic Support: The college has a Academic Council to discuss and take necessary steps for all matters related to academics - like Syllabus, Routine, Examination, Admission etc. Academic support is provided to students by conducting tutorial sessions and remedial classes.

To encourage the students to excel in examinations and imbibe competitive spirit, the college has provision for Best Student Award to the Best Graduate. The Library, also to inculcate regular reading habits in a student, award a student with the Best Reader award every year during the Annual College Week.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution		NIL	NIL
Financial support from other sources			
a) National	(a) Free Admission to students having annual family income up to Rs. 1 lakh by Govt. Of Assam.	1057	5639850/-
	(b) Ishan Uday scholarship by Govt. Of Inaid	Not available	Not available
b) International			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	Career Counselling	64	299	NIL	NIL
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
No grievance received		NIL		NIL	
5.2 Student Progression					
5.2.1 Details of campus placement during the year: NIL					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	71	B.A., B.Com., BBA	Eng, Ass, Beng, Eco, Edu, Hist., Geog, Psc, TTM, B.Com, BBA	Different Universities	M.A., M.Com, MTM, PG Diploma,
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) NIL					
Items		No. of Students selected/qualifying		Registration number/roll number for the exam	
NET					
SET					
SLET					
GATE					
GMAT					
CAT					
GRE					
TOFEL					
Civil Services					

State Government Services		
Any Other		

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

Activity	Level	Participants
Debate CM Medhi	Inter College	08
Annual College Week	Institutional	400

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

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

The student council of Tezpur College comprises of 9 members headed by the president elected through democratic election process. Each member of the council is allotted specific responsibility for different purposes that include Magazine, Debate and Discourse, Cultural, Indoor games, Outdoor games, Boys common room, Girls' Common room, Social Service and Gymnasium. Besides them there is one Vice-President, one General Secretary to oversee the overall performance of the council.

- **Magazine Secretary-** The magazine secretary takes the responsibility of collecting materials for the college magazine Abhiyatee and sees that it is published on time.
- **Debate and Discourse-** The secretary organises debate and discourse competitions during the college week and the biennial CM Medhi Inter College debate competition held in the college. The secretary is also responsible for sending Debate, Quiz teams of the college to different colleges and Universities for various Inter-College and University Competitions.
- **Cultural Secretary:** The cultural secretary is in charge of all the cultural events held in the college. Besides he is also entrusted to do the needful regarding the participation of the college in the inter-college youth festival of Gauhati University.
- **Indoor and Outdoor Games:** The Secretary for Indoor and Outdoor Games is responsible for all Indoor and Outdoor games held in the college. He/She is also responsible to send students for various competitions held on Inter-College basis.
- **Boys' and Girl's Common room Secretary:** They are responsible for looking after the various amenities and problems faced by the students in the common rooms. They also are responsible for various competitions like Cooking, Dessert, Flower arrangement, Mehendi and Traditional Dress. They also organise the Mr and Miss Tezpur College competitions during the college week.
- **Social Service Secretary:** The Social Service Secretary is given the responsibility of organising cleanliness drives in the college including Swachh Bharat Abhijan. He/she also helps the NSS in organizing various activities like cleanliness drives, Medical Camps etc and also helps organise programmes in the adopted village of the college, Rudrapad.
- **Gymnasium Secretary:** The Gymnasium secretary shoulders the responsibility of conducting the various weight-lifting competitions held during the college week.
The members of the Council are included in the various bodies and committees of the college like TCSU, IQAC and different committees formed from time to time.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Tezpur College has very strong alumni association called Tezpur College Alumni Association. The

association was established in 2014 just before the Golden Jubilee Celebration of the college. It has alumni from different age groups, different back grounds and from different professions. Past students engaged in different professions are associated with the alumni forum. Though the association was formed considering the golden jubilee celebration, it is permanent in nature. The office bearer of the alumni association are selected by the members unanimously and they discharge their duties in close co-operation with the College authority. Tezpur College administration provides all possible help and co-operation to the association. TCAA always plays an active role in different institutional activities taken by the college by extending full support and help in terms of cash and kind. During the golden jubilee celebration it was their active participation which helped the college to celebrate the function in a grand and successful way. The alumni association donated the bust of Late Chandra Mohan Medhi, the architect and former principal of the college.

5.3.2 No. of registered enrolled Alumni: 248

5.3.3 Alumni contribution during the year (in Rupees) : NIL

5.3.4 Meetings/activities organized by Alumni Association : 02

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Case 1: Holding of Sessional Examination

The sessional examinations are held by the college prior to the odd and even end semester examinations held by the Gauhati University. The process of holding the sessional examination is a good example of decentralization and participative management. The dates of examination are decided at a meeting of the heads of departments with the college authority comprising Principal and Vice Principal. The Vice Principal is given the overall charge to prepare the routine, collection of question papers, distribution of printed question papers to the assistants-in-charge of the examination. The assistants-in-charge are appointed by the Principal from among the teachers of the college. The assistants-in-charge do all the necessary works to hold the examination for the General course students. They distribute the answer scripts to the teachers for checking as per list submitted by the Heads of departments. The Heads of the departments are in charge of holding and collecting the marks foil of his/her departments.

The sessional examinations for the major students are held according to the convenience of the respective departments as per the window given in the central exam routine. The heads of the departments entrust their respective faculty members to set question papers and to conduct the examination for the Major students.

Case 2: College Admission

The College Admission process is very transparent. The Principal formally constitutes the Admission Core Committee comprising of the Vice-Principal and all Heads of Departments to conduct the admission to the different Courses of the college. A broad Committee involving all teachers of the various departments is also formed for the admission process. The forms for admission is made available both online and offline. After submission of forms by the students the college office prepares a Merit list which is hanged in the students' notice board. The Admission Committee strictly follows the reservation policy of the

Government. The admission process is held in a participative manner involving not only teachers but also the college office staff.

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

Yes/No/Partial: NO

6.2 Strategy Development and Deployment

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

Curriculum Development: Being an affiliated college, the process of curriculum development is primarily looked after by the affiliating University i.e. Gauhati University. However, teachers from the colleges can put forth their views in the academic council meeting of the parent University regarding the necessary changes in order to bring more effectiveness and dynamism in the syllabus. Besides this teachers from the college can also air their concern related to the curriculum and syllabus in the various Workshops and meetings/ seminars held by Gauhati Univeristy.

Teaching and Learning: The College continuously engages itself to improve the teaching-learning process. In this regard, techniques/ methods like Remedial Classes, field trips, visit to places of importance are adopted to make teaching learning interesting. Further to promote technology based teaching system the institution has provided computers and ICT facilities to all the departments. The institution also takes steps to promote co-curricular activities among students to hone the latent talent of the students. These activities include Quiz, debates, drama, extempore, recitation etc.

Examination and Evaluation: The College follows Continuous and Comprehensive Evaluation (CCE) system of Education. The end semester examinations are conducted by the affiliating university as per programme published in advance. In addition to the end semester examination the college organises Internal assessments in the form of sessional examinations. Regular Class tests are held specially for major students on a continuous basis.

The end semester papers are evaluated in the designated Micro zones assigned by Gauhati University to different colleges. The papers of the sessional examinations are evaluated by the respective departments. Students' performances are also evaluated in the form of level of attendance in the class, amount of interaction in the class and active participation in departmental activities.

Research and Development: Most of the Departments have project papers in their 4th and 6th semesters. Topics for the Research Projects are given from the assigned syllabus. This helps the student to be research oriented and to develop analytical and critical capabilities.

The best project papers submitted during 2017-18 were published in a book form named *The Cherry-Picked Projects of Tezpur College Students*. This will help future students to prepare a good project report in a systematic and scientific manner.

Library, ICT and Physical Infrastructure/ Instrumentation: Many strategic improvements have been introduced in the college library. A new fully air-conditioned students' reading room was added to the existing library. The reading room can accommodate 140 students at a time.

A sum of Rs. 2 lakh was sanctioned by the Government of Assam to purchase books for the Library. Besides, the college provided a one-time grant of Rs.10,000/- each to all the academic departments to purchase books for the departmental Library.

The departments have been provided ICT facilities like LCD projectors, Laptop, Voice amplifiers and Microphones.

Physical facilities have been upgraded by adding more classrooms, departmental rooms, laboratory room, NCC room and a new canteen building. A new science block is under construction to be used from 2019-20 session. Infrastructure for sports facilities has been improved by constructing one new basketball court.

Human Resource Management: Though the college does not possess any direct HRM policy but it helps its faculty members and non-teaching staff in developing their respective skills. The institution always encourages the faculty members to participate in the different knowledge enhancement schools of the UGC like refresher courses, Orientation programmes and short term courses. Similarly the non-teaching staff are also allowed to join various skill development programmes.

Industry Interaction / Collaboration: Tezpur College has established a few collaborations with different enterprises and institutions, for example, it has signed MOU with Radiant Skills and Environmental Solutions Private Limited, for refuse collection from the college campus under Solid Waste Management System. Similarly, one MOU has also been signed with Assured Consultancy Services, Tezpur to extend Career Counselling and Guidance to College Students. One Academic Collaboration has been made with Tezpur Chariali Girls' High School, Dekargaon for academic support and guidance by the college faculty members.

Students from Tourism and Travel Management department are given Industrial interaction in terms of job training with the local Government and Non-Government enterprises. The students of BBA 5th semester have to undergo a summer project under different organisations and submit a report to the Gauhati University. The department also takes its students on industrial visits.

Admission of Students: The college has introduced online admission process from the current year. Students are allowed to submit their application online through the college website. Cashless payment of admission fees has also been started from the current year and students are encouraged to make use of the different e-payment gateways.

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

Planning and Development: Partial e-governance and e-procedure are adopted in case of planning and development process of the college. In certain cases the plan and estimation of various infrastructure and academic projects are submitted and updated through e-governance system. Normally such communications under various schemes from RUSA and UGC are submitted online.

Administration: The majority of correspondences between the college and the DHE (Assam) are done online in paperless form. The same process is also adopted with the Govt. of Assam. As far as internal administration is concerned the level of e-governance is minimum.

Finance and Accounts- The finance and accounts department of the college is following e-governance in their areas of operation. Accounts are maintained and reports, utilization certificates, periodic information etc are sent online to the funding agencies like UGC, RUSA and State- Government. The salary bills and accounts are maintained and prepared online.

Student admission and support: Students can download the admission prospectus and application form from the college website and submit the application form through the online portal provided in the college website. Information and important announcements are sent to the students on their mobile phones through bulk SMS system.

Examinations: The examination system is governed by Gauhati University and Tezpur College follows its directives. Examination is totally upgraded to online from the old offline system through Integrated University Management System (IUMS). Under this provision all the information and matters related to University conducted examinations are to be shared and intimated by the affiliated colleges through IUMS. The students are to use the online portal of the university website for examination form fill up, registration form fill up, paper re-check, issue of original certificates, re-evaluation of answer scripts etc.

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year NIL

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Program	Dr. Arati Bharali	01/06/2018 to 28/06/2018
Short Term Course	Dr. Basanta Kalita	21/08/2017 to 26/08/2017
Short Term Course	Monu Gogoi	21/08/2017 to 26/08/2017

Short Term Course	Rupali Daimari	21/08/2017 to 26/08/2017
Short Term Course	Chandraprova Khaund	21/08/2017 to 26/08/2017

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): NIL

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

6.3.5 Welfare schemes for

Teaching and Non teaching

Free Health Check-up Facility: The college is running the scheme of free health check-up for its teaching and non-teaching staff. The institution has appointed a doctor who regularly visits the institution and takes up general health check-up of the employees.

Financial Association for the staff: There are financial associations, viz, Tezpur College Employees Benefit Scheme (TCEBS) and Welfare Association of Tezpur College Employees (WATE), are working successfully. The membership to the organization is voluntary and the members contribute a fixed amount to the funds monthly. The members can also take loans from the two funds if they wish which they have to repay over a period of time. This provision of easy and cheap credit facility is of tremendous help to them as they can access the loan quickly and without any paper works.

Employees' Provident fund: As per the government rules 6.25 percent and 10 percent of the basic salary of the employees are deducted as contribution towards GPF and NPS respectively. All eligible staff members have availed benefit of the scheme.

Leave: 26 weeks of maternity leave is applicable with full pay.

CCL: Child Care Leave as per Govt. rule is available for all female married permanent employees of the college.

Health Insurance: Staff members can avail cashless hospitalisation facility in case of medical emergencies under Health Insurance scheme with the LIC.

Students

Free Health Check-up Facility: The institution facilitates free general health check-up of the students by appointing a doctor who regularly visits the institution.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Tezpur College conducts internal and external audit of its annual financial transactions in a transparent and fair manner annually. Every year one auditor is deputed to the college from the department of local audit

Govt. Of Assam for internal audit of the college. The audit report so prepared is placed before the Governing Body Meeting of the college for necessary approval. The external audit of the financial behaviour of the college is also done as per Govt. norms and procedures. The external audit report is submitted to the concerned authority for regular submission and necessary action.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Sri B. P. Chaudhury	1,00,000/-	General Development

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done? No

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

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

- Photography and painting exhibition cum competition.
- Parents have supported the process of Continuous and Comprehensive Examination (CCE) system followed in the college.
- Parents suggested that teachers’ should be strict with attendance of students and punctuality and advocated full support for the same. They also suggested frequent class tests.

6.5.3 Development programmes for support staff (at least three)

- The Librarian of the college is allowed duty leave to attend Orientation and Refresher Courses.
- Attend Workshop for library automation and digitalization
- Knowledge Preservation Workshop
- Training Programme for online Salary bill preparation and submission FIN assam.
- Training programme in Gauhati University for conduct of examination (IMUS)
- Training Programme for Financial Transaction of RUSA- Software (PFMS)
- Training to the library staff on digital repository of college library.

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

1. Science faculty at UG level will be introduced from 2019-20 sessions.
2. The NCC unit for boys is set up.
2. Career Counselling process is strengthened by appointing 1 (one) permanent career counsellor.

6.5.5

- a. Submission of Data for AISHE portal : (Yes /No) Yes
- b. Participation in NIRF : (Yes /No) No
- c. ISO Certification : (Yes /No) No

d. NBA or any other quality audit : (Yes /No) No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017-18	Village adoption	11/08/2017	11/08/2017 to 17/08/2017	50
2017-18	Health Check-up	15/09/2017	15/09/2017	33
2017-18	Health Check-up	03/11/2017	03/11/2017	34
2017-18	Health Check-up	22/02/2018	22/02/2018	24
2017-18	School Adoption	26/04/2018	26/04/2018 to 11/05/2018	40

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
Women's Day	08/03/2018 to 08/03/2018	10	06
Medical Camp	18/05/2018 to 18/05/2018	20	15

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

Percentage of power requirement of the College met by the renewable energy sources NIL

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	
Provision for lift	Yes	
Ramp/ Rails	Yes	
Braille Software/facilities	Yes	
Rest Rooms	Yes	
Scribes for examination	Yes	
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-18		01	11/08/2017 to	Village Adoption	Health Issue	50
2017-18		01	18/08/2017	Health Camp	Health Check up	50

7.1.5 Human Values and Professional Ethics NO		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
World Yoga Day	21/06/2018 to 21/06/2018	30
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ol style="list-style-type: none"> 1. Plantation of saplings, 2. Declaration No Smoking zone 3. Say no to plastic bags 4. Disposal of solid waste 5. Good sewerage disposal system. 		
7.2 Best Practices		
<p>1. Title of the practice: Inter Departmental and Inter disciplinary classes.</p> <p>2. Objectives of the practice: The practice has been started with the aim of imparting and inculcating knowledge and interest beyond their regular course of study. The practice has also been started to acquaint students to a holistic approach towards different aspects of education. This has become necessary as Higher Education has become inter-disciplinary in nature</p> <p>3. The Context: To grow the interest of the students towards disciplines beyond their core subjects and make them understand the relation between each subject. For instance it is said that “History is the root and Political Science is the fruit” and so a student realizes the relation and importance of the dependence of each subject on the other.</p> <p>Another challenge is regarding the selection of topics to be discussed as the topic should create interest as well as bring some kind of benefit to students.</p>		
7.3 Institutional Distinctiveness		
<p>Tezpur College through its vision to make quality enhancement the defining objective has introduced need based courses like BBA and Tourism. These two departments provide professional courses which cater to the need of the students of the locality who cannot afford education outside the town. The BBA department charges minimal fees per semester making it possible for students from middle income group to avail of the same. The BBA department was established in the year 2009, keeping in mind the need of professionals to compete in the corporate world. As it is a need based course with opportunity of employment, the number of students has been a positive trend. Though the course is self-financing, the dedication of the teachers is worth mentioning. Since its inception in 2009 the students have shown exceptional result and have been placed in Government as well as private sector units. Some students have also cleared exams for higher education (MBA).</p> <p>The Department of Tourism and Travel Management established in the year 2007 has fulfilled a long standing demand of the local students who aspire to make Tourism a career. Tourism as acknowledged by everybody is a very fast growing industry with a huge opportunity for employment. By imparting courses in Tourism as a vocational subject, the college is also contributing towards the growth of vocational training which is also a priority in the Government Policy.</p> <p>The college is also able to fulfill the objective of expanding higher education. The long standing desire to</p>		

have Science Stream will be fulfilled from the next academic session 2019-20. The college is going to start Science Stream at the UG level.

Further, the college has made Higher Education accessible to all through the two study Centres, viz Institute of Distance and Open Learning (IDOL) under Gauhati University and Krishna Kanta Handique State Open University at both Post Graduate and Under Graduate levels. Students who cannot go for regular mode of Higher Education can avail these facilities.

Weblink: www.tezpurcollege.com

8. Future Plans of action for next academic year (500 words)

The following actions are planned for the next academic year.

- To introduce science faculty at UG level.
- To provide ICT facilities to all the departments.
- To install more digital and smart classrooms.
- To create facilities for e-learning resources with Learning Management Systems.
- To encourage the teachers to develop E-content materials under CEC SWAYAM and other MOOCs platform.
- To developed outdoor facilities such as volleyball court, basketball court, etc.
- To construct more class rooms and other necessary physical facilities including connecting roads inside the campus.
- To install LED lights in the administrative building and to install lights using solar energy under the green energy initiative and to promote the use of renewable energy souce.

Name Dr. Basanta Kalita

Name Dr. Jyoti Kamal Hazarika

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Composition of the IQAC as per Latest notification

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
