

The Annual Quality Assurance Report (AQAR) of the IQAC
Sesion2014-15 (July to June)

Jagiroad College, Jagiroad

Dist.- Morigaon , Assam, PIN-782410

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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

1. Details of the Institution

1.1 Name of the Institution	JAGIROAD COLLEGE
1.2 Address Line 1	P.O.- JAGIROAD
Address Line 2	DIST: MORIGAON
City/Town	JAGIROAD
State	ASSAM
Pin Code	782410
Institution e-mail address	jagiroadcollege12@gmail.com
Contact Nos.	03678-242013(o), 9508399322 (M)
Name of the Head of the Institution:	Dr. Bhaben Ch. Neog
Tel. No. with STD Code:	03678-242308
Mobile:	9435064480

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Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201415.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	71	2004	5 years
2	2 nd Cycle	Submitting for accreditation			
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year (for example 2010-11)

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

- i. AQAR 2010-11 submitted to NAAC on (30/05/2014)
- ii. AQAR 2011-12 submitted to NAAC on (30/05/2014)
- iii. AQAR 2012-13 submitted to NAAC on (30/05/2014)
- iv. AQAR 2013-14 submitted to NAAC on (31/05/2014)

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) . MTM, PGDCA, B.Voc, Community College (UGC approved)

1.12 Name of the Affiliating University (*for the Colleges*) GAUHATI UNIVERSITY, GUWAHATI

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

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="B.Voc,
Community
College"/>
UGC-COP Programmes	<input type="text" value="Yes"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

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2.11 No. Of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Introduction of UGC sponsored Community College Programme on Pulp and Paper Technology and Fashion Technology.
- Introduction of UGC sponsored CoP on Construction works
- Introduction of UGC sponsored B. Voc Programme on Retail Management and Entertainment (Acting)
- Enrolment of faculty members under N-LIST of Infilbnet.
- Holding of two numbers of National Seminar on “Advances in Physical and Biological Sciences” and “Gender Equality through Women Empowerment”.
- Boosting to Paper Technology course by holding three seminars inviting three MNC companies in collaboration with NPM of HPCL.
- Visit and lecture delivery by H. K. Nath, Professor of Sam Houston State University, USA .
- Skill Development programme on Wiremen Training with NBIRT.
- Holding of Science Stream Silver Jubilee, Science Exhibition, Book Fare, and Seminar.
- Visit and lecture delivery by Chinese Professor L. B. Singh of University of International Business and Economics, Beijing.
- Model Village Survey
- Wi-Fi connectivity at selected points.

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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:
Celebration of Science Stream Silver Jubilee Closing Function.	Science Stream Silver Jubilee closing function held on 17, 18 October with multiple events like Science Exhibition, Book fare, Seminar Sessions, Alumni meet, Public Rally, Cultural Functions with dignitaries from University, Research Institute, Science Innovator, IITG.
Publication of Books, production of short film on College.	Published Four Books and a Souvenir in synchronize with Science Stream Silver Jubilee. A short film produced and released at the Silver Jubilee functions.
Holding of National Seminars from Science Stream and from Women Cell	Organised two national Seminars : one by Science Faculty and the other by Women Cell
Commencement of UGC approved Community College Programme	Introduced Community College Programme on PPT and FT from January, 2015.
Library Service up gradation and awareness on data access from INFLIBNET services	Faculties are registered under N-LIST. Workshop on N-LIST, Shodh-Ganga of INFLIBNET held.
Infrastructure development process to be completed to accommodate existing, new and skilled based courses	Completed already started structures. New Construction begins for Digital Library and extension work started to accommodate academic departments.
Career counselling sessions for students	Organised
Holding of Biodiversity Sensitization Programme	Programme held
Disaster Management Training programme	Disaster Management Training held for 50 students under the guidance of Civil Defence Jorhat (Quick Disaster Response Team formed)
Survey of Model Village at Sunaikuchi	Survey done, few blankets as gift distributed.
Introduction of B.Voc. programme	B.Voc. Programme started
Holding of more in-house seminars/workshop	Few in-house seminars organised
Proposal submission for Dindayal Upadhyay Kaushal Kendra	Proposal submitted and presented
Initiation of awards for Students and Office Staff	Awards declared in the prospectus and award presented to the best performers at College Freshers' Social Function.
Students health insurance scheme planned	All students are covered under accidental health insurance scheme for Rs. 1.33 lakh @ Rs. 150/- annually only.
Bank Account to all the students with ATM/PAN card	All students opened bank account and provided ATM/PAN cards to them

* Attach the Academic Calendar of the year as Annexure. Copy attached in Annexure-I

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2.16 Whether the AQAR was placed in statutory body : Yes
 Management Syndicate Any other body
 Provide the details of the action taken:

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	1	-	-	-
UG	3	1	-	-
PG Diploma	1	-	1	
Advanced Diploma	-	2	-	1
Diploma	-	-	-	-
Certificate	2	-	-	-
Others	-	-	-	-
Total	7	3	1	1
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : *Running the programmes with a mix of few Core and few Optional Subjects in semester mode. Deprived students are enrolled in three distance education programmes under GU-IDOL, KKHSOU and IGNOU.*

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7 (B.A., B.Sc., B.Com, B.Voc., CC, MTM, PGDCA)
Trimester	0
Annual	0

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-II: Attached*

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

The College introduced Community College, CoP and BVoc Programmes in semester mode from the current session with syllabi developed in consultation with the Industry Partners.

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

Community College Programmes (PPT and FT), B. Voc. (Retail Management and Entertainment (Acting)) and CoP (Construction)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others(Vacant)
51	9	35	0	7

2.2 No. of permanent faculty with Ph.D.

19

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	7					7		9	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

26(CC)

0

35

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	7	1
Presented Papers	11	19	2
Resource Persons	0	0	1

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

- Major students of Science stream are guided by the concerned department particularly in content searching and seminar presentation through smart board.
- Skilling course students (particularly Paper Tech students) are exposed to industry on regular basis so as to maximize their learning outcomes. As a result in their first semester they could perform excellent result.

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

187

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

- All internal and sessional exams are conducted by the respective departments for Major courses at regular intervals and a reasonable timeframe for completion of evaluation process was set.
- Evaluated answer scripts are shown to Students and provided photocopy, if demanded.

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

6 (BoS)

4(Curriculum Development)

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	315	4	38	154	64	81.26%
B.Sc.	47	8	21	12	9	89.36%
PGDCA	20	-	17	-	-	85%
MTM	09	-	05	03	-	89%

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

IQAC emphasizes more and more in-house activities to be performed by the faculty members. For this it organises seminars, workshops, group activities and other regular activities involving students of various classes. Apart from these, following special measures are also taken:

- Smart Class rooms are introduced and faculty members are encouraged to use these equipments.
- Motivational talks are arranged for faculties and students on different times inviting resource persons.
- Published annual prospectus, prepared annual academic calendar, news letter, magazine.
- Feedback collected and analysed and corrective measures taken.

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2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	8
UGC – Faculty Improvement Programme	1 (Total=6; 5 in the last session)
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	5
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	0
Others(AISHE,RUSA and Quality related)	0

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	23	2	0	2
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

<p>The IQAC constituted two Research Committees for Arts and Science & Commerce towards developing a research culture in the College. They work towards encouraging and facilitating the faculty members to involve in active research. The outcomes are –</p> <ul style="list-style-type: none"> *One National Seminar on the topic “Advances in Physical and Biological Sciences” held, sponsored by HDFC Bank, Assam Coop. Apex Banks, GU-IDOL, KKHSOU and SITM Guwahati. * One UGC sponsored National Seminar on “Gender Equality through Women Empowerment” held. *Three proposals submitted to get sponsorship from UGC for holding National Seminars. *Three faculty members have submitted completion of their Minor Research Projects. * A new concept initiated by establishing an Applied Mathematics Research Centre in the College for carrying out research in Mathematical Sciences. *The Research Committee also planning to preserve M.Phil and Ph.D. theses of degree holders’ in the central library. * Students undertake field studies on “Environmental Studies” to gather information on environment related topics/issues. *Teachers are encouraged to write seminar papers, research proposals.
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3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	0	0
Outlay in Rs. Lakhs	-	11.87 lakh	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	2	2	4
Outlay in Rs. Lakhs	5.28 lakh	3.2 lakh	5.05 lakh	5.28 lakh

3.4 Details on research publications (by faculty members)

	International	National	Others
Peer Review Journals	20	-	-
Non-Peer Review Journals	-	23	-
e-Journals	01	-	-
Conference proceedings	-	01	-

3.5 Details on Impact factor of publications (of faculty members)

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	24 months	UGC	8.25 Lakh	6.15 lakh
Interdisciplinary Projects				
Industry sponsored	6 months	HDFC, SITM, ApexBank, GU-IDOL, KKHSOU	1.0 lakh	1.0 lakh
Projects sponsored by the University/ College	6 months	College Dev. Fund	0.5 lakh	0.5 lakh
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	11 months	ASTEC	0.9 lakh	0.9 lakh
Total			10.65 lakh	8.55 lakh

3.7 No. of books published by faculty members:

i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

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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	0	2	2	0	10
Sponsoring agencies		UGC, HDFC Bank, Assam Coop Apex Bank, GU-IDOL, KKHSOU and ITM	College		College

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total=

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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

3.19 No. of Ph.D. awarded to faculty of the Institution

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

JRF	<input type="text" value="0"/>	SRF	<input type="text" value="0"/>	Project Fellows	<input type="text" value="1"/>	Any other	<input type="text" value="0"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="45"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="8"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="2"/>
		Any other	<input type="text" value="1"/>

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

- Disaster Management Workshop organised with the help of Civil Defence, Jorhat to prepare students to handle emergency situations whenever and wherever they face.
- AIDS awareness programme organised by AIDS cell.
- Distance education centre opened and started UG courses under KKHSOU for the deprived learners from regular courses.
- Few Teachers engaged themselves in some NGOs and actively involved in social service.
- Village level awareness activities/meeting organised.

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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	25 bigha	0		25 bigha
Class rooms	36	13	UGC, College Dev. Fund,	49
Laboratories	11	1	UGC, Self	12
Seminar Halls	1	1	Self	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		i. Installation of CCTV ii. One Smart board with Computer and Projector installed at CC class room. iii. TV set provided to Boys & Girls Hostels iv. Aqua Guard Water purifier to Boys and Girls Hostels v. Water Cooler installed at Science Building. vi. Online UPS for Library with batteries.	UGC, College dev. fund	
Value of the equipment purchased during the year (Rs. in Lakhs)		11.43 lakh	UGC, College	11.43 lakh
Others(Books, Magazines)		3.5 lakh	College	3.5 lakh

4.2 Computerization of administration and library

<ul style="list-style-type: none"> * Specially designed software is developed for collection of feedback of the Students. * Salary and arrear Bills prepared through specially designed software. * Accounts computerised, all payments received at bank through bank challan. *The Central Library computerization process is going on and internet provided to surf internet. *Software developed/upgraded to enrol all the students from the issue of admission forms. * Identity Cards issued to students and staff through software. * Staff attendance record maintained through biometric machine and data stored at Computer.
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	9,694	38,76,200/-	667	2,68,200/-	10,361	41,44,400/-
Reference Books	11,486	45,93,120/-	175	71,280/-	11,661	46,64,400/-
e-Books	97,000+		97,000+	---	97,000+	---
Journals	1,966	3,92,500/-	110	27,490/-	2,076	4,19,490/-
e-Journals	6,000+		6,000+		6,000+	---
Digital Database	18,000					18,000
CD & Video	193	38,250/-	45	8,500/-	238	46,750/-
Magazines (total)	10,833	16,24,000/-	439	60,850/-	11,272	16,84,850/-
Journals (Subscription)	14	18,400/-	0	0	14	18,400/-
Magazine (Subscription)	06	10,150/-	0	0	06	10,150/-
Others (specify): docs, Bulletins, Periodicals, Publishers catalogue, News papers, News Letters, Reports, Book review, Manuscripts, Encyclopaedia, Dictionary, Year Books, Dissertations, Proceedings etc.						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	63	3	12	2	0	13	18	
Added	28	1	4	0	1	0	1	1
Total	89	4	16	2	1	13	19	1

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

* Short term Computer training programme organised for needy students. Special very short duration training programme provided for web content searching; to open and operate e-mail account, etc. for the first generation computer learners.

* Smart class room equipment handling training provided to new faculties.

* Advance level computer training provided to office staff to enhance their proficiency, particularly the office management software.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.15
ii) Campus Infrastructure and facilities	7.27
iii) Equipments	1.29
iv) Others	0.89
Total :	11.60

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Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC has been actively associated in enhancing students support services in the college.

- * Appointed one Physical Instructor by the College, emphasizing sports activities among the students.
- * Additional furniture provided in the Boys' and Girls' common rooms.
- * Running water supply provided from deep boring well instead normal well.
- * Uninterrupted 24x7 power supply provided to the Hostels.
- * TV Set and News Papers provided to both the hostels.
- * As a measure to accommodate outstation students coming to join skill based courses and career oriented course, a separate hostel is facilitated at the NPM campus by signing a MoU with Nagaon Paper Mill authority.
- * All students are provided bank account with either ATM or PAN card.
- * All students are insured under general health insurance scheme.
- * Students pay their fees through bank challan at College bank account.
- * Students Scholarships are paid through Bank only either by AC payee cheque or through RTGS.
- * Disaster awareness and training provided time to time to face emergency situation.
- * Separate multi-Gym is continuously running inside the campus.
- * Provided separate sitting room to the Students' Union Body and meeting held with them regularly.
- * Journal "Initiative" is published by the publication cell to encourage budding young researchers.
- * Moral and ethics related sessions are conducted at department level regularly to maintain a healthy and cordial academic environment.
- * Girls students are encouraged to join the self defence programme conducting for the last three years.
- * Students support Cell, AIDS Cell, Women Cell organise mental health, stress management, environment management, disaster management, sanitation and hygiene of girls etc. on regular basis.
- * ICGC organises career related sessions by inviting career experts/resource persons time to time.
- * Foreign language experts are visiting the College to teach the Master degree Students.
- * Special awards/incentives are initiated and declared and published through College Prospectus.

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5.2 Efforts made by the institution for tracking the progression

For tracking and monitoring progression of the students, the College is putting its continuous and sincere effort with the help of various committees, particularly Academic Committee, ICGC, and Student support Cell. As mentioned earlier in previous AQARS, the following efforts are made regularly:

- Continuous evaluation in the form of sessional tests, student mentoring, group discussion, seminar presentation etc. are held regularly.
- Feedbacks are collected in the form of questionnaires on different aspects including teachers' evaluation by students.
- Field studies and writing of reports to facilitate students to learn by observing and analysing facts.
- Mental health of the students is also taken care of by inviting psychologists from time to time.
- Exposure tours to industry sites are arranged for PG and skilled based courses students.
- The College is free from Ragging in any form. However, an Anti-Ragging squad has been constituted for further assurance to the new comers.
- Examination results are analysed after declaration of results in the academic committee.
- Discussed all these matters at the College management committee (Governing Body) meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2133		0	

(b) No. of students outside the state

6

(c) No. of international students

0

(d) Men

No	%
993	46

Women

No	%
1140	54

Last Year(2013-14)						This Year(2014-15)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
473	322	316	552	2	1665	621	415	521	575	1	2133

Demand ratio 1: 1.5

Dropout % =18

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

- Apart from organising special summer courses, students with select groups are provided intensive guidance by the concerned cell.
- Motivational talks by leading personalities, special classes and inspirational lectures by some of the alumni are a few other measures taken in this connection.
- Counselling on Interview techniques and career are also provided.
- Alumni holding different portfolios at different capacities are also invited to provide encouragement and supports to the students.

No. of students beneficiaries

20%

5.5 No. of students qualified in these examinations

NET	SET/SLET	GATE	CAT
IAS/IPS etc	State PSC	UPSC	Others
<input style="width: 40px; height: 20px;" type="text" value="0"/>	<input style="width: 40px; height: 20px;" type="text" value="0"/>	<input style="width: 40px; height: 20px;" type="text" value="0"/>	<input style="width: 40px; height: 20px;" type="text" value="0"/>
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5.6 Details of student counselling and career guidance

- ICGC takes various measures to guide the students to select different career avenues.
- Super thirty exams conducted for twelve science students every year.
- Career Counselling organised by inviting Pritima K. Barua.
- Guest invited from abroad to motivate and inspire young learners.
- MTM students were led out for exposure tours into relevant industrial sites.
- Skilling course students are given maximum exposure to their concerned industries.
- To enlighten skilling course students to enhance their job prospect, special sessions are conducted by inviting officials of concerned companies.

No. of students benefitted

187

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
0	0	0	0

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5.8 Details of gender sensitization programmes

- A national seminar on “Gender Equality through Women Empowerment” was organised by the Women Cell in which a good number of research papers on gender sensitization and women empowerment related papers presented by various scholars. It gives a boost to our faculties and the students as a whole to maintain our continuous bid in this area.
- The earlier programme “Self Defence for Girls Students” is on. A club has been formed in the College with the support from the coach Mr. Manash Kr. Nath, an International Karate Player who has been training our Students. Few boys have also joined the club. Four of them participated and won medals in an International meet held at Mumbai.
- The Women’s Wing of the College is taking up awareness and sensitization programmes on gender issues. Whenever needs arise the Office bearers and members of the Women Wing render counselling sessions to the Girls Students. The members of the Girls’ Wing of the NCC cadets also share their part with the fellow Girls Students on gender sensitisation programmes.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Merit + Poor (BPL) & Needy=62	Rs. 2,01,340.00
Financial support from government	0	0
Financial support from other sources	0	0
Number of students who received International/ National recognitions	-	-

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5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision Statement

Jagiroad College aims to inculcate a unique value based and learner – centric approach in all its plans and programmes. By evolving its own quality assurance and sustenance mechanism the college would strive to achieve academic excellence – while drawing its resources from both the indigenous knowledge base and the ICT based global knowledge expansion process. It would also align its paradigms towards sustainable development, peace and conflict resolution and vertical mobility of the learners belonging mostly to socio – economically disadvantaged section of the society in order to foster national development and regional harmony.

Mission Statement

- Yearning for exploring and extracting the gems from the vast ocean of knowledge.
- Keeness and openness for probing the new and the unknown.
- Vision of liberal humanitarian, scientific and truly democratic values.
- Ability to handle the stresses of life.
- Zeal towards accumulating the dividends of ICT.
- Healthy competitive spirit for shaping professional careers and carving out road maps for both employment and self employment.
- Earnestness to tan the benefits of own socio – cultural heritage.

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6.2 Does the Institution has a management Information System

- Though not, but the College develops its own mechanism to disseminate information to various stake holders through different committees. All matters as discussed in the management body meetings.
- Apart from maintaining its policies mentioned in last year's AQAR, the College maintains all the information related to Students and finance are being maintained through specially designed software. Feedback collected from students from this session onwards through specially designed software.

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

6.3.1 Curriculum Development

- The College develops curriculum for its skilling courses introduced under Community College and B. Voc. Programmes in consultation with Industry partners. BoS of the concern subjects are formed for the purpose.
- Few senior faculties took part during the design of other regular course curriculum of concerned courses developed by University Authority.

6.3.2 Teaching and Learning

- * At the beginning of every session new academic calendar and class routine prepared for smooth conduct of classes. Academic committee takes the initiative in this regards.
- * Heads of every department prepare their lesson plan at the beginning of every academic session in consultation with concerned faculty members.
- * Students are regularly guided by the faculties at class level as well as at individual level.
- * Smart Class rooms are utilised for interactive teaching learning process.
- * Internet connectivity provided at departments and central library, computer laboratory and in office and IQAC for easy accessibility. Wi-Fi is also made available at certain select points.
- * To have real life experience exposure tours provided to the students of Science faculty, History, Geography, Education, EVST and Tourism departments.

6.3.3 Examination and Evaluation

- * The College has been maintaining examination system free from unfair means and now it becomes a tradition of being 99% free from any cases of unfair means during exams.
- * Examination Committee formed by the Academic Committee conducts all internal and external examinations.
- * Skilling course students are regularly evaluated on every Saturday in the form of unit tests.
- * Major course students are evaluated regularly at department level regularly.
- * Few Teachers supervise their respective allotted students groups on EVST projects is assigned to them, since EVST projects have to be executed in interdisciplinary approach.
- * Home assignments, seminar presentations, group discussions, practical- all are closely monitored by the concerned departments.

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6.3.4 Research and Development

- The IQAC constituted Research Committees encourages teachers to undertake research projects and also to avail UGC's FDP schemes.
- The IQAC also encourages students particularly PG courses to undertake research at micro level.
- Few faculty members publish their papers in peer reviewed journals with good impact factors. Citation index of the Principal is 24 and h-index is 3 as on date. The Principal has presented papers in International Conferences abroad (in China, Malaysia and USA). Another faculty from Physics department presented papers in Hongkong and London.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computerization of Books in Central Library is on.
- OPAC system introduced at the Central Library.
- Xerox facility is available at the central library.
- Extension of reading room is on to accommodate more students.
- Bar coding is used to identify books in scientific method.
- Library cards are issued to all the users.
- Entire Library is under CCTV scanner.
- Internet connectivity provided.
- 24x7 power supply is provided in the central Library.
- Teachers are registered under N-LIST of INFLIBNET.
- Instruments to various departments are provided as per their requirements.

6.3.6 Human Resource Management

- *The College emphasizes optimum utilisation of its available human resources for the betterment of the students community as well as for the society.
- * Teachers served their regular duties in teaching learning processes. Office staff engages themselves in day-to-day activities of management related works. Students and staff jointly work for the society as and when they get sufficient time.
- * Permanent vacant posts are filled by maintaining formal procedures as per the govt. and UGC norms.
- * The College management Body appointed ad-hoc staff whenever and wherever necessary.
- * The College introduces certain skilling courses to enhance the skills of the learners in some non-traditional arenas. They are given utmost exposure in acquiring their skills in the concerned areas.

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6.3.7 Faculty and Staff recruitment

- *As a govt. provincialised and UGC recognised institute, all recruitments are done strictly as per the govt. and UGC norms. Vacant positions are filled up by following proper procedure of news paper advertisements and formal interviews.
- * Temporary teaching and non-teaching staff posts are filled up by the Governing Body.
- *This year the College recruited two faculties in Assamese and Political Science departments against sanctioned vacant post following all formalities and strictly on merit.
- *One LDA (Jr. Asstt) and one Lab bearer post filled up on compassionate ground as per the directive from the govt. of Assam.
- * Four faculties are appointed following all formalities to conduct classes in B. Voc. courses.
- *Three faculties are appointed to conduct classes in Community College courses.
- * One library assistant is appointed on contract basis.

6.3.8 Industry Interaction / Collaboration

- *Since the College has introduced UGC funded skilling courses, so to facilitate industry interaction the College has signed MoUs with Nagaon Paper Mill for Pulp and Paper Technology course, National Institute of Fashion and Textile Technology for Fashion Technology course, RGFTI and AAROHAN for Acting courses, Airplaza Retail Holdings (Vishal Mega Mart) and Bata India for Retail management course and XIMIT for content development, consultancy and staff training as per UGC guidelines.
- * The College also provided written assurance by the Directorate of Tourism govt of Assam, Janambhumi Hotels and Resorts Pvt. Ltd, Koyeli Tours and Travels for Tourism course.
- * Excel Construction Pvt. Ltd and Oasis Construction for Construction courses.

6.3.9 Admission of Students

- *All admissions are completed under the close supervision of the admission committee formed for the purpose.
- *All admissions are completed strictly on merit. Candidates coming from Poor and needy and BPL families are provided full scholarship in the form of waiving admission fees at the time of admission.
- *Counselling to parents is done before and on the day of admission. All rules and regulations are informed to their wards through Prospectus and also through Counselling Sessions.
- *Hostel admission is done as per the requirement of demand from the students.
- *Published Prospectus so as to provide detail information about various courses and facilities.
- * Newspaper advertisement is also published in leading English and Assamese dailies of Assam.

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6.4 Welfare schemes for Teaching and Non-teaching staff and:

Keeping in mind to maintain a congenial and healthy work environment in the College, following measures are taken in spite of limited resources available.

Teaching and Non-teaching staff:	<p>*Collective Financial assistance provided to the needy at the time of distress.</p> <p>*Apart from this GPF, GIS and an emergency medical fund created on contribution basis of individual members. Needy person can avail loan from this fund.</p>
Students:	<p>*All students of the College are covered under health insurance scheme. This year one claim settled. To compensate the family members (mother) of one student, who died in a road accident, a sum of Rs. 1,00,000.00 (one lakh) was paid against the insurance scheme.</p> <p>*Scholarship facilities from govt. agencies for SC, ST, OBC and Merit and from College for poor and needy are provided.</p> <p>*Twelve students of the College received Ishan Uday scholarship from UGC, an ambitious scheme introduced by the Central Govt. from the current session. Each of them got Rs. 5500/- per month and the scheme will be continued till the completion of their graduation on renewal basis.</p> <p>*Medical health check up facility is introduced for the hostel boarders.</p> <p>*Bank account provided as a measure to make the students financial literate.</p> <p>*Separate Boys and Girls Common room, purified drinking water, 24x7 electricity, Gym, temporary sports coach provided for sports.</p> <p>*Girls students are provided special training on "Self defence Course".</p> <p>*Second set of Cold and Purified drinking water system provided to science section this year.</p>

6.5 Total corpus fund generated

0

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	No	No	Yes	IQAC
Administrative	No	No	Yes	G.B./C.A.

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

For UG Programmes Yes No

For PG Programmes Yes No

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

As per the directives of the Gauhati University(GU), the College facilitates zonal evaluation works of semester examinations. From this session the GU has introduced the concept of micro zone, which is also effectively managed.

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

* College alumni association actively involved during the celebration of Science Stream Silver Jubilee functions both in the inaugural and closing functions. They specially arranged Science exhibition during the celebrations.

*The College Garden is maintained by the alumni.

6.12 Activities and support from the Parent – Teacher Association

*The parents are invited by every department to intimate the performances of their wards. Their suggestions are also taken into count and acted accordingly.

6.13 Development programmes for support staff

*Hostel wardens of both the Hostels are accommodated inside the Hostel campus. Few non-teaching staffs are also provided accommodations inside the College campus.

* Given opportunity to attend Training Programme organised for non-teaching Staff .

* Training on Office Automation Software often provided by SSTech, Guwahati.

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

*The Campus Beautification Cell in association with Women Cell, Alumni Association and the Extension Education Cell undertake activities /programmes for preservation and maintenance of the greenery of the campus of the College by drawing support from the Staff and the Students.

*Alumni and the staff extend concerted bids towards cleaning and maintaining of the flower gardens and do the plantation, as and when required. They try to educate students to

- i. minimize the use of polythene
- ii. utilise the installed dustbins at select points
- iii. cooperate in plantation drive, health awareness camps,
- iv. and help in maintaining campus clean and green.

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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.

- Students Health Insurance Scheme introduced at the College, as a measure of social security to their family members and thus providing a tiny safe umbrella to the family.
- Opening of Bank Account of all the students at nearby bank branches, so as to educate and acquaint themselves to the banking system and educating on financial transactions.
- Introduction of skilling courses, as these are the need of the hour.
- Special awards/incentives are declared for the students as well as office staff as a measure to enhance their competitive spirit and professional values.
- Collection of all fees from students through bank challan.

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

1. The College celebrated Science Stream Silver Jubilee functions with enthusiasm and gaiety. Science model competition, exhibition, book fair, cultural procession are main attractions apart from Souvenir, Books and short film release, alumni session, seminar session etc.
2. Commence of classes of Community College courses. Particularly, introduction of Paper Technology course is one of the great achievements for the college as the heavy industry is located very near to the College. The mill authority also readily accepted our proposal and guided us in implementing such a non-conventional course.
3. The College hosted two national seminars on “Advances of Physical and Biological Sciences” and “Gender Equality through Women Empowerment”
4. Started construction of Digital Library building from the government grant.
5. B. Voc. course approved by Gauhati University, Faculty appointed. New session to be started from August, 2015. Ground works completed to commence the classes.
6. Career Counselling sessions held.
7. Biodiversity Sensitization programme sponsored by Assam Science Technology and Environment Council held.
8. Awards declared in the prospectus for students and office staff commissioned. Jury selected the awardees maintaining all confidentiality. The prizes to be distributed at the College Freshers’ Social Function in August.
9. Students Health insurance scheme initiated, one claim successfully settled.
10. All other achievements are mentioned at page no6.

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

- Students Health Insurance Scheme introduced at the College, as a measure of social security to their family members and thus providing a tiny safe umbrella to the family.
- Special awards/incentives declared for the students as well as office staff, as a measure to enhance their competitive spirit and professional values.

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

7.4 Contribution to environmental awareness / protection

* Jagiroad College family always preserves and protect its greenery. All the family members are very much sensitive towards maintaining its clean and green campus. In this regards, the Campus Beautification Cell in association with Women Cell, Alumni Association and the Extension Education Cell undertake activities /programmes for preservation and maintenance of the greenery of the campus of the College by drawing support from the Staff and the Students.

*Further the alumni and the staff extend their concerted bids towards cleaning and maintaining of the flower gardens and do the plantation, as and when required. They try to educate students to

- i. minimize the use of polythene
- ii. utilise the installed dustbins at select points
- iii. cooperate in plantation drive, health awareness camps,
- iv. and help in maintaining campus clean and green.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis) No

8. Plans of institution for next year

- Planning to initiate Students' and Teachers' exchange programme.
- Virtual Class room to be introduced for teleconferencing.
- Planning to upload selected classes in the College website.
- Introduction of PG courses in some departments.
- Extension of Internet connectivity to the Hostels.
- Construction of administrative buildings.
- Construction of a well equipped/furnished conference room.
- Construction of Volley Ball, Basket Ball and Football field with running track inside the campus.

Signature of the Coordinator, IQAC
Name : Mr. Rudra Kumar Das

Signature of the Chairperson, IQAC
Name : Dr. Bhaben Ch. Neog

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Annexure II
Analysis of students' feedback

The College collect feedbacks from its students in a specially designed format covering Principal, faculty, staff to the gatekeeper this year and analysed them and prepared in tabular format. Opinions of students are discussed at the IQAC and corrective measures are taken. Teachers evaluation outcomes are informed at individual level, HoDs of the respective departments are also intimated outcomes related to their departments.

Measures taken:

1. Constructed a separate closed block toilet for Girls' students.
2. Purified cold drinking water provided at Science Block
3. Hostels are facilitated with TV sets, News paper, 24x7 power supply and drinking water from deep boring well.
4. Separate accommodation for Student Union is made.
5. Additional furniture supplied in the Boys' and Girls' common rooms.