

**The Annual Quality Assurance Report ( AQAR ) of the IQAC**  
**Session 2015-16 (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, 2015 to June 30, 2016)

**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(0), 9508399322(M)

Name of the Head of the Institution:

DR. BHABEN CHANDRA NEOG

Tel. No. with STD Code:

03678-242308

Mobile:

9435064480

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Name of the IQAC Co-ordinator:

RUDRA KUMAR DAS

Mobile:

9435365466

IQAC e-mail address:

iqacjc14@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN11604

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)

EC/33/472 dated September 16, 2004

1.5 Website address:

www.jagiroadcollege.co.in

Web-link of the AQAR:

www.jagiroadcollege.co.in/IQAC/AQAR201516.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2015-16.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	71	2004	5 years
2	2 <sup>nd</sup> Cycle	Submitted for Accreditation			
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

20.03.2007

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

2015-16

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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)
- v. AQAR 2014-15 submitted to NAAC on (29/12/2015)

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, BVoc,Community College,Construction(UGC approved)

1.12 Name of the Affiliating University (for the Colleges)

GAUHATI UNIVERSITY

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

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

**2. IQAC Composition and Activities**

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

Global Economy, Adhesive on Paper Tech, Satriya Dance, Dr. Bhupen Hazarika, Paper Clothing, AIDS, Nano Science.

2.14 Significant Activities and contributions made by IQAC

1. The College IQAC has been giving thrusts on different quality related issues. It urges the faculties and departments to organize regular seminars and Symposia/Workshops, regularly on important and relevant topics and as a result various Seminars and Workshops held during the period.
2. Implementation of special awards to its Students and Staff in fond memory of its expired College family members and Founders can be treated as a very significant activity that IQAC contributes towards holistic development of its learners and office staff.
3. Further, IQAC introduces a few merit scholarships to those learners, who have secured more than 80 % marks in their qualifying examinations. Establishment of Ethnic Museum is another achievement.
4. Establishment of relationships and signing of MoUs with different Organizations like Media and Entertainment Sector Skill Council (MESCC), Indian Institute of Entrepreneurship (IIE), Pride East Entertainment (Rong Channel), Local Health Care Establishment (Susursa), Kaliabor College(A Graded), National Institute of Electronics and Information Technology (NIELIT-Guwahati), Regional Govt Film and Television Institute (RGFTI-Guwahati), Bata India Ltd, Air Plaza Retail Holding (Vishal Mega Mart-Assam).

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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
Signing of MoUs with different Organizations to conduct Skill Development courses under B.Voc. and Community College.	MoUs signed with different Organizations like Media and Entertainment Sector Skill Council (MESCC), Indian Institute of Entrepreneurship (IIE), Pride East Entertainment (Rong Channel), Local Health Care Establishment (Susursa), Kaliabor College(A Graded), National Institute of Electronics and Information Technology (NIELIT-Guwahati), Regional Govt Film and Television Institute (RGFTI-Guwahati), Bata India Ltd, Air Plaza Retail Holding (Vishal Mega Mart-Assam).
Holding of Workshops for newly Established Community College Programmes	Workshops held on Paper Technology in collaboration with Nagaon Paper Mill.
Students Onsite Job related Training Programme for PPT Students.	The first batch Students of PPT programme have joined two months onsite job training programme at ITC-Kolkata, JK Paper Mill-Orissa, Orient Paper Mill-Madhya Pradesh, Naini Paper Mill-Nainital-Uttarakhand.
Disaster Management Training for Students	A day long Training programme held at Morigaon conducted by Fire and Emergency Services Department, Morigaon.
Introduction of B.Voc. Programmes from the session 2015-16.	Programmes on Acting and Retail Management started under B.Voc. scheme and the Gauhati University has conducted the first semester examinations.
Extension activities by the Extension Education Cell.	Organised few major extension activities on Samajik Sajagata Abhijan in collaboration with Department of Commerce, Gauhati University, Health Awareness Camp at Sitajakhala and another at Roumari Village in collaboration with a Guwahati based NGO and GNRC, Guwahati.
Meeting with Alumni Association	Two get-together programme and one general meeting held with Alumni Association. Blood Donation Camp organised by the Alumni Association.
Holding of Health Camp, AIDS awareness programme	Dr. Jita Baruah Bordoloi delivered a lecture on HIV-AIDS, various competitions held among students. Health awareness programmes already mentioned above.

\* Attach the Academic Calendar of the year as Annexure.

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2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body     IQAC

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(B.Voc.)	--	--
PG Diploma	1	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	2	--	--	--
Others	--	--	--	--
<b>Total</b>	7	1		

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

Pattern	Number of Programmes
Semester	8 (B.A., B.Sc., B.Com., B.Voc., CC, CoC, MTM, PGDCA)
Trimester	--
Annual	--

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

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

*\*Please provide an analysis of the feedback in the Annexure*

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

Modification of implementation of B.Voc and CC programmes were suggested by SSCs but not implemented due to non-finalization by the University Authority.

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

No

### Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors/ Principal	Librarian	Others
51	9	35	1	1	7(Vacant)

2.2 No. of permanent faculty with Ph.D.

20

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					1	2	3	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

28(B.Voc,CC,CoC)

26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	20	2
Presented papers	9	20	-
Resource Persons	-	-	-

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

Departmental Seminars of some departments were held, Field Studies undertaken, Dramas performed in open stage in the college as well as at the Rabindra Bhawan, Guwahati. Street Plays held at different locations of the districts, at Nagaon Paper Mill, at Kaliabor College, Teachers and Students Exchange programme held.

2.7 Total No. of actual teaching days

during this academic year

181

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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

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.	266		91%	39.5%	77%	83%
B.Sc.	26		69.2%	19.2%	--	85%
B.Com.	62		27%	73%	52%	80%
MTM	14		60%	11%	--	71%
PGDCA	23		39%	19%	--	58%
Acting ( Sem-I)	15		47%	47%		94%
Retail Management (Sem-I)	40		34%	29%	2%	65%

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

IQAC draws attention on the syllabus to be thoroughly discussed in the classes by the faculty members. Completion of syllabi courses before examination and conducting sessional tests are made compulsory. Proper measures are taken by the departments for the irregular students.

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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	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	1
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	2	0	4
Technical Staff	0	0	0	2

**Criterion – III**

**3. Research, Consultancy and Extension**

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

<p>IQAC of the College through its Research Cell conveys necessary information to -</p> <p>i) the faculty members regarding –</p> <ul style="list-style-type: none"> <li>➔ research opportunities through various schemes of Major/Minor Research sponsored by different agencies.</li> <li>➔ holding of Seminar/Conference/Workshop on various topics of importance.</li> <li>➔ pursuing of Ph.D. / M.Phil for higher academic growth.</li> </ul> <p>ii) the Students regarding –</p> <ul style="list-style-type: none"> <li>➔ guidance to pursue elementary research projects identification and selection</li> <li>➔ award initiation to encourage young researchers and published selected projects in the in-house journal “INITIATIVE”.</li> </ul>
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3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	0	2
Outlay in Rs. Lakhs		3.50		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	8	
Non-Peer Review Journals	-	2	
e-Journals	-	1	
Conference proceedings	-	12	

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

3.7 No. of books published 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	--	--	--	--	7
Sponsoring agencies					

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

4

2

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

-

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

JRF

0

SRF

0

Project Fellows

1

Any other

0

3.21 No. of students Participated in NSS events:

University level

0

State level

0

National level

0

International level

0

3.22 No. of students participated in NCC events:

University level

0

State level

25

National level

2

International level

0

3.23 No. of Awards won in NSS:

University level

0

State level

0

National level

0

International level

0

3.24 No. of Awards won in NCC:

University level

0

State level

2

National level

0

International level

0

3.25 No. of Extension activities organized

University forum

0

College forum

0

NCC

1

NSS

1

Any other

6

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

- Health check up camp held at Roumari village, Amlighat
- Traffic awareness programme conducted at Sahid Lakhi Deka HS School, Jagiroad
- Awareness Programme on General health and Dental treatment held at Sitajakhala H.S. School, Amlighat .
- Blood Donation Camp held at the college by the NSS, Jagiroad College Unit and Jagiroad College Alumni Association on Dec 24 , 2015.
- A Diabetic Screening Test was organised by the Health Care Cell of IQAC on Dec,30, 2015
- An Awareness Programme on AIDS was held by Red Ribbon Club, Jagirtoad College in collaboration with Assam Science Society, Jagiroad Branch.

**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 bighas	0		25 bighas
Class rooms	49	5	State Govt. / College Fund	54
Laboratories	11	2	UGC	13
Seminar Halls	2	1	State Govt. Assistance	3
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		Equipments for CoC, Smart Class Room Equipments	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 6.79 lakh	UGC (BVoc, CC)	Rs. 6.79 lakh
Others				

4.2 Computerization of administration and library

Continued with already started procedures

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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10361	41,44,400/-	499	1,99,600/-	10,860	43,44,000/-
Reference Books	11,661	46,64,400/-	2142	8,56,800/-	13,803	55,21,200/-
e-Books	97,000+	--			1,35,000+	
Journals	2,076	4,19,490/-	151	30,502/-	2,227	4,49,854/-
e-Journals	6,000+	--			6,000+	
Digital Database	18,800				18,500	
CD & Video	238	46,750/-	--	--	238	46,750/-
Magazine (Total)	11,272	16,84,850/-	390	58,500	11,662	17,49,300/-
Journals(Subscription)	14	18,400/-	05	6,570/-	19	24,966/-
Magazine(Subscription)	06	10,150/-	02	3,382/-	08	13,528/-
Other (specify) : does, Bulletins, Periodicals, Publishers catalogue, Newspapers, News Letters, Reports, Book Review, Manuscripts, Encyclopaedia, Dictionary, Year Books, Dissertations, Proceedings et.						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	89	4	16	2	1	13	19	1
Added	6	0	0	0	0	0	2	0
Total	95	4	16	2	2	13	21	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 Courses, CCA on Computer in collaboration with NIELIT for Students, B.Voc. Staff and Students Training at Sonapur College, PPT students under Community College sent for on-job training at different Paper Mill of the Country .

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.35
ii) Campus Infrastructure and facilities	12.0
iii) Equipments	3.45
iv) Others	
<b>Total :</b>	<b>18.80</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC is always involves in holistic development of the Students and the Institution. The cells under IQAC are actively involved in various activities related to their cells. RRC, Health Cell, Extension Education Cell and ICGCC have organised a number of events/activities during the year.

5.2 Efforts made by the institution for tracking the progression

The College is putting its continuous and sincere effort for tracking performances of the students, with the help of various committees. They are the 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
2098	46	-	-

(b) No. of students outside the state

--
----

(c) No. of international students

--
----

(d) Men

No	%
1059	49.4

Women

No	%
1086	50.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
396	417	515	604	1	2144	344	427	500	622	1	2128

Demand ratio 1: 1.7

Dropout = 21%

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

One session on Personality Development and Motivation session for competitive examinations held in collaboration with Kaziranga University and Asomiya Protidin.

No. of students beneficiaries

70

5.5 No. of students qualified in these examinations : N/A

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

5.6 Details of student counselling and career guidance

Two no.s of Career Counselling sessions organised by the Career Counselling and Guidance Cell.

No. of students benefitted

140

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

-

5.9 Students Activities

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

State/ University level	National level	International level
12	4	-

No. of students participated in cultural events

State/ University level	National level	International level
5	-	-

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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	81	286090.00
Financial support from government	--	--
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ --

## 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 tap the benefits of own socio – cultural heritage.

#### 6.2 Does the Institution has a management Information System

- Though not, but the College develops its own mechanism to disseminate information to various stack holders through different committees. All matters are discussed in the management body meetings.

#### 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.

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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.
- \*Exchange programme for both Teachers and Students organised with Koliabor College.

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.
- \* 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.

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.

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6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computerization of Books in Central Library is going on.
- OPAC system introduced at the Central Library.
- Xerox facility is available at the central library, IQAC, Examination branch and in Principal's office.
- Extension of reading room completed at the Library for boys and girls.
- 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.
- To optimize its physical resources, distance education programmes have also been opened. This facilitates the deprived learners from our regular system of higher education.
- Developing two sports fields inside the campus.
- Three smart class rooms have additionally been introduced.

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

- One Assistant Professor is selected for appointment in Political Science department against a retired vacancy.
- One substitute faculty is appointed in Physics department against a UGC-FDP vacancy.

6.3.8 Industry Interaction / Collaboration

\*For successful implementation of programme under UGC funded skilling programme, 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 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.

\* First batch of PPT students are selected to pursue two months industry interaction programmes of two months duration. They will attend on-job training at ITC, Kolkata, JK Paper Mill-Orissa, Orient papers- Madhya Pradesh, Naini Papers-Nainital.

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

Teaching	Same as mentioned in the last year AQAR
Non teaching	
Students	

for

6.5 Total corpus fund generated

50,000.00

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	CA/GB

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

As per the directives of the Gauhati University(GU), the College facilitates zonal evaluation works of semester examinations. 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

Blood donation camp was organised by the Alumni Association. Another event on 'Health awareness through Ayurveda' was also organised by the Alumni Association. A theatre group is invited for fund collection for the Association..

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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

\*Principal stays inside the campus. Hostel wardens of both the Hostels have been 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 .

\* Financial assistance provided during needy hours from the college employee welfare fund.

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

The College campus is green and eco-friendly which is appreciated by everybody. Tree plantation is done on different occasions. College lawn and the garden is another

**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.

- Issue PAN card to Students.
- Students Health Insurance Scheme.
- Opening of Bank Account of all the students.
- Introduction of skilling courses.
- Special awards/incentives declared for the students as well as office staff as a measure to enhance their competitive spirit and professional values.
- Collection of all types 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

- Extension Education activities held as decided.
- B.Voc. (Acting and Retail Management) Programme Started from August, 2015.
- MoUs signed with different bodies.
- Paper Technology Students sent to four reputed Paper Mills of the Country.
- Students attended Fire and Emergency Management Training Programme.
- Alumni Association successfully organised Blood Donation Programme.
- Student Teacher exchange programme held with Kaliabor College.

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

- This year Acting department has performed various Extension Education Programmes organised through Street Plays/Drama/Mime to educate/aware Students and general public on Voters Right, Anti-Tobago Campaign, AIDS awareness, Road Safety, Patriotism at different locations of the District.
- Five skill based programmes are running with direct Industry Collaboration.
- Self Defence Training programme for Girls Students gains momentum this year. Number of Girls Students enrolment increases and practice held regularly.
- The College facilitates Higher Education to the deprived but needy students through its Study Centres under three Universities

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

7.4 Contribution to environmental awareness / protection

Environment Education Cell encourages Students to protect greenery in the campus. The Cell along with the Campus Beautification Cell undertake different activities /programmes for preservation and maintenance of the greenery of the campus.

They encourage students -

- i. to maintaining campus clean and green
- ii. to minimize the use of polythene
- iii. to utilise the dustbins
- iv. in plantation drive,
- v. to participate health awareness camps.

7.5 Whether environmental audit was conducted?    Yes     No

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

-

**8. Plans of institution for next year**

- Well furnished Conference Room.
- Virtual Class Room.
- Opening of PG Course in two subjects.
- Student Teacher Exchange Programme to cover more departments.

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

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

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**Annexure-I**

**Academic Calendar of the College: Session: 2015-16**

Month	Working days	Holidays including Sunday	Activity of the College as per GU Calander
August	1,3,4,5,6,7,8,10, 11, 12,13,14,17, 18,19, 20,21,22, 24,25,26, 27,28,29,31	Sundays: 2,9,16,23,30 15(Independence Day)	*22 Freshers' Social
September	1,3,4,7,8,9,10,11,12, 14,16,17,18,19,21, 22,24,26,28,29,30	Sundays: 6,13,20,27, 2(Tithi of Sri Sri Madhabdev), 5(Janmastami),15(Tithi of Srimanta Sankardev), 23( Janmotsab of Srimanta Sankardev, 25(Id-ud- Zuha)	*Students' Union Election
October	1,3,5,6,7,8,9,10,12, 13,14,15,16,17,19, 24,26,28,29,30,31	Sundays: 4,11,18,25 2 (Gandhi Jayanta) 19 (Maharam (Half Holiday) 20-23 Dura Puja	*Sessional Examination *Students' Exposure Tour
November	2,3,4,5,6,7,9,12,13, 14,16,17,18,19,20, 21,23,24,26,27,28,30	Sundays: 1, 8, 15, 22, 29 10-11(Kali Puja/Dewali) 25 (Birthday of Guru Nanak)	
December	1,2,3,4,5,7,8,9,10,11, 12,14,15,16,17,18,19, 21,22,23,24,26,28,29, 30,31	Sundays: 6,13,20,27 25(Christmas)	*HS-II: Test Examination, *End Semester Examination to be completed before 20 <sup>th</sup> 21-31: Evaluation Period
January- 2016	1,2,4,5,6,7,8,9,11,12, 13,18,19,20,21,22,23, 25,27,28,29,30	Sundays: 3,10,17,24,31 14-16 (Magh Bihu) 26 (Republic Day)	*Annual College Week

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February	1,2,3,4,5,6,8,9,10,11, 12,13,15,16,17,18,19, 20,22,23,24,25,26,27, 29	Sundays:7,14,21,28	*HS –II final Examination as per AHSEC routine
March	1,2,3,4,5,7,8,9,10,11, 12,14,15,16,17,18,19, 21,22,23,25,26,27,28, 29,30	Sundays: 6,13,20,27	*Sessional Examination  *HS-I annual Examination as per AHSEC routine
April	1,2,4,5,6,7,9,11,12,13, 17,18,19,20,21,22,23, 25,26,27,28,29,30	Sundays: 3,10,17,24  14-16 (Bohag Bihu)	
May	2,4,5,6,7,9,10,11,12, 13,14,16,17,18,19,20, 21,23,25,26,27,28,30, 31	Sundays:1,8,15,22,29	*4 <sup>th</sup> and 6 <sup>th</sup> Semester Examination
June	1,2,3,4,6,7,8,9,10,11, 13,14,15,16,17,18,20, 21,22,23,24,25,27,28, 29,30	Sundays:5,12,19,26	*2 <sup>nd</sup> Semester Examination to be completed before 20 <sup>th</sup> June
July	Summer Vacation		

- Examination and other activities will be notified as and when needed.

**Annexure –II**

**Analysis of Feedback collected randomly: Session 2015-16**

<b>About Co-curricular Activities and Common Room</b>		<b>Avg. Rating out of 5</b>
<b>Total No. of Students executed their Feedback: 79</b>		
<b>Sl No</b>	<b>Question</b>	
1	Wall Magazines	3.7
2	Annual College Magazines	3.5
3	Literacy and Debating	3.3
4	Provision for indoor games	3.0
5	Provision for outdoor games	3.2
6	Cultural Activities	3.4
7	NCC/NSS/Scout and Guide	3.4
8	Accommodations of Common Room	3.1
9	Playing Equipment of Common Room	2.7
10	Water supply facility of Common Room	2.7
11	Toilet facility of Common Room	2.4
<b>Overall Rating on Co-curricular Activities and Common Room (out of 5 )</b>		<b>3.1</b>

<b>About Library</b>		<b>Avg. Rating out of 5</b>
<b>Total No. of Students executed their Feedback: 79</b>		
<b>Sl No</b>	<b>Question</b>	
1	Timely delivery of books	3.1
2	Quality of books offered in the Book Bank	3.0
3	Adequacy of books for all subjects	2.8
4	Availability of reference books	3.0
5	Quality of books	3.2
6	Relevance books to syllabus	3.1
7	Availability of Daily Newspaper	3.6
8	Availability of Journals	3.2
9	Availability of proper sitting arrangements	3.3
10	Timings for Library	3.3
11	Support and cooperation of the library staff	3.3
12	Utilization of the Library	3.3
<b>Overall Rating on Library (out of 5 )</b>		<b>3.2</b>

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<b>About General Observation and Infrastructure</b>		<b>Avg. Rating out of 5</b>
<b>Total No. of Students executed their Feedback: 79</b>		
<b>Sl No</b>	<b>Question</b>	
1	Quality of handouts provided by the Teacher, if any	3.7
2	Effectiveness of delivery of lectures	3.4
3	Availability of teacher after class hours for guidance	3.6
4	Transparency and fairness of Evaluation system/Internal Examinations	3.5
5	Completion of course on time	3.3
6	Degree of satisfaction with conference/seminars conducted at the college	3.4
7	percentage of teaching days	3.6
8	Adequacy and effectiveness of Teaching Aids	3.1
9	Overall general environment	3.5
10	Adequate classroom facility	3.0
11	Utility of Seminar hall by the students	3.3
12	Departmental library facility	2.8
<b>Overall Rating on General Observation and Infrastructure (out of 5 )</b>		<b>3.3</b>

<b>About Canteen and Hostel</b>		<b>Avg. Rating out of 5</b>
<b>Total No. of Students executed their Feedback: 73</b>		
<b>Sl No</b>	<b>Question</b>	
1	Availability of snacks in Canteen	2.6
2	Prices of eatable in Canteen	2.5
3	Quality of eatables in Canteen	2.5
4	Cleanliness and maintenance of the Canteen	2.5
5	Standard of services in Canteen	2.6
6	Hygiene and sanitation in Canteen	2.6
7	Accommodation as per students in Canteen	2.5
8	Availability of accommodation in Hostel	1.8
9	Selection criteria of allotment of seats in Hostel	1.7
10	Amenities provided in Hostel	1.4
11	Responsiveness of Hostel staff in Hostel	1.4
12	Quality of Food in Hostel	1.3
13	Pure Drinking water facility in Hostel	1.3
14	Facilities for Games and sports in Hostel	1.4
<b>Overall Rating on Canteen and Hostel (out of 5 )</b>		<b>2.0</b>

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<b>About Computer Lab</b>		<b>Avg. Rating out of 5</b>
<b>Total No. of Students executed their Feedback: 58</b>		
<b>Sl No</b>	<b>Question</b>	
1	Timings of Computer Lab	3.3
2	Adequacy of software loaded on PC's	3.1
3	Internet facility	3.2
4	Initiative of the Computer lab staff	3.4
5	percentage of teaching days on which lab is visited	3.2
6	Purpose of visit - Course work	3.5
7	Purpose of visit - Project work	3.5
8	Purpose of visit - Case Studies	3.5
9	Purpose of visit - Web browsing	3.1
10	Purpose of visit - Class assignment	3.4
11	Purpose of visit - Chatting for course materials	3.2
12	Purpose of visit - E-mailing	2.9
<b>Overall Rating on Computer Lab(out of 5 )</b>		<b>3.3</b>

Sd/-  
Principal  
Jagiroad College