

The Annual Quality Assurance Report (AQAR) of the IQAC

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

The Annual Quality Assurance Report (AQAR) of the IQAC

Name of the IQAC Co-ordinator: DR. BHUPEN KR. SARMA

Mobile: 9435140188

IQAC e-mail address: iqacjc14@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) **ASCOGN11604**

1.4 Website address: www.jagiroadcollege.co.in

Web-link of the AQAR: www.jagiroadcollege.co.in/IQAC/AQAR201314.do

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 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				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY 20-03-2007

1.7 AQAR for the year (for example 2010-11) 2013-14

The Annual Quality Assurance Report (AQAR) of the IQAC

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

- i. AQAR 2010-11 (10/11/2014) _____ (DD/MM/YYYY)
 ii. AQAR 2011-12 (10/11/2014) _____ (DD/MM/YYYY)
 iii. AQAR 2012-13 (10/11/2014) _____ (DD/MM/YYYY)
 iv. AQAR 2013-14 (31/05/2014) _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

1.12 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="Yes"/>	Any other (<i>Specify</i>)	<input type="text" value="B.Voc,
Community
College"/>
UGC-COP Programmes	<input type="text" value="UGC approved COP on 'Construction'"/>		

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/ Industria lists	<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"/>

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Technology Innovation, Swami Vivekananda's Ideology, Mental Health, SEBI-Investment, Self learning for Competency Development, AIDS awareness, Girls Child, Rescue and Rehabilitation of greater adjutant, Wildlife Photography, Oral Dental Care, Writing of Projects Report, Computer Training, Official Letter drafting.

2.14 Significant Activities and contributions made by IQAC

- Introduced three digital classrooms for value-added services.
- Felicitation of best science and arts graduates.
- Conducted workshop on Positive Mental Health for Students.
- Intensive micro study on economic status of a model village.
- Donation of blankets (50 numbers) to the needy among the villagers of the Gobha village through the Jagiroad College Teachers' Unit (JCTU), as a gesture of community –support.
- Organized various Seminars, Workshops and Awareness programmes on the issues like AIDS, Mental Health, Oral and Dental Health, Writing of Projects Report etc.
- Made frequent interactions with the Departments and the Cells to keep alive the mobility.

The Annual Quality Assurance Report (AQAR) of the IQAC

2.15 Plan of Action by IQAC/Outcome:

Plan of Action

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 :

1. To start Commerce stream at the Degree level.
2. To provide maximum infrastructural facilities including teaching tools to ensure a learner-friendly teaching environment.
3. Continue with the automation and launching of digitalization works in the library.
4. Thrust upon holding more in-house seminars and workshops for the benefit of the students.
5. To initiate works towards electronic book and journal access facilities in the Library.
6. Towards self-realization, reforms and accountability in the transaction of teaching and learning, academic progress of the students right from the entry point to the final Examination (at every step) will be recorded in terms of their proficiency-level by each Department.
7. To take necessary initiatives to increase enrolment into the degree programmes conducted by the College study centres under the existing Open and Distance Learning programmes being run at the College.
8. To set up a study centre under the Krishna Kanta Handique State Open University (KKHSOU) in the campus in view of the growing aspirations of the youth in the catchment areas for the Programmes being offered by the University.
9. Taking up of awareness programmes for students related to value- education, health etc.
10. To take initiatives for new innovative vocational and job-oriented courses.
11. To organize more entrepreneurship and skill development training programmes in collaboration with NGOs.
12. Thrust upon development of a research climate within the campus by motivating and guiding the students to take up project works, field studies besides initiating the publication of a journal for the students based upon their projects and field works.
13. Publication of books.
14. Thrust upon organizing more extension programmes.
15. Initiate preparations for holding of the Silver Jubilee of the Science stream of the College in close collaboration with the community and the alumni.
16. To set up bodies like Dramatic Club, Literary Club, Quiz Club etc. at the initiative of the students of the College for development of their interests and talents in their chosen co-curricular fields.
17. Provide computer access to all the academic departments at the departmental level.
18. Popularizing saving practices among students by opening savings account at banks.
19. Collection of feedbacks from students, alumni & guardians to identify critical areas that needs to be addressed to.

The Annual Quality Assurance Report (AQAR) of the IQAC

Achievements :

1. The College has successfully launched the Commerce stream from this Session. The parent University has also provided the necessary permission for the same. With this, a long drawn dream of the public of the area could be translated into reality. The first batch of the stream contained a total of 93 students. A separate Commerce Block with four rooms and one staff common room had been raised by renovating the old Girls' Hostel building for the purpose.
2. Additional infrastructural facilities including teaching learning equipments are provided on preferential basis. Already three class rooms have been constructed with digital teaching learning aids.
3. Library digitalization process has been continuing in full pace with installation of OPAC for the users.
4. Seminars and workshops were organized. Some of the themes were: Technology innovation, Swami Vivekananda's Ideology, Mental Health, SEBI-Investment, Self-learning for Competency Development, AIDS Awareness, Gender Sensitivity vis-à-vis Girl-child, Rescue and Rehabilitation of Greater Adjutant, Wildlife Photography, Project -writing, Comparative Literature with Special Reference to the Assamese Language, the Bengali Language and the Hindi Language and the pursuit of the art of Translation.
5. The college has already been registered under the N-LIST facility of 'Inflibnet' and all the teachers have been provided with the individual User-ID and Passwords to access electronic books and journals including theses and dissertations from reputed libraries and publishers all over the world.
6. Action has been initiated by each of the departments.
7. The enrolment in the Open and Distance Learning programmes at PG level was increased by 150 more students during the session.
8. Formalities and correspondences have been made following which the concerned University (KKHSOU) has permitted to begin the UG level programmes from this session.
9. Three of these awareness programmes were: 1. Awareness Programme on Mental Health, conducted by MIND INDIA, Guwahati, (by Dr. Sangeeta Goswami and Mr. Abhijit as counsellor psychologists) 2. Awareness Programme on AIDS, organized by Red Ribbon Club of the College (guest speaker was Dr. S. Deo Raja, Prog. In-charge, Morigaon District), and 3. Awareness Programme on oral and Dental Care, conducted by Dr. A. Das of the Zhargaon PHC (who is also an alumnus of the college).
10. The college has received approval from the UGC to run two courses ('Retail Management' and 'Acting') under B.Voc. Programmes and two Advance Diploma Courses ('Pulp and Paper Technology' And 'Fashion Technology') under the concept of Community College from 2014-15 Session.

The Annual Quality Assurance Report (AQAR) of the IQAC

11. Steps have been taken to hold such programmes in skill development, however in this Session no training programme could be organized.
12. Various departments, particularly the Depts. of Tourism, Zoology, Chemistry, Environmental Studies, Geography, Education, History and Assamese have been taking initiatives towards this. Field Studies, Educational tours and excursions are being encouraged. A research journal (“Initiative”) exclusively for the students of the college has been launched recently. A workshop on project writing was organized at the initiative of the IQAC, where Dr. Dhruvajyoti Saharia of the Dept. of Geography, Gauhati University addressed the Major and PG students as a guest speaker.
13. The Publication Cell has published two volumes of books (with ISBN) during the session.
14. The Extension Cell organized a number of programmes during the session including a motivational talk on Women Empowerment (held at a village in the vicinity of the college). Another important programme taken up by the cell was a plantation programme in and around the premises of the college.
15. Necessary preparations are on to celebrate the completion of 25 glorious years of Science Stream in the month of September, 2014 for which a public Reception Committee has been formed and frequent meetings are being held among the alumni, public and the college fraternity on the subject.
16. The collective bids of the students and the teachers to form the two bodies, viz. Dramatic Club, and Literary Club have come to fruition and the bodies will take up initiatives for holding workshops and related events from the coming session.
17. Efforts are on to provide computer access to all the departments. In this session however four of the departments were provided with the same facility. The Departments are: Geography, Zoology, Tourism and Physics.
‘Arc-GIS’ software with four sets of computers and GPS machines including other necessary equipments were provided to the laboratory of the Geography department.
18. From last session onwards students are encouraged to engage in savings practices by opening savings bank account at banks. More and more students are showing interests in the initiative taken by the IQAC. The account opening is further supported by the bank by providing special ATM cards to the students with the embossing of College logo and photographs of the respective students. The local branch of Canara Bank offers this facility to our students in the form of Canara Campus Card (CCC). The first batch has already received such cards.
19. Students’ feedbacks and alumni feedback were collected and analyses were made. The concerned parties were intimated the outcomes and necessary corrective measures are made.

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

The Annual Quality Assurance Report (AQAR) of the IQAC

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Discussed in detail and approved with some minor modifications by the management body (Governing Body) of the College in its meeting held on 27/05/2014.

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	10	1	
UG	3		1	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	5	10	3	
Interdisciplinary				
Innovative		2(Communicative Eng, Self Defence)	2	2

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

The College is implementing the Semester system introduced by the University, for which the syllabi is made, revised and updated by the parent university.

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

Commerce Stream (B.Com) started from Aug-2013

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	51	13	31	0	0

2.2 No. of permanent faculty with Ph.D.

13

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
	7					4		4	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

4

0

24

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	5	1
Presented papers	9	17	1
Resource Persons	0	0	5

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

- Educational trips/excursions arranged for students of different batches and classes.
- Students with potentiality for excellence were sent outside the state for getting better exposure with financial assistance from the college.
- Digital class rooms (3 nos.) introduced towards effective interaction in teaching learning processes.
- Selected research projects carried out by the students are published in the journal “Initiative”, a journal to encourage young researchers published by the Publication Cell of the College.
- Publication of two Books with ISBN numbers (i) “Fifty great Scientists and Mathematicians” and (ii) “Asamar Samaj, Sangskriti aru Sahitya”.
- Major and PG Students are encouraged to present seminar papers at departmental Seminars.
- PG students are provided industry exposure with real life work environment.
- Guest Lecturers/Resource Persons from among the college alumni are invited to conduct classes and for motivational talks time to time.
- Faculties and Office staff are encouraged to attend quality enhancement seminars with financial support from the College.
- Principal attended few College development related seminars and workshops including RUSA.

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

183

The Annual Quality Assurance Report (AQAR) of the IQAC

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

- The college conducts smoothly all university examinations as per University guide lines.
- All internal and sessional exams are conducted 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.
- College examination committee effectively conducted all University examinations.

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

3		5
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- 2.10 Average percentage of attendance of students

75%

- 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. (annual Mode)	330		7	182	189	57.3%
B.Sc. (annual Mode)	30		3	17	20	66.7%
PGDCA (Semester)	14		9	3	12	85.7%
MTM (Semester)	21		12	6	18	85.7%

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

IQAC of the College plays active role in teaching learning processes. All activities are critically monitored by IQAC irrespective of Faculty, Staff, Students and other stake holders. IQAC evolved mechanisms for better participation in all in-house activities like seminars, workshops, group activities and other regular activities. Apart from these following special measures are also taken:

- Faculty members are encouraged to use modern digital equipments which are introduced in the College (particularly the digital class room equipments).
- Motivational talks are arranged for faculties and students on different times.
- Prepared an academic calendar to convey the examination schedule, teaching days, celebrations, results, holidays, vacations, etc. to the faculty, students and parents.
- Teachers are evaluated by Students in the form of feedback and after analysing respective teachers are informed for corrective measures.
- Language Laboratory is established to aid the students with effective communication skills in the English language. A course on “Communicative English” has been introduced for the students.
- An innovative certificate course on “Self Defence for Girls Students” has been introduced from July 2013, which is the first step forward by the college in Physical Education.
- Placement was provided to the PG students through campus interview.
- Towards development of a research culture, the IQAC organized an orientation programme on writing of Project-works especially for the Major students.

The Annual Quality Assurance Report (AQAR) of the IQAC

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	2 (Total=5; 3 in the last session)
HRD programmes	All
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	5
Staff training conducted by other institutions	5 (Teachers=2,Non-Teaching=3)
Summer / Winter schools, Workshops, etc.	5
Others(AISHE,RUSA and Quality related)	10

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	3	0	2
Technical Staff	0	0	0	2

The Annual Quality Assurance Report (AQAR) of the IQAC

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC constituted a Research Committee towards developing a research culture in the College. The committee works towards encouraging and facilitating the faculty members in research. It also tries to encourage the students to take up incisive studies on various subjects as young researchers. The outcomes are -

*One National Seminar on the topic “Infrastructure for Economic Development of Assam: Problems and Prospects” held last year.

*Four Departments have come forward with proposals for National Seminars.

*Four faculty members have already completed their Minor Research Projects.

* Four faculty members received approval for Minor Research Projects during this Session.

* Students of Master of Tourism Management (MTM) of the Tourism department have submitted as many as six research projects on different topics.

* Sixth Semester Major Students are encouraged to undertake micro-research projects from this year onwards.

*A new research journal - “Initiative” was started from this year. Dedicated to the cause of young researchers, the journal publishes the best selected research papers done by the students

* Workshop on “Research Methodology” was held during the session.

*For the subject of “Environmental Studies” all students have to undertake field studies to gather information on environment related topics/issues and a wall magazine on Environment is being published at the initiative of the students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	0	0
Outlay in Rs. Lakhs	12.32 lakh	11.87 lakh	16.88 lakh	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	4		4
Outlay in Rs. Lakhs	5.6 lakh	5.28 lakh		

3.4 Details on research publications (by faculty members)

	International	National	Others
Peer Review Journals	3	1	0
Non-Peer Review Journals	1	2	3
e-Journals	0	0	0
Conference proceedings	2	1	2

The Annual Quality Assurance Report (AQAR) of the IQAC

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 (four faculties have completed and four others have been continuing with total fund mentioned below):

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	18 months	UGC	5.28 Lakh	3,75,500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	6 months	College	20,000/-	
Any other(Specify)				
Total			5.48 lakh	3,75,500/-

3.7 No. of books published by faculty members:

i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	12
Sponsoring agencies					College

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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
4	0	0	0	4	0	0

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 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

The Annual Quality Assurance Report (AQAR) of the IQAC

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	4	
NCC	3	NSS	2	Any other
				2

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

- Village adopted at Sonakuchi and distributed blankets to the needy among the villagers.
- Blood donation camp at Kalamandir-Jagiroad and Engineering Institute field-Guwahati.
- Motivational talk on “Women Empowerment” organised at “ Jagi Kalpataru Puthibharal” (a rural Library with 75 years of continuous existence)
- Lectures on “Map Drawing and Project Report Writing” at Sankardev Vidya Niketan, Bhakatgaon in June, 2013.

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	29	7	UGC, Self	33
Laboratories	10	1	UGC	11
Seminar Halls	1	0		1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)			UGC	3.74 lakh
Others(Books)			UGC	2.12 lakh

The Annual Quality Assurance Report (AQAR) of the IQAC

4.2 Computerization of administration and library

- *Administration and Central Library both are computerised in phased manner.
- *The Central Library is fully equipped with modern facilities to cater to the needs of the users including Students, Faculties and other users.
- *The Central Library is using SOUL 2.0 software and OPAC is used to search books by the users with Broadband and V-SAT connectivity to surf internet.
- *The College ensures 24x7 power supplies at Office, Accounts Branch and also at Central Library.
- *With the installation of Solar Power Plant inside the College campus with the support of 90% central assistance from MNRE, Govt. of India, the entire College campus including Boys and Girls hostels are under regular and uninterrupted supply of electricity throughout the day, which complements effectively in the smooth functioning and maintenance of the computers in all the Departments and Branches of the College. (Additionally, 45 KVA Kirlosker Generator was installed well ahead of the installation of the solar power plant. With the support and assurance of uninterrupted supply of power, phase wise digitalisation process initiated upto the level of the class rooms).
- *The process of admission from the issue of forms and prospectus to the preparation of merit list all are done with the help of locally designed software installed at the College IBM server. Accounts are maintained through software and all transactions are done through bank. No cash transaction takes place in the College.
- *The College is registered at N-LIST programme under 'Inflibnet', as a result users can get access to e-resources of more than 6000+ e-journals (with back volumes of 10 years) and 97,000+ e-books in pdf formats.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8,693	34,76,100/-	1,001	4,00,100/-	9,694	38,76,200/-
Reference Books	11,313	42,25,003/-	173	68,210/-	11,486	45,93,120/-
e-Books			97,000+			
Journals	1,809	5,42,500/-	152	45,000/-	1,961	5,88,000/-
e-Journals			6,000+			
Digital Database	9,254		6,230		15,484	
CD & Video	187	37,320/-	6	1,100/-	193	38,420/-
Others(specify): Magazines, Journals, Govt. docs, Bulletins, Periodicals, Publishers catalogue, News papers, News Letters, Reports, Book review, Manuscripts, Encyclopaedia, Dictionary, Year Books, Dissertations, Proceedings etc.	15,146	22,95,640/-	818	77,105/-	15,736	22,60,860/-

The Annual Quality Assurance Report (AQAR) of the IQAC

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	28	2	6	0	0	7	18	
Added	35	1	6	0	0	6	1	1
Total	63	3	12	0	0	13	19	1

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

- *With the introduction of additional computers most of the teachers can get access to them.
- * Apart from V-SAT, six new Broadband connections are newly introduced under NME-ICT scheme.
- * Teachers utilise ICT facilities installed at IQAC room for various activities.
- *Free computer training provided to Non-Teaching staff members at regular intervals.
- * Three digital class rooms are introduced; 2 at Sc. Stream and 1 at Computer Department. As a result, class interactions become more meaningful. Trainings were also provided to teachers time to time.
- *Office staff disburse their activities through computer.
- *Students utilise computer laboratories as well as language laboratory.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.19
ii) Campus Infrastructure and facilities	2.75
iii) Equipments	1.36
iv) Others	2.03
Total :	7.33

The Annual Quality Assurance Report (AQAR) of the IQAC

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Continuous efforts are on for enhancing students support services by the IQAC.

- *All information are disseminated through College Prospectus, Notice board, and also orally during admission time.
- *Induction sessions for new comers are held at the outset of the Session.
- * Counselling to the needy students by the faculty members; general counselling sessions with experts from different field are also held time to time.
- * Feedbacks from students are collected manually.
- * Tutorial and remedial classes are held for slow learners; for advanced students also such classes are arranged.
- *Mentorship (where individual teachers take care of a group of students) for effective teaching-learning transaction was introduced for Science students in the last Sessions. Such a system has been adopted for Arts students this year.
- *Educational Excursion tours were arranged for the students of different Departments.
- * Scholarships to the poor and needy students are provided at the time of admission.
- * All students are provided bank accounts at minimum deposit of Rs. 100/- and all students are insured.
- *Purified Cold drinking water provided to the students at different locations.

5.2 Efforts made by the institution for tracking the progression

For tracking and monitoring progression of the students following efforts are made:

- 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.
- Placements for PG students are provided through campus recruitment.
- Quiz Club, Literary Club, Dramatic Club, Sports Club are formed by the students which too contribute to the students' all-round development.
- 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 students.
- Excursion for best performers in the field of Academics, sports and leadership are provided.
- The College is free from Ragging in any form. However, an Anti-Ragging squad has been constituted for further assurance to the new comers.

The Annual Quality Assurance Report (AQAR) of the IQAC

1626	18	0	21
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5.3 (a) Total Number of students

(b) No. of students outside the state

4

(c) No. of international students

0

(d) Men

No	%
692	45.3

 Women

No	%
837	54.7

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
401	121	262	462	3	1249	473	322	316	552	2	1665

Demand ratio 1: 1.25

Dropout % =12

The Annual Quality Assurance Report (AQAR) of the IQAC

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

- Special emphasis was laid by the IQAC on imparting coaching for the students who wish to crack competitive examinations. It has organized a one month summer coaching camp in this direction during summer vacation, where 65 students took part. It was the first venture of this kind in the campus.
- Motivational talks by leading personalities, special classes and inspirational lectures by some of the alumni are a few other measures taken in this connection.
- A Quiz Club has been formed for holding regular Quiz Sessions on different subjects and issues. Open quiz competitions are organised on recreational mode to accommodate students at 'off periods'. Three teams from the college represented in a District- level competition held on the occasion of Gandhi Jayanti in 2013, bagging all the three top positions (two in senior category and one in junior category).
- A Book Club is on the anvil at the Central Library for spurring the reading habit among the library users.
- Counselling on Interview techniques and career are also provided. Motivational talks were arranged by inviting alumni who have qualified in the Civil Service and other competitive examinations.
- Alumni holding different portfolios at different capacities are also invited to provide encouragement and supports to the students.
- Three months "Communicative English" classes are also introduced to enhance communication skill for the needy students.

No. of students beneficiaries

425

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	20

The Annual Quality Assurance Report (AQAR) of the IQAC

5.6 Details of student counselling and career guidance

- ICGC formed by IQAC takes various measures to guide the students to select different career avenues. Placement agencies are invited to the College for campus interviews. Two companies came to the College and selected 16 students: 8 by ICICI bank and 8 by SIBIN group, Sikkim. Students from Computer department got their jobs at various govt. and non-govt agencies.
- Information on career related issues are disseminated from time to time on the students through notice board.
- Psychological counsellings are provided by inviting consulting psychologists. Dr. Sangeeta Goswami and Mr. Abhijit- noted psychologists on behalf of 'Mind India', a premier psychological counselling agency visited the college to address the students' issues.
- Confidence building measures were also taken into account and a workshop on "Self Learning for Competency development" was organised jointly in collaboration with International Non-Olympic University (INOOU) where Dr. Arup Barman from Assam University acted as Resource Person.
- MTM students were led out for exposure tours into relevant industrial sites.

No. of students benefitted

524

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
2	37	16	12

5.8 Details of gender sensitization programmes

- A special coaching on "Self Defence for Girls Students" was organised during summer vacation in the year 2013 where Mr. Manash Kr. Nath, an International Karate Player trained the Students as coach. As many as 45 Girl-Students took part in the training programme held in this session. The initiative has also culminated in the formation of a Karate Club in the campus: in the name of "Jagiroad College Karate Club" by the learners of the coaching camp.
- The Women's Wing of the College takes 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. Gaining momentum from the summer camp held last year on self defence, the club members have been arranging special weekly training programme inside the campus.

The Annual Quality Assurance Report (AQAR) of the IQAC

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	39	Rs. 1,17,550.00
Financial support from government	-	-
Financial support from other sources	2	Rs. 8,000.00
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: 01

The Annual Quality Assurance Report (AQAR) of the IQAC

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.
- Keenness 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

- IQAC assists the management to run the day to day activities of the College.
- The Principal decides on important matters in consultation with the Academic Committee (comprising of the HoDs of all the departments) and the College Governing Body.
- Periodic meetings with various committees and stake holders are held regularly and decisions are taken in consensus mode.
- Grievance Redressal Committee (one for general and another exclusively for Women), Anti-Ragging Squad, Hostel Management Committee, Admission Committee, Research Committee, etc are formed to serve the respective assigned purposes.
- Members from the Non-teaching staff are also actively associated with the corporate activities and they are inducted into various committees.
- Monetary transactions of all kinds are done in form of bank challans and cheques and not in cash.
- Accounting is done and maintained through accounts software specially designed for it.
- Feedback mechanisms are initiated from this Session. All stakeholders are included.
- Monthly attendance records are collected from different departments. They are subsequently recorded in a database.
- The Examination Committee conducts all kinds of internal and external Exams.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

6.3.1 Curriculum Development

- * In-house discussions and workshops were organised for smooth implementation of Semester system.
- * Senior faculty members of different departments take part in respective BoS in syllabus designing.

6.3.2 Teaching and Learning

- *Digital Class rooms are utilised for interactive teaching learning process.
- * Few Broadband connectivities are provided together with existing V-SAT for online activities.
- * Unit and sessional exams are conducted at regular intervals. The College maintains a prolonged tradition of being 99% free from any cases of unfair means on the part of the students during exams.
- *Compulsory exposure tours are provided to the students of Botany, Geography, Education, EVST, Biotechnology, Tourism and Zoology departments.
- *A special opportunity for educational excursion with financial assistance is provided to the students with potential excellence in academics and co-curricular activities.
- *Project work by sixth semester major students on varied topics are undertaken.
- * The college has also introduced Seminar presentation in presence of departmental research committee by major students.
- *To encourage the young researchers a new journal in the name of “Initiative” is published from this session.

6.3.3 Examination and Evaluation

- *New Examination committees are constituted in every Session for conducting the internal and university examinations periodically.
- *Faculty members assist the process by evaluating the students’ copies and the students are shown the marked copies.
- *Teachers guide their respective students on Projects at the Departmental level, while responsibility for guiding and supervising EVST projects is assigned to teachers of various departments, since EVST projects have to be executed in the mode of interdisciplinary approach.
- * Home assignments, seminar presentations, group discussions, practicals- all are closely monitored by the concern departments.
- *In regards to the Examinations conducted by the University, copies are evaluated by the faculties as per the university norms.
- *Peer checking introduced. Senior bright students are encouraged to guide juniors. Transparency is maintained in all spheres of evaluation processes.

The Annual Quality Assurance Report (AQAR) of the IQAC

6.3.4 Research and Development

- The IQAC constituted a Research Committee towards development of a research atmosphere in the College.
- Teachers are encouraged to take the opportunity of UGC's FDP scheme. As many as five teachers availed these during XIth and XIIth plan, while two more are going to avail the facility.
- The IQAC guides and encourages the faculty members to improve their API scores by participating and presenting papers in academic conferences and attending other workshops and short term courses.
- Four faculty members presented their papers in conferences abroad including China, America. Two other will shortly attend and present papers in two different conferences abroad.
- The Management provides necessary leave and other supports to the faculties in the above respect.
- The IQAC also publishes an in- house news letter to keep the momentum ahead.
- The Publication Cell of the IQAC takes the lead in publishing a journal to encourage the budding researchers. The first issue of the Journal was published in the month of May during the Session.
- Planning to publish two more research journals from Arts and Science streams.
- Two Books with ISBN numbers have been published.
- The IQAC has also taken the initiative for launching publication of two research journals-one from the Arts stream and the other from the Science stream.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Central Library is using SOUL 2.0 software through which storage, searching, issuing of books are done on daily basis.
- Bar coding is used to identify books in scientific method.
- Library cards are issued to all the users.
- Separate Boys, Girls and Teachers reading rooms are there in the library.
- Internet is available through BSNL broadband and through V-SAT.
- Entire Library is under CCTV scanner.
- Few broadband are installed at different locations together with WI-FI (V-SAT) connectivity in the campus.
- The canteen has been renovated with well furnished facilities.
- Campus is covered by 24x7 power backups. Solar power (50 kw), Electrical grid lines, Kirlosker Gen set are ready for the purpose. Additionally, as a second line of support Office, Library and Computer Laboratory are supported with Inverters, online UPS(10, 3 and 3 kva) for un-interrupted power supply.
- Digital Class rooms (3 nos) are constructed for better interaction of teaching learning process through ICT.
- In Communicative English classes, Computer-based language skill development facility has been incorporated.
- Day and night chowkidars are appointed by the management to look after the campus and its properties.
- Arc GIS software is installed at Geography Laboratory. Laboratory of Education department is also well organized in terms of necessary equipments.
- Science Laboratories are also supported with latest sophisticated apparatus necessary to meet the requirements of Major students.

The Annual Quality Assurance Report (AQAR) of the IQAC

6.3.6 Human Resource Management

* In the agenda of any higher educational institution, HRM holds the priority. All possible supports are provided by the management for the betterment of human resources. Students are always kept in the forefront.

* Teaching staff are always encouraged to work for upliftment of their potentialities through various means. Most of these are mentioned above and avoided for repetition.

* Non-teaching staff are also encouraged and facilitated to enhance their proficiency level. The management provides them opportunities to attend motivational trainings for competency development.

*Computer Literacy drive started and most of the office staff have already learnt about how to operate a computer effectively. Even the Fourth Grade staffs are provided trainings on computer and ICT Knowledge. In this regard, the Computer department has taken the lead.

*Students are encouraged to participate in different associations like NCC, NSS, Rover & Ranger and other socio-cultural activities. As a result, NCC cadets from the college could bag the Best Team award at the District Level Parade held on 15th Aug -2013 and 26th January-2014 consecutively. In the Session, 15 number of NCC cadets have appeared in the exam for 'C' certificate. As a result of our consistent thrust upon the NCC, one Mr. Rahul Boro could get an employment in the Indian Army in the Para Regiment during the session. Ms. Namita Das, another cadet from the NCC unit of Jagiroad has since been employed as an NCC Instructor at the Maharshi Bidyamandir, Guwahati.

*The facilities at the Gymnastic hall are being utilised by the students regularly.

* The Cultural Society of the College plays an instrumental role in exploring the cultural potentialities of the students of the college. One student: Ms. Rajashree Bordoloi bagged the Best Singer award twice consecutively in the University Youth Festival. The college team also bagged the Best Prize in Discipline at the youth festival.

*College Quiz club is actively engaged to broaden the knowledge-base of the students and also to provide a platform for competitive spirit. The College Quiz teams received best team awards in the Inter-College(held at Nagaon College) and district level (held at Morigaon College)

* The Literary Society of the College took special initiatives in promoting literary culture amongst the students. Different competitions are also organised on different occasions. Three state level literary awards in poetry were received by two of our students during the sessions.

* Motivational talks were organised for both the students and the staff.

*Disaster Management training provided to the college family.

*The College Quiz Club plays a pivotal role in broadening the horizon of the students by empowering them in general knowledge. It has been instrumental in infusing a competitive spirit in them. In this Session three teams participating in quiz programmes won medals (two at District level and the other at Inter College level.

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.

The Annual Quality Assurance Report (AQAR) of the IQAC

6.3.8 Industry Interaction / Collaboration

*Tourism department provides sufficient opportunities for Industry interaction to its Master in Tourism Management students. Real life projects are undertaken as per the requirement of the tourism Industries.

*Tourist guide training, Hotel Industry exposure, Travel management operations, Air Ticketing etc. are some of its activities.

*From this year onwards, UG students of Tourism department are also provided opportunities as above to groom them for their future prospects.

* As means of motivation, UG B.Sc. students were sent to attend workshops at Tezpur Central University and IIT Guwahati for higher motivational spirit.

* One student from the Chemistry Department availed Summer Fellowship at BARC, while a part time teacher is going to attend IISc sponsored summer training at Aryabhata Science Centre at 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 at the time of admission.

*Counselling to parents is done before 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.

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>*Group insurance scheme for teaching and non-teaching staff is there at the college.</p> <p>*Collective Financial assistance provided to the needy at the time of distress.</p> <p>*Staff common room facility apart from individual departmental common rooms.</p> <p>* To the family of Mantoo Kr. Bordoloi, ex Head Assistant who was expired in Dec,2013 provided financial aid by the Teaching Staff of the College and also by the administration.</p> <p>* A sum of Rs. 50,000.00 was donated to the annual conference of the Assam College Employees Association, which was convened at the College in Sept, 2013.</p>
Students:	<p>*Book bank scheme is introduced at the Library.</p> <p>*All students are insured from the current academic session.</p> <p>*Scholarship facilities from govt. agencies for SC, ST. OBC and Merit and from College for poor and needy are provided.</p> <p>*Medical health check up facility is introduced.</p> <p>*Computer with internet access free of cost.</p> <p>*Separate Boys, Girls Hostels are there in the campus. Canteen facility is also available.</p> <p>*Compulsory bank account opening by the college to make the students financial literate.</p> <p>*Training to students on finance under SEBI guidelines, done by Co-ordinator, IQAC..</p> <p>*Facility of "Earn while you learn" is introduced. Through which data entry is done at the Central Library.</p> <p>*Separate Boys and Girls Common room, purified drinking water, 24x7 electricity, Gym, temporary special coach provided for sports.</p> <p>*Girls students are provided special training on "Self defence Course".</p>

The Annual Quality Assurance Report (AQAR) of the IQAC

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			Yes	IQAC
Administrative			Yes	G.B.

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

For UG Programmes

Yes

No

√

For PG Programmes

Yes

No

√

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

Gauhati University has introduced the semester system from the session 2011-12 and the colleges under it have been implementing all the relevant provisions as per the guidelines and regulations set by it. The first batch with whom the Semester system had been initiated, is going to pass out this year. To the concerned colleges of the university, this has been an uphill task to adapt with the new paradigm shift in the curriculum and examination systems, and we (the concerned affiliated colleges) have been experiencing a lot of teething troubles in this respect. Our problems and experiences are being communicated to the authorities of the University and necessary remedial measures to improvise the mechanisms have been initiated by the latter.

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

Does not arise.

The Annual Quality Assurance Report (AQAR) of the IQAC

6.11 Activities and support from the Alumni Association

*Alumni association is actively coordinating the IQAC of the College. College alumni are working in diverse fields in India and abroad. Few alumni have successfully completed their higher studies and joined the teaching profession at this College. Few alumni are appointed as non-teaching staff of the college. Some of them are also included in the management body of the College.

* Alumni are invited to guide their juniors particularly in the science stream.

*Alumni also help in conducting cultural and sports activities as and when needed.

6.12 Activities and support from the Parent – Teacher Association

*The parents have been associating closely and actively with the college fraternity in many a respect. They are invited to various meets and events in the college and are given to speak on such occasions and their suggestions are recorded for making them applicable if need be. The Parent-Teacher Association has been formed recently. The college would draw the services of this Association to sort out the problems faced by the students and to take up remedies accordingly.

6.13 Development programmes for support staff

*Attended Special Computer Training Programme by all the non-teaching Staff organised by the Dept. of Computer.

* Special Workshop for non-teaching staff as a measure of Capacity building.

* Three office staff attended short term course on Development Management Programme (DMP) at XIMIT, Ghy.

*Training on application of SOUL software to Library Staff was provided by GU KKH Library.

*Training on Office Automation Software by SSTech, Guwahati.

*Training to Office staff on Drafting of official letters jointly by English Dept. and Commerce Faculty.

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

*The Beautification Cell and the Extension Cell under IQAC take up frequent programmes for preservation and maintenance of the greenery of the campus of the College by drawing support from the Staff and the Students.

*Students and the staff extend concerted bids towards cleaning and maintaining of the flower gardens and do the plantation, as and when required.

*The IQAC insists upon spreading awareness among the students regarding the value of tidiness within the campus. The students at the time of induction during the admission process are advised on the subject and they are also reminded about this by the teachers and the authority at some special occasions like the Freshers' Social and Annual Prize Distribution Ceremony.

*The authority takes into consideration the need for leaving some open grassy spaces between buildings for convenience of free movement of open air. In case of constructions, such a principle is strictly followed.

*Use of polythene within the campus is strictly prohibited and all the stake holders of the College strictly follow this rule.

* Solar power is installed as an alternative source of energy within the campus, which is reflective of the institution's concern about adoption of possible effective measures towards the sustainable development.

The Annual Quality Assurance Report (AQAR) of the IQAC

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.

- A brief special induction ceremony is held at the outset of every session for the newly admitted students of the college where they take an oath in presence of the representatives invited from among the stakeholders. The content of the oath lays out the duty and responsibilities of the students during their studentship in the college.
- The college fraternity, especially, the students, the teaching and the non-teaching staff take time off from their usual functional life to attend to the beautification of the campus. They take special drives to plant trees and to take care of the flower gardens. They together have grown for themselves a culture to keep the campus tidy and beautiful. A section of the Students of the college at the initiative of the staff of the Departments like Economics and Bengali render their physical labour to clean and develop the flower garden situated in front of the Departmental sitting rooms of the Arts faculty. The college takes pride in the fact that in spite of the industrial and commercial ambience of the locality in which it is situated, it singularly retains an ashram like ambience.
- Wall magazines are being published at the initiatives of the departments like Assamese, English, Mathematics, Physics, Zoology, Geography, and Economics to stimulates the creative faculties of the students. There is also a general wall magazine besides similar ventures taken up by the borders of the boys' and the girls' hostels, who periodically publish their own wall magazines. The Red Ribbon Club also brings out its own Wall Magazine which plays an effective role in spreading awareness on AIDS among students.
- Guest Lecturers/Resource Persons from among the college alumni are invited to conduct classes and for motivational talks time to time.
- Selected research projects carried out by the students are published in the journal "Initiative", a journal to encourage young researchers published by the Publication Cell of the College.
- A special coaching on "Self Defence for Girls Students" was organised during summer vacation in the year 2013 where Mr. Manash Kr. Nath, an International Karate Player trained the Students as coach. As many as 45 Girl-Students took part in the training programme held in this session. The initiative has also culminated in the formation of a Karate Club in the campus: in the name of "Jagiroad College Karate Club" by the learners of the coaching camp.
- The Women's Wing of the College takes 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. Gaining momentum from the summer camp held last year on self defence, the club members have been arranging special weekly training programme inside the campus.

The Annual Quality Assurance Report (AQAR) of the IQAC

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 has successfully launched the Commerce stream from this Session. The parent University has also provided the necessary permission for the same. With this, a long drawn dream of the public of the area could be translated into reality. The first batch of the stream contained a total of 93 students. A separate Commerce Block with four rooms and one staff common room had been raised by renovating the old Girls' Hostel building for the purpose.
2. Additional infrastructural facilities including teaching learning equipments are provided on preferential basis. Already three class rooms have been constructed with digital teaching learning aids.
3. Library digitalization process has been continuing in full pace with installation of OPAC for the users.
4. Seminars and workshops were organized. Some of the themes were: Technology innovation, Swami Vivekananda's Ideology, Mental Health, SEBI-Investment, Self-learning for Competency Development, AIDS Awareness, Gender Sensitivity vis-à-vis Girl-child, Rescue and Rehabilitation of Greater Adjutant, Wildlife Photography, Project -writing, Comparative Literature with Special Reference to the Assamese Language, the Bengali Language and the Hindi Language and the pursuit of the art of Translation.
5. The college has already been registered under the N-LIST facility of 'Inflibnet' and all the teachers have been provided with the individual User-ID and Passwords to access electronic books and journals including theses and dissertations from reputed libraries and publishers all over the world.
6. Action has been initiated by each of the departments.
7. The enrolment in the Open and Distance Learning programmes at PG level was increased by 150 more students during the session.
8. Formalities and correspondences have been made following which the concerned University (KKHSOU) has permitted to begin the UG level programmes from this session.
9. Three of these awareness programmes were: 1. Awareness Programme on Mental Health, conducted by MIND INDIA, Guwahati, (by Dr. Sangeeta Goswami and Mr. Abhijit as counsellor psychologists) 2. Awareness Programme on AIDS, organized by Red Ribbon Club of the College (guest speaker was Dr. S. Deo Raja, Prog. In-charge, Morigaon District), and 3. Awareness Programme on oral and Dental Care, conducted by Dr. A. Das of the Zhargaon PHC (who is also an alumnus of the college).
10. The college has received approval from the UGC to run two courses ('Retail Management' and 'Acting') under B.Voc. Programmes and two Advance Diploma Courses ('Pulp and Paper Technology' And 'Fashion Technology') under the concept of Community College from 2014-15 Session.

The Annual Quality Assurance Report (AQAR) of the IQAC

11. Steps have been taken to hold such programmes in skill development, however in this Session no training programme could be organized.
12. Various departments, particularly the Depts. of Tourism, Zoology, Chemistry, Environmental Studies, Geography, Education, History and Assamese have been taking initiatives towards this. Field Studies, Education tours and excursions are being encouraged. A research journal (“Initiative”) exclusively for the students of the college has been launched recently. A workshop on project writing was organized at the initiative of the IQAC, where Dr. Dhruvajyoti Saharia of the Dept. of Geography, Gauhati University addressed the Major and PG students as a guest speaker.
13. The Publication Cell has published two volumes of books (with ISBN) during the session.
14. The Extension Cell organized a number of programmes during the session including a motivational talk on Women Empowerment (held at a village in the vicinity of the college). Another important programme taken up by the cell was a plantation programme in and around the premises of the college.
15. Necessary preparations are on to organize the occasion (on completion of 25 glorious years of Science Stream) in the month of September, 2014 for which a public Reception Committee has been formed and frequent meetings are being held among the alumni, public and the college fraternity on the subject.
16. The collective bids of the students and the teachers to form the two bodies, viz. Dramatic Club, and Literary Club have come to fruition and the bodies will take up initiatives for holding workshops and related events from the coming session.
17. Efforts are on to provide computer access to all the departments. In this session however four of the departments were provided with the same facility. The Departments are: Geography, Zoology, Tourism and Physics.
‘Arc-GIS’ software with four sets of computers and GPS machines including other necessary equipments were provided to the laboratory of the Geography department.
18. From last session onwards students are encouraged to engage in savings practices by opening savings bank account at banks. More and more students are showing interests in the initiative taken by the IQAC. The account opening is further supported by the bank by providing special ATM cards to the students with the embossing of College logo and photo graphs of the respective students. The local branch of Canara Bank offers this facility to our students in the form of Canara Campus Card (CCC). The first batch has already received such cards.
19. Students’ feedback and alumni feedback were collected and analyses were made. The concerned parties were intimated the outcomes and necessary corrective measures are made.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

1. Publication of Research journal for Students:

*A new research journal - "Initiative" was started from this year. Dedicated to the cause of young researchers, the journal publishes the best selected project reports on micro research as research papers done by the students

*The goal and objective behind this venture is to contribute in inculcation of a research culture, to develop the faculty of observation and analysis on the subject in a scientific and systematic manner, to learn about the methodologies and to broaden the knowledge-base amongst the students.

*All Major students and the students having Environmental Studies as one of the subjects in UG courses besides the PG students can contribute their research papers from which the advisory committee selects the best ones for publication in the journal. The departments concerned provide necessary guidance/ supervision for both field studies and paper writings.

*Such a practice has come as a great motivating factor for the students. Besides, this has also infused confidence in them in regards to their future endeavours in research and research-related activities.

2. Publication of books:

* The IQAC through its Publication cell has published two books during the session : "Fifty great Scientists and Mathematicians" and "Asamar Samaj, Sangskriti aru Sahitya" for which ISBN numbers (ISBN 978-93-5087-586-5 and ISBN 978-93-5087-607-7) have been issued by the concerned authority.

a) Fifty great Scientists and Mathematicians:

* The book encapsulates the luminous life and great deeds and contributions of our Scientists and Mathematicians who were men of extra-ordinary achievements to gravitate and inspire us. Our students need a comprehensive book which could give them an absolute knowledge and sensibility about them who have laid a foundation for the modern civilization upon which the humanity finds the effective source of sustenance. The unique contribution made by them sets every one of them apart from the other and also gives him a ground to prove his distinctiveness over the rests. By compiling biographies of fifty great Scientists and Mathematicians, the College has brought together these glorious and reputed dignitaries so that it could encourage and evoke in the readers' mind to emulate their ideals of works, thinking, observations, experiments and endeavours while going through the details of their lives. It is hoped that the Volume will provide the readers, particularly our student-readers a streamline of inspiration and will prove to be an effective source of stimulation.

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

The Annual Quality Assurance Report (AQAR) of the IQAC

b) Asamar Samaj, Sangskriti aru Sahitya

*A society with all its various resources always remains in a state of flux. There are indigenous properties and elements as well as elements of influence drawn from other sources that go into the making of a society. The conflict of tradition and modernity only gives an additional colour to the shape of things. It is at the back drop of such a reality that there is need of casting fresh glances and observations upon the aspects of the Assamese Society with all its various features, trends and developments of its community life, culture and literature. The student society too needs to develop in them some fresh perceptions and reflections on the subjects, and this book is expected to facilitate them to acquire such perceptions besides the knowledge by evocation of fresh interests for taking up further studies on subjects of this nature in their present and future life. The publication of a book titled “Asamar Samaj, Sangskriti aru Sahitya“ is expected to play a role in promoting social, cultural and literary consciousness in the mind of the students readers as well as the general readers.

7.4 Contribution to environmental awareness / protection

- The college fraternity, especially, the students, the teaching and the non-teaching staff take time off from their usual functional life to attend to the beautification of the campus. They take special drives to plant trees and to take care of the flower gardens. They together have grown for themselves a culture to keep the campus tidy and beautiful. A section of the Students of the college at the initiative of the staff of the Departments like Economics and Bengali render their physical labour to clean and develop the flower garden situated in front of the Departmental sitting rooms of the Arts faculty. The college takes pride in the fact that in spite of the industrial and commercial ambience of the locality in which it is situated, it singularly retains an ashram like ambience.
- The guides involved in the Environmental Studies department take special initiative to motivate the students in creating awareness amongst the students.

7.5 Whether environmental audit was conducted? Yes No

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

Nil

The Annual Quality Assurance Report (AQAR) of the IQAC

8. Plans of institution for next year

- Planning to organise National Seminars, in-house seminars and Workshops.
- Library will be modernized with expansion to facilitate more space for reading rooms.
- Online browsing centre will be established with easy accessibility to the users.
- Planning to construct an academic building with modern digital teaching learning aids.
- Planning to construct a separate structure for Education department with laboratory.
- Planning to construct a Science Research Laboratory.
- Planning to develop College sports field with running Tracks
- Planning to construct a separate Volley Ball and Basket Ball court with synthetic back board
- Planning to Indoor Stadium.
- Emphasis will be given for smooth functioning of vocational skill development courses and courses under Community College scheme approved by UGC.
- Staff welfare measures will be initiated.
- Deep water boring at the Boys Hostel to overcome water scarcity during winter.

Name : Dr. Bhupen Kr. Sarma

Name : Dr. Bhaben Ch. Neog

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
