

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**Session 2016-17 (July to June)**

**Jagiroad College, Jagiroad**

**Dist.- Morigaon , Assam, PIN-782410**

www.jagiroadCollege.co.in, Ph. 03678242013, FAX:03678242308

E-mail: jagiroadcollege12@gmail.com, iqacjc14@gmail.com

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

**1. Details of the Institution**

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

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Name of the IQAC Co-ordinator:

Dr. UTPAL RAJGURU

Mobile:

9435319272

IQAC e-mail address:

iqacjc14@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**ASCOGN11604**

1.4 NAAC Executive Committee No. & Date:

*Date: November 05, 2016*

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner-bottom of your institution's Accreditation Certificate)*

1.5 Website address:

www.jagiroadcollege.co.in

Web-link of the AQAR:

www.jagiroadcollege.co.in/IQAC/AQAR201617.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	71	2004	5 years
2	2 <sup>nd</sup> Cycle	B <sup>+</sup>	2.71	2015	5 years
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)*

2016-17

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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)
- vi. AQAR 2015-16 submitted to NAAC on (23/09/2016)
- vii. AQAR 2016-17 submitted to NAAC on (31/01/2018)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

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

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1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

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

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input style="width: 100%;" type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input style="width: 100%;" type="text" value="1"/>
2.3 No. of students	<input style="width: 100%;" type="text" value="1"/>
2.4 No. of Management representatives	<input style="width: 100%;" type="text" value="1"/>
2.5 No. of Alumni	<input style="width: 100%;" type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input style="width: 100%;" type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input style="width: 100%;" type="text" value="1"/>
2.8 No. of other External Experts	<input style="width: 100%;" type="text" value="1"/>
2.9 Total No. of members	<input style="width: 100%;" type="text" value="15"/>
2.10 No. of IQAC meetings held	<input style="width: 100%;" type="text" value="4"/>

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2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

World Blood Donor Day, International Yoga Day, Career Counselling for B.Sc. Students, Career Counselling and Interactive Session, Personality Development Camp.

2.14 Significant Activities and contributions made by IQAC

- IQAC organised five Career Orientation Programmes during the year with Career Counselors from Kazaringa University, New Age Career Group, Institute of Company Secretary, Mr. John Mai, Deputy Passport Officer, Ministry of external affairs, Govt. of India and Ms. Pritima Kaushik Baruah, Eminent Career Counselor and Editor Career Magazine..
- Organised one Medical Health Camp in flood affected area of Pobitora.
- Preparatory classes for the banking examinations organized
- Financial awareness Programmes by organizing special classes for different category of Students by the faculties of Commerce Department.
- Organized Popular talk on 'Understanding of Geomorphology - by Prof. Ashok Kr Bora, Department of geography, GU
- Organized Personality development programme - "Control Of Mind for Success in Life"- Speaker- S.M. Rahman, Former Director of HPCL.
- Celebration of 'World Blood Donor Day'.

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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:

<b>Plan of Action:</b>	<b>Achievements:</b>
Holding of UGC sponsored National Seminar	Preparation for the three UGC sponsored seminar in the department of Economics, Education and Chemistry has been done. Proposal submitted
Encourage faculties for publication	Scientific paper of two faculties has been published in the International Journal with Impact factor.
MOU with the IITG will be done to hold programme to uplift the quality of faculties	MOU with the IITG has signed for faculties Development programme
Personality development programme for students-	One day long personality development workshop on "Control Of Mind for Success in Life" has conducted by expert on 4 <sup>th</sup> April, 2017.
Encourage 'Career guidance' and 'Placement cell' to conduct lecture for the students	Three lectures on 3 <sup>rd</sup> and 11 <sup>th</sup> Nov, 2016 and one on 16 <sup>th</sup> March, 2017 has been completed.
Infrastructure development process to be completed to meet the increasing number of students in regular and skilled based courses	Most of the targeted activities were completed, Construction and extension work newly started to accommodate class rooms as well as academic departments.
Celebration of some International and National Days.	The 'International Yoga Day', 'AIDS Day', 'International Blood Donor Day' has been celebrated in the college.
Holding of Biodiversity Sensitization Programme	Programme held by the concerned faculty. During EVST classes and field visit.
Disaster Management Training programme	Discussion with the concerned authority to hold a demonstration for students.
Holding of more in-house seminars/workshop	Few in-house seminars organised
Awards giving practice to Students and Office Staff for encourage will be continued-	Awards declared in the prospectus and presented the same to the best performers at College Freshers' Social Function.
Students health insurance scheme will be continued	All students are covered under accidental health insurance scheme for Rs. 1.33 lakh @ Rs. 150/- annually only.
Bank Account to all the students with ATM/PAN card .	All students opened bank account and provided ATM/PAN cards, applied on the day of admission et self.

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

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

**Part – B**  
**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	-	-	-
UG	4	-	-	-
PG Diploma	1	-	-	-
Advanced Diploma	2	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	8 (B.A., B.Sc., B.Com, B.Voc., CC, CoC, MTM, PGDCA)
Trimester	0
Annual	0

- 1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
 (On all aspects)  
 Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure-II: Attached*

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

The College took initiative to finalise the general components of the BVoc Syllabus in collaboration with the other B.Voc. programme running Colleges under the GU.

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	11	31	1	1	9(Vacant)

2.2 No. of permanent faculty with Ph.D.

19

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	9								9

2.4 No. of Guest and Visiting faculty and Temporary faculty

32(CC)

0

22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	1	1
Presented Papers	0	1	1
Resource Persons	0	0	1

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

- Major students of Science stream are guided by the concerned department particularly in content searching and seminar presentation through smart board.
- Skilling course students (particularly Paper Tech students and Fashion Tech) are exposed to industry on regular basis so as to maximize their learning outcomes. Retail Management Students under B.Voc. Programme are also provided onsite industry training on regular basis in collaboration with the Industry partners.

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

180

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

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

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

6 (BoS)

4(Curriculum Development)

2.10 Average percentage of attendance of students

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.	366		37	148	27	57.9
B.Sc.	36		26	06	Nil	88.9
B. Com.	77		10	22	14	59.7
PGDCA	12		8	3	-	91.7
MTM	14		10	4	-	100

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

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

- To improve the teaching practice Smart Class rooms are introduced.
- Motivational talks are arranged for faculties and students on different times inviting experts.
- Annual prospectus, academic calendar, newsletter published regularly.
- College magazine, wall magazine, booklets are published to provide platform to the students expose their talents.
- Feedback collected and analysed and corrective measures taken.

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2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	-
Faculty exchange Programme	-
Staff training conducted by the University	-
Staff training conducted by other Institutions	-
Summer / Winter schools, Workshops, etc.	-
Others(AISHE,RUSA and Quality related)	-

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	19	3	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>The IQAC has two Research Committees- one for Arts and another for Science &amp; Commerce towards developing a research culture in the College. They work towards encouraging and facilitating the faculty members to involve in active research. The outcomes are –</p> <p>*Three National Seminar proposals get sanctioned from UGC.</p> <p>* Students undertake field studies on “Environmental Studies” to gather information on environment related topics/issues.</p> <p>*Teachers are encouraged to write seminar papers, research proposals.</p>
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3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

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#### 3.4 Details on research publications (by faculty members)

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

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
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 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

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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

1

3.13 No. of collaborations

International

National

Any other

0

0

2

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs

0

From funding agency

From Management of University/College

Total=

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--

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3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides

4

and students registered under them

2

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

0

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

JRF

0

SRF

0

Project Fellows

0

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

45

National level

2

International level

0

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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	8	
NCC	2	NSS	1	Any other
				3

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

- AIDS awareness programme organised by AIDS cell.
- School and Village adaptation programme initiated. Committee formed for detailed study..

### 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	54	0		54
Laboratories	13	0		13
Seminar Halls	3	0		3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		PC, Projector, Water Cooler, Podium, etc	General Fund	
Value of the equipment purchased during the year (Rs. in Lakhs)		15.49 lakh	General Fund	15.49 lakh
Others				

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#### 4.2 Computerization of administration and library

- \* Specially designed software is developed for collection of feedback of the Students.
- \* Salary and arrear Bills prepared through specially designed software.
- \* Accounts computerised, all payments received at bank through bank challan.
- \*The Central Library computerization process is going on and internet provided to surf internet.
- \*Software developed/upgraded to enrol all the students from the issue of admission forms.
- \* Identity Cards issued to students and staff through software.
- \* Staff attendance record maintained through biometric machine and data stored at Computer.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value (Rs.)	No.	Value(Rs.)
Text Books	10,860	43,44,000/	280	112000/	11140	44,56000/
Reference Books	13803	55,21,200/	393	1,57,200/	14196	
e-Books	1,35,000+	-			31,35,000	
Journals	2227	4,49,854/			2413	
e-Journals	6,000+	-				
Digital Database	18,500	-	1029		19,529	
CD & Video	238	46,750	01	190/	239	
Magazines(total)	11,662	17,49,3000/	192	27,300/	11854	
Journals (Subscription)	19	24,966/	0	0	19	
Magazine (Subscription)	08	13,528/	0	0	08	
Others(specify): docs, Bulletins, Periodicals, Publishers catalogue, News papers, News Letters, Reports, Book review, Manuscripts, Encyclopaedia, Dictionary, Year Books, Dissertations, Proceedings etc.						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	102	4	16	3	1	13	19	3
Added		0	0	0	0	0	2	0
Total	102	4	16	3	1	13	21	3

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

- \* Short term Computer training programme organised for needy students. Special very short duration training programme provided for web content searching; to open and operate e-mail account, etc. for the first generation computer learners.
- \* Smart class room equipment handling training provided to new faculties.
- \* Advance level computer training provided to office staff to enhance their proficiency, particularly the office management software.
- \* Office Staff Training for Office Management Software held.

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4.6 Amount spent on maintenance in lakhs :	
i) ICT	8.81
ii) Campus Infrastructure and facilities	19.40
iii) Equipment	6.68
iv) Others	
<b>Total :</b>	34.89

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

<p>IQAC has been actively associated in enhancing students support services in the college.</p> <ul style="list-style-type: none"> <li>* Appointed Physical Instructor involves in sports activities among the students.</li> <li>* Running water supply provided from deep boring well instead normal well.</li> <li>* Bank accounts with ATM card facility to all students.</li> <li>* PAN cards facility to the eligible students..</li> <li>* Students Safety Insurance Scheme continued as health insurance scheme.</li> <li>* Free admission provided to Students as per GoA scheme.</li> <li>* Moral and ethics related sessions are conducted at department level regularly to maintain a healthy and cordial academic environment.</li> <li>* Girls students are encouraged to join the self defence programme as earlier.</li> <li>* Students support Cell, AIDS Cell, Women Cell organise mental health, stress management, environment management, disaster management, sanitation and hygiene of girls etc. on regular basis.</li> <li>* ICGC organises career related sessions by inviting career experts/resource persons time to time.</li> </ul>
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#### 5.2 Efforts made by the institution for tracking the progression

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

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

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1729	69	--	--

(b) No. of students outside the state

--
----

(c) No. of international students

--
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(d) Men

No	%
797	48.9

Women

No	%
833	51.1

Last Year(2015-16)						This Year(2016-17)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
344	427	500	622	1	1894	435	330	371	493	1	1630

Demand ratio 1: 1.9

Dropout = 19%

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

\*Information and Career Counselling Cell of the IQAC organised special sessions to motivate students to face different competitive examinations.

\* Special sessions arranged for Science Students to appear different Competitive Examinations for different technical and medical programmes.

No. of students beneficiaries

70%

#### 5.5 No. of students qualified in these examinations

NET	SET/SLET	GATE	CAT
IAS/IPS etc <input style="width: 40px; height: 20px;" type="text" value="--"/>	State PSC <input style="width: 40px; height: 20px;" type="text" value="--"/>	UPSC <input style="width: 40px; height: 20px;" type="text" value="--"/>	Others <input style="width: 40px; height: 20px;" type="text" value="--"/>
<input style="width: 40px; height: 20px;" type="text" value="--"/>	<input style="width: 40px; height: 20px;" type="text" value="--"/>	<input style="width: 40px; height: 20px;" type="text" value="--"/>	<input style="width: 40px; height: 20px;" type="text" value="--"/>

#### 5.6 Details of student counselling and career guidance

- Three career counselling session have been organised by IQAC with the help of 'New age Career', and Kaziranga University.
- One personality development workshop on 'Control of mind for Success in Life' has been organised.

No. of students benefitted

#### 5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

#### 5.8 Details of gender sensitization programmes

- The earlier programme "Self Defence for Girls Students" is on. The club under the guidance of the coach Mr. Manash Kr. Nath, an International Karate Player, has been engaged in training our Students. The club has now been included boys also. Few of them participated and won medals in International meet held at Mumbai.

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#### 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	0	0
Financial support from government	0	0
Financial support from other sources	0	0
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: Nil

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**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 as discussed in the management body meetings.
- Bulk messaging services utilised to disseminate information to its Faculties.
- Office Management software is used in office.

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 concerned subjects are formed for the purpose.
- Few 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.
- \*To have real life experience exposure tours provided to the students of Science faculty, History, Geography, Education, EVST and Tourism departments.

#### 6.3.3 Examination and Evaluation

- \* The College has been maintaining examination system free from unfair means.
- \* Examination Committee conducts all internal and external examinations.
- \*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 two Research Committees to encourage 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.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computerization of Books in Central Library continued.
- OPAC system exists at the Central Library.
- Xerox facility available at the central library.
- Bar coding is used to identify books in scientific method.
- Library cards are issued to all the users.
- Library is under CCTV scanner.
- Internet connectivity provided.
- 24x7 power supply is provided in the central Library.

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#### 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.

#### 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 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.

#### 6.3.8 Industry Interaction / Collaboration

\*The College facilitate skilling Students on industry interaction.

The partner Industries are directly involved with the concerned learners to enhance their learning outcomes by direct counselling. Industry visit, onsite learning are some of the activities that the students of the skilling courses involved.

#### 6.3.9 Admission of Students

\*All admissions are completed under the close supervision of the admission committee formed for the purpose.

\*All admissions are completed strictly on merit. Candidates coming from Poor and needy and BPL families are provided full scholarship in the form of waiving admission fees at the time of admission.

\*Counselling to parents is done before and on the day of admission. All rules and regulations are informed to their wards through Prospectus and also through Counselling Sessions.

\*Hostel admission is done as per the requirement of demand from the students.

\*Published Prospectus so as to provide detail information about various courses and facilities.

\* Newspaper advertisement is also published in leading English and Assamese dailies of Assam.

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

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

Teaching/ Non teaching staff:	<ul style="list-style-type: none"> <li>*Collective Financial assistance provided to the needy at the time of distress.</li> <li>*An emergency medical fund created on contribution basis of individual members.</li> </ul>
Students:	<ul style="list-style-type: none"> <li>*All students of the College are covered under health insurance scheme. This year one claim settled. To compensate the family members (mother) of one student, who died in a road accident, a sum of Rs. 1,80,000.00 ( one lakh eighty thousand) was paid against the insurance scheme.</li> <li>*Scholarship facilities from govt. agencies for SC, ST. OBC and Merit and from College for poor and needy are provided.</li> <li>*Few Students also received Ishan Uday scholarship from UGC.</li> <li>*Medical health check up facility is introduced for the hostel boarders.</li> <li>*Bank account provided as a measure to make the students financial literate.</li> <li>*Separate Boys and Girls Common room, purified drinking water, 24x7 electricity, Gym, temporary sports coach provided for sports.</li> <li>*Girls students are provided special training on “Self defence Course”.</li> <li>* Cold and Purified drinking water system provided.</li> </ul>

#### 6.5 Total corpus fund generated

0

#### 6.6 Whether annual financial audit has been done

Yes

√

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	IQAC
Administrative	No	No	Yes	G.B./C.A.

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

For UG Programmes

Yes

No

√

For PG Programmes

Yes

No

√

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

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

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

-

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

\*Hostel wardens of both the Hostels are accommodated inside the Hostel campus. Few non-teaching staffs are also provided accommodations inside the College campus.  
 \* Given opportunity to attend Training Programme organised for non-teaching Staff .  
 \* Training on Office Automation Software provided.

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

\*The Campus Beautification Cell in association with Women Cell, Alumni Association and the Extension Education Cell undertake activities /programmes for preservation and maintenance of the greenery of the campus of the College by drawing support from the Staff and the Students.  
 \*Alumni and the staff extend concerted bids towards cleaning and maintaining of the flower gardens and do the plantation, as and when required. They try to educate students to

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

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**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

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

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

1. Committee formed for holding of Three National Level Seminars. Ground work is on to hold the seminars within August and September, 2017.
2. With IITG an MOU signed for organising Faculty Development programme particularly in the area of competence building of Faculties in ICT.
3. Another MOU to be signed with Tezpur University shortly for FDP.
4. One Book published by Dr. Dipak Jyoti Baruah, Faculty of English.
5. Students' support activities like Health insurance, Bank Account, PAN Card scheme continued.
6. Three lectures on 3<sup>rd</sup> and 11<sup>th</sup> Nov, 2016 and one on 16<sup>th</sup> March, 2017 has been completed.
7. Other activities are already mentioned in page no 6.

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

- Students Health Insurance Scheme introduced at the College, as a measure of social security to their family members and thus providing a tiny safe umbrella to the family.
- Link established with the Society through School and Village adaptation programmes.

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

7.4 Contribution to environmental awareness / protection

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

\*Further the Alumni and the Staff extend their concerted bids towards cleaning and maintaining of the flower gardens and do the plantation, as and when required.

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7.5 Whether Environmental audit was conducted?    Yes     No

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

**8. Plans of Institution for next year:**

- Video Conferencing to be started in the coming session.
- Selected classes to be uploaded for larger target groups through website/youtube etc..
- Students' and Teachers' exchange programme to continue.
- Planning to introduce PG courses in some departments.
- Extension of Internet/Wi-Fi connectivity to the Hostels.
- Construction of a new building and extension of Digital Library Building.
- Completion of Sports Fields inside the campus.
- Construction of a new Hostel for Girls/Boys.

*Signature of the Coordinator, IQAC*

Name : Dr. Utpal Rajguru

*Signature of the Chairperson, IQAC*

Name : Dr. Bhaben Ch. Neog

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*Annexure II*  
*Analysis of students' feedback*

The College collected feedbacks from its students in previously designed format covering all stakeholders starting from Principal, faculties, staff to the gatekeeper and analysed. Opinions of students are discussed at the IQAC and corrective measures are taken. Outcomes are informed at individual level with the staff.