



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		JAGIROAD COLLEGE
Name of the head of the Institution		Dr. Bhaben Ch. Neog
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03678242308
Mobile no.		9508399322
Registered Email		jagiroadcollege12@gmail.com
Alternate Email		iqacjc14@gmail.com
Address		P.O.:Jagiroad, Dist: Morigaon, Assam, India
City/Town		Jagiroad
State/UT		Assam
Pincode		782410

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Utpal Rajguru
Phone no/Alternate Phone no.	03678242112
Mobile no.	9435319272
Registered Email	urajguru08@gmail.com
Alternate Email	iqacjcl4@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.jagiroadcollege.co.in/upload/aqar/1607063720.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://jagiroadcollege.co.in/upload/academic/academic%20Calander-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	71	2004	16-Sep-2004	15-Sep-2009
2	B+	2.71	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	20-Mar-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Extension activities through Students Science Forum.	28-Jul-2018 1	40
Extension activities through Students Science Forum.	05-Jun-2019 1	120
Extension activities through Students Science Forum.	05-Jun-2019 1	49
International Day of World Indigenous People	09-Aug-2018 1	160
Oil India Super-30 Exam	04-Jan-2019 1	43
Observation of International Mother Tongue Day	21-Feb-2019 1	200
Science in the Kitchen	24-Feb-2019 1	120
Tourism awareness programme	25-Feb-2019 1	150
Observation of National Science Day- Popular Talk, Science Exhibition and Extension Lecture by college students in the school.	28-Feb-2019 1	300
Observation of International Women	08-Mar-2019 1	400
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Physics, Chemistry, Mathematics, Computer, Botany and Zoology Departments	Star College	DBT	2019 1095	5400000
Community College	Community College	UGC	2018 365	429195
MRP (Balance grant)	MRP	UGC	2018 365	75000
Jagiroad College	Unnat Bharat Abhiyan(UBA)	MHRD, GOI	2018 365	50000
B.Voc.	B.Voc.	UGC	2018 365	3290800

Excursion	Educational exposure visit	State Govt.	2018 365	100000
Jagiroad College	Free Admission fees reimbursement	State Govt.	2018 365	3966249
Jagiroad College	Eco-Club	ASTEC	2018 365	5000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Extension activity Village and household level survey done in the five adapted villages, awareness meeting, and cleanliness drive under UBA(Effective from July, 2018 till date) Employee Empowerment Programme Five days (1st to 5th of January, 2019) workshop for Grade III and Grade IV employees of the college on "Enhancing Computer Skill" at Computer Laboratory. Extension Activity/ Charity work(5th Jan 2019) Donation of Warm Cloths among the needy people in No.1 Madhupur Gaon under UBA -organised by extension Cell and IQAC. Beneficiary from five villages were there. Altogether 34 families were benefited. Workshop on UGCBCS with invited Experts from Gauhati University on 9th May, 2019 Workshop on Public Finance Management System (PFMS) with invited Experts from PFMS Office, Guwahati where 24 Colleges from different parts of Assam participated on 3rd July, 2019 Adventure Camp : A weeklong adventure camp organised for NCC Cadets in collaboration with North East Adventure Foundation.

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

Plan of Action

Achievements/Outcomes

i) Annual presentation of departmental activities.	i) All departments responded accordingly and gave their presentation on 2nd and 3rd January, 2019.
ii) Conduct of skill enhancement workshop for the Grade III and Grade IV employee.	ii) A workshop on Basic Computer Skill was organised for all the Grade III and Grade IV employees from 1st to 5th January, 2019.
iii) Extension activities on Social Service related activities to be undertaken	iii) Various activities done under UBA, Students Science Forum, NCC, NSS, Swachh Bharat.
iv) Science Popularization Activities	iv) Observation of National Science Day- Popular Talk, Science Exhibition and Extension Lecture by college students in the school.
v) Health related Activities to be organised	v-a) "Science in the Kitchen"- Health Awareness in collaboration with Elora Bigyan Mancha and Kalyani Mahila Somaj. v-b) "Blood Donation Camp" in collaboration with B. Baruah Cancer Institute Guwahati, Lions Club, Indian Army.
vi) A workshop/popular talk will be held on IPR...	vi) Could not done.
vii) Amendment of Constitution of Students Union for giving more autonomy towards selection of portfolios.	vii) Amended the constitution of Jagiroad College Students Union by a Committee, which was accepted by the general body meeting of Students in presence of the Constitution Amendment Committee, IQAC.
viii) Formation of Various Committee as needed for different purposes..	vii) Admission Committee, Anti-Ragging Committee, Anti-Ragging Squad, Committee Against Sexual Harassment at workplace, Examination Committee etc were formed.
ix) Students progression, OJT and placement will be taken care off.	vi) Students progression MoU signed with organizations for OJT
x) Promotion of sports and extra/co-curricular activities.	x) Inter College Sports (Kho-Kho) meet held at the College, Due Ball team participated in National Meet at Punjab, Black Belt awarded to students of the College in Karate, participation of NCC Cadets in RDC parade, NCC at University level.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	30-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	13-Dec-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college adopted MIS partially. All data related to students' records including information like address, mobile no., gender, caste, economic status etc. are recorded in the data base on the day of admission itself. The software is designed by a local party. All financial transactions are done digitally and cash handling is strictly avoided. Admission and form fillup for examination are done on line. Transaction of Funds like RUSA, DBT etc. done through PFMS.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The College has an Academic Committee comprising of all the HoDs under IQAC, which discusses the curriculum delivery mechanism in its meeting convened at different times as and when felt necessary and at least once in the beginning of each academic session. The curriculum has been distributed by the HoDs of each department in consultation with their departmental colleague and intimated the same in the academic committee meeting. Students are evaluated as per their curriculum time frame through various means like Group Discussions, Seminars, Assignments. Sessional examinations are conducted by each department timely and evaluated each and every student. Records are documented at respective departments as well as in the office and final report forwarded to the University.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	0	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	THM	01/08/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Swachh Bharat Summer Internship	138
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback collected from the students manually through the college prepared questionnaire. The feedback forms collected, analysed and prepared final report criterion wise and intimated to the person concerned individually and taken corrective measures as and where necessary.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours & General	450	561	467
BSc	Honours & General	120	151	90
BCom	Honours & General	70	123	90
BVoc	Acting RM & THM	80	59	59
PGDCA	Computer Application	25	8	8
MTTM	Tourism	25	22	22
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1787	45	82	Nil	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
82	33	8	8	8	8

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students have been mentored by the faculties, who have been assigned different students groups by IQAC. They have been in constant touch with their mentors. During the period of their studies each group has to submit at least one project report, particularly on environment on the basis of their field works, field study reports.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1832	82	1 : 22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
51	41	10	Nil	22

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	A16339	VI	21/05/2019	01/07/2019
BCom	C16339	VI	14/05/2019	06/07/2019
BSc	S16339	VI	21/05/2019	10/07/2019
BVoc	V16339	VI	28/05/2019	12/08/2019
PGDCA	Roll No/2018	II	01/02/2019	04/11/2019
MTTM	Roll No/2017	IV	25/05/2019	06/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Students are evaluated semesterwise as per the University prescribed guidelines on the basis of Continuous Internal Evaluation system through various means such as sessional examinations, group discussions, assignments, projects and regular attendance.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar prepared by the Academic Committee on the basis of the Academic Calendar of the affiliating University and follows accordingly. All the activities mentioned in the Calendar are almost done as per time fixed for the purpose with slight readjustment in some events.

2.6 – Student Performance and Learning Outcomes

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

<http://jagiroadcollege.co.in/IOACarchive.php?igacArchive=Course%20OutCome>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
A16339	BA	Major, General	267	165	61.80

C-16339	BCom	Major, General	61	39	63.93
S-16339	BSc	Major, General course	67	45	67.16
V-16339	BVoc	General	17	16	94.00
Roll no/2017	MTTM	UG,PG	15	14	93.33

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2.7 – Student Satisfaction Survey

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

<http://jagiroadcollege.co.in/upload/sss/1616847929.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
IndustryAcademia meetI 1.Kulajit Roy,Store Manager, Vishal Mega Mart	B.Voc. (RM)	28/08/2018
2.Babul Boro,Departmental Manager, Pantaloons	B.Voc. (RM)	25/01/2019
IndustryAcademia meetII 1. Rajesh Bhuyan, Creative and Content Director, Rengoni TV, Prag News Channel.	B.Voc. (Act.)	28/08/2019
2. MaloyPabon Hazarika, Creative Head, Rong Channel, Pride East Entertainment Pvt. Ltd.	B.Voc. (Act.)	25/01/2019
IndustryAcademia meetIII 1. UditBhanuBorthakur, Director, Eastern Iconic Tours Travels Pvt. Ltd.	B.Voc. (THM)	27/09/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	0

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Yes	JCInnovation Center	College	Development of Digital Library App	Students project on Software Development	30/06/2019

[View File](#)

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	2	1.98

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	2
English	1
Commerce	2
Political Science	2
Education	5

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Synthesis and Characterization of Tea Polyphenol-Coated Magnetite	Lavita Sarma	Journal of Superconductivity and Novel Magnetism,	2019	1.13	46	Nil

Nanoparticles for Hyperthermia Application						
Sizecontrolled synthesis of superparamagnetic ironoxide and ironoxide/iron/carbon nanotube nanocomposites by supersonic plasma expansion technique	Lavita Sarma	Journal of Physics D: Applied Physics, Volume 51, Number 19	2018	2.829	246	3
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	Nil	2	Nil
Presented papers	Nil	2	Nil	Nil
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
vii) Warm Cloth Distribution to needy people	UBA, NSS, NCC	10	20
vi) Adventure Camp	NCC, NSS, North East Adventure Foundation	1	35
v) Extension Activity at	Students Science Forum	1	150

Sitajakhala High School			
iv) Cleanliness drive	UBA	5	55
iii) Awareness rally with school student in adopted village	UBA	5	250
ii) Awareness meeting in the adopted village	UBA	5	40
i) Village level Household for socioeconomic survey in the adopted villages	Unnat Bharat Abhiyan (UBA)	5	95
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Republic Day Parade-August-2018	First Prize in RD Parade in Morigaon District	Morigaon District Administration	25
Republic Day Parade-January-2019	Third Prize in RD Parade in Morigaon District	Morigaon District Administration	26
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	UBA	Socio-Economic Survey	10	155
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab	Duration From	Duration To	Participant

		with contact details			
OJT	OJT	Vishal Mega Mart, Guwahati	16/04/2019	30/04/2019	18
OJT	OJT	C.N. Travels, Ghy	02/11/2018	16/11/2018	15
OJT	Actor(Feature Film)	Manjuri Borkataki, Director	09/11/2018	11/11/2018	3
OJT	Actor(Drama)	Team Indipity, Pranjali K Saikia	30/01/2019	17/02/2019	4
OJT	Actor(Mime)	Moinul Haque, Director	25/08/2018	01/09/2018	3
OJT	Actor(Drama)	ANUBHAB, Jyoti Narayan Nath	20/09/2018	09/10/2018	3
OJT	Actor(AD Film)	I-Creation - Zubeen Garg	14/08/2018	17/08/2018	6
OJT	OJT	Jasingfaa Aqua Tourism Resort, Nagaon	10/12/2018	15/12/2018	16
OJT	OJT	Food Craft Institute, Samaguri	05/03/2019	20/03/2019	16
OJT	OJT	Vishal Mega Mart, Guwahati	11/04/2019	25/04/2019	13
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2500000	2250290

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Others(s pecify)	19	4275	Nill	Nill	19	4275
Others(s pecify)	312	4680	Nill	Nill	312	4680
Others(s pecify)	64	1650	Nill	Nill	64	1650
Others(s pecify)	6	1070	1	11	7	1081
Others(s pecify)	697	52275	Nill	Nill	697	52275
Text Books	11830	3540000	65	19400	11895	3559400
Reference Books	17440	6975000	90	38200	17530	7013200
e-Books	3135000	Nill	Nill	Nill	3135000	Nill
Journals	19	10450	8	4400	27	14850
e- Journals	6000	Nill	Nill	Nill	6000	Nill
CD & Video	242	47390	Nill	Nill	242	47390
Library Automation	20955	Nill	Nill	Nill	20955	Nill
Weeding (hard &	2085	729000	Nill	Nill	2085	729000

soft)						
Others (specify)	171	4400	6	150	177	4550
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	102	4	24	3	1	13	19	2	3
Added	0	0	0	0	0	0	0	0	0
Total	102	4	24	3	1	13	19	2	3

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
500000	538790	1000000	1077701

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Maintaining and utilizing physical, academic and support facilities including equipment is a challenge for Colleges like us. College has limited numbers of sanctioned Grade IV staff in comparison to the growth and expansion of facilities since inception. Gradual expansion of infrastructure, students intake due to introduction of additional but vary relevant subjects and programmes creates more challenge to overall management of the College Campus cleaning, electrical items maintenance, water and sanitation facilities maintenance, garden maintenance, night security, College gate management, etc. are being maintained by the College management appointed contractual grade</p>

staff. Solar Power Generation System, Electrical Generator Sets are maintained through AMC. Other instruments are being maintained on call basis as when needed. Persons engaged as contractual staff performs their duties well inspite of their uncertain service securities.

<http://jagiroadcollege.co.in/IQACarchive.php?iqacArchive=Procedures%20and%20Policies%20for%20Physical.Academic%20&%20Sp>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	3	14815
Financial Support from Other Sources			
a) National	SUHRID by DC/MLA	449	2245000
b) International	Nil	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling	Nil	Nil	Nil
Self Defence for Girls	08/09/2018	19	College in collaboration with Morigaon District Karate Association
Personal Counselling	21/08/2018	75	College
Yoga	21/06/2019	150	College NCC, NSS
Tutorial	18/10/2018	27	College
Remedial Coaching	11/09/2018	24	College
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Counselling	Nil	80	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Entertainment Industries (Rong, Rengani), Retail Industries (Future Group, Vishal, Levis, Central), Banking sector, Teaching, Health sector etc.	88	75
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	59	BA, BSc, BCom, BVoc	BA, BSc, BCom, BVoc	Gau Univ, Dib. Univ., AU, Bombay Univ, Kaziranga Univ, Royal Global Univ	PG, MBA, B.Ed, LLB
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
1st GU InterCollege KhoKho Tournament	Inter College	112
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	North East Book Publishers Best Cultural Team	National	Nil	1	JC.Act.2 016	Acting Dept
2018	Best Debut Award	National	Nil	1	15	Sandhya Hazarika
2018	WFSKA Gold Medal	International	1	Nil	125	Mitali Bordoloi
2018	WFSKA Gold Medal	International	1	Nil	178	Mampy Sinha
2018	WFSKA Silver Medal	International	1	Nil	208	Barnali Konwar
2018	NABBA WFF 5th Position	National	1	Nil	55	Suman Saikia
2019	North East Graduate Congress Runners up	National	1	Nil	55	Suman Saikia

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

Democratically Elected Students Union organised different student activities such as annual sports week, college fresher's social function, Festivals, etc. Few student leaders are being inducted as Students Representatives in different committees as members of the committees. In IQAC and Red Ribbon Club student members are inducted. Apart from elected union body, three other students' committees are there in the College. These are Geographical Society, Students Science Forum and Environmental Study Forum, where students take part in decision making process.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. The College engages various committees for smooth functioning of its various activities. Academic Committee comprising of Heads of all the departments where all the academic and examination affairs placed and discussed in every academic session. The resolutions adopted in that meeting are implemented in the college. Examination Committee, Prospectus Committee, Library Committee, Quotation Evaluation Committee, Construction Committee, Purchase Committee, Hostel Committee, etc are being involved in disseminating various activities in the College. 2. The Vice Principal has been entrusted all academic and examination affairs by the College GB.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	College prepared curriculum for skill based courses under B.Voc and Community College schemes. The Syllabi of B.Voc.Acting, Retail Management and Tourism and Hospitality Management were prepared by our faculties in consultation with Industry partners.
Teaching and Learning	College takes regular measure for enhancement of competency of faculties so as to transact effective curriculum in their classes. Timely actions are being undertaken by organising FDP for the purpose mentioned above.
Examination and Evaluation	Examinations are conducted by Committee involving faculties and other support staff of the College. The College evaluates students through both internal as well external examination processes. Internal Sessional, Terminal and Test examinations are conducted by the examination committee constituted for the purpose and evaluated results are shown to the students and displayed in the departmental notice board.
Research and Development	As the College received Star College grant this year, Laboratory facilities will be upgraded shortly which will definitely create a research

	environment in the Institution.
Library, ICT and Physical Infrastructure / Instrumentation	Library resources, particularly procurement of Books and Journals are done every year subject to the availability of funds and requirements of different departments. Although planned for procurement of Books and Journals but due to nonrelease of RUSA grant, we could not proceed further this year.
Human Resource Management	For allround development of the human resources, every possible measures have been taking by the College. Motivational session arranged for Students of all the streams. On Job Training arranged for skilling students. Office staff are also counted and discussed with them, listen their grievances and takes all possible measures within its limitations.
Industry Interaction / Collaboration	All the students admitted in skill based courses are being provided industry exposure through mandatory On Job Training (OJT) to enhance their learning outcomes. For this a number of MoUs signed with Industries and Business Establishments such as Big Bazar, Pentaloon, People, Bata India, Entertainment Channels like Rong, Rengoni, Jonak, Prag, News Time etc and event with Dr.Bhupen Hazarika Institute of Film and Television Institute, Arohan, XIMIT and other Industries like Nagaon paper Mill, Fashion Technology Institutes etc. On Job Training of two months duration are arranged for these skilling students. Students from Tourism Department have also been provided industry exposure in Tourism Industries.
Admission of Students	Merit based admission into different classes/programmes are strictly followed maintaining Roster. Earlier a handsome number of poor family students were provided funds from the College, but the Govt. of Assam has adopted a free admission policy for families whose annual income is less than 2lakh. So, most of the students availed that scheme.

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

E-governace area	Details
Administration	The College management always takes lead role in providing better facilities to all its Faculties,

support Staff and Students. For this, extra efforts have been taking to enhance physical facilities. During last six years, the College witnessed expansions in various fronts, expanded in every aspects, be it infrastructure, students enrolment, introduction of new subjects/streams, appointment of new faculties and other support staff. On behalf of the Governing Body, the Principal has been playing proactive role to facilitate all these activities. Establishment of Industry linkage, signing of MoUs with Industries, On Job Training (OJT) to Students, physical facilities enhancement, round the clock water supply through deep boring, clean drinking water facilities to the Hostel Boarders and continuous power supply etc are provided under his initiatives. Solar Power installation in the campus is one of the energy conservation measure undertaken. Student support system such as Students Health Insurance, Bank Literacy by opening bank account, enrolment in PAN card, self defence for both Boys and Girls, special initiative to facilitate sports and cultural activities are a few to mention. The College witnessed its own Sports fields during the last two years which were a distant dream in earlier days. Faculty enrichment programmes are also undertaken by organising different FDPs. The College takes active participation in data submission to AISHE portal in a timely manner. The College also going to take part NIRF ranking process. This year, the College participated MDRA India Today College Ranking and been honoured with distinctive positions Nationally, already mentioned in this report.

Finance and Accounts

The College maintained its accounts and Internal Audit done regularly through GB appointed CA. Internal fund flow and outgoing funds are all in the recorded forms. No cash transactions done during the last five six years. All fees from students are collected through bank challan with students counter foil. Transactions done through PFMS portal.

Student Admission and Support

As mentioned, admission process is completed strictly on merit basis and following reservation of quota for

	different casts. A section of poor and needy Students are supported financially from the College fund. Online form filling and admission followed.
Examination	Examinations are being done on offline basis as per the University norms. The Gauhati University started its online form filling processes since 2016 and this year issue of admit cards and semester end mark sheets through its web portal.
Planning and Development	College prepares all its futuristic development plan through the College Governing Body. This year the College planned to construct a new building as Arts Academic Block. Another building (Extension) near the Science Block will be constructed for creation of a Common Lab facility for Science students of Major subjects. Campus development, renovation etc are also planned and accordingly submitted proposals to the RUSA Assam.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Competancy Development	01/01/2019	05/01/2019	Nil	17
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

Refresher Course	1	06/08/2018	26/08/2018	21
Refresher Course	1	22/10/2018	11/11/2018	21
Orientation Course	1	18/02/2019	17/03/2019	28
Induction Course	1	06/06/2018	05/07/2018	30
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	4	2	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	Employee Welfare Fund	Student welfare/aid Fund, Students Safety Insurance, Bank Account Opening, PAN Card Service,

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College conducts Internal financial audit regularly and placed the Chartered Account Audited Income and Expenditure Report in the College Management Body meeting for necessary discussion and approval. The local. audit done by the Govt Auditor till 2012.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

40000.00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

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

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

i)Guardian member plays active role in the College Governing Body. ii)Guardian usually visit principal's office directly to discuss their ward's related

issues. iii) Cooperated College day to day affairs directly or indirectly, advice received as and when sought.

6.5.3 – Development programmes for support staff (at least three)

1. Group Insurance scheme for all the regular employee is in place. 2. A small Employee welfare fund is maintained. 3. Competency enhancement skill initiative undertaken (from 1 to 5th January, 2019.

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

i) As a post accreditation initiative, the College applied for DBT fund and received grant under DBT Star College Scheme. This will facilitate us to create a research environment in the college. ii) The College took active initiative in creating sports infrastructure. As a part of it, a world class Volleyball and Basketball field is constructing inside the campus and nearing in completion stage. iii) The College organised a brainstorming session with participation of Alumni, Guardian, and Civil Society apart from College Staff on 6th June, 2019

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Survey done for AISHE	05/11/2018	13/12/2018	13/12/2018	1832
2018	NIRF ranking	14/12/2018	23/12/2018	24/12/2018	1832
2018	MDRA India today ranking	24/12/2018	27/12/2018	27/12/2018	1832
2018	DBT star College	08/05/2018	15/05/2018	15/05/2018	240

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defence	01/07/2018	30/06/2019	35	15
Gender Sensitization	08/03/2019	08/03/2019	230	120

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

Percentage of power requirement of the University met by the renewable energy sources

All the students who have taken free admission under Govt. BPL scheme have planted a sapling in their locality, a proof of which they have to submit during their admission and also its growth subsequently during renewal admission time. Further, UG students are to study Environment subject compulsorily during their study period. They have also to do field survey work and submission of report thereof. The power requirement of the College met by the renewable energy sources. For this a 50KW Solar power plant is available in the campus, through which the College meets the power supply during peak hours and support boys and Girls hostels all the times.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students published in the College Prospectus	Nil	Through Prospectus, the college publishes Code of Conduct to be followed by every students, which has been taken as oath by the freshers at the Induction meeting in the beginning of every academic session.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Camp	21/06/2019	21/06/2019	75
Brahmaputra Literary Festival	09/02/2019	10/02/2019	32
Parikha Pe Charcha-Exam a Fun	29/01/2019	29/01/2019	450
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. College maintains a good percentage of green coverage, which supports a healthy ecosystem and rich bio diversity. 2. Good number of dustbins installed in the campus to avoid the indiscriminate throwing of waste materials. 3. Every Faculty involved in the subject of EVST tries to make the students conscious

about local surroundings and environment. Environmental Forum also took initiative to aware the newly enrolled students every year. Activities of EcoClub also creates environment awareness among the students and others. 4. The College organises awareness drive through Celebration of World Environment Day, Unnat Bharat Abhiyaan, Swachh Bharat Summer Internship, World Water Day where NCC, NSS volunteers took part along with the other general students. 5. Cutting of plant is always avoided during new constructions in the campus. Building and other developmental activities are planned accordingly to save the trees. 6. An Orchid house is maintained within the campus to maintain the orchids mostly available in the region.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. One of the best practices that the College has been following is the procedure of Cashless Transaction in the office since the year 2012. Under this policy, Students have to deposit their fees in the College account through bank challans directly at the bank, with the provision of a copy of each of the challan one each for the student, College and bank use. From the academic session 201819 onwards, all admission and form filling procedure have completed through online mode. Students have to pay their dues from their wallets. All other transactions done by the College are paid to the parties through NEFT or through cheque. Bulk SMS service facility is being utilised to disseminate various information directly to the students. 2. Student Safety Insurance Scheme is one of the best practices that the College has been introducing since 201314 academic session. All the students have been covered under this insurance scheme for a sum of Rs. One lakh eighty thousand only against accidental death and thirty six thousand (20 of the total cover) as medical reimbursement claim on accidental injury. Till last year the College has successfully settled four such cases due to sad demise of four students and the insured amount have been paid to their parents. Additionally, almost all the students have been facilitated with a zero balance bank account, PAN card facility at the time of the admission into the College. 3. Another best practice to mention is –maintenance of total ragging free campus. The College has been maintaining a good teacher students relations and senior junior interaction through which a family like environment sustains in the College. All the new comers attended their classes without any fear from ragging. Even in the hostels (both Boys and Girls) not a single incidence took place in the form of ragging. Although anti ragging committee and anti ragging squad committee constituted in the college, but they are virtually nonfunctional due to no incidence.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The College has been emphasizing introduction and running of Skill based courses in new and emerging fronts due to abundance of job prospects. During the last six years the College has been taking proactive role and introduced six skill based courses. For smooth sailing of these courses, MoUs have been signed with different Institutions/Industry partners relevant to the courses. Students have given facilities of On Job Training (OJT) in these Partner Industries/Institutions and these partners support us in a big way by engaging our students in their organisations on completion of their courses.

Provide the weblink of the institution

<http://jagiroadcollege.co.in/>

8.Future Plans of Actions for Next Academic Year

1) Proper execution of activities under Star College Scheme of DBT as mentioned in the proposal. 2) Holding of a National Seminar, Workshop with financial assistance from sponsoring bodies. 3) Infrastructure development to increase class room and Laboratory space. 4) Disaster awareness Workshop to be arranged for students and staff. 5) Contractual Staff Safety Insurance scheme for all contractual staff to be introduced. 6) Video Conferencing facility to be started. 7) Uploading of video recorded class contents to be considered. 8) Workshop on Gender Equity, Women Empowerment, IPR, Motivational Talks. 9) Strengthening of the Incubation Centre to encourage innovative practices among the students. 10) Establishment of a Central Instrumentation Facility for Science departments.