



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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| 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 | PO-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/1621323456.pdf | | | | | | | | | | | | | | | | | | | | | | |
| 4. Whether Academic Calendar prepared during the year | | | Yes | | | | | | | | | | | | | | | | | | | | | | |
| if yes,whether it is uploaded in the institutional website: Weblink : | | | http://www.jagiroadcollege.co.in/upload/acalendar/Academic%20Calendar%202019.p df | | | | | | | | | | | | | | | | | | | | | | |
| 5. Accrediation Details | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>1</td> <td>B</td> <td>71</td> <td>2004</td> <td>16-Sep-2004</td> <td>15-Sep-2009</td> </tr> <tr> <td>2</td> <td>B+</td> <td>2.71</td> <td>2016</td> <td>05-Nov-2016</td> <td>04-Nov-2021</td> </tr> </table> | | | | | | 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 |
| 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 | | | | | | | | | | | | | | | | | | | | | | |
| 7. Internal Quality Assurance System | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <td>Item /Title of the quality initiative by</td> <td>Date & Duration</td> <td>Number of participants/ beneficiaries</td> </tr> </table> | | | | | | Quality initiatives by IQAC during the year for promoting quality culture | | | Item /Title of the quality initiative by | Date & Duration | Number of participants/ beneficiaries | | | | | | | | | | | | | | |
| Quality initiatives by IQAC during the year for promoting quality culture | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item /Title of the quality initiative by | Date & Duration | Number of participants/ beneficiaries | | | | | | | | | | | | | | | | | | | | | | | |

| IQAC | | |
|--|------------------|-----|
| Career Counselling-Civil Service Coaching | 19-Oct-2019 1 | 49 |
| Solar Light Assemble Workshop | 02-Oct-2019 1 | 57 |
| Hands on training on Basic Electronic Circuit | 20-Sep-2019 2 | 28 |
| Popular talk on Heritage of Indian Ayurveda-a way of Life towards FIT India | 06-Sep-2019 1 | 80 |
| Populartalk on Traditional Medicine vs Modern Scientific Knowledge | 24-Aug-2019 1 | 85 |
| Awareness meeting with Students on Ragging Menace with Morigaon District Legal Service Authority | 21-Aug-2019 1 | 90 |
| Extension Activity Health Camp under UBA in the adapted villages | 14-Aug-2019 1 | 150 |
| Induction Classes for the New comers | 01-Aug-2019 4 | 500 |
| Summer School Motivation Towards Science Education | 11-Jul-2019 8 | 36 |
| PMFS training workshop | 03-Jul-2019 1 | 45 |
| View File | | |

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 |
|--------------------------------|-----------------------------|----------------|-----------------------------|---------|
| Jagiroad College | Girls Common Room Grant | State Govt | 2019 365 | 100000 |
| Jagiroad College | Admission Fee Reimbursement | State Govt | 2020 365 | 3539322 |
| Jagiroad College | Laboratory Grant | State Govt | 2020 365 | 240000 |
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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 : | 4 |
| 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)

Organised NAAC sponsored National Workshop on "Holistic Approach towards Quality Enhancement in Higher Education, in the light of Revised Assessment and Accreditation Framework (RAAF)". Organizing 3 no.s health camps in the adopted villages as extension activity. Good number of online class materials including video notes provided to the students and online classes facilitated during lockdown period. Organizing workshops, training, exposure visit to advance academic institutions have been conducted for the academic enrichment of the student communities. Invitation of Guest Faculties from reputed institutions on different subjects.

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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 | Achivements/Outcomes |
|---|--|
| v) Extension activities under UBA, NSS etc will be intensified. | v) Three health camps conducted in the adopted villages. In order to reduce the use of polythene bags and for awareness cloth bag were distributed among the villagers in the Tetelichong village. |
| iv) Conduct a mock-drill on disaster preparedness through skilled organisation. | iv) Could not conduct within the year |
| iii) Signing of MoU with NGOs for involving students in skill training. | iii) MoU signed with a local entrepreneur/innovator. Discussion with Assam start up has started. |
| ii) Alumni meet by the alumni association | ii) Department of Economics organised alumni meet on 26th October, 2019. |
| i) Workshop/ Popular talk on IPR | i) Suppose to do in the month of March, but could not completed due to lockdown (But done on 13th Aug., 2020 i.e., beyond the current session). |

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| | | | | | |
|--|---|------------------------|--------------|------|-------------|
| 14. Whether AQAR was placed before statutory body ? | Yes | | | | |
| <table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>IQAC</td> <td>07-Apr-2021</td> </tr> </table> | | Name of Statutory Body | Meeting Date | IQAC | 07-Apr-2021 |
| Name of Statutory Body | Meeting Date | | | | |
| IQAC | 07-Apr-2021 | | | | |
| 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 | 2019 | | | | |
| Date of Submission | 23-Dec-2019 | | | | |
| 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) | <p>The College initially developed a new software to maintain records of students' class attendance and faculties leave management. Gradually the same has been upgraded to conduct students online test, feedback collection, online admission/renewal admission and fee payment system. In the later part of the academic session in January 2020, few additional modules included. These modules are:</p> <p>Notice/updating of information, class notes, class video sharing. Inclusion of these additional modules enhances it to become a partial college automation system or management information system.</p> | | | | |

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. Every department head maintains the records in their respective departments. Copies of workloads are also submitted

to the Office. Students are evaluated as per their curriculum time frame through various means like Group Discussions, Seminars and 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 |
|-------------|-----------------|-----------------------|----------|--|-------------------|
| Nil | Nil | Nil | 0 | Nil | Nil |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | Nil | Nil |
| No file uploaded. | | |

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 |
|----------------------------------|----------------------------------|---|
| BA | BSc(Honours) and BSc(Regular) | 01/08/2019 |
| BSc | B.Sc(Honours) and BSc(Regular) | 01/08/2019 |
| BCom | B.Com(Honours) and BCom(Regular) | 01/08/2019 |
| BVoc | BVoc (Regular) | 01/08/2019 |

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 |
|---------------------------|----------------------|-----------------------------|
| Self-Defence Course | 01/07/2019 | 20 |
| View File | | |

1.3.2 – Field Projects / Internships undertaken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---------------------------|---------------------------|---|
| MTTM | Tourism | 18 |
| BVoc | Retail Management, Acting | 29 |
| BA | Geography | 22 |
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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 final year students through the College automation software and the information obtained are analysed and conveyed to the faculties individually. Action taken report shown to individual persons and signed jointly with future improvement/suggestions (if any). |

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 and Regular | 450 | 825 | 451 |
| BSc | Honours and Regular | 120 | 278 | 109 |
| BCom | Honours and Regular | 70 | 147 | 82 |
| BVoc | Acting, RTM, THM | 90 | 95 | 91 |
| PGDCA | Computer Application | 25 | 8 | 3 |
| MTTM | Tourism | 25 | 12 | 11 |
| View File | | | | |

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 |
|------|---|---|---|---|--|
| 2019 | 733 | 14 | 69 | 7 | 7 |

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- | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---------------------------------------|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
|----------------------------|---------------------------------------|-----------------------------------|----------------------------------|----------------------------|---------------------------------|

| | | | | | |
|--|------------|----|---|---|---|
| | Resources) | | | | |
| 76 | 35 | 15 | 8 | 8 | 5 |
| 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)

In the beginning of the session students of Science and Commerce are divided into small groups and they are being mentored by respective group in-charges of Teachers in Science and Commerce streams. Arts Honours students are being mentored by the respective departments under the guidance of HoDs. HoDs allotted major students to their departmental colleague according to their own requirements and specializations.

| | | |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 1772 | 76 | 1:23 |

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 |
| No file uploaded. | | | |

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 | A-16339 | VI | 20/10/2020 | 01/12/2020 |
| BSc | C-16339 | VI | 15/10/2020 | 01/12/2020 |
| BCom | S-16339 | VI | 21/10/2020 | 01/12/2020 |
| BVoc | V-16339 | VI | 07/10/2020 | 16/12/2020 |
| MTTM | Roll No/2018 | IV | 07/10/2020 | 31/12/2020 |
| PGDCA | Roll No/2018 | II | 22/02/2020 | 23/11/2020 |
| View File | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Students are evaluated semester-wise 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. Students performances are also measured

considering their involvement in other co-curricular and extra curricular and social engagement activities.

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

The College Academic Calendar has been 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 re-adjustment in some events. This year academic activities severely hampered for prolonged lockdown due to COVID-19. Although measures taken by providing study materials/video tutorials through college automation software- jagiroadcollegelive.co.in but accessibility issue from students end were there and hence not much beneficial to all the students.

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/upload/igacarchive/1634024688.pdf>

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 |
|---------------------------|----------------|--------------------------|---|---|-----------------|
| A17339 | BA | Honours & Regular | 323 | 251 | 77.70 |
| C-17339 | BCom | Honours & Regular | 57 | 45 | 78.95 |
| S-17339 | BSc | Honours & Regular | 76 | 57 | 75.00 |
| V-17339 | BVoc | Regular | 37 | 32 | 86.49 |
| Roll No/2018 | MTTM | Tourism | 17 | 14 | 82.35 |
| Roll No/2018 | PGDCA | Computer Applications | 5 | 3 | 60.00 |
| View File | | | | | |

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://www.jagiroadcollege.co.in/upload/sss/1620965763.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 |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Major Projects | 0 | Nil | 0 | 0 |

| | | | | |
|-------------------|---|-----|---|---|
| Minor Projects | 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 |
|---------------------------|---|------------|
| Industry-Academia Meet | IQAC and Indian Oil Corporation Ltd, Guwahati | 01/11/2019 |

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 | Nil |
| 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 | JC-Incubation Center | College through IQAC | Development of Digital Library App | Students Project on Software Development | 02/01/2019 |
| View File | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

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) |
|---------------------------|------------|-----------------------|--------------------------------|
| National | Physics | 1 | 1.13 |
| View File | | | |

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 |
|---------------------------|-----------------------|
| Geography | 1 |
| Assamese | 2 |
| English | 5 |
| View File | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

| 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 |
|--|--|--|---------------------|----------------|---|---|
| SOCIO-CULTURAL FISHING ACTIVITY OF TIWAS, MORIGAON DISTRICT, ASSAM, INDIA | Ratumi Das and Pallabi Dekha | Plant Archives | 2020 | Nil | Jagiroad College | Nil |
| Geo-Ecological Studies on Diversity of Macro Flora in Urapad Beel, Goalpara District, Assam | Ratumi Das and Pallabi Dekha | Plant Archives | 2020 | Nil | Jagiroad College | Nil |
| Synthesis and Characterization of Tea Polyphenol-Coated Magnetite Nanoparticles for Hyperthermia Application | Lavita Sarma J. P. Borah A. Srinivasan Sidananda Sarma | Journal of Superconductivity and Magnetism | 2020 | Nil | Jagiroad College | Nil |
| Geo-Sociological Activities with Flora on Bahag Bihu by Tiwa Tribe of Morigaon District, Assam, India | Ratumi Das and Pallabi Dekha | Plant Archives | 2020 | Nil | Jagiroad College | Nil |
| 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 | Institutional affiliation as mentioned in |
|--------------------|----------------|------------------|---------------------|---------|------------------------------------|---|
|--------------------|----------------|------------------|---------------------|---------|------------------------------------|---|

| | | | | | | |
|-------------------|-----|-----|-----|-----|----------|-----------------|
| | | | | | citation | 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 | 1 | 13 | 6 | 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 |
|---|--|--|--|
| Campus Cleaning Works | NSS NCC | 5 | 70 |
| Motivation Towards Science Education | IQAC and Star College Scheme Grant | 5 | 36 |
| Blood Donation | Students including NCC, NSS Volunteer, Student Union | 10 | 55 |
| Medical Camp in adopted village Madhupur Dongabori villages | UBA, NCC, NSS, Student Union | 8 | 25 |
| Summer Workshop for School Students | IQAC and Star College Scheme Grant | 15 | 43 |
| Medical Camp and Bag, Cloth Distribution at Tetelichong village | UBA, NCC, NSS, Student Union | 10 | 30 |
| Workshop on Mental Health | Assam Down Town University | 12 | 80 |
| View File | | | |

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 |
|----------------------|-------------------|-----------------|------------------------------|
| Nil | Nil | Nil | Nil |
| No file uploaded. | | | |

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 | Name of the activity | Number of teachers participated in such | Number of students participated in such |
|--------------------|--------------------------------------|----------------------|---|---|
|--------------------|--------------------------------------|----------------------|---|---|

| | agency | | activities | activities |
|---------------------------|---------------------------------------|--|------------|------------|
| Charity work | IQAC with Lions Club | Blood Donation | 15 | 50 |
| National Unity Day | IQAC and NSS | Unity Run | 21 | 1100 |
| Int. Women Day | IQAC and Women Wing of the College | Popular Talk by inviting Psychologists | 29 | 500 |
| Swachchata Hi Sewa | IQAC and NSS | Collection of Single Use Plastics | 19 | 150 |
| Constitution Day | IQAC and Political Science Department | Symposium | 12 | 200 |
| View File | | | | |

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 | 0 | 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 with contact details | Duration From | Duration To | Participant |
|-------------------|-----------------------|---|---------------|-------------|-------------|
| Internship | OJT Tourism | C.N. Travels, Guwahati | 30/10/2019 | 12/11/2019 | 18 |
| Internship | OJT Tourism | Kiranshree Grand, Guwahati | 15/11/2019 | 28/11/2019 | 6 |
| Internship | OJT Tourism | Ginger Hotel, Guwahati | 15/11/2019 | 29/11/2019 | 6 |
| Internship | OJT Tourism | Hotel Lily, Guwahati | 04/11/2019 | 14/11/2019 | 6 |
| Internship | OJT-Retail Management | Vishal Megamart, Guwahati | 22/10/2019 | 31/10/2019 | 13 |
| Internship | OJT-Retail Management | Future Group, Guwahati | 22/10/2019 | 31/10/2019 | 5 |
| Internship | OJT-Acting | Rengoni TV | 12/08/2019 | 24/08/2019 | 3 |

| | | | | | |
|---------------------------|------------|-------------------------|------------|------------|---|
| Internship | OJT-Acting | Rong TV | 30/08/2019 | 15/09/2019 | 3 |
| Internship | OJT-Acting | Directors Training Camp | 31/12/2019 | 31/01/2020 | 3 |
| View File | | | | | |

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 |
| No file uploaded. | | | |

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 |
| 100 | 95 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|--|-------------------------|
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added |
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Laboratories | Newly Added |
| Class rooms | Newly Added |
| View File | |

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 patially) | Version | Year of automation |
|---------------------------|--|---------|--------------------|
| SOUL 2.0 | Partially | 2.0 | 2005 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---------------------------|---------------|----------------|-------------|---------------|---------------|----------------|
| Text Books | 11868 | 3559400 | 224 | 125926 | 12092 | 3685326 |
| Reference Books | 17530 | 7013200 | 1102 | 724079 | 18632 | 7737279 |
| e-Books | 164300 | Nill | Nill | Nill | 164300 | Nill |
| Journals | 9 | 14850 | 13 | 25750 | 22 | 40600 |
| View File | | | | | | |

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 |
|---------------------------|--------------------------------|---------------------------------------|-----------------------------|
| Attached | Class notes and video contents | College Automation Software | 30/01/2020 |
| View File | | | |

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 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 126 | 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 |
|---|---|
| Study Materials in the form of notes | http://www.jagiroadcollegelive.co.in/classnotes.php |
| Study Materials in the form of Video Tutorials | http://www.jagiroadcollegelive.co.in/classvideos.php |
| Notes shared through WhatsApp | Through personal messages or in groups created for the purpose |
| Online Classes through Zoom, GoogleMeet, Google Classroom etc | Links shared by the Teachers before their online sessions |

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 |
|--|--|--|--|
| 5 | 5.12 | 7 | 552780 |

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)

| |
|---|
| The College maintains physical, academic and support facilities including equipments with the help of existing Grade IV staff, which is not sufficient in comparison to the growth and expansion of facilities since inception. Gradual |
|---|

expansion of infrastructure, students' intake due to introduction of additional 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 IV 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 in-spite of their un-certain service securities.

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

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 | Students Aid Fund | 20 | 45690 |
| Financial Support from Other Sources | | | |
| a) National | ISHAN UDAY, NSP, SUHRID, etc | 794 | 0 |
| b) International | Nil | Nil | 0 |
| View File | | | |

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 implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|------------------------------|
| Career Prospect in Banking Sector | 03/09/2019 | 135 | Banking Service, Guwahati |
| Civil Service Coaching | 14/09/2019 | 34 | Bhadra IAS Academy, Guwahati |
| 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 |
|---------------------------|--------------------|--|--|--|---------------------------|
| 2019 | Career Counselling | 169 | 169 | 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 |
|---------------------------|--------------------------------|---|
| | | |

5.2 – 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 Industry (Rong, Rengoni, Mime Academy), Retail Industries (Future Group, Vishal, Levis, Central) | 38 | 26 |
| View File | | | | | |

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 |
|---------------------------|--|--------------------------|---------------------------|--|-------------------------------|
| 2020 | 42 | BA, BSc, BCom, BVoc | BA, BSc, BCom, BVoc | Gauhati Univ., Dibrugarh Univ., Assam Univ, Kaziranga Univ, ASTU, Royal Global Univ., USTM | PG, MBA |
| View File | | | | | |

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 |
|-------------------|---|
| NET | Nil |
| SLET | Nil |
| No file uploaded. | |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|---------------------------|---------------|------------------------|
| Annual College Week | College Level | 365 |
| View File | | |

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/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|-------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

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. under the guidance of their faculty advisers. Few student are being inducted as Students Representatives in different committees as members. In IQAC, Red Ribbon Club, RUSA Programme monitoring unit, 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, Commerce Forum and Vocation Forum, where students take part actively in implementing processes.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

349

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

37000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni meet organised by the Economics department during the year and they have donated cash amounting Rs. 37,000/- and kinds like cloths, fruits, medicines etc. to eighty (80) families of HPC Colony and Ganesh papa village during the lockdown period from their own contributions.

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) Decentralization of College activities and Involvement of Various Stakeholders: We follow decentralized work distribution in a hierarchical structure. For this, the College constituted different committees for smooth functioning of its various activities. College Governing Body is the highest management body of the College where all administrative matters are discussed and finalised. Principal acts as the executing officer having its designation as Principal and Secretary. The GB entrusted the overall activities upon him and it is he who executes and functions all activities on behalf of the GB. The Vice Principal has been entrusted with the responsibilities of academic and examination affairs of the College by the GB. For this, the Academic Committee constituted with all HoDs of different Academic Departments discusses and decides academic and examination matters for the college annually. The IQAC,

constituted as per NAAC guidelines, is the vital body to assure quality affairs in the College. Coordinator of the IQAC coordinates and functions its activities through consultations with the Principal, the Vice Principal and the academic Committee. Different cells under the IQAC are constituted and allowed to function in their own specified domain. Periodic review meetings are being organised and also in between when felt necessary. The Academic Committee meeting discusses all the academic and examination affairs and finalises in every academic session. The Examination Committee, Prospectus Committee, Library Committee, Quotation Evaluation Committee, Construction Committee, Purchase Committee, Hostel Committee, etc are involved in disseminating various activities in the College. Every department with Head as local administrator functions academic affairs including distribution of syllabi to their faculties. They take decisions on internal evaluation, procurement of Books and Lab items etc. Every portfolio of the college Student Union has one or two advisors through which their activities are being guided. Annual functions and festivals are also being conducted through them. Almost every department publishes their departmental wall magazines with the advisories and support from concerned teacher mentors. Further, the College publishes newsletters annually reflecting annual activities of the college as a whole. (2)

Introduction of Office Automation Software: College Automation Software is being gradually upgraded as an integrated software interface through which students can take online admission, pay fees, get notifications issued by the office from time to time, study materials are being provided by the faculties, and can avail live discussion facility with faculties, requisitions of study materials can also be availed. Further, faculties leave management, students attendance, college accounts are also maintained through the same software. All transactions are being done digitally avoiding cash handling process. All students of the College are covered under the Students Safety Insurance scheme. Accounts are also being maintained with the help of this Office Automation Software. With the introduction of this, all the Teachers, students and staff having smart phone connections are connected and the concept of participative management approach is achieved to a great extent. Few more upgrades are also in cards for smooth sailing of this Office Automation Software so as to make it an integrated approach.

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

Yes

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 BVoc 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 and approved by the affiliating University. |
| Teaching and Learning | College takes regular measures 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 the |

| | |
|--|---|
| | <p>Examination Committee involving faculties and other support staff of the College under the active guidance of the Principal and the Vice Principal. The College evaluates students through both internal as well as external examination processes. Internal Sessional, Terminal and Test examinations are conducted by the committee constituted for the purpose and evaluated results are shown to the students and displayed in the departmental notice board.</p> |
| Research and Development | <p>As the College received the Star College grant, Laboratory facilities are being gradually upgraded. Students are getting exposure to different areas, which will definitely create a research environment in the Institution.</p> |
| Library, ICT and Physical Infrastructure / Instrumentation | <p>Library resources, particularly procurement of Books and Journals are done every year subject to the availability of funds and requirements of different departments. A good number of Books and journals procured from RUSA and DBT grants.</p> |
| Human Resource Management | <p>For all-round development of the human resources, every possible measure has been taken by the College. Motivational sessions arranged for Students. On Job Training arranged for skilling students. Office staff are also considered and discussed with them, try to listen to their grievances and take all possible measures within their limitations.</p> |
| Industry Interaction / Collaboration | <p>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 also with Dr.Bhupen Hazarika Institute of Film and Television Institute, Arohan, XIMIT and other Industries like Nagaon Paper Mill, Fashion Technology Institutes etc. Internship as OJT arranged for these skilling students. Students of the Tourism Department are also facilitated industry exposure in Tourism and hospitality Industries.</p> |

| | |
|-----------------------|--|
| Admission of Students | Online admission done based on merit into different classes/programmes strictly maintaining Roster. Assam Govt. has introduced admission fee waiver scheme for which no fee paid by the students of Arts and Science streams. Students of other self-financed programmes have to pay their admission fee through College Automation Software in online mode. |
|-----------------------|--|

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

| E-governance area | Details |
|--------------------------|--|
| Planning and Development | College prepares its entire futuristic development plan through the College Governing Body. As decided by the GB last year, construction of a new building is going on from the RUSA fund. DBT Laboratory, Academic Block, and Library are renovated from the RUSA fund. Another building (Extension work) near the Science Block is also under construction for accommodation of students of different departments. |
| Administration | The College management always takes the lead role in providing better facilities to all its Faculties, support Staff and Students. For this, extra efforts have been taken to enhance physical facilities. During the last six years, the College witnessed expansions in various fronts, expanded in every aspect, 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 pro-active 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 measures undertaken. Student support systems 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 the AISHE portal in a timely manner. The College is also going to take part in the NIRF ranking process. This year, the College participated in MDRA India Today College Ranking and was 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 out-going 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 counterfoil. Transactions done through PFMS portal.

Student Admission and Support

As mentioned, the 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 an offline basis as per the University norms. The Gauhati University started its online form filling processes in 2016 and this year issue of admit cards and semester end mark sheets through its web portal.

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 |
|------------------------------------|-----------------|---|---|-------------------|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

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 | Title of the administrative training | From date | To Date | Number of participants (Teaching | Number of participants (non-teaching |
|------|---|--|-----------|---------|--|--|
|------|---|--|-----------|---------|--|--|

| | | | | | | |
|---------------------------|--|--|------------|------------|--------|--------|
| | programme organised for teaching staff | programme organised for non-teaching staff | | | staff) | staff) |
| 2019 | PFMS Training Workshop | PFMS Training Workshop | 03/07/2019 | 03/07/2019 | 44 | 6 |
| View File | | | | | | |

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 |
|--|---------------------------------|------------|------------|----------|
| FDP: "Online Teaching and Learning in India" | 2 | 17/06/2020 | 22/06/2020 | 6 |
| FDP: "Moodle Learning Management System" | 1 | 25/06/2020 | 01/08/2020 | 37 |
| FDP: "Research Methodology" | 2 | 24/06/2020 | 30/06/2020 | 7 |
| FDP: "Research Methodology Tools and Techniques" | 1 | 05/06/2020 | 11/06/2020 | 7 |
| View File | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| Nil | 14 | Nil | 3 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| Employee Safety Insurance Policy introduced for contractual staff by the college management for non-teaching staff. | Employee Safety Insurance Policy introduced for contractual staff by the college management for non-teaching staff. | Students Safety Insurance scheme continued. |

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 places the CA audited financial Report in the College Governing Body meeting for necessary discussion and approval. The external or the government audit is done by the

government annually and completed up to 2015. In case of any audit objection it is placed before the Governing body and the GB authorised the principal to meet the objection. Till date no report has been received on the last audit. On the other hand, Govt grants are regularly audited through GB appointed CA and forwarded to the grant giving body for necessary approval. Transactions of all centrally funded grants are being done through the Public Finance Management System (PFMS). No cash transaction done since 2013 and all payments and received are done through bank account preferably through RTGS/NEFT mode.

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 |
| No file uploaded. | | |

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)

There is no registered parent-teacher association in the college. The college always remains in contact with the parents through the Principal, Vice Principal and the Heads of various departments. There always exists a cordial relationship between teachers and parents. Parents have been always very supportive to the initiatives taken by the College for the betterment of the institution. Apart from this the following activities/actions are there in the college- 1. Three Guardian Members are actively being engaged in the college Governing Body one of which is a woman. They take active participation in the college management affairs. They are being appointed by the government and all the decisions are being carried to the guardians' community through them. 2. Teachers are the direct work force and play vital roles in the overall affairs of the college individually as well as members of various bodies constituted in different times and occasions. Two Teachers are annually represented in the GB as Teachers Representatives. They also take active participation in decision making processes. 3. Teachers of the College also provide extension activities in the society by involving in various social organisations of the locality. A section of them also engage in the nearby schools by providing mentoring works to the students. They are engaged in social service activities too through Science Society members, Literary and Socio Cultural Organisations, Sports Organisations etc.

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

1. Support staff are being guided through various means such as hands-on activities and opportunity to work in various domains other than their own specified area. The College engages them in various activities particularly in the academic and examinations affairs and given training on computers through hands-on activities. All the support staff are engaged in various activities

including conduct of examination and evaluation works with strict restriction to confidential matters. Grade III staff are the main work force in all administrative works. They are being guided and given opportunities to work apart from their routine affairs such as- Accounts, Admission, Examination etc. Before the start of every academic session their working knowledge is being refreshed and upgraded in handling online activities including online admission, receipt of fees, submission of online exam forms to the University etc. 2. Staff welfare scheme is in place in the college and a nominal fee is collected from every student for this purpose. A major section of the support staff of the College are appointed as contractual staff with marginal pay p.m. This is being done due to many reasons including not getting permission to fill up the vacant posts. They are covered under the health insurance scheme offered by the College and the welfare fee collected is utilised for such needy people in their tough times. 3. Staff meeting organised with the support staff to hear their grievances and also to counsel and motivate them to maintain work culture in the college.

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

1. Students Feedback collection mechanism started 2. Online Admission Process Started 3. Office Automation Software introduced.

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 |
|------|--|-------------------------|---------------|-------------|------------------------|
| 2019 | Induction meeting of fresh UG students | 01/08/2019 | 01/08/2019 | 01/08/2019 | 500 |
| 2019 | CBCS orientation to the students of Science and Commerce (Honours Regular) | 06/08/2019 | 06/08/2019 | 06/08/2019 | 150 |
| 2019 | CBCS orientation to the students of Arts (Honours) | 07/08/2019 | 07/08/2019 | 07/08/2019 | 180 |
| 2019 | CBCS orientation to the students of Arts (Regular) | 08/08/2019 | 08/08/2019 | 08/08/2019 | 90 |

| | | | | | |
|---------------------------|---|------------|------------|------------|----|
| 2019 | career counselling - Employment opportunities in Banking Sector | 03/09/2019 | 03/09/2019 | 03/09/2019 | 57 |
| View File | | | | | |

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 |
| Women Week-on the occasion of International Womens Day | 03/03/2020 | 07/03/2020 | 210 | 145 |

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 |
|---|
| Keeping the gradual growing energy requirement in the campus, the college authority has installed a 50 KW Solar power station inside the college campus in the year 2013, which makes the college self sufficient in regards to power requirement. The top floor of the Girls Hostel is covered by 120 no.s of solar panels which are connected to the battery bank of the solar power plant. |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|-----------------------------|--------|-------------------------|
| Physical facilities | Yes | Nil |
| Ramp/Rails | Yes | Nil |
| Rest Rooms | Yes | Nil |
| Braille Software/facilities | No | Nil |

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 |
|------|--|--|------------|----------|--|---|--|
| 2019 | 1 | 1 | 01/07/2019 | 25 | Development of a Museum under the initiative of the to | Highlighting the tradition with historical importance | 30 |

| | | | | | | | |
|---------------------------|---|---|------------|---|--|--------------------------------|----|
| | | | | | showcase local Tiwa and other ethnic communities | | |
| 2019 | 1 | 1 | 15/08/2019 | 1 | Street Play | Issues related to Social Evils | 17 |
| View File | | | | | | | |

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---------------------|---|
| Publication of College Prospectus-2019-20 | 01/06/2019 | College publishes its prospectus every year where pledge for every student and code of conduct for students are mentioned. Pledges are also given on the college website prominently. |
| Annual News Letter | 06/01/2020 | The Annual Newsletter of the IQAC has been published annually every year since 2012. All the activities held during the year are reflected here. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---------------------------|---------------|-------------|------------------------|
| 1. International Yoga Day | 21/06/2020 | 21/06/2020 | 450 |
| 2. National Unity Day | 31/10/2019 | 31/10/2019 | 600 |
| 3. Women's Week | 03/03/2020 | 07/03/2020 | 850 |
| 4. Constitution Day | 26/11/2019 | 26/11/2019 | 130 |
| 5. Mother Tongue Day | 21/02/2020 | 21/02/2020 | 350 |
| View File | | | |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Awareness drive organised among the students to minimise the use of polythene carry bags. As a result the college campus is almost plastic free. 2) Dustbins are used at different locations to collect the solid waste which have been cleaning periodically. 3) Hostel wastes are allowed to collect by the Piggery farmers in order to get rid of unhygienic condition that may arise otherwise. 4) Excess water of the campus is drained to the water resurging pond inside the campus. 5) To minimise the use of grid connected electricity, solar power system is installed in the campus in the year 2013 which is sufficient

for power requirement in the campus. 6) CFL and other electric bulbs are being replaced by the LED bulbs in a phased manner.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Best Practice No-1: Title of the Practice: Innovations in Teaching Learning Process: Objectives of the Practice: Jagiroad College aims to inculcate a unique value based and learner centric approach. As declared in its vision statement, the college has been working towards empowering its staff and learners in all respects. As a part of this approach, the college recently developed and implemented an integrated teaching learning management platform, which becomes total college automation software. The Context: Conventional 'chalk and talk' method has though its merits in earlier days but many demerits in the age of digitalization. At a time when there were no smart phones, no smart teaching tools, 'chalk and talk' method is the only way to teach the students. But the invention of digital tools for teaching learning, change the academic world to a great extent. Digitalization of study materials and abundance of such learning materials in different platforms obviously influenced every person in the spheres of teaching learning processes. Further, availability and accessibilities of smart phones and internet connectivity also ease the entire scenario of teaching learning processes. Hence any educational institution offering higher education must adopt digital learning platform.

With this background, Jagiroad College also gradually been adopting and converting conventional teaching learning approach through digital way. The practice: As all the faculties and students are not familiar with the latest technologies, so at the beginning, the college introduces a 'class attendance app' through which faculties can collect students class attendances data through their mobile handsets. For this the college created separate profile for each teacher and every teacher were guided to install the 'app' in their handsets. Students can also utilize this 'app' to see their attendance records through their own profile. While taking online admission, every student has to register in the 'app' once. As a result they became a part of the system and hence they have their own profile in the 'app'. Gradually, the 'app' is upgraded to share their class notes and videos and finally they are facilitated to take online classes through this 'app'. Through the Students profile, all students are connected to the teachers their concerned department. Hence, they also can avail the online class facilities, view and download class notes, class videos etc. In this regards, continuous technical guidance provided from the Principal through verbal guidance, telephonic discussions, or through WhatsApp messages to the teachers and students for successful handling of the system. Evidence of Success: It is observed that almost all the faculties are availing the leave application submission facility. They have taken their class attendances regularly through the 'app' and during Covid-19 Pandemic, most of the teachers are availing this platform to disseminate their class notes and video lecturers. Students also are availing the facility of this digital platform. Last year feedback collected through this digital medium from the final year students. The small 'app' now becomes an independent 'College Automation Software/System', through which many other activities are also doing. Thus, through this software, students can take online admission, pay their renewal fees, examination fees, check their attendance records, submit feedback, access class notes and video lecturers. On the other hand, faculties can take class attendance of their students, upload class notes, video lecturer, submit their leave information, can update their profiles as and when required. Online accessibilities through this 'college automation software' by the faculties as well as students help them greatly in teaching-learning processes. Online admission through this software helps the office to gather databases of students of various classes quickly and efficiently. Govt of Assam

has introduced admission fee waiver facility to the BPL students. With the help of this automation software, the college can easily collect and submit admission fee waiver availing students information accurately. Problems encountered: A section of the senior faculties initially could not avail the facility created for the purpose. This might be because of unfamiliarity with smart systems or may be due to hesitations. But after careful guidance and regular monitoring, many of them been successfully availing and skillfully utilizing the digital platform. Still three four faculties remain who are still not conversant fully with the system and a section of the teachers are there who are abstaining from availing the system, reason best known to them. To make online learning fully successful, all students must have smart phones and internet connectivity must be there. The communication bottleneck also creates trouble in implementing the online learning system. Resources required: Smart Phone, Laptop or Desktop, Internet connectivity. Additional manpower required for regular monitoring and guidance etc.

2. Best Practice No-2: Title of the Practice: Publication of Newsletter of IQAC Objectives of the Practice: The main aim of this practice in publishing the annual Newsletter of IQAC is to showcase and document all the productive involvements of the stakeholders and activities that have taken place in the college in the year immediately crossed. It is usually published in the last quarter of the running year or in the first quarter of the next succeeding year. The Context: Many-a-times, activities held in any academic institution are left unrecorded and they remain in the deep forgotten world. Few events remain in peoples memory and mostly been erased from memories. So, events held, activities undertaken in institutions, success to inform others etc. all must be recorded and documented in the form of publications. This has helped greatly to recognize and could recall all those past days of happenings and by looking at the past the institution can move further for its betterment and further improvements. With these intensions in minds, the Principal and the Coordinator of IQAC moved towards publishing the IQAC Newsletter since year 2012. The practice: The Principal and the Coordinator of IQAC decided to gather all the activities/information involving all the stakeholders of the college and finally resolved to publish in the form IQAC Newsletter in the year 2012. Since then it becomes a regular practice and there are eight such IQAC Newsletters published till June, 2020. So, it can be treated as one of the best practices of the college since 2012. Every the Newsletter has been published and usually inaugurated publicly by the invited Chief Guest in the College Freshmen Social function. This has helped to intimate the large gathering about it and also to aware the invited guests about the good practice of IQAC. Through this the IQAC could provide comprehensive but clear information about the activities held in the college and role of the college in the post accreditation processes. The whole document is prepared and published by the Coordinator of the IQAC in close consultation with the Principal of the College. The copies were distributed among various stakeholders of the college and also kept in the Library for students reading purpose. Visiting guests were also been offered copies of the last Newsletters during their visit to the college. Evidence of Success: Initially it was published with only eight pages. Gradually due to large participation of the stakeholders in various activities, the number of pages need to be increased and in the last issue total pages of the Newsletter was sixteen. This shows that involvement of the stakeholders in various fronts have gradually been increasing and hence to cover the activities and success stories of the stakeholders particularly the students, number of pages increased. This clearly indicates that publication of the IQAC Newsletter is a successful activity or we can say a good practice. On the other hand, it becomes successful that this small piece of publications could able to showcase the activities held in the college in the year passed which will certainly be helpful in the next NAAC accreditation process and also helpful for the accomplishment of the future plans. Problems encountered: Gathering of

information of all the activities is the main hurdle and hence some events missed due to non availability of correct information during the time of publication. Further, being a Government Provincialised College having so much of diverse activities involving financial, administrative matters and submission of or dissemination of information to various other concerned and connected agencies such as UGC, NAAC, AISHE, RUSA, DBT, PFMS, University, AHSEC, SSA, DHE and other agencies, it sometimes comes out as very cumbersome. But persons having strong determination in quality sustenance mechanism can ease the situation and successfully overcome the difficult situations. No other serious obstacles encountered while implementing this practice. The effort of the Principal and support staff including motivated faculty members paid the rich dividends for the entire college fraternity. Resources required: Proper information with photographic evidences, collaboration of events and its brief report are main resources required for future documentation. No huge fund required for publication of the Newsletter. Only positive attitude and willpower with timely actions are the main resources.

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

<http://www.jagiroadcollege.co.in/upload/igacarchive/1634032496.pdf>

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 facilitating quality education in the college for which procurement of latest Books and Journals into the Library, procurement of syllabi oriented latest Instruments into the Laboratories are the most priority area. Apart from enhancing academic activities, the college also emphasizing on enhancement of physical and mental well being among the students communities. For this, the college developed a sports field inside the college campus which is mostly occupied by the sports lover students of the college. Another field is developed as combined volleyball and Basketball court near the college gate. The physical instructor appointed for the purpose organizes various sports competitions like Kho-Kho, Kabaddi, Volleyball, Basketball, Football, Cricket, Badminton etc. from time to time. These sports events help the students to enhance their stamina, sporting spirits and brotherhood feeling. Promotion of sports among learners is another thrust area of the college through which newer group of students took part. Till date the college introduces three such games which attract attention of new learners. These are- 1) Self Defence Programme, 2) Due Ball and 3) Kho-Kho For further details refer the link below-

Provide the weblink of the institution

<http://www.jagiroadcollege.co.in/upload/igacarchive/1634032740.pdf>

8.Future Plans of Actions for Next Academic Year

- Organizing -summer school /workshop/ Seminar under Star College Scheme of DBT.
- Holding workshop on SPSS faculty members particularly for the young faculties and Students.
- Holding of National Workshop/ seminar under ICSSR grant.
- Academic Discussion with staff and Students.
- Awareness on health, hygiene and social issues with students.
- Election and Voters awareness drive through Street Plays.
- Campus cleaning drive with NSS volunteers and NCC cadets.
- College Automation Software Training to Students and Staff.
- Training on website designing and computer programming languages for students.
- Office and Library Bearer training.
- Installation of sanitary disposal equipment in the Girls Hostel.
- Establishment of a vermicomposting site inside the campus.
- Electric load survey in the light of enhanced infrastructure in the college.

