ANNUAL QUALITY ASSURANCE REPORT

2013-14

Submitted to:

Director,
National Assessment and Accreditation Council (NAAC)
Bangalore

Submitted By

Principal/Coordinator
IQAC

L.C. Bharali College
Maligaon, Guwahati-781011
Assam

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)*

2013-14

1. Details of the Institution

1.1 Name of the Institution

Lalit Chandra Bharali College

1.2 Address Line 1

Maligaon

Address Line 2

City/Town

Guwahati

State

Assam

Pin Code

781011

Institution e-mail address

lcbcollege.csc@gmail.com

Contact Nos.

03612675259

Name of the Head of the Institution:

Dr. N.K. Deka

Tel. No. with STD Code:

03612675259

Mobile:

Name of the IQAC Co-ordinator:

Minati Medhi

Mobile:

9401250683

IQAC e-mail address:

iqac.lcbc@gmail.com

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

OR

L.C. Bharali College
File name : 2013-14.docx

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

http://www.lcbcollege.in

Web-link of the AQAR:

http://www.lcbcollege.in/AQAR/2013-14.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	NA	2004	2016
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   10.09.2004

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

   i. AQAR ____30/12/15_____ _____ (DD/MM/YYYY)4
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes [√] No ☐

Constituent College   Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution   Yes [√] No ☐

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

Type of Institution   Co-education [√]   Men ☐   Women ☐

                   Urban [√]   Tribal ☐   Rural ☐

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

            Grant-in-aid + Self Financing [√] Totally Self-financing ☐

1.10 Type of Faculty/Programme

  Arts [√]   Science [√] Commerce [√] Law ☐   PEI (Phys Edu) ☐

  TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

  Others (Specify)   DOEACC O'LEVEL, PGDCA, CCA

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

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

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NA   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

UGC-Special Assistance Programme   NO   DST-FIST   NO

UGC-Innovative PG programmes   NO   Any other (*Specify*)   NO

UGC-COP Programmes   NO

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   00

2.3 No. of students   00

2.4 No. of Management representatives   01

2.5 No. of Alumni   00

2. 6 No. of any other stakeholder and
        community representatives   00

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   01

2.9 Total No. of members   09

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No. | 02 | Faculty | 01 |

       Non-Teaching Staff Students | 01 | Alumni | | Others | |

2.12 Has IQAC received any funding from UGC during the year?   Yes   No

       If yes, mention the amount | | | | | √/ |

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | 01 | International | | National | | State | | Institution Level | 01 |

   (ii) Themes | Interdisciplinary seminar on ' Socialization and Social Change' on 29/0314 |

2.14 Significant Activities and contributions made by IQAC

> ➢ Mentorship
> ➢ Student counselling for career opportunities
> ➢ Academic calendar of academic/extracurricular events, publications, paper presentations, interdepartmental presentations
> ➢ Benchmark for developmental activities
> ➢ Review of student Feed-back system
> ➢ Quality improvement in every domain involving all the stakeholders

2.15 The plan of action chalked out by the IQAC in the beginning of the year towards quality
   enhancement and the outcome achieved by the end of the year *

Plan of Action	**Achievements**
• Quality initiatives are chalked out at the beginning of the academic session in the Academic calendar. This is followed up by reminder notices to the concerned people/departments.	• The objectives have been almost fulfilled.

   * *Attached as ANNEXURE -I*

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☐

☐ Management   ☐ Syndicate   ☑ Any other body

Provide the details of the action taken

> The AQAR is placed before the IQAC Committee, Academic Committee of the college.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	06		04	04
PG Diploma	01		01	01
Advanced Diploma				
Diploma	01		01	01
Certificate	01		01	01
Others	00		00	00
Total	09		07	07

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	11
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni [√] Parents [√] Employers [ ] Students [√]
   (On all aspects)

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

Please provide an analysis of the feedback in the Annexure

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

> Being an affiliated college, it follows the syllabi designed by the Gauhati University. In 2011, the syllabi of the undergraduate courses have been revised/ updated.

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

> NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	19	10	NA	03

2.2 No. of permanent faculty with Ph.D.   11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	04	-	-	-	-	10	-	12	04

2.4 No. of Guest and Visiting faculty and Temporary faculty   03   33

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	05	0
Presented papers	03	11	0
Resource Persons			

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

> Same as in the Report of 2012-13

2.7 Total No. of actual teaching days during this academic year   165

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

| None |

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

| 04 | 04 | 04 |

2.10 Average percentage of attendance of students

| 79% |

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Part III	152	NIL	1.31	36.18	18.42	56.00
BSc Part III	50	8.00	20.00	62.00	NIL	90.00
B Com Part III	29	NIL	NIL	51.72	48.28	100.00
BCA	22	Nil	50	18.80	Nil	72.72
BBA	17	Nil	41.17	11.76	Nil	52.93
B Sc IT	08	NIL	06	02	Nil	100
PGDCA	18	NIL	11.11	83.33	NIL	94.44
B.Com Sem 6	59	NIL	15.25	69.49	8.4	93.22
BBA Sem 6	09	NIL	66.67	11.11	NIL	77.80
BSc IT Sem 6	08	NIL	75	25	NIL	100
BCA Sem 6	10	NIL	100	NIL	NIL	100
BA Sem 6	102	NIL	20.59	52.94	14.71	88.24
BSc Sem 6	80	NIL	46.25	15	NIL	61.25

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

   Same as in the Report of 2012-13

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	01	-	01
Technical Staff	05	-	-	03

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages teachers to do Major/ Minor Research Projects
- Teachers pursuing PhD programmes are allowed flexible working hours.
- Faculty motivated to participate/ present papers in seminars /workshops etc.
- Faculty also motivated to publish research articles in any national level/international referred journals

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL		
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL		
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	04	02	
Non-Peer Review Journals	-	-	
e-Journals	-	-	
Conference proceedings	04	-	

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

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

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

3.7 No. of books published   i) With ISBN No. [   ]   Chapters in Edited Books

[08]

ii) Without ISBN No. [   ]   [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [   ]

3.10 Revenue generated through consultancy [   ]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons [03]

3.13 No. of collaborations   International [   ]   National [   ]   Any other [   ]

3.14 No. of linkages created during this year [   ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [   ]   From Management of University/College [   ]

Total [00]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
				02		

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

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

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

JRF   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   45   State level   51

National level   International level

3.22 No. of students participated in NCC events:

University level   State level   05

National level   International level

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level   State level

National level   International level

3.25 No. of Extension activities organized

University forum [ ]   College forum [01]

NCC [01]   NSS [06]   Any other [01]

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

- ➢ NSS participation in an Awareness programme on AIDS organised by Assam AIDS Control Society
- ➢ The Programme Officer of the NSS unit of the college led the team to participate in the NSS Northeast Youth Festival at Imphal in Manipur from 12/11-16/11/2013
- ➢ The Programme Officer and NSS volunteers participated in the two-day 'University Level Orientation Camp from 08/10- 09/10/13
- ➢ Student volunteers participated in the Youth seminar held at Sudmerson Hall at Cotton College from 22/11- 23/11/13 on the topic 'Awareness generation activities on environment, energy, climate change, education and sustainable development'
- ➢ Participation of NSS volunteers in the 3rd Northeast NSS Festival held at Mizoram from 03/02- 07/03/14
- ➢ Participation of NSS volunteers in the Winter Adventure Camp organised by the Ministry of Youth Affairs & Sports at Atal Behari Vajpayee Institute of Mountaineering & Allied Sports, Narkanda Camp from 22/02- 03/03/14
- ➢ NCC Cadets participate in 'crowd control' programme at the Kamakhya Temple during Ambubashi Mela
- ➢ Educational trip to Assam Legislative Assembly to witness the overall legislative process by the department of Political Science
- ➢ Screening of a social documentary on witch hunting 'We want to live' by the Women's Cell on 08/03/14
- ➢ Training in soft skills by Kamaleshwar Borbaruah from Agradoot Publishers on 21/08/13

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.3 acre	-	-	1.3 acre
Class rooms	28	-	-	28
Laboratories	05	-	-	05
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Comp 159 Gen 02 Photocopier 04 LCD 06 Visualiser01	- - - - - Water cooler 01		
Value of the equipment purchased during the year (Rs. in Lakhs)	5189491	- - - 62875	- - - UGC	5252366
Others	-	-	-	-

4.2 Computerization of administration and library

Started automated circulation system through barcode in the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13587	1588421.96	277	67528	13864	1655949.96
Reference Books	3201	631507	78	18640	3279	650147
e-Books(under NLIST)	54000	-	-	-	54000	-
Journals	18	38892	-	38341	18	77233
e-Journals(under NLIST)	2500	5000	-	-	2500	5000
Digital Database	-	-	-	-	-	-
CD & Video	164	-	-	-	164	-
Others Magazines Newspaper	12 14	79463	-	30034	12 14	109497

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	159	74	04	-	-	10	30	13
Added	-	-	-	-	-	-	-	-
Total	159	74	04	-	-	10	30	13

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

Same as in the Report of 2012-13

4.6 Amount spent on maintenance in lakhs :

   i) ICT   602739

   ii) Campus Infrastructure and facilities   803476

   iii) Equipments   248425

   iv) Others(Building)   797672

                              Total :   2452312

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Same as in the Report of 2012-13
> Also:
> To prepare meritorious students to obtain university ranks
> To encourage talented students to participate in sports/cultural events
> Redressal of student grievances

5.2 Efforts made by the institution for tracking the progression

> ➤ Continuous monitoring of the student programmes and services
> ➤ Students are encouraged to participate in extracurricular activities on /off campus
> ➤ Information about various student programmes are updated on the notice board
> ➤ Personal contact with students for promptly addressing queries.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1065			57

(b) No. of students outside the state

23

(c) No. of international students

Men

No	%
687	61.23

Women

No	%
435	38.77

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
632	87	93	248	-	1060	646	101	89	286	01	1122

Demand ratio   2.34:1   Dropout % 26.88

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

| NA |

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

> Training in soft skills by Kamaleshwar Borbaruah from Agradoot Publishers on 21/08/13

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	00	00	

5.8 Details of gender sensitization programmes

> On 07.11.13 A **Cancer awareness programme** was held on 07/11/13. The Guest speaker was Dr Jayantimala Chakravorty (a cancer survivor herself)who is associated with RODALI, a cancer awareness and counselling centre.
> **National Day for Girl Child** was observed on 24.01.14. The guest speaker Dr Ranjan Saikia, Paediatrician spoke about the need to understand the levels of treatment meted out to girl child right from the day she is born and how their nutrition is often compromised when it comes to food and overall well-being. The Programme was well attended by women and children from the neighbourhood and faculty members of the college and students. Screening of a social documentary on witch hunting 'We want to live' by the Women's Cell on 08/03/14
> **Documentary film on "Witch hunting"** : Women Studies Research Cell in collaboration with Political Science Department organised the screening of " We want to live" a documentary film on " Witch-hunting" on 08.03.14.

5.9 Students Activities

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

State/ University level [102]   National level [   ]   International level NIL [   ]

No. of students participated in cultural events

State/ University level [08]   National level [NIL]   International level [NIL]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [11]   National level [NIL]   International level [NIL]

Cultural: State/ University level [02]   National level [02]   International level [NIL]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	34	3,67,185
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students [07]

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
- ➢ To translate into a centre of excellence
- ➢ To provide quality education to students of the peripheral areas
- ➢ A centre of alternative career oriented education in Science
- ➢ To promote soft skills as an integral aspect of learning
- ➢ Knowledge as empowerment and instrument of social responsibility

Mission
- ➢ To generate excellence by identifying and moulding some of the best minds.
- ➢ To cultivate an academic environment and to inculcate life values in students

6.2 Does the Institution has a management Information System

- ➢ Although a proper System does not exist, official communication is circulated to all the departments in the form of hand-outs/notices or displays on the notice boards.

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

6.3.1 Curriculum Development

- ➢ The college being affiliated to the Gauhati University follows the prescribed syllabi of the same.
- ➢ Certificate courses in Computer Science designed by the Department.
- ➢ Academic calendar.
- ➢ Training programmes related to personality development and career opportunities are designed and implemented every year.

6.3.2 Teaching and Learning

- ➢ The Academic calendar includes the annual activities to be undertaken
- ➢ Each Department compiles lesson plans for the academic year
- ➢ Participative learning -- group discussions, seminars ,project work
- ➢ Personality development programmes
- ➢ Extension activities of NSS, NCC.

6.3.3 Examination and Evaluation

- ➢ Internal and external process of examinations
- ➢ Internal Unit tests are conducted by the examination committees
- ➢ The best scores are sent to the university for adding to the total final marks
- ➢ Random class tests and surprise tests
- ➢ Provision of re-test
- ➢ Question papers are circulated in class and discussed.

6.3.4 Research and Development

- ➢ There is an academic climate in the institute
- ➢ The faculty is either engaged in Ph.D work or minor research projects
- ➢ Students are encouraged to do projects under the supervision of the faculty
- ➢ Seminars, group discussions, interactive sessions are regularly conducted by the departments

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library
- ➢ Plan to make the Central Library fully automated
- ➢ Provided computers to carry out different library works
- ➢ Library is computerised
- ➢ Faculty and students can access INFLIBNET N List services.
- ➢ Classification, cataloguing, and upgradation is in compliance with international standards.
- ➢ Wi-Fi connectivity.
- ➢ Provision of Photostat machines.
- ➢ Book Bank facility.

ICT
- ➢ LCD projectors in laboratories
- ➢ Over Head Projectors available

Physical infrastructure

- ➢ Computer Science and Electronics Departments are equipped with State-of- the-art classrooms and laboratories
- ➢ Physical infrastructure are limited for outdoor sports. Such events are conducted at the Gauhati University sports fields, hardly 2 kilometres away from the institute
- ➢ Indoor sports activities are conducted at the college campus.

6.3.6 Human Resource Management

- ➢ The faculty and ministerial/ administrative / technical staff are recruited on the basis of the rules and regulations laid down by the UGC and Directorate of Higher Education, Govt. of Assam. The faculty and ministerial/ administrative / technical staff are recruited on the basis of the rules and regulations laid down by the UGC and Directorate of Higher Education, Govt. of Assam.
- ➢ There are different committees headed by faculty members to execute the different tasks
- ➢ The Department of Computer Science conducts training programmes in computer skills regularly for the faculty and staff.
- ➢ The new office recruits were sent to B Barooah College, Guwahati for an orientation programme on office management.
- ➢ Students admission is in compliance with the Directives of the DHE, Assam
- ➢ Since the economic recession, companies prefer pool campus sessions generally held at the premier college of Assam, Cotton College.

6.3.7 Faculty and Staff recruitment

- ➢ Faculty and Staff recruitment for all vacant posts of administerial /technical staff and faculty posts are advertised in the leading local newspapers.
- ➢ Candidates are selected according to the rules and regulations of UGC and Directorate of Higher Education, Govt. of Assam.

6.3.8 Industry Interaction / Collaboration

- ➢ The institution does not have a MOU with any industry but the students are taken on industrial visits.
- ➢ Students attend pool Campus interviews since 2013

6.3.9 Admission of Students

- ➢ An admission committee comprising of faculty members processes the submitted admission forms
- ➢ Students are given the prospectus along with the admission forms.
- ➢ The prospectus contains details regarding courses of study, combinations offered, fee structure, career oriented/certificate courses.
- ➢ A minimum cut off mark at entry point
- ➢ The Govt. reservation policy is followed
- ➢ BPL students are duly considered
- ➢ Admission is also on first come first serve basis
- ➢ During admission, a counselling session is conducted by faculty members regarding the availability of courses, combination of subjects, suitability of the courses.

6.4 Welfare schemes for

TEACHING

- ➢ Easy accessibility of leave facility such as commuted leave on medical ground, earned leave, casual leave, half day leave etc.
- ➢ Duty leave is granted to facilitate participation in seminars, workshops, meetings of teachers' associations
- ➢ FIP leave can be accessed after formal clearance by the Governing Body and Govt. of Assam.
- ➢ Assistance to avail bank loans
- ➢ Assistance to avail advance loan from the college fund on extraordinary grounds.
- ➢ Wi-Fi connectivity on campus
- ➢ Provision of refreshments in all the departments
- ➢ Availability of all the local and national newspapers in the library.
- ➢ Health awareness camps/talks
- ➢ Annual picnic.

NON TEACHING

- ➢ Leave facility is available.
- ➢ Assistance to avail bank loans.
- ➢ Assistance to avail advance loan / festival advance from the college fund.
- ➢ Remuneration paid for duty in external examinations/ professional examinations.
- ➢ Health awareness camps / talks
- ➢ Water coolers
- ➢ Annual picnic.

STUDENT

- ➢   Leave for absence from class is considered on special grounds.
- ➢   Quick processing of scholarship forms.
- ➢   Redressal of students' complains
- ➢   Re-tests allowed on considerate grounds.
- ➢   Counselling services
- ➢   Personality development programmes
- ➢   Encourages student participation in sports / cultural /social events.
- ➢   Students are encouraged to join NSS/NCC
- ➢   Students' Union/ Annual students' cultural functions
- ➢   Prompt first aid
- ➢   Common rooms/wash rooms
- ➢   Canteen
- ➢   Indoor sports
- ➢   Book bank

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes   [√]   No [ ]

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

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

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

          For UG Programmes   Yes [ ]   No [√]

          For PG Programmes   Yes [ ]   No [ ]

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

NA

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

NA

6.11 Activities and support from the Alumni Association

> There is no formal Alumni Association but there is provision for their registration on the college website
> Interaction between the past and present students
> Sharing of experiences and information about career opportunities

6.12 Activities and support from the Parent – Teacher Association

> The Principal's office and the faculties are accessible to guardians/ parents on all working days
> Parent- teacher interaction either physically or through phones.
> In matters involving disciplinary actions guardians/parents are intimated or called for

6.13 Development programmes for support staff

> 'Learn while you Earn' facility.
> Facility to take undergraduate examinations as private candidates .
> Leave facility available.
> Annual get together.
> Contractual staff re-absorbed in sanctioned posts.
> One canteen worker/ hand attended PGDCA classes in the evening.

6.14 Innovations for eco-friendly

> Tree plantation on Annual Foundation Day in the neighbourhood, schools by the volunteers.
> Annual campus cleaning by students/volunteers.
> Environmental awareness campaigns on the campus and in the neighbourhood NSS volunteers.
> Dustbins provided for maintaining cleanliness.
> Water cooler to reduce use of plastic glass.

Criterion – VII

7. Innovations and Best Practices

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

> The NSS unit in collaboration with the local Unnayan Samity of Nilachalpur carried out a cleanliness drive in the campus and the neighbourhood.

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

> **Plan of Action**
> ➢ Encourages students' activities.
> ➢ Training in soft skills.
> ➢ Orientation in practices of democracy.
> ➢ Awareness programmes on social malaises.
> ➢ Inter-disciplinary seminars.
> **Action Taken**
> ➢ Training in soft skills by the career guidance cell.
> ➢ NSS volunteers participated in the 'University level Orientation Camp' on 8 & 9th, Oct. at the Guwahati College.
> ➢ Educational trip to the Assam Legislative Assembly to witness the overall legislative process.
> ➢ A documentary was screened on 'We want to live' based on Witch-hunting at the college.
> ➢ An inter-disciplinary seminar was held between the departments of political Science and Education.

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

> • NSS unit is very active. Volunteers participated in the North-East Youth Festival held at Imphal, Manipur from 12-16 November and in the 3rd North East NSS Festival at Aizawl, Mizoram from 3rd-7th February,2014.
> • Volunteers from the college are deputed for crowd control at the annual Ambubashi Mela at the Kamakhya Temple.
> • Campus fully secured with CCTV coverage at strategic locations.

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

7.4 Contribution to environmental awareness / protection

- The NSS unit participated in a youth seminar on 'Awareness generation activities on environment, energy, climate change, education and sustainable development' at Cotton College, Guwahati.

7.5 Whether environmental audit was conducted?   Yes [   ]   No [√]

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

Strength
- The non-traditional subjects constitute the USP of the college.
- Student enrolment is very good.
- Hostel facility for girls within the campus.
- Students' job placement is very good especially from the Science stream.

Weakness
- Limited physical infrastructure.
- Immediate requirement of more class-rooms.
- Expansion of the existing laboratories.
- Renovation of the canteen.
- Limited recreational facilities for students.

Opportunities
- Students who fail to make it at the entrance tests for the professional courses get a chance to try alternative career-oriented courses.
- Financially weak students who cannot pursue mainstream professional courses get a chance to prove their mettle.
- A personal relationship between teacher and students is advantageous for those seeking extra help outside the classroom.
- Presence of eminent personalities and academicians in the vicinity of the college is beneficial in terms of consultancy and suggestions for the improvement of the college.

Threat
- The railway track at entry point is a perennial threat.
- Non-availability of government grant for the Commerce stream.
- Betterment of the overall results of the students is a major challenge.

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

- Upgrade the existing infrastructure
- Innovations in technology
- Upgrade the Departments in terms of technology, human resources and teaching-learning
- Inculcate ideals of social responsibility, citizenship, national integration, awareness of social, political and economic issues among the students

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_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Month/ Year	HOLIDAYS AS PER G.U	GOVT. HOLIDAYS	UNDECLARED HOLIDAYS	ACTIVITIES (COLLEGE AND DEPTT.)	Number of Working Days and Sundays
January, 2013 T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	*Magh Bihu---(13th, 14th, 15th January). *Shilpi Divas---(17th January) *Republic Day---(26th January)			*IFACTO Programme in B. Barooah College---(10th January) *College Week---(20th to 24th January)	Working Day----22 Sunday----- 4

February, 2013				
M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	*SwaraswatiPuja--- (15th February)	*Panchayat Election---(6th February)	*Bharat Bandh--- (20th &21st February)	* SaraswatiPuja--- (15th February)	Working Day----20 Sunday----- 4
March, 2013				
M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	*Shiv Ratri---(10th March) *Dol Jatra---(27th March) *Good Friday--- (29th March)				Working Day----24 Sunday----- 5

April, 2013				Working Day----23 Sunday----- 4
M T W T F S **S** 1 2 3 4 5 6 **7** 8 9 10 11 12 13 **14** 15 16 17 18 19 20 **21** 22 23 24 25 26 27 **28** 29 30	*Bohag Bihu--- (14th, 15th &16th April)			
May, 2013				Working Day----25 Sunday----- 4
M T W T F S **S** 1 2 3 4 **5** 6 7 8 9 10 11 **12** 13 14 15 16 17 18 **19** 20 21 22 23 24 25 **26** 27 28 29 30 31	*May Day---(1st May) *Buddha Purnima---(25th May)		*Councilling Programme by Dr. Jayanta Das---(16th May)	

June, 2013

M	T	W	T	F	S	S				Working Day----25
					1	2				
3	4	5	6	7	8	9				Sunday----- 5
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				

July, 2013

M	T	W	T	F	S	S				
1	2	3	4	5	6	7	*Summer Vacation---(1st to 31st July)			Working Day----0
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				Sunday----- 4
22	23	24	25	26	27	28				
29	30	31								

January, 2014										
M	T	W	T	F	S	S	*Winter Break---(1st to 12th January)			Working Day---- 11
	1	2	3	4	5				*Shilpi Divas--- (17th January)	
6	7	8	9	10	11	12	*Magh Bihu--- (13th to 15th January)			Sunday----- 4
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30	31			*Republic Day---(26th January)			

February, 2014										
M	T	W	T	F	S	S	*Swaraswati Puja---(4th February		*Assam Bandh--- (25th February)	*Celebration of Saraswati Puja--- 4th February	
					1	2				Working Day----22
3	4	5	6	7	8	9	*Shivratri---(27th February)			*College Week---(5th to 10th February)	Sunday----- 4
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				*farewell Meeting of Dr. Lakhi Das Pathak---(28th February)
24	25	26	27	28						

March, 2014				
M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	*Dol Jatra--- (16 & 17th March)		*Preparation Meeting, RUSA---- (18th March) *Programme of RUSA organised by IQAC--- (22nd March) *HIV Awareness Programme Organised by NSS---(29th March)	Working Day----25 Sunday----- 5

April, 2014				
M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	*Bohag Bihu---(14th, 15th&16th April) *Good Friday---(18th April)	*Local holiday for General Election--- (24th April)		Working Day----21 Sunday----- 4

May, 2014										*L.C.B.C. Teachers' Unit Meeting with G.B. President----(10th May)	Working Day----23

May, 2014

M	T	W	T	F	S	S
		1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31

*May Day---(1st May)

*Buddha Purnima---(14th May)

*L.C.B.C. Teachers' Unit Meeting with G.B. President----(10th May)

*Semester Examination----(23rd to 31st May)

Working Day----23

Sunday----- 4

June, 2014

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30

*Semester Examination----(2nd to 15th June)

*Admission----(15th to 30th)

Working Day----25

Sunday----- 5

ANNEXURE II (FEEDBACK)

Sl. No.	Department	Name	1 Regularity in class	2 Preparedness for Class	3 Presentation Skill	4 Concept on Subject	5 Logical Delivery	6 Participatory approach	7 Stimulation for Learning	8 Responsiveness to Students	9 Teacher accessibility	10 Effect of Class/Course on The Subject	11 Relevance of Course material	12 Evaluation Method	13 Timely Delivery of the course material	14 Availability of The Laboratory Resources	15 Encouragement Regarding Extracurricular Activities
1	Assamese	Ranjita Das Lahkar	3.7	3.9	3.7	3.7	3.6	3.6	3.6	3.6	3.4	3.3	2.9	3.3	3.6	2.4	3.6
2	Assamese	Dr.NilimaGoswamiSarma	3.1	3.6	2.7	3.1	2.9	3.3	2.9	2.8	3.0	3.1	2.6	2.8	2.6	2.4	3.3
3	Assamese	RatneswarMili	2.4	3.3	3.1	3.0	3.1	3.1	3.1	3.7	3.3	2.7	2.9	3.0	2.7	3.0	2.9
4	Assamese	NibhashreeDeka	4.0	3.9	4.0	3.7	3.7	4.0	4.0	3.7	3.7	4.0	3.4	3.4	3.7	2.7	3.6
5	Assamese	Dr.DhirajPatar	3.7	4.0	3.9	4.0	3.9	3.9	3.4	3.6	3.6	4.0	3.0	3.3	3.7	3.0	3.3
6	Bengali	ShibaniDey	4.0	4.0	4.0	3.0	4.0	4.0	4.0	4.0	4.0	4.0	3.0	4.0	4.0	2.0	3.0
7	Bengali	Dr. Surya sen Dev	4.0	4.0	4.0	3.4	4.0	4.0	4.0	3.8	4.0	4.0	3.2	4.0	4.0	2.2	3.2
8	Computer Science	Rita Sinha	3.6	3.0	2.9	2.6	2.4	3.0	3.0	3.0	3.7	2.7	2.4	2.9	2.7	2.4	2.7
9	Computer Science	Dr.Fakaruddin Ahmed	3.9	3.8	3.6	3.8	3.4	3.4	3.4	3.4	3.1	3.6	3.2	3.6	3.7	3.1	3.2
10	Computer Science	M. Hassan	3.7	2.8	2.3	2.4	2.7	2.4	2.2	2.6	2.9	2.5	2.3	2.7	3.1	3.1	2.1
11	Computer Science	P.P.DevSarma	3.7	3.6	2.9	3.1	2.9	3.1	2.8	3.1	3.4	3.0	2.7	3.2	3.2	2.8	3.1
12	Computer Science	Saurav Choudhury	3.9	4.0	4.0	4.0	3.7	3.5	3.9	3.9	4.0	3.5	3.6	3.8	3.8	3.7	3.2
13	Computer Science	Silpi Singh	3.6	3.9	3.8	3.9	3.5	3.8	3.8	3.8	3.2	3.5	3.3	3.7	3.8	3.2	3.3
14	Computer Science	Manisha Deka	3.3	2.7	2.6	2.6	2.7	2.5	2.9	3.1	3.2	2.9	2.4	3.0	3.1	2.5	2.7
15	Computer Science	NanditaKalita	4.0	3.6	3.8	3.5	3.8	3.5	3.9	3.7	3.5	3.5	3.5	3.4	3.5	3.1	3.3
16	Eduction	Dr. A.M. Chakravorty	3.6	3.2	2.9	2.8	2.8	3.1	3.2	3.0	2.7	3.0	2.8	3.2	3.8	2.3	2.8

17	Eduction	Dr. Anita Bhagawoty	2.8	3.3	3.1	3.3	3.0	3.0	2.9	2.8	2.6	2.8	2.4	2.8	2.9	2.3	2.5
18	Education	Mrs. Malaya Bhattacharya	3.5	2.5	3.2	2.8	2.6	2.8	3.0	2.7	3.5	3.2	2.4	2.6	3.1	2.7	3.0
19	Education	Mr. Bikash Kumar	3.2	3.4	3.2	2.4	2.4	2.5	2.8	3.2	3.0	2.7	2.8	2.4	3.2	2.0	3.2
20	Electronics	MitamoniSarma	4.0	3.8	3.6	3.8	3.7	3.8	3.5	3.9	3.8	3.1	3.6	3.9	3.9	3.1	3.8
21	Electronics	MonalishaGoswami	3.9	3.5	3.0	3.2	3.4	3.2	3.5	3.6	3.4	3.3	2.9	3.5	3.5	2.3	2.4
22	Electronics	Dr.KakoliKalita	3.7	3.2	3.6	3.3	3.3	3.2	3.5	3.5	3.2	3.2	3.3	3.4	2.4	2.3	3.1
23	Electronics	DigantaBharali	3.8	3.2	3.3	3.5	3.3	3.5	3.3	3.6	3.5	3.1	3.1	3.3	3.4	2.4	2.9
24	Hindi	Hirabala Das	3.9	4.0	3.7	3.9	3.1	4.0	3.3	3.7	2.9	3.0	3.0	3.3	3.6	3.6	3.7
25	History	MamoniSarma	3.2	3.0	2.3	3.2	3.2	3.3	3.7	3.8	3.5	3.3	3.0	3.5	3.8	2.3	3.0
26	History	Dr.Indrani Choudhury	3.7	3.4	3.2	3.5	3.0	3.3	3.5	3.5	3.3	3.2	3.1	3.4	3.5	3.0	3.3
27	History	M.R.Borsaikia	3.7	3.5	3.5	3.3	3.5	3.3	3.8	3.6	3.7	3.3	3.5	3.7	3.2	3.1	3.2
29	Mathematics	Niva Barman	2.8	2.8	2.7	2.5	2.8	2.8	2.7	2.2	2.6	2.7	2.5	2.5	2.8	2.0	2.3
30	Mathematics	Dr.B.R.Bhuyan	3.3	3.0	2.8	2.5	2.5	2.3	2.5	2.5	2.5	2.5	2.5	3.0	2.5	1.8	1.8
31	Mathematics	SangitaSarma Baruah	3.4	3.0	2.6	2.4	2.2	2.6	2.5	2.4	3.0	2.4	3.2	2.3	3.4	2.6	2.4
32	Mathematics	Bijoy K. Bhattacharyya	4.0	4.0	3.4	3.4	3.6	3.6	3.6	3.6	3.6	3.8	3.6	3.8	3.8	2.6	2.4
33	Philosophy	Nazima H. Borbora	3.7	3.3	2.3	2.7	4.0	3.3	3.3	2.7	3.3	2.5	2.3	3.0	3.3	2.0	1.7
34	Philosophy	Purabi Das	3.7	4.0	3.7	3.7	3.3	3.7	3.3	3.7	3.7	3.7	3.0	3.0	4.0	2.3	3.0
35	Philosophy	TrishnaSarma	3.7	4.0	4.0	3.7	3.3	3.7	3.3	4.0	4.0	3.7	2.3	3.7	3.7	2.3	2.3
36	Pol. Science	Dr.NamitaSarma	4.0	3.6	2.2	1.8	3.2	3.6	3.4	3.6	3.4	3.2	2.6	2.4	3.8	2.2	3.0
37	Pol. Science	D.P.Baishya	3.2	3.5	2.8	3.0	3.2	3.2	2.0	3.3	2.2	2.8	3.7	3.2	3.0	2.5	2.8
38	Pol. Science	Dibakar Das	4.0	4.0	4.0	4.0	4.0	4.0	4.0	3.8	4.0	4.0	4.0	4.0	4.0	3.8	3.8
39	Pol. Science	KunjalataB.Bathari	3.7	3.8	4.0	3.8	3.8	3.8	3.8	4.0	3.7	4.0	4.0	3.8	3.8	3.8	3.7
40	Physics	Dr.Gitanjali Devi	3.9	3.6	3.5	3.7	3.3	3.3	3.5	3.4	3.4	3.3	3.4	3.4	3.2	2.7	2.5
41	Physics	Manisha Phukan	3.6	3.2	2.7	2.8	2.8	3.1	3.0	2.8	3.2	3.1	2.7	2.6	2.7	2.5	1.8
42	English	Diba Baruah	4.0	4.0	3.0	3.0	4.0	3.0	3.0	4.0	4.0	3.0	4.0	3.0	4.0	2.3	2.3
43	English	Dr.Livee D. Baruah	3.3	3.0	2.3	2.0	3.3	3.3	3.0	4.0	3.7	2.7	3.5	3.3	3.3	3.3	4.0
44	English	Sanki Sarkar	4.0	4.0	3.7	4.0	3.3	4.0	4.0	3.3	3.0	3.3	3.3	3.7	3.7	3.0	3.3
46	Statistics	Dr.RijusmitaSarma	4.0	3.8	3.2	3.4	3.0	3.8	3.2	3.4	4.0	3.2	4.0	3.6	3.6	3.4	3.6

47	Statistics	Dr.PranjalSarma	4.0	3.8	3.4	3.2	3.2	3.6	3.4	3.6	4.0	3.6	4.0	3.4	3.8	3.6	3.4
48	Statistics	Dr.JumiKalita	4.0	3.8	3.6	3.2	3.4	3.8	3.4	3.4	4.0	3.2	4.0	3.4	3.8	3.4	3.4
49	Economics	Dr. D. Goswamee	4.0	4.0	3.8	4.0	3.8	3.8	3.8	4.0	4.0	3.8	3.8	4.0	4.0	2.2	3.4
50	Economics	Mr.C.M. Kalita	4.0	4.0	3.8	4.0	3.8	3.8	3.8	4.0	4.0	3.8	3.8	4.0	4.0	2.2	3.4
51	Economics	Mrs. JubleeGoswamee	4.0	4.0	3.8	4.0	3.8	3.8	3.8	4.0	4.0	3.8	3.8	4.0	4.0	2.2	3.4