



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		LALIT CHANDRA BHARALI COLLEGE
Name of the head of the Institution		Dr. Adison Ali
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03612675259
Mobile no.		9435547490
Registered Email		principal@lcbcollege.co.in
Alternate Email		iqac@lcbcollege.co.in
Address		LCB College, Maligaon
City/Town		Guwahati
State/UT		Assam
Pincode		781011
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Diba Boroah
Phone no/Alternate Phone no.	03612675259
Mobile no.	9706021470
Registered Email	iqac@lcbcollege.co.in
Alternate Email	principal@lcbcollege.co.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.lcbcollege.co.in/upload/aqar/1578739108.pdf">http://www.lcbcollege.co.in/upload/aqar/1578739108.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.lcbcollege.co.in/upload/academiccal/1610007938.pdf">http://www.lcbcollege.co.in/upload/academiccal/1610007938.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	71.60	2004	08-Jan-2004	08-Jan-2009

### 6. Date of Establishment of IQAC

10-Sep-2004

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
A Webinar on the Use of Online E-Resources was organised by the IQAC &	10-Jun-2020 1	150

Central Library of LCB College, Suren Das College & Nalbari College		
At the initiative of the IQAC an Awareness Programme on Covid-19 was organised and a lecture was delivered by Dr. Ajanta Sarma	14-Mar-2020 1	64
International Women's Day was celebrated at the initiative of the IQAC	11-Mar-2020 1	100
A two-day Capacity Re-Building and Skill Development Programme for final year students by Indian Skills Academy	12-Mar-2020 2	121
One Week Faculty Development Programme on Behavioural Remodelling for Classroom Delivery of Teachers organised by the Electronics and ICT Academy, IIT Guwahati in association with LCB College at the initiative of the IQAC.	25-Nov-2019 5	20
Interactive meeting of the faculty members with Prof. Utpal Sarma Coordinator, GU	25-Sep-2019 1	27
Training and Demonstration on the use of Digital Attendance Software by Nabarun Misra and Bickram Sharma of SS Technologies	14-Sep-2019 1	35
One Day Workshop on Classroom Delivery Enhancement Techniques by Anjan Choudhury, Indian Skills Academy	28-Aug-2019 1	37
<a href="#">View File</a>		

**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
NIL	0	NIL	2020 0	0
No Files Uploaded !!!				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	6
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

Oneday workshop on Life Skills by Anjan Choudhury on 23/08/2019

Training and Demonstration on the use of Digital Attendance Software by Nabarun Misra and Bickram Sharma of SS Technologies on 14/09/2019

A two-day Capacity Re-Building and Skill Development Programme for final year students by Indian Skills Academy from 12/03/2020-13/03/2020

At the initiative of the IQAC an Awareness Programme on Covid-19 was organised and a lecture was delivered by Dr. Ajanta Sarma on 14/03/2020

A Webinar on the Use of Online E-Resources was organised by the IQAC & Central Library of LCB College, Suren Das College & Nalbari College on 10/06/2020

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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
Preparation and analysis of student database. Scrutiny and forwarding of applications for promotion under career advancement scheme of faculty members.	The IQAC forwarded the applications of the faculty for promotion under career advancement scheme.
Replace manual work with software applications.	The objectives have been partially fulfilled due to the pandemic lockdown.
To conduct student satisfaction survey (SSS) on teaching and learning process,	The objectives have been partially fulfilled due to the pandemic lockdown.

analysing the report and providing suggestions to the Principal related to this survey.	
Thrust on use of ICT in teaching learning.	The objectives have been partially fulfilled due to the pandemic lockdown.
Upgradation of physical infrastructure.	After the relaxation of lockdown upgradation of the physical infrastructure was resumed at an accelerated pace.
Activities with a social dimension to reflect the mission and vision of the college.	The objectives have been partially fulfilled due to the pandemic lockdown.
Thrust on academic activities like seminars workshops and lectures.	Despite the lockdown, academic activities like online classes, sharing of e-resources, notes, webinars went on uninterrupted.
To foreground extra/curricular, extension activities for inclusive development of students.	The objectives have been partially fulfilled due to the pandemic lockdown.
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<b>14. Whether AQAR was placed before statutory body ?</b>	<b>Yes</b>
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Name of Statutory Body	Meeting Date
Governing Body,LCB College	30-Dec-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	<b>No</b>
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<b>16. Whether institutional data submitted to AISHE:</b>	<b>Yes</b>
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Year of Submission	2020
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Date of Submission	04-Jun-2020
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<b>17. Does the Institution have Management Information System ?</b>	<b>Yes</b>
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Management Information Systems (MIS) constitutes a key factor to facilitate and attain efficient decision making in an organisation. A management information system, as used by the institution, might be a computerised system consisting of hardware and software that serves as the backbone of information for the institution. Lalit
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Chandra Bharali has implemented MIS partially. The college has been using customised software namely College Automation version 9.0 Professional Edition for Admission of students, fee collection to keep results of students in the database and for maintaining the accounts of the office. The software SOUL 2.0 (Integrated Library Management System) 2.0 (Released) Current Version 2.0.0.8 is used in the library for issuing and borrowing of books. The GUIUMS portal is used for uploading examination marks of students and student attendance in the Gauhati University Website. The office staff use Office Automation software for question papers and notices etc. The college administration uses [www.finassam.in](http://www.finassam.in) to upload the salaries of employees of the college.

## 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

Lalit Chandra Bharali college being affiliated to Gauhati University follows the curriculum provided by the university. The institution follows diverse steps to ensure effective delivery and transaction of the curriculum. The Academic calendar chalks out the curriculum and extra-curricular activities of the college. The departmental calendars are complemented by teaching plans allotting term-wise topics to be taught. The faculties also maintain teaching diaries for effective academic planning, implementation and review of the curriculum. Conventional mode of lecture is supplemented by seminars, special lectures, group discussions, field studies/visits, educational tours, project works, surveys etc to ensure a practical approach to the curriculum. Curriculum implementation can be rendered wholly effective only with technological support. Hence apart from Wi-Fi connectivity throughout the campus a limited number of classrooms and laboratories are also equipped with electronic projection systems such as LCD projectors and sound system. The laboratories are equipped with the latest instruments required for conducting the practical classes. The faculty is encouraged to participate in faculty development programmes for enhancing the teaching-learning process, keeping abreast of the latest academic trends and doing justice to the curriculum. Contractual and guest lecturers are appointed for the timely completion of the syllabus. The institution regularly upgrades the library facilities for the effective delivery of the curriculum. The library is WI-FI connected with online access to INFLIBNET and N List. It is also equipped with UPS systems to ensure uninterrupted library services. The library provides photocopying facility and downloading of e-resources. There is also a book bank for helping the deserving but financially needy students with text books and reference books. Apart from the Central library there are seminar libraries in each department for the students and faculty. The Central library provides 10% of the books to the departmental libraries. Central library facilitates browsing in the library

data base through OPAL Action Plans for Effective Curriculum Implementation Teachers' work record is maintained by the college administration. Laboratories are regularly upgraded. Identification of slow and advanced learners by the departments Mentoring system in the college. Continuous assessment of students through class tests, mid-term tests by the departments. Extension activities are regularly organised to complement the curriculum. Parent-Teacher meetings are organised at the departmental level to facilitate feedbacks and suggestions. Mandatory Orientation for the fresher's at the beginning of each academic session. The Research Committee of the college organises research paper presentations of the faculty and students. The Career Guidance and Placement Cell of the college facilitates campus interviews for placement in different multinational companies. Students securing the highest marks in the TDC final examination (Arts, Science, Commerce) are awarded the late Ratneshwar Borooah Memorial Award which carries a cash award of Rupees five thousand and a certificate. The Alumni Association also organizes Lectures related to the curriculum. Students' feedback on the curriculum is regularly conducted by the IQAC.

#### 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
No Data Entered/Not Applicable !!!		
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	Nil	7

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
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#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Computer Science	28
BSc	Electronics	10

BSc	Mathematics	12
BSc	Statistics	4
BA	History	11
BA	Philosophy	8
BA	Education	15
BCom	Commerce	25
BCA	Computer Application	29
BSc	Information Technology	28
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The feedback on teaching learning process in our institution was done manually till 2017-18. However online mode of feedback system, that is student satisfactory survey is introduced from the current year. For the same a student data base is constructed and students are asked to express their view regarding teaching learning process in our institution. A well planned Questionnaire, constructed and passed by the IQAC is displayed in the website of our institution well in advance with a dead line to fill up and submit their opinion. These submitted feedback are then analysed by the IQAC and the results are forwarded to the respective Heads of the departments. The HOD s then discuss the same with the teachers of the department and take necessary action wherever necessary for the same. The analysed results of the feedback is also uploaded in the College website.</p>

#### 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	Assamese, Bengali, English, Hindi, Economics, Education, History, Political Science, Philosophy	300	596	268
BSc	Computer Science, Economics, Ele	130	339	113



	ctronics,Mathematics,Physics,Statistics			
BCA	Computer Science	31	96	31
BSc	Information Technology	30	49	19
PGDCA	Computer Application	50	14	14
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1113	Nil	36	Nil	Nil

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
48	25	8	6	2	6

[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)

L.C.B. College has a mentoring cell since the year 2010. The first mentoring session was conducted on 14/09/2010 for all the students of the college. A proportionate ratio of mentor: mentee was formed by the cell. All the allotted teachers tried their best not only for the upliftment of the academic career of their students, but also for their holistic development. Mentoring sessions were conducted continuously for the students of the college till the year 2014 according to the format followed in 2010. Additionally on 16/05/2013, an interactive session was organized with noted psychologist Dr. Jayanta Das. All the teachers and students of the college participated in the interactive session with Dr. Jayanta Das who discoursed on various stress related issues of present day youth and the exploration of various stress management skills. Ms Shibani Dey who was appointed as coordinator of the mentoring cell in 2015 has been looking after the cell efficiently. Since 2015 Mr. Anjan Chowdhury, a trained Counselor from Indian Skills Academy has been conducting mentoring sessions on an annual basis for all the mentors of LCB College to familiarize them with the mentoring system. In fact the mentoring cell is always in touch with Mr. Chowdhury and his services are engaged whenever it is required. Mr. Sanjay Kedia, corporate trainer and personality consultant was invited by the mentoring cell for an interactive session especially with the sixth semester students on 20/2/2016. He delivered a special lecture on the topic "Rewriting the Future", which was followed by an interaction. Mentoring sessions the for students were held from 6/03/2017 to 10/03/2017 and in 2018 from 12/03 to 15/03/2018. The mentoring sessions were of 45 minutes duration and mentors were available for their students in the allotted rooms. However the overall response of the students for mentoring sessions was not very satisfactory. On 16/ 03/ 2019 the mentoring cell invited Mr. S M Rahman, retired Director of Hindustan Paper Corporation Ltd. for a motivational session for students. He discoursed on the topic "Subconscious Mind and Success in Life" which was followed by an interaction with the students. On 23/08/2019, the Mentoring cell organized a one day workshop Classroom Delivery Enhancement

Technique for all the teachers of the college for fruitful mentoring of the students. Mr. Anjan Choudhury, Indian Skills Academy was invited as the Resource Person. The Mentoring cell also took the decision that henceforth mentoring sessions would not be conducted only on some particular days but to make mentoring a continuous process whereby mentors would be accessible to the mentees any time throughout the year.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1113	36	1:31

## 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
35	28	7	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	(M) (G)	Semester	21/10/2020	05/12/2020
BSc	(M) (G)	Semester	21/10/2020	30/11/2020
BCom	(M) (G)	Semester	15/10/2020	25/11/2020
BSc	IT	Semester	21/10/2020	17/12/2020
BCA	Computer Application	Semester	01/12/2020	Nil

[View File](#)

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

1. L.C.B. college strictly follows the academic calendar of its affiliating university. Generally, semester end examinations are conducted by the college following the rules of the affiliating university. Sessional examinations of all the subjects including major and pass courses are conducted by the respective departments. The blue prints of the sessional examinations are designed and implemented by the HoDs of the respective departments by taking effective measures with the help of the other teachers. However, the college strongly believes in continuous evaluation of the students for their sustained development and performance. For continuous internal evaluation(CIE) of the students, college adopts the following student centric measures: 2. The departments are given a free hand to maintain a Continuous Internal Evaluation of the students keeping in mind the schedule of the Academic Calendar. 3. Two

sessional examinations are conducted by most of the departments for each course, as part of evaluation of students. 4. Students who fail to obtain the desirable marks are given another chance to improve their scores. 5. Paper presentations are arranged as a mechanism not only to score marks but also to boost their confidence. 6. Surprise class tests are conducted by the departments 7. Home assignments are allotted and evaluated • Seminars related to course are organized 8. Group discussions related to course are organized 9. 75 attendance out of total classes held is compulsory for all students to appear in the sessional examination. 10. Viva voce is also arranged for students, which is considered as an effective measure for CIE.

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

1. The academic calendar of the college for an academic session is prepared by the IQAC with the help of different committees taking into consideration the affiliating university Academic Calendar. 2. The examination committee conducts all internal examination with the help of HoDs according to the schedule of the Academic Calendar of the college. However since the academic session of 2017 the departments have been authorised to conduct the internal examinations according to their own convenience. The External examinations are conducted by examination committees of the college according to the schedule of the affiliating university. 3. The Academic Calendar is available for viewing on the college website. All Examination related notices are displayed on the college notice board, the departmental notice boards and the college website. Since the students of each department are always in contact with their teachers, they are informed about the examination directly also. • All kinds of students' events like Freshmen's Social, Annual College week, Elections of the Students' Union, departmental study tours/field trips follow the schedule of the Academic Calendar. 4. Generally, the college tries to adhere to the academic calendar strictly, except in unavoidable conditions.

## 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://www.lcbcollege.co.in/upload/notice/courseoutcome2019.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
UG	BSc	IT	28	11	39.3
UG	BCom	General	8	Nil	00
UG	BCom	Major	24	8	33.3
UG	BSc	General	20	4	20
UG	BSc	Major	58	29	50
UG	BA	General	75	16	21.3
UG	BA	Major	89	43	48.3

[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.lcbcollege.co.in/upload/ssr/1610100992.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
Nill	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
NIL	NIL	

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	Nill	NIL
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
No file uploaded.					

#### 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
No Data Entered/Not Applicable !!!	

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)
Nill	NIL	Nill	0
No file uploaded.			

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
Economics	6
Statistics	11

Assamese	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	Nill
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	Nill	Nill	0
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	6	Nill	24
Presented papers	3	3	Nill	Nill
Resource persons	Nill	Nill	1	Nill
<a href="#">View File</a>				

### 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
Childrens Day Celebration at Snehalaya Orphanage, Paltanbazar, Guwahati on 14/11/2019	NSS	1	55
Street Cleaning Programme in the neighbourhood of the college on 25/01/2020	NSS	1	25
Rashtriya Ekta Divas on 31/10/2019	NSS	5	25
State Level	NSS Nehru Yuva	4	26

Programme for Youth on the occasion of the 50 years of VRM- Vivekananda Rock Memorial-Ek Bharat Vijay Bharat	Kendra		
Quiz Competition on Gandhis 150th Birth Anniversary on 20/09/2019	NSS	3	21
Speech Competition on Block Level Screening Declamation Contest on 19/09/2019	NSS Nehru Yuva Kendra, Guwahati	4	15
NSS Day celebration by organising yoga on 24/09/2019	NSS	5	100
Republic Day Celebration at the college premises and the community Park of Nilachalpur ,Maligaon.	NSS ,NCC Nilachalpur Bezbaruahnagar Unnayan Committee	7	89
Awareness programme on Covid-19 21/03/2020 at the adopted village, Adingiri on 19/03/2020 at Nilachalpur, Maligaon	NSS, NCC, Extension Education Cell, Health Club	12	20
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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 agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
World Aids Day"observed at college premises	NSS	Art Competition, Street Drama and talk were observed regarding	1	95

		HIV/AIDs.		
Prime Minister's "Swachh Bharat Yojana"	NSS	Art competition was organised for Swachha Abhijan in the college premises.	1	25
Prime Minister's "Swachh Bharat Yojana"	NSS, LCB College in collaboration with Govt of India, Ministry of Information Outreach Bureau	Swachta Abhijan was organised	1	100
Prime Minister's "Swachh Bharat Yojana"	NSS	"Swachata Pakhawada" was observed	1	100
<a href="#">View File</a>				

### 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
0	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	BLOOD DONATION MANAGEMENT SYSTEM	K.K.H.S.O.U.	03/03/2020	03/08/2020	02
INTERNSHIP	E-READER: AN ELECTRONIC E-BOOK READER WEB APPLICATION	K.K.H.S.O.U.	03/03/2020	03/08/2020	02
<a href="#">View File</a>					

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
Tech Booster	01/08/2019	To facilitate	Nil

Institute of Professional Studies		faculty development programme for the college	
Skillfinity and Jobhut	13/03/2020	Train students on Employment Enhancement skills and continual behavioural development of students.	Nil
<a href="#">View File</a>			

## 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
14450000	11018882

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
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14945	1954856	132	50521	15077	2005377
Reference Books	4539	1107428	140	26322	4679	1133750
e-Books	90000	Nil	74300	Nil	164300	Nil
Journals	18	88083	2	12300	20	100383



e-Journals	7200	10900	Nill	5900	7200	16800
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	173	1200	Nill	Nill	173	1200
Library Automation	16344	Nill	338	Nill	16682	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	27	238595	Nill	28048	27	266643

[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
Dr. Jublee Goswami	Mathematical Economics	Myeclass Academy ID:MeCLF2055	04/07/2020

[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	181	84	4	0	0	12	36	10	13
Added	2	0	0	0	0	0	1	0	1
<b>Total</b>	<b>183</b>	<b>84</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>37</b>	<b>10</b>	<b>14</b>

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

10 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
--	--

**No Data Entered/Not Applicable !!!**

#### 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
300000	631135	14450000	11018882

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)

Regarding maintenance and utilizing ICT facilities following points may be considered: I. Head wise amount has been allocated as per annual budget of the College. II. For cleanliness of the Campus two nos. of cleaner/ sweeper are appointed on contractual basis. III. From security point of view a gate keeper/ security is appointed to look after the entry and exit of persons in the campus along with CC Camera. IV. Regarding campus beautification daily wage persons are called for as and when required. V. Regarding maintenance of laboratory, Laboratory Assistants/ bearers are taking necessary care and HOD is looking after all important matters and informs the same to the College authority if necessary. VI. Regarding library maintenance a library committee is formed as per guideline of DHE, Assam and the Librarian is taking care of all the matters and all the important matters are placed before the committee meeting and the college authority, hence implemented. VII. Regarding sports facility the college takes the help of play ground of different nearby organisations as and when required. VIII. Regarding maintenance of ICT facilities specially the computers in the Computer laboratories and in the library an AMC is signed with Elite Computer and Communication Pvt. Ltd., Guwahati. For other ICT facilities engineers are called for from different local firms for maintenance as and when required. IX. Classrooms are maintained as and when required

<http://www.lcbcollege.co.in/infrastructure.pdf>

## 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	1.Student Aid Fund 2.Ratneswar Borooh Memorial Fund 3.Assam Government Scheme for Free Admission	186	157610
Financial Support from Other Sources			
a) National	NIL	Nil	0
b)International	NIL	Nil	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling and Mentoring	24/08/2019	25	Indian Skills Academy
<a href="#">View File</a>			

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

Year	Name of the	Number of	Number of	Number of	Number of

	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2019	Regional college of Management - Bangalore	34	34	Nil	Nil
2019	ORCHEETECH PRIVATE LIMITED	41	4	Nil	Nil
2019	Block Chain Technology	46	46	Nil	Nil
<a href="#">View File</a>					

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
1	1	2

## 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	1.WIPRO 2.TCS 3.CTS 4.ATMECS	47	14
<a href="#">View File</a>					

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
Nil	Nil	0	0	0	0
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
Singing Competition	College level	4

Dance Competition	College level	8
Sports	College level	84
Quiz/ Debate	College level	7
Quiz competition	Inter college	27
Inter-college Debate Competition	State	17
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ 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)

The Students' Council of the college is an elected body and takes active part along with the faculty members for the overall development of the college. The Students' Council helps the administration of the college in maintaining discipline in the campus besides helping the authority in the annual admission process of the college. The President Secretary of the Students Council are members of IQAC ( Internal Quality Assurance Cell ) Hostel Committee and Admission Committee . Every year an inter college debate competition is also organised by the Council of the college named "Radhika Mohan Bhagawati Inter College Debate Competition", where quite a number of students from different colleges and universities participate. In this current session of 2020-2021 the Students' Council arranged the following programs: 1) Freshers' Social on 02/09/2019 2) Swahid Divas on 10/12/2019 3) College Week from 15/02/2020 to 19/02/2020 4) Republic Day on 26 /01/2020 5) Saraswati Puja on 30/01/2020

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

294

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1.Computer Science 03 (21/10/2019, 22/10/2019) 2.Bengali 02 (19/10/2019, 20/11/2019) 3.Education 1 (19/10/2019)

## 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)

Management is a composition of planning, implementing and controlling. Planning is determination of course of action, implementing is executing the planned action and controlling refers to evaluation of performance and adhering to plans. Participative management involves leading an institution democratically through consultations with all concerned and by being supportive of them. LCB college is an ideal institution displaying such a spirit. At the zenith of the organisational structure is the Governing Body which is invested with all powers and authority. However the Governing Body does not function in isolation. In the decision making process it involves representatives of teaching and nonteaching staff of the college who are members of the Governing body. While formulating major policies, their opinions are given due consideration and importance. When it comes to implementation of the policies of the Governing Body, the Principal ensures execution thereof through delegation to various committees and subcommittees involving faculty members, non teaching staff and student representatives depending upon the functional areas. There are a host of committees to look into various dimensions of the college. In short, all the staff members are involved in various administrative roles. There are twenty seven committees and they have been entrusted the freedom to formulate their plans and decide execution strategies. To name a few, the Principal has constituted a Planning and Development Committee, an Academic Committee, an Election Committee, a Mentoring Committee besides others. There are other function specific Committees for organising specific regular or non-regular functions, e.g. organising seminars, workshops and similar other events. For conducting examination work there are three committees which conduct both internal and external examination. In case of internal examinations the decision regarding programme are made by the committee after discussion with the Principal. Ad hoc Committees are formed to meet challenges warranted by unexpected situations. The only exception is financial power which is a centralised function We have uploaded two case studies to demonstrate the college practicing decentralisation and participative management. Case I In the Semester system, teachers-in-charge are appointed by the Principal to look after classes of the UG semesters. Two teachers are appointed for two semesters who keep a tab on all aspects related to the classes so that even in the absence of the Principal the class schedule functions normally. The Principal collects feedback from the teachers-in-charge. Case II The departments conduct their internal sessional exams independently whenever it is convenient. The departments prepare their own question papers and set dates for the same. After the examination of the answer scripts the mark sheets are submitted to the Internal Examination Committee. It is at the discretion of the departments to decide how many sessional exams they would conduct. If the results are not satisfactory students are given another chance to take tests. Further the departments are given a free hand to arrange parent-teacher meetings, to invite the alumni/academicians for special lectures to plan academic and extra curricular activities.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	1. Lalit Chandra Bharali college being affiliated to Gauhati University follows the curriculum provided by the university. The institution follows

diverse steps to ensure effective delivery and transaction of the curriculum. 2. The Academic calendar chalks out the curriculum and extracurricular activities of the college. The departmental calendars are complemented by teaching plans allotting term wise topics to be taught. The faculties also maintain teaching diaries for effective academic planning, implementation and review of the curriculum. 3. Conventional mode of lecture is supplemented by seminars, special lectures, group discussions, field studies/visits, educational tours, project works, surveys etc to ensure a practical approach to the curriculum

Teaching and Learning

1. The Academic calendar includes the annual activities to be undertaken. Each Department compiles lesson plans for the academic year and actively encourages participative learning, group discussions, seminars ,project work, field trips, surveys. 2. Personality development programmes. 3. Extension activities of NSS, NCC. 4. Thrust on use of ICT. 5. The IQAC of the college monitors and evaluates the quality of teaching learning. The major tool used for evaluating the quality of a teacher is the feedback system from students, which is done by the IQAC. After analysis of the feedback , necessary steps are taken to improve the quality of teaching learning process.

Examination and Evaluation

1. The semester examinations are conducted by the affiliating university. Internal examinations are conducted by the departments according to their convenience. Special tests are allowed for absentees on genuine grounds. Retests are also allowed for students who fail to achieve good marks. 2. The other tools of evaluating the students are class tests/surprise tests, student seminars, group discussions conducted by the departments. The marks obtained in the sessional tests are intimated to the students. The answer scripts are shown on demand so that the students can identify their mistakes and perk up their future performance. There is provision for redressal of grievances with reference to evaluation. Under the

semester system, internal assessments have 10/15/20 percentage of weightages. Different weightages are assigned for in house projects of the different departments as reflected in the curriculum.

Research and Development

1. There is a Research Committee to look into the formalities of applying for Minor Research Projects .The Research Committee endeavours to sustain a Paper presentation on the fourth Saturday of every month. Though the presentation has dwindled over the months the faculty and students are constantly motivated to engage in the practice. The faculty is encouraged to engage in research work. Students are encouraged to do project work under the supervision of the faculty and to pursue internships at other Institutes and Organisations. Students of UG courses prepare project work in their final semesters which are generally related to curriculum as well as research studies.

Library, ICT and Physical Infrastructure / Instrumentation

1. DSPACE OSS (Open Source Software) for digitalization of library using ten nodes. 2. SOUL software for Library Automation. Faculty members and students have been provided with a unique user id and password of NLIST (Inflibnet) to access e resources from anywhere. OPAC ( Online Public Access Catalogue) facility is provided using two computers in the library. 3. Bar coding system is available 4. Book Bank facility for SC, ST, OBC and BPL students. 5. Institutional Repository has been developed under Digital Library section. Rare book, Naamghoxa in Manuscript form authored by Sri Sri Madhavadeva 6. WiFi facility for users on demand 7. Periodic Library Orientation Programme for users ICT 8.The College Automation Software is used to document students records and fees payment. 8.The Students Record Management System software was developed by a team of faculty members of the Computer Science department in 2015. The database contains basic information of students like students profile, examination grades, address, information regarding parents. 9.At the initiative of the IQAC a new customized software that goes by the brand name L.C.B College has been designed for use

	<p>by faculty, students, guardians and alumni of the college. 10.LCD projectors in laboratories, some classrooms and conference room.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>1. Extensive renovation and repair works were executed in the classrooms, verandahs, corridors, laboratories etc. A new wing has been added to the Science block to add two new classrooms. The ground floor of the new structure houses a new spacious canteen. In keeping up with the last NAAC Peer teams recommendations, the thrust of the college is in the vertical expansion and development of the physical infrastructure. Construction work has begun on another new block</p>
<p>Human Resource Management</p>	<p>1. The teaching faculty are recruited as per the UGC norms. Temporary or part time faculty members are appointed by the college as per the requirements of the department on a purely temporary basis. 2. Teachers are encouraged to go for Orientation programmes, Refresher courses, Short term courses and to participate in seminars, workshops, conferences etc. Along with the teaching staff the non teaching staff are sent for professional development training. 3. All faculty members are involved in different activities of the college. 4.The institution sincerely works to prepare the students for their higher studies. The foundation is made at the UG level. The students are encouraged to participate in seminars, special lectures, extension activities.</p>
<p>Industry Interaction / Collaboration</p>	<p>1. The institution has an MOU with Amtron and Tech Booster. In the session 2019-2020 another MoU has been signed with Skillinfinity for skill training and placement of students and faculty development programmes. The college has collaboration with National Informatics Centre Assam Unit, KKHSOU to facilitate the Internship by the students. 2. Students are taken on industrial visits. 3. Off-Campus interviews were conducted by WIPRO, TCS, CTS, ATMECS.</p>
<p>Admission of Students</p>	<p>1. The seat capacity, admission procedure and eligibility criteria are displayed in college website and notice boards well in advance of the date of admission. The college prospectus and forms are available online. Online</p>



admission is mandatory. A minimum cut off mark at entry point The Govt. reservation policy is followed Free admission to BPL students Counselling session during admission by the faculty members regarding the availability of courses, combination of subjects, suitability of the courses.

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

E-governance area	Details
<p>Planning and Development</p>	<p>1. The College has initiated partial office automation which includes students' database, faculty and staff database, feedback system etc. The Biometric attendance is mandatory for teaching and nonteaching staff. However following the SOPs of the government the use of the same has been put on hold. 2. The college campus including the classrooms are equipped with CCTV Cameras. 3. SOUL software is used for Library Automation DSPACE (Open Source Software) is used for digitalization of library resources. 4. The Central Library provides OPAC service to the users 5. The Central Library provides Orientation Programme to the library users</p>
<p>Administration</p>	<p>1. The College Automation Software is used to document students records and fees payment 2. The Students Record Management System software was developed by a team of faculty members of the Computer Science department in 2015. The database contains basic information of students like students profile, examination grades, address, information regarding parents. 3. At the initiative of the IQAC a new customized software that goes by the brand name L.C.B College has been designed for use by faculty, students, guardians and alumni of the college. 4. The IQAC circulates Notices and other kinds of communication through e-medium.</p>
<p>Finance and Accounts</p>	<p>1. The college uses the Accounts software namely College Automation software for E-governance for transparent functioning of Finance and Accounts department of the college. 2. The college conducts regular audit of annual books of accounts. Receipt of admission fees is completely online 3. Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to</p>

	the treasury through IFMS software 4. E-tender is notified as per the government guidelines for purchase of items Payment for the work orders is done through PFMS according to government guidelines
Student Admission and Support	1. Application forms and prospectus for admission to different courses are available through the online admission portal Admissions are through online process. Receipt of admission fees is completely online 2. The college allows students whose parents earn not more than one lakh per annum to take admission with waiver fee. 3. The College has Office automation software called College automation software for cash transaction of admissions.
Examination	1. Examination forms are filled up at the GUIUMS portal. The sessional marks are also uploaded to the GU 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
Nill	NIL	NIL	NIL	Nill
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 programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	One Week Faculty Development Programme on Behavioral Remodelling for Classroom Delivery of Teachers organised by the Electronics	NIL	25/11/2019	29/11/2019	19	Nill

	ICT Academy, IIT, Guwahati in association with LCB College					
2019	One-day workshop on Life Skills by Anjan Choudhury	NIL	23/08/2019	23/08/2019	13	Nil
2019	Training Demonstration on the use of digital Attendance Software by SS Technologies	NIL	14/09/2019	14/09/2019	35	Nil
2020	Webinar on the use of online E-resources by IQAC Central Library of LCB College, Suren Das College Nalbari College	NIL	10/06/2020	10/06/2020	150	Nil
<a href="#">View File</a>						

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
Pedagogical Training for Mathematics Teachers, Tezpur University (Department of Mathematics)	1	25/12/2019	30/12/2019	06
UGC-Sponsored Refresher	1	29/01/2020	11/02/2020	14

Course (Department of Mathematics)				
One Week Faculty Development Programme on Behavioural Remodelling for Classroom Delivery of Teachers organised by the Electronics ICT Academy, IIT, Guwahati in association with LCB College	19	25/11/2019	29/11/2019	05
UGC-Sponsored Refresher Course(IDC) (Department of Electronics)	1	18/12/2019	31/12/2019	14
UGC-Sponsored Refresher Course(IDC) (Department of Economics)	1	27/11/2019	10/12/2019	14
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Group Insurance Employees Welfare Fund. 2. Short term loan facility is available for institute staff 3. Health Checkup programmes, Yoga Camp for the teaching, nonteaching staff and students 4. Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by</p>	<p>1. Group Insurance Employees Welfare Fund. 2. Short term loan facility is available for institute staff. 3. Health Checkup Programmes, Yoga Camp for the teaching, nonteaching staff and students 4. Faculty appointments prior to 2004 are eligible for pension benefits on retirement. 5. Faculty after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are</p>	<p>1. Leave for absence from class is considered on special grounds. 2. Quick processing of scholarship forms. 3. Redressal of students complaints 4. Retests allowed on considerate grounds. 5. Counselling services/Personality development programmes 6. Encourages student participation in sports /cultural /social events/NSS/NCC 7. Students Union/ Annual students cultural functions</p>

retiring faculty as per University norms. 5. Leave to teaching and nonteaching staff are given as per the guidelines of UGC and the Government of Assam.	availed by retiring faculty as per University norms. 6. Leave to teaching and nonteaching staff are given as per the guidelines of UGC and the Government of Assam.	8. Medical assistance 9. Book bank for SC/ST/OBC/BPL students (Arts Stream) 10. College Merit Prize 11. Students Aid Fund 12. Students Relief Fund
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#### 6.4 – Financial Management and Resource Mobilization

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

To ensure adherence to the adopted norms, the institution appoints a Chartered Accountant firm as internal auditor with approval of the Governing Body. The internal auditor examines all financial and nonfinancial records of the year under review and incorporates their observations in the report which need clarification or explanation. The Principal asks respective departments, or the Superintendent of his office or the respective committees whosoever, he thinks is answerable, to provide satisfactory explanations. The responses to the audit queries are incorporated in the audit reply which is then forwarded to the internal auditor for preparing the final report. The Principal introduces checks and controls to prevent recurrence of irregularities, if any. In addition, the Government appoints external auditors on an annual basis which conducts an audit encompassing all areas. The last external audit was done in 2015. There has been no major audit issues so far and no serious irregularities have surfaced in the external auditor's reports till date.

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
NSS	42500	Social Service
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

27444682

#### 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	Yes	Principal
Administrative	No	NIL	Yes	Principal

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

1. Although the college does not have a registered parent and teacher association, yet some of the departments conduct interactions of teachers with parents. In these meetings parents are familiarized with the curriculum that is followed, the performance of their wards, the class attendance. Apart from these interactions teachers also communicate with parents over the phone.

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

1. Group Insurance 2. Employees Welfare Fund. 3. Short term loan facility is available for institute staff 4. Health Checkup programmes Yoga Camp for the teaching, nonteaching staff and students ? Faculty appointments prior to 2004

are eligible for pension benefits on retirement. Faculty after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms. ? Leave to teaching and nonteaching staff are given as per the guidelines of UGC and the Government of Assam.

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

1. The absence of a research culture which was pointed out by the Peer team almost a decade ago has been addressed to. A majority of the faculty have obtained their PhD degrees while the remaining are engaged in doctoral research. Similarly most of the teachers have completed their research projects. There is a Research Committee that organises paper presentation of teachers and students at least a few times in a year. However consultancy services are still not offered. 2. The infrastructure has been upgraded on a large scale. The college now has a digital Library with Internet and WiFi facilities along with ebooks and ejournals and NDL subscription for enhancing the learning process. 3. Academic activities like seminars, workshops and lectures have been organised in the current academic session. 4. The college has introduced many professional courses like BCA, B.Sc IT, PGDCA. 5. Since there is no scope for a horizontal expansion, a four storied building has been constructed. The construction of a new wing has also started encompassing an auditorium, more office space, a sitting lounge, a basement for car parking and additional classrooms. 6. A spacious girls hostel has been constructed in the college campus.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
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	One Day Workshop on Classroom Delivery Enhancement Techniques by Anjan Choudhury, Indian Skills Academy	23/08/2019	23/08/2019	23/08/2019	13
2019	Training and Demonstration on the use of Digital Attendance Software by Nabarun Mishra and Bickram Sarma of SS	14/09/2019	14/09/2019	14/09/2019	35

	Technologies				
2019	One Week Faculty Development Programme on Behavioural Remodelling for Classroom Delivery of Teachers organised by the Electronics and ICT Academy, IIT Guwahati in association with LCB College at the initiative of the IQAC.	25/11/2019	25/11/2019	29/11/2019	19
2020	A two-day Capacity Re-Building and Skill Development Programme for final year students by Indian Skills Academy	12/03/2020	12/03/2020	13/03/2020	121
2020	International Womens Day was celebrated at the initiative of the IQAC	11/03/2020	11/03/2020	11/03/2020	100
2020	At the initiative of the IQAC an Awareness Programme on Covid-19 was organised and a lecture was delivered by Dr. Ajanta Sarma	14/03/2020	14/03/2020	14/03/2020	64
2020	A Webinar on the Use	10/06/2020	10/06/2020	10/06/2020	150

of Online E-Resources was organised by the IQAC Central Library of LCB College, Suren Das College Nalbari College

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Inter-college Debate Competition on Preference should be given to Women in Research for Science in Premier Institutes	22/02/2020	22/02/2020	10	33
State level Inter-College/university Speech Competition on Women in Science	26/02/2020	26/02/2020	9	20

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

1. Percentage of power requirement of the College has been met by renewable energy resources Installation of 52 Solar Panels with a sanctioned capacity of 20KV by APDCL, that is Grid Connected-RTS Power Plant. This should help in reducing consumption of Electricity from traditional source, thus reducing carbon emission and shrinking carbon footprint. 2. Environment Day is celebrated every year by the Science Forum, LCB College in neighbouring schools but due to the pandemic the event had to be cancelled. The Science Society in collaboration with the Assam Science Society (Maligaon Branch, regd. No. 49 of 1960/1961) regularly organises events. Three days of sensitization programmes on the environment and its impact in three neighbourhood schools.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	Nil



Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	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	07/09/2019	01	Science Awareness Programme in Maligaon High School	To raise awareness and to inculcate an interest in science among school children.	70
2019	1	1	11/09/2019	01	Science Awareness Programme in Kamakhya Vidyalaya High School	To raise awareness and to inculcate an interest in science among school children.	73
2019	1	1	12/09/2019	01	Science Awareness Programme in Adingiri High School	To raise awareness and to inculcate an interest	48

						in science among school children.	
2020	1	1	26/01/2020	01	Competition in Patriotic Songs and Drawing in the neighbourhood Park	To celebrate Republic Day among the local community	120
2020	1	1	14/03/2020	01	Covid19 Awareness Programme in the college	Awareness drive about Covid-19	64
2020	1	1	19/03/2020	01	Covid19 Awareness Drive in the Nilac halpur Childrens Park	Awareness drive about Covid-19	16
2020	1	1	19/03/2020	01	Covid19 Awareness Drive in Rani Area	Awareness drive about Covid-19	50
2020	1	1	21/03/2020	01	Covid19 Awareness Drive in the Adingiri Village	Awareness drive about Covid-19	22
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
Handbook on Code of Conduct	06/07/2019	1. The publication of the Handbook on Professional Ethics and Code of Conduct by the college has resulted in positive outcomes in the college in terms of ethical behaviour of all concerned i.e. teachers, office staff and students. It is mandatory for all in the college to abide by the rules and regulations as mentioned in the handbook. 2.

Chewing and consumption of tobacco and Gutka has been banned in the Campus. A Penalty amount of Rs. 500 is charged from students in cases of violation in this regard.

3. Sticking of Bills, Spitting , scribbling and staining of walls has been stopped as a result of stringent measures taken by the college authority.

4. The installation of Digital Attendance for students has also regulated their attendance thus enhancing their punctuality and regularity in attending classes. The Internal Committee (IC) has also been formed with a Presiding Officer and two teacher members including one woman member from among the Office Staff and three student members from the three Semesters of BA/ BSc and BCom.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Lecture Programme on Ambedkar and his Idea of an Egalitarian Society	18/09/2019	18/09/2019	25
A Talk on Rights of an Indian Citizen	07/02/2020	07/02/2020	27

[View File](#)

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

1. Reducing the Use of plastic
2. E - Notification is practiced thereby reducing the use of paper
3. installation of 52 Solar Panels
4. CFL bulbs and lights have been replaced with LED lights
5. Infrastructure for rain water harvesting

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice 1: Topic: Felicitation of retired Teachers from the neighbourhood**  
**Goal: 1. To sensitize students towards their social responsibilities. 2. To ensure and instill values and ideals among students so as to make them**

understand the dedication that these teachers have exhibited towards the profession of teaching. 3. To assist students in coping up with the competitive world and instilling in them the value of hard work and perseverance shown by these retired teachers towards educating children in general. The Context: The teachers felicitated are just chosen randomly from among the neighbourhood and the National Teachers' Day i.e. 5th September of every year is chosen for the occasion. The Practice: The practice of felicitating teachers (Retired) is carried out by the Dept. of Education of our college on a yearly basis on 5th of September every year, to commemorate the birth anniversary of a great stalwart and a doyen among educationists. The day marks a memorable date for the college too as the initiative taken up by the dept. of Education to felicitate retired teachers gives a holistic approach towards the ideals set for teaching learning and imparting education to students among others. It also creates a conducive atmosphere for students to realise and understand the trials and tribulations that these teachers underwent during their years of tireless service, at a time when teaching was not a very fruitful job option, professionally. In the academic session of 2018-19, Atul Barman, a retired teacher of Railway Higher Secondary School, Maligaon, Guwahati was felicitated for his untiring and dedicated services to the Institution. In the current session of 2019-2020, Mrs. Charu Devi, a retired teacher of Kamakhya Ucchatar Madhyamik Vidyalaya was felicitated with a Phoolan Gamocha, a Citation and few books on Assamese literature. There was an interaction that followed at her residence with the students and teachers of the department wherein she shared interesting episodes of her teaching career and also spoke to the students about the children she taught during her career span. Evidence of success: This humble and meaningful initiative carried under the aegis of the Education Dept has become a milestone for other departments in the college to follow suit or devise similar initiatives so as to continue as a source of inspiration for deeds performed in general, by the college and students together. Problems encountered and resources required: Motivating students for this exercise becomes a challenge at times as many of them fail to understand the idea behind carrying out the felicitation programme. Again finances or monetary resources used for this is very limited and is usually funded by the department itself which may not be agreed upon in unison by all faculty members in future course of action. Planning with respect to criterion adopted for selection of the teacher concerned has to be chalked out systematically. Best Practice 2 : Topic: Organising at least three sessions of personality development for students of BA/B.Sc( only one held on 19/11/2019) Goal: i) To sensitize, support and empower the students by facilitating communication so that they do not shy away from ventilating their grievances and sharing their personal ordeals. ii) To be able to provide a platform to the students so that these sessions can help them in boosting their confidence and enhancing their life skills. iii) To create an informal and friendly rapport with the students so as to facilitate free exchange of ideas and thoughts. The Context: Students are asked to assemble at an allotted room semester-wise and after a round of informal introduction, interactions are initiated and they are encouraged to speak about their hopes, aspirations and in which areas they wish to improve themselves. These personality development sessions are organized by the Women's Cell. The Practice: Students are usually reticent about externalizing their feelings and experiences. The inadequacy in spoken English crops up as a major hurdle during placement and training programmes organized by the college from time to time. Hence in these personality development programmes students are encouraged to converse in English. These interactive sessions not only boost their confidence but also help in easing the stress that students tend to carry along with them during their time in college. Students are counseled on the nuances of a good, smart presentation while facing an interview board. Demonstrations are also given on the physical aspects of a presentation. Students can also voluntarily share and speak about their personal ordeals.

This practice inculcates a sense of empathy and tolerance towards their fellow mates. Discussions are held on a host of issues like basic hygiene, menstrual health, adolescence, youth and leadership, peer pressure, relationship building, sensitivity towards others. These sessions are usually impromptu in nature and go a long way in bridging the gap that exists between teachers and students. An informal platform is offered to students that does not specifically discuss academic issues. Students who have faced some kind of trauma and sexual violence are also encouraged to share their tribulations if possible. Evidence of success: A total of three (3) sessions were earmarked but due to the pandemic only one session could be held on 19/11/2019. This session saw a large turnout of students with 133 in attendance. They shared their experiences and wanted more such informal sessions to be organized in the future. Problems encountered and resources required: The problems encountered in this practice have been the inability to rope in a licensed counselor, as the need of the hour. Secondly, the absence of a specific funding for such programmes has sprung a hurdle in resourcing professional counselors. A proper plan of action has to be chalked out so that these sessions can also be conducted by other faculty members under the aegis of the Women's Cell. Lastly, since the sharing of experiences of sexual violence and harassment by students has not been very fruitful in this session, subsequent sessions have to be arranged that would help in de-stressing and highlighting these sensitive problems of the students.

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

<http://www.lcbcollege.co.in/upload/bestpractices/1610178949.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 distinctiveness of the college is rooted in its robust workforce i.e. the faculty members who are actively involved and initiate all academic and co-curricular activities in the college. Out of a sanctioned strength of 35 teachers, 28 posts are filled up and these teachers play a proactive role in organising, planning and coordinating all kinds of activities and programmes in the college. The welfare of the college is uppermost in their consciousness hence the teachers keep up sustained discussions about academic and social activities. The conscientious teachers are responsible for conceptualizing and making strategic plans which are then taken up with the college authority for execution. The following programmes have been conducted successfully through a vigorous teaching strength that has always been at the forefront of college activities. A one-day Workshop on Life-Skills was held on 23/08/2019 a one-week Faculty Development Programme was held from 25/11/2019 to 29/11/2019 by IIT, Guwahati in collaboration with the college a two-day Capacity Building Programme for final year students was organised on 12/03/2020 to 13/03/2020 International Womens Day was celebrated as usual by organising a lecture by a well-known self-made woman entrepreneur on 11/03/2020. As cases of Covid-19 emerged from different parts of India, the teachers felt it was their social responsibility to disseminate awareness about the virus. Hence at the initiative of the IQAC, the Health Club of the college and the Department of Education organised a Covid-19 Awareness Programme on 14/03/2020. A lecture by Dr. Ajanta Sarma was followed by an interaction with the participants. The programme was attended not only by the teachers, employees and students of the college but also people from the neighbourhood. The NSS, NCC, Extension Education Cell and the Health Club organised Covid-19 awareness programmes in Nilachalpur, Adingiri village and at Rani. The teachers were active during the lockdown period by conducting online classes and conducting/participating

webinars roping in Resource Persons from across the country and abroad. The first Webinar was arranged during lockdown period on 10/06/2020 by the Central Library IQAC in collaboration with Suren Das College and Nalbari College and the topic was on the Use of Online E-resources. All social and organisational activities undertaken by the NSS the NCC are also initiated absolutely by the teaching force. On the academic front also the teachers are actively engaged. Groups of two teachers each are in-charge of the different semesters and they keep a tab on the classes and all other areas pertaining to the semesters. The Departments conduct their own Internal Exams for the Honours courses while the general subjects/courses are conducted centrally by the Internal Examination Committee.

Provide the weblink of the institution

<http://www.lcbcollege.co.in/upload/notice/distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

1. A seven-day Faculty Development Programme on Behavioural Remodelling for Classroom Delivery of Teachers will be organized by Electronics ICT Academy, IIT, Guwahati in association with our college from 25/11/2019 to 29/11/2019.
2. In pursuance of earlier IQAC resolutions a one day workshop on Intellectual Property Rights will be organized sometime in the month of February, 2020.
3. To organise a one day workshop on Life Skills for the faculty members in the month of August.
4. The IQAC has recommended the digital attendance of the students. A customized application would be developed for use by the faculty.
5. To foreground not only the academic but also the social dimension of the teaching learning process. The Extension Education Cell, the NSS, NCC have been urged to make blueprints for future course of activities.
6. Tentative completion of the new academic block.
7. To complete the construction of the new canteen.
8. To Start value-added and skill oriented courses.
9. At the IQACs suggestion the college has decided to sign a MoU with Indian Skills Academy for conducting skill enhancement courses at the college.
10. An underground tank will be constructed for harvesting rain water. Conventionally overhead tanks are used for storing rainwater training but the practice has been reversed by the college.