The Annual Quality Assurance Report (AQAR) of the IQAC
2014-2015

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2014 to June 30, 2015)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> BIJNI COLLEGE

1.2 Address Line 1

> U. C. Das Road

Address Line 2

> Bijni Gerukabari Road

City/Town

> BIJNI

State

> ASSAM

Pin Code

> 783390

Institution e-mail address

> office@bijnicollege.ac.in

Contact Nos.

> 9435120325

Name of the Head of the Institution:

> Dr. Birhash Giri Basumatary.

Tel. No. with STD Code:

> 03668-284625

Mobile:

> 9435023057

Name of the IQAC Co-ordinator:

> Ranjit Kumar Barman.

Mobile:

> 9435120325

IQAC e-mail address:

iqac@bijnicollege.ac.in

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

1.4 **NAAC Executive Committee No. & Date:**

EC/33/A&A/454 dated 16-09-2004

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

This EC no. is available in the right corner- bottom

of your institution's Accreditation Certificate)

1.5 Website address:

www.bijnicollege.ac.in

Web-link of the AQAR:

http://www.bijnicollege.ac.in/AQAR2014-2015.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2014-15.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	66.25	2004	2004-2009
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

16-10-2004

1.8 AQAR for the year *(for example 2010-11)*

2014-2015

1.9 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 2005-2006   (DD/MM/YYYY)
ii.   AQAR 2006-2007   (DD/MM/YYYY)
iii.   AQAR 2007-2008   (DD/MM/YYYY)
iv.   QAR 2008-2009   (DD/MM/YYYY)
v.   AQAR 2009-2010   (DD/MM/YYYY)
vi.   AQAR 2010-2011   (DD/MM/YYYY)
vii.   AQAR 2011-2012   (DD/MM/YYYY)
viii. AQAR 2012-2013   (DD/MM/YYYY)
ix.   AQAR 2013-2014   (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐ No ☑

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

Type of Institution   Co-education ☑   Men ☐   Women ☐
                       Urban ☐   Rural ☑ Tribal ☑
Financial Status   Grant-in-aid ☐   UGC 2(f) ☑   UGC 12B ☑
                    Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts [v]   Science [v] Commerce   [ ] Law   [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify) [.]

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

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

Autonomy by State/Central Govt. / University [Nil]

University with Potential for Excellence [Nil]   UGC-CPE [Nil]

DST Star Scheme [Nil]   UGC-CE [Nil]

UGC-Special Assistance Programme [Nil]   DST-FIST [Nil]

UGC-Innovative PG programmes [Nil]   Any other *(Specify)* [Nil]

UGC-COP Programmes [Nil]

2. IQAC Composition and Activities

2.1 No. of Teachers [8]

2.2 No. of Administrative/Technical staff [4]

2.3 No. of students [2]

2.4 No. of Management representatives [2]

2.5 No. of Alumni [0]

2. 6 No. of any other stakeholder and community representatives [4]

2.7 No. of Employers/ Industrialists [0]

2.8 No. of other External Experts | 0 |

2.9 Total No. of members | 20 |

2.10 No. of IQAC meetings held | 3 |

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 3 | Non-TeachingStaff | |

Students   Alumni | 1 | Others | |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | | |

         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. | 1 | International | Nil | National | Ni |

        State | 1 | Institution Level | Nil |

    (ii) Themes | How the colleges should prepare for assessment and accreditation by NAAC |

2.14 Significant Activities and contributions made by IQAC

> a. Introduce quality in academic and administrative processes.
> b. Documentation of all academic, co-curricular and extra-curricular activities of the college.
> c. Organize various activities through the different cells under it.
> d. Preparation of Annual Quality Assurance Report to be submitted to NAAC.
> e. Feedback of students are collected and analysed.

2.15 Plan of Action by IQAC/Outcome 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
1. . To purchase a few more computers for various purposes. 2. To hold more Faculty Development Programme. 3. To streamline teaching learning and proper documentation of classroom and departmental activities. 4. To improve sanitation and level of hygiene in the campus. 5. To extend wifi service to all the departments and classrooms. 6. To hold curricular enrichment programme for the students. 7. To apply for financial assistance to hold National seminar and Workshop in the college. 8. To hold awareness programme on topic related with environment and climate change.	1.More than 6(six)computers were purchased for the library and internet centres. 2.Two faculty development programme were organized by the IQAC to impart in-house training to the teachers on computer application as well as on operation of the smartboard. 3.Documentation and recordkeeping of all curricular and cocurricular activities have been a priority for all the departments. 4.New network of drains have been constructed within the campus to prevent water logging and faster disposal of laboratory waste . 5.Wifi service is extended to all the departments and block. 6.Under the banner of 'Curricular Enrichment Programme'the major students were imparted training on how to prepare a seminar in proper form. 7. a. With financial assistance from UGC a National Seminar on 'life and works of Lakshminath Bezbaruah'was held in the college. b.With financial assistance from UGC a National Workshop 'Indian Cork industry and Traditional puppet dance'was held in the college. 8. With financial assistance from Assam Science Technology & Environment Council a workshop cum awareness programme was held on 'Sensitization on biodiversity &climate change' in the college auditorium.

Attach the Academic Calendar of the year as Annexure. (Details provided in Annexure-i)

2.15 Whether the AQAR was placed in statutory body   Yes   [ ]   [√]

Management   [ ] Syndicate   [ ] Any other body   [ ]

Provide the details of the action taken

Part – Criterion – 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	00	00	00	00
PG	00	00	00	00
UG	02 (B.A. & B. Sc.)	00	00	1 (Functional English)
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	HS + 2	00	00	00
Total	03	00	00	01

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	

1.3 Feedback from stakeholders *Alumni [ ] rents [ ] Employers [ ] Students [√]

(On all aspects)

Mode of feedback : Online [ ] nual [√] operating schools (for PEI) [Nil]

*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.

No

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

2.2 No. of permanent faculty with Ph.D.

Asst. Professors	Associate	Professors	Others	Total

		Professors							
R	V	R	V	R	V	R	V	R	V

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops			
Presented papers			
Resource Persons			

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

> 1. With the introduction of computers and other digital aids into the teaching learning process the training of the teachers to enable them to properly operate those high-tech teaching aid became an extra concern for the college authority because of the fact that taking the services of experts from outside would involve additional financial burden on the already stretched fund position of the college. So to circumvent this difficulty, at the initiative of the IQAC first two young teachers were deputed to attend the training programme arranged by the vendors in Guwahati. Now the rest of the teachers are imparted training on the use and operation of these electronic and digital aids by the above mentioned trained teachers.

2.7 Total No. of actual teaching days

   during this academic year

2.8 Examination/ Evaluation Reforms initiated by

   the Institution (for example: Open Book Examination, Bar Coding,

   Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

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

1. IQAC encourages the teachers to make the classes more interactive.

2. IQAC sits with the departments to stress on the need to record the students' performance and analyse the same to monitor their progression and whenever necessary arrange remedial and tutorial classes.

3. IQAC interacts with the teachers to stress on the need to approach each class with a well prepared lesson plan on the topics they deal in.

4. IQAC organizes college level seminar and workshop for students particularly the major students to impart ideas and skill to prepare seminar paper and make presentation in PowerPoint mode.

5.IQAC organizes in-house faculty development programme to help the faculties adapt to changing demand in the sphere of teaching learning and classroom delivery.

6.IQAC organizes curricular enrichment programme for the students to develop their skill and personality.

2.13 Initiatives undertaken towards faculty development

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

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				
Technical Staff				

Criterion – III
3. Research, Consultancy and Extension

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

1. In all its meetings with the faculty members, IQAC always tries to impress upon the teachers the importance of research in the field of higher education.

2. It regularly provides the teachers relevant informations regarding the different funding agencies and the type of research they support.

3. The publication cell under the IQAC publishes book and journal with ISBN and ISSN number to provide the teachers an opportunity to bring out their research findings in their respective area of interest into the public domain.

4. IQAC encourages teachers to attend and present papers in seminars, participate in conferences and workshops.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range [Nil] Average [Nil] h-index [Nil] _os. in SCOPUS [Nil]

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	Nil	Nil	Nil	Nil
Minor Projects				
Interdisciplinary Projects	Nil	Nil		
Industry sponsored	Nil	Nil		
Projects sponsored by the University/ College	Nil	Nil		
Students research projects *(other than compulsory by the University)*	Nil	Nil		
Any other(Specify)	Nil	Nil		
Total				

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

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from

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

DPE [   ]   DBT Scheme/funds [   ]

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

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

3.10 Revenue generated through consultancy [Nil]

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 [   ]

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

3.14 No. of linkages created during this year [Nil]

3.15 Total budget for research for current year in lakhs:

From funding agency [   ] From Management of University/College [Nil]

Total [   ]

3.16 No. of patents received this year

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

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution

   who are Ph. D. Guides

Nil

   and students registered under them

Nil

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

Nil

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

JRF Nil   SRF Nil   Project Fellows Nil   Any other Nil

3.21 No. of students Participated in NSS events:

University level [Nil]   State level [Nil]

National level [Nil]   International level [Nil]

3.22 No. of students participated in NCC events:

University level [Nil]   State level [Nil]

National level [Nil]   International level [Nil]

3.23 No. of Awards won in NSS:

University level [Nil]   State level [Nil]

National level [Nil]   International level [Nil]

3.24 No. of Awards won in NCC:

University level [Nil]   State level [Nil]

National level [Nil]   International level [Nil]

3.25 No. of Extension activities organized

University forum [Nil]   College forum [2]

NCC [Nil]   NSS [Nil]   Any other [Nil]

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

A medical and health awareness programme was held at Bijni college premises and also at Ranijhora Forest village by the Extension activities cell of IQAC of Bijni College in collaboration with the Forest Department of Chirang District. A team of doctors consisting of general physician, child specialist, orthopaedic, gynaecologist and eye specialist took part in the programme which was attended by a large number of people from the nearby villages.

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				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> While major administrative works are done with computers, office records are maintained both in hard copy as well as in digital format. But the office is yet to be fully computerised.
>
> In regard to library the automation process is going on.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (periodical)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing								
Added								
Total								

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

In-house training programmes are arranged for the teachers to enable them to conduct classroom transaction in a technology-mediated setup. The teachers are also properly guided by the library staffs to access e-resources available in the Inflibnet.

4.6 Amount spent on maintenance in lakhs: 2012-2013

i) ICT
$\boxed{\text{6.00 Lakhs}}$

ii) Campus Infrastructure and facilities
$\boxed{\text{2.00 Lakhs}}$

iii) Equipments
$\boxed{}$

iv) Others
$\boxed{}$

Total : $\boxed{\text{8.00 Lakhs}}$

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Through timely intervention the IQAC ensures that the annual prospectus of the college contains all the information regarding the sports facilities existing in the college and the incentive the college provides for sportspersons of different levels ,the facilities for hostel accommodation, the Book Bank facilities, the NSS, the existence of a Grievances redressal cell to address their complaints on academic and non-academic matters, the career counselling and guidance cell to help them build their job and career prospect, and the sexual harassment committee for the women students etc.

5.2 Efforts made by the institution for tracking the students' progression.

a. The alumni association of the college is in regular touch with the passed out students.

b. The departments also maintain a register book of former students.

c. The departments maintain records of students' performance in internal tests, participation in seminar, group discussion to keep track of their progression and offer suggestions whenever necessary to improve themselves.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No.	%		Women	No.	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio   Dropout %

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

Nil

No. of students beneficiaries | Nil |

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

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

5.8 Details of gender sensitization programmes

1. The Women awareness cell convened a meeting of the all the women students to inform them on the pros and cons of the Sexual harassment committee, the mechanism to address the cases of harassment of such nature.

2. The women awareness cell conducted a survey for gender audit and analysis of the ratio of gender in the composition of the teachers, staffs and students.

5.9 Students Activities

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

State/ University level   Nil   National level   Nil   ternational level   Nil

No. of students participated in cultural events

3   Nil   Nil

State/ University level   National level   International level

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

Sports: State/ University level [3]   National level [Nil]   International level [Nil]

[Nil]   [Nil]

Cultural: State/ University level [2]   National level   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	
Financial support from government	Nil	
Financial support from other sources	Nil	
Number of students who received International/ National recognitions	Nil	

5.11   Student organised / initiatives

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

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

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

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the institution-
To make the institution an excellent centre of higher education.
Mission of the institution-
a. To offer quality education to the students.
b. To give wider choices of courses/programmes to the students.
c. To conduct teaching learning process in a technologically mediated environment.
e. To stay committed to its social responsibility towards the surrounding communities.

6.2 Does the Institution has a management Information System

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

6.3.1   Curriculum Development

a. The college being affiliated to Gauhati University enjoys very little freedom to effect any change to the prescribed curriculum.
b. Even though the college being an affiliated one cannot but carry internal assessment of the students only through the written sessional examination, the college has made participation in departmental seminar, group discussion, and quizzes compulsory for all the students of major classes.

6.3.2 Teaching and Learning

a. Preparation of lesson plan and distributing the same to the concerned students before the teacher actually starts his lecture on a particular topic or chapter is made a quality benchmark for all teachers.
b. Assignments are given to the students with the instruction to write the same by using e-resources.
c. Students are grouped into advance group and backward group to arrange for tutorial classes with their different needs.
d. Paper presentation in seminar is made compulsory for the students of major classes.
e. Students' feedback on teachers' performance is collected to provide an opportunity to the teachers to further improve the quality of their teaching.
f. Teachers begin new topic or chapter in the syllabus by distributing a set of questions amongst the students to give an idea about the points of priority and areas requiring them to focus on.
g. More time in the classes is devoted for interaction so as not to leave the students with any doubt in their mind.

6.3.3 Examination and Evaluation

While external examination are conducted as per the guidelines of the affiliating university the performances of the internal examinations are calculated on the basis of the concerned student's performances in the sessional examination, participation in the departmental level seminar and workshop etc.

6.3.4 Research and Development

a. The college authority readily facilitates the grant of study leave to any teacher wanting to pursue any research programme.
b. More and more teachers are now implementing Minor Research Project.
c. 3 no of teachers have got Ph D. and more are registering for Ph D.
d. Teachers pursuing research work are encouraged by giving reduced work.
e. Preparation of paper and its presentation in the departmental seminar is compulsory for all major students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> a. The college library has acquired the library software SOUL8.1 and now the automation process is going on.
>
> b. More journals and reference books have been added to the existing stock.
>
> c. Two browsing centres have been opened for students.
>
> d. The library is linked with inflibnet which enables the teachers and students to access all the e-resources available in the portal

6.3.6 Human Resource Management

> a. In addition to their class work the teachers assist the administration on the occasion of new admission and filling in the form by the students for the final examination.
>
> b. The teachers play vital part in organizing annual college week as well as various co-curricular and extra-curricular activities within and outside the campus.
>
> c. The teachers are conveners and members of various committees made for different administrative works formed by the governing body of the college time to time.
>
> d. In-house training programmes are organized for both the teaching and non-teaching staffs to increase the competency in their respective work.
>
> e. The students' union of the college is involved in disseminating certain information pertaining to students' welfare.

6.3.7 Faculty and Staff recruitment

> a. In the matter of recruitment of teachers the Governing Body of the college follows the policy and norms set by the state government based on the current UGC regulation.
>
> b. Advertisement seeking applications from prospective candidates for all new and vacant post are duly published in the local newspaper.

6.3.8   Industry Interaction / Collaboration

6.3.9   Admission of Students

a.   The college follows the admission policy framed by the state government.
b.   The college follows the reservation policy of the state government in regarding to the admission of ST, SC and OBC students.

6.4 Welfare scheme for

Teaching	Bijni College Cooperative Society
Non teaching	Bijni College Cooperative Society
Students	

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	No		No	
Administrative	Yes	Govt. Audit	No.	

6.8 Does the University/ Autonomous College declare 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?

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

6.11 Activities and support from the Alumni Association

> The former students associate themselves in organizing various events like the Annual College week, departmental seminar, inter college football tournament, extension programme organized inside and outside the campus of the college.

6.12 Activities and support from the Parent – Teacher Association

a. Parent-Teacher Association gets involved in organizing all major activities of the College.

b. The association in its meetings deliberates on many important issues relating to improvement in the academic environment of the college particularly issues like regularity of students' attendance in class, maintenance of proper discipline in the college campus etc.

6.13 Development programmes for support staff

> The support staffs are given guidance on the promotional avenues open to them.

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

> a.   Proper drainage system has been built in the campus to stop water from stagnating.
>
> b.   Science laboratories are equipped with proper drainage system to allow pollutant and obnoxious chemicals to be disposed of in safer location thus stopping them from causing damage to the environment.
>
> c.   The college community regularly plant trees on various occasions.

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.

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

beginning of the year

1.More than 6(six)computers were purchased for the library and internet centres.

2.Two faculty development programme were organized by the IQAC to impart in-house training to the teachers on computer application as well as on operation of the smartboard.

3.Documentation and recordkeeping of all curricular and cocurricular activities have been a priority for all the departments.

4.New network of drains have been constructed within the campus to prevent water logging and faster disposal of laboratory waste .

5.Wifi service is extended to all the departments and block.

6.Under the banner of 'Curricular Enrichment Programme'the major students were imparted training on how to prepare a seminar in proper form.

7.a. With financial assistance from UGC a National Seminar on 'life and works of Lakshminath Bezbaruah'was held in the college .

b.With financial assistance from UGC a National Workshop 'Indian Cork industry and Trditional puppet dance'was held in the college.

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

> i. (Details provided in annexure – iii)

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

7.4 Contribution to environmental awareness / protection

> a. A day long Workshop cum awareness Programme on 'Sensitization on biodiversity &climate change was held with financial assistance from Assam Science Technology & Environment Council.

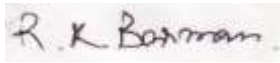7.5 Whether environmental audit was conducted?   Yes   ☐   ☐

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

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

> 1. To arrange for more in-house faculty development programme.
> 2. To make library services fully automated.
> 3. To hold induction programme for the newly admitted students in a more organized manner.
> 4. To make PowerPoint presentation compulsory for the participants in the departmental seminars and arrange necessary training session to facilitate its implementation.
> 5. To arrange to provide one computer each to all the departments.
> 6. To provide internet connectivity to the departments through wi-fi.
> 7. To document and give proper shape to the Sexual harassment committee.
> 8. To extend infrastructural facilities for the students.

Name : Ranjit Kumar Barman   *Name :Dr.Birhash giri Basumatary*

R. K. Barman.

_____
Signature of the Coordinator, IQAC

_____
Signature of the Chairperson, IQAC

_____***_____