

**UjaniMajuliKherkatia College, P.O. Ratanpur Miri, Majuli  
Dist. Jorhat -785105, Assam**

**The Annual Quality Assurance Report (AQAR) of the IQAC  
For 2017-18.**

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, 2012 to June 30, 2013)*

**Part – A**

**I. Details of the Institution**

1.1 Name of the Institution :

**Ujani Majuli Kherkatia College**

1.2 Address Line 1:

**P.O- Ratanpur Miri, Majuli**

Address Line 2 :

**P.S- Jengraimukh**

City/Town :

**District- Majuli**

State :

**Assam**

Pin Code :

**785105**

Institution e-mail address :

[u.m.k.college@gmail.com](mailto:u.m.k.college@gmail.com)

Contact Nos.:

**9101259751,7002035525**

Name of the Head of the Institution:

**Dr. Dharmeswar Pegu**

Tel. No. with STD Code:

**03775-271577 (Non functional)**

Mobile:

**9101259751, 7002035525**

Name of the IQAC Co-ordinator:

**Prof. Kaliram Kuli**

Mobile:

**7002035525**

IQAC e-mail address:

- 1) [u.m.k.college@gmail.com](mailto:u.m.k.college@gmail.com)
- 2) [kaliramkuli60@gmail.com](mailto:kaliramkuli60@gmail.com)

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

**ASCOGN12145**

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

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

**EC/35/102 Dated 28-02-2005**

1.5 Website address:

**www.umkcollege.org**

Web-link of the AQAR:

**www.umkcollege.org**

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>C+</b>	<b>61.40</b>	<b>2005</b>	<b>5 years</b>
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

**01-08-2005**

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

**2017-18**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC *((for example AQAR 2016-17 submitted to NAAC on.....))*:

- i. **AQAR of 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 are yet to be submitted/uploaded in the website**

### 1.10 Institutional Status

University State ☒ Central ☐emed ☐ 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 ☒ Science ☐ Commerce ☐ Law ☐ PEI (Phy Edu) ☐

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

Others (Specify)

Nil

**Dibrugarh University, Assam**

### 1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University **No**

University with Potential for Excellence **No**

UGC-CPE **No**

DST Star Scheme **No**

UGC-CE **No**

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

Nil

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

04

Faculty

02

Non-Teaching Staff /Students

01

Alumni

1

Others

Nil

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

☐

No

☒

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	International	National	State	Institution Level
<b>1</b>	<b>Ni</b>	<b>Nil</b>	<b>Nil</b>	<b>1</b>

(ii) Themes

**Workshop on Financial Education to Middle Income Group i.e college teachers.**

#### 2.14 Significant Activities and contributions made by IQAC

- 1. A mini Botanical Garden has been opened (Medicinal Plants) in the College Campus on 25-10-2017.**
- 2. A mini Cultural Museum has also been started at the Indoor Stadium on 29-10 2017 to showcase traditional cultures of the people of this area.**

#### 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements

*\* Attach the Academic Calendar of the year as Annexure. : **Attached***

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

Management ☒      Syndicate ☐      other body ☐

Provide the details of the action taken

**The GB in its meeting held on 27-07-2018 has approved the AQAR of 2017-18 and recommended for onward submission to the NAAC.**

## Part – B

### Criterion – I

#### I. 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	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	1	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	<b>1</b>			
Interdisciplinary	Nil			
Innovative	Nil			

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

##### (ii) Pattern of programmes:

Pattern	Number of programs
Semester	1
Trimester	Nil
Annual	Nil

##### 1.3 Feedback from stakeholders\* Alumni

(On all aspects)

☐

Parents

☒

Employers

☐

Students

☒

Mode of feedback :Online

☐

Manual

☒

Co-operating schools (for PEI)

☐

*\*Please provide an analysis of the feedback in the Annexure*

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

No

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
<b>16</b>	<b>08</b>	<b>08</b>	<b>Nil</b>	<b>Nil</b>

2.2 No. of permanent faculty with Ph.D.

**03**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
<b>1</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>1</b>	<b>Nil</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty

**Nil**

**Nil**

**06**

2.5 Faculty participation in conferences and symposia:

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

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

--

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

**214**

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

**Nil**

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

**Nil**

**Nil**

**Nil**

.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Sem. I	202	Nil	2	10	50	30.69
BA Sem. II	197	Nil	10	13	78	51.27
BA Sem. III	149	Nil	2	6	24	21.48
BA Sem IV	115	Nil	3	09	52	55.65
BA Sem V	122	Nil	3	15	38	45.90
BA Sem VI	77	Nil	10	13	14	48.05

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

**One of the objectives of IQAC is to ensure maintenance of quality teaching learning process through improvement of academic and administrative performance of the College. In order to achieve the objectives ,the IQAC ensures :**

- (i) **Timely completion of syllabi (teaching units) of the curriculum.**
- (ii) **Continuous & Comprehensive In-Semester evaluation of learners through Sessional Tests, Group Discussions, Seminars, Home assignments etc.**
- (iii) **To ensure regular attendance of students.**
- (iv) **Maintenance of conducive academic atmosphere based on moral values.**

**In-semester and End-semester Evaluation system are done as per the Academic Calendar prescribed by the affiliating University. In the In-Semester Evaluation it is ensured that a minimum of two Sessional Tests and at least one Departmental Seminar for each class are conducted in a Semester duration. Every student is encouraged and required to present a seminar Paper on the subject of his choice within the syllabus. In addition, students are given Home Assignments on certain topic within the syllabus to be submitted in stipulated time. No student is allowed to appear in the End-Semester Examinations unless he/she fully adheres to the In-Semester Evaluation processes. End-Semester examinations are conducted at the end of Semester duration as per programs announced by the affiliating University.**

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.	
Faculty Improvement Programme conducted by the Indian Institute of Entrepreneurship, Guwahati	



## 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	<b>9</b>	<b>3</b>	<b>Nil</b>	<b>4</b>
Technical Staff	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

## Criterion – III

### 3. Research, Consultancy and Extension

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

**The IQAC always encourages research activities in the College. But most of the senior faculty members are on the threshold of their services. So they are naturally reluctant to undertake Research Work. On the other hand, most of the new comers have either MPhil or Ph.D Degree at their entry level. So in recent time there exists a Research Climate in this College.**

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Outlay in Rs. Lakhs	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Outlay in Rs. Lakhs	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Non-Peer Review Journals	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
e-Journals	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Conference proceedings	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	NA	NA	NA	NA	NA

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<b>Nil</b>
	Granted	<b>Nil</b>
International	Applied	<b>Nil</b>
	Granted	<b>Nil</b>
Commercialised	Applied	<b>Nil</b>
	Granted	<b>Nil</b>

3.17 No. of research awards/recognitions received by faculty and research fellows of the institute in the year 2017-18.

Total	International	National	State	University	Dist	College
<b>1</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

**Nil**

**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

**02**

State level

**10**

National level

**Nil**

International level

**Nil**

3.22 No. of students participated in NCC events:

University level

State level

National level

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

**02**

National level

**Nil**

International level

**Nil**

### 3.25 No. of Extension activities organized

University forum	<b>Nil</b>	College forum	<b>Nil</b>	Any other	<b>Awareness Programme- 2</b>
NCC	<b>Nil</b>	NSS	<b>2</b>		

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

- **A flood relief operation was conducted by the NSS volunteers and NCC Cadets of this College on 23-08-2017 in the villages submerged due to breach of Tekeliphuta—Bechamara Brahmaputra Dyke at Sonowal Kachari village in the eastern most part of Majuli.**
- **An awareness procession was conducted by the NSS volunteers and NCC Cadets of this College on 23-09-2017 under ‘SWACCHA BHARAT ABHIJAN’.**

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total in Rs.
Campus area	<b>7.3 Acre</b>	<b>Nil</b>	<b>NA</b>	<b>NA</b>
Class rooms	<b>16</b>	<b>Nil</b>	<b>NA</b>	<b>NA</b>
Laboratories	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Seminar Halls	<b>1</b>	<b>An auditorium is under construction</b>	<b>State Govt.</b>	<b>2570000</b>
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others : Administrative Building		<b>Extension</b>	<b>UGC</b>	<b>1700000</b>

#### 4.2 Computerization of administration and library

**Computerised**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value in Rs.	No.	Value in Rs.	No.	Value in Rs.
Text Books	<b>8920</b>	<b>1784000</b>	<b>80</b>	<b>16000</b>	<b>9000</b>	<b>1800000</b>
Reference Books	<b>3950</b>	<b>1382500</b>	<b>250</b>	<b>200000</b>	<b>4200</b>	<b>1582500</b>
e-Books						
Journals	<b>7</b>	<b>315 (PM)</b>	<b>Nil</b>	<b>Nil</b>		<b>3780 (Yrly)</b>
e-Journals	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Digital Database	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
CD & Video	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Others (specify)	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	<b>30</b>		<b>1</b>	<b>1</b>	<b>18</b>	<b>3</b>	<b>7</b>	
Added	<b>Nil</b>	---	---	---	---	---	---	
Total	<b>30</b>		<b>1</b>	<b>1</b>	<b>18</b>	<b>3</b>	<b>7</b>	

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

**Training on Basic Computer Education has been provided to 10 nos. of students.**

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	<b>0.24</b>
ii) Campus Infrastructure and facilities	<b>1.93</b>
iii) Equipments	<b>0.45</b>
iv) Others	<b>1.75</b>
<b>Total :</b>	<b>4.37</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC has convened the Annual interactive meeting of the Principal, faculty and students on 16-08-2017 to brief the Academic Calendar, Student Support Services provided by the College and on the duties and responsibilities of the students for keeping high degree of academic environment of the College based on moral values. In particular, students are encouraged to make use of the Indoor Sports Training Facilities created & run in collaboration with the All Assam Pencak Silat Association, Pioneer Martial Art sporting organisation, of Assam.

#### 5.2 Efforts made by the institution for tracking the progression :

In recent years the College has made a number of efforts to enhance its infrastructure-physical, academic, ICT etc. An Indoor Sports Training Facilities and an Outdoor Stadium have been constructed. A well equipped ICT Room is proposed to be constructed. Construction of an Auditorium is in continuous mode and likely to be completed soon. More ICT enabled class rooms are proposed to be operational in the coming years.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
508	NA	NA	Nil

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men

Women

No	%
214	42.13

No	%
294	57.87

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
5	22	426	88	Nil	541	3	21	414	70	Nil	508

Demand ratio 100 %Dropout 2%- Less than 5 %

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

No Coaching classes were conducted during the year for entry into various services.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	NA	SET/SLET	NA	GATE	NA	CAT	NA
IAS/IPS etc	NA	State PSC	NA	UPSC	NA	TET	NA

5.6 Details of student counselling and career guidance

**There is a Counselling and Career Guidance Cell in the College with Prof.Vidhan Kumar as the Co-ordination. The students are advised to keep close touch with the Cell for any career information.**

No. of students benefitted

Nil

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
NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

**No such programme has been organised during the reporting period.**

5.9 Students Activities

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

State/ University level 15 National level Nil International level Nil

No. of students participated in cultural events

State/ University level Nil National level Nil International level Nil

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

Sports : State/ University level 1 National level Nil International level Nil

Cultural: State/ University level Nil National level Nil International level Nil

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	<b>Nil</b>	<b>Nil</b>
Financial support from government (Free admission)	<b>419</b>	<b>1511903</b>
Financial support from other sources (Ishan Uday)	<b>1</b>	<b>85000</b>
Number of students who received International/ National recognitions	<b>Nil</b>	<b>Nil</b>

### 5.11 Student organised / initiatives

Fairs : State/ University level **Nil** National level **Nil** International level **Nil**  
Exhibition: State/ University level **Nil** National level **Nil** International level **Nil**

### 5.12 No. of social initiatives undertaken by the students

**2**

### 5.13 Major grievances of students (if any) redressed:Nil

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**VISION:** The prime vision of this institution is to make itself a Centre of Higher Learning based on high moral values, particularly for the students belong to under-privileged groups which constitute the body of the society surrounding the College by disseminating best possible knowledge and information through ideal academic environment to its stakeholders.

**MISSION:** In order to realize these goals in particular, the College, ever since its inception endeavours tirelessly towards creating a conducive academic environment, both physical and academic, with a group of dedicated teachers, employees and social workers in the decision making body by moulding the character of students with high moral quality, honesty, fellow-feeling, co-operation and secularism .

#### 6.2 Does the Institution has a Management Information System

**Presently the College does not have MIS. It is under process and expected to be operational shortly. Online admission system has been introduced from the current academic session. Information of all kinds are available on our website, in the library and in the office.**



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

6.3.1 Curriculum Development

**Curriculum is designed and adopted by the affiliating University. Although faculties of this College are not directly involved in curriculum designing, suggestions are provided by faculties. Questions on different subjects/courses are prepared by the faculties of the Departments of this College to contribute to the Question Bank of the University.**

6.3.2 Teaching and Learning

**In order to ascertain effective teaching in the class room, teachers prepare lesson plans for each class assigned to them. Students are appraised of the Academic Calendar prepared by the University at the very beginning of Academic Session and instructed to follow it in letter and spirit. Continuous In-Semester Evaluations and feed-backs are taken from students from time to time. Class Seminars, Group Discussions, Home Assignments etc. are the features in In-Semester Evaluation System. Remedial Coaching is provided to the slow learners. Class Diary and lesson plans are maintained by individual teachers and monitored by the HODs.**

6.3.3 Examination and Evaluation

**In-semester and End-semester Evaluation systems are followed in compliance of the Semester guidelines issued by the affiliating University. In the In-Semester Evaluation , it is ensured that a minimum of two Sessional Tests and at least one Departmental Seminar for each class are conducted in a Semester duration. Each student is encouraged and required to present a Seminar Paper on a relevant topic of the concerned subject. In addition, students are given Home Assignments on certain topics within the syllabus to be submitted in stipulated time. No student is allowed to appear in the End-Semester Examination unless he/she fully adheres to the In-Semester Evaluation processes. End-Semester Examinations are conducted at the end of Semester duration as per programmes chalked out by the University.**

6.3.4 Research and Development

Presently no research work is undertaken by any of our faculty.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**The College has a computerised library with reading room facility for 100 students. Recently the capacity of the Library has been enhanced by an extension work of its building with assistance from the UGC. Continuous efforts are being made to enrich the library with books and journals.**

**A number of computers with internet connectivity have been installed in recent years in order to improve ICT facilities which would enable students to learn computer application and widen their horizon of knowledge in different subjects.**

**Indoor Sports Training Facilities have been developed recently and the sports activities run in collaboration with the Assam Pencak Silat Association, a pioneer sports organisation in Assam in Martial Art. Physical Training is provided for fitness by experts from the collaborating organisation. The College has also constructed an outdoor stadium with a Pavilion and Gallery.**

**The auditorium under construction is almost complete.**

#### 6.3.6 Human Resource Management

**We have well laid policy for recruitment and upward mobility of Human Resource. Recruitment is made as per the guidelines adopted by the UGC and the State Government. There is a Departmental Promotion Committee in each Department that makes recommendation for appointment and promotion of teachers and employees.**

#### 6.3.7 Faculty and Staff recruitment

**The College follows the State Govt. guide lines for recruitment of Faculty and Staff against sanction post. In case of recruitment of faculty, guide lines conform to the UGC guide lines. Guide lines are issued from time to time. Contractual recruitments are also made to meet temporary requirements of faculties or other staff.**

#### 6.3.8 Industry Interaction / Collaboration

**No**

#### 6.3.9 Admission of Students

**There is a Admission Committee constituted with the Head of the Departments with the Co-ordinator of the IQAC as the Convenor. Being purely a rural College located in a tribal populated remote area, almost all the applicants have to be admitted irrespective of qualities of students i.e good or bad. So admission of students does not require special arrangement/policies so far. Thankfully, the Government of Assam has decided to waive out admission fees of the students from the academic session 2017-18.**

6.4 Welfare schemes for

Teaching	<b>Nil</b>
Non teaching	<b>Nil</b>
Students	<b>PMS is provided to ST, SC and OBC students by the Govt. Free admission is accorded to meritorious general students also by the College.</b>

6.5 Total corpus fund generated

Nil

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	<b>No</b>	<b>NA</b>	<b>No</b>	<b>NA</b>
Administrative	<b>No</b>	<b>NA</b>	<b>No</b>	<b>NA</b>

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☐

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

The university has made certain changes and reforms in the patterns of the examinations and syllabi and keeping in mind the challenges and practical importance of Higher Education. For this purpose internal assessment has been given due importance, laying emphasis on continuous evaluation and face to face interaction, viva-voce and objective types of questions in compulsory and Honours subjects.

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

The University promotes autonomy to Colleges on conduction of self reliance of a particular institution/College in matters of collection of funds, student strength and sound management system. Only a few selected Colleges have been given autonomous College status by Dibrugarh University.

#### 6.11 Activities and support from the Alumni Association

**A meeting of the Alumni Association was held on 04-10-2017 to discuss on some issues like infrastructure and improvement of academic environment. The meeting has decided to contribute from all its members for renovation of the College Canteen.**

#### 6.12 Activities and support from the Parent –Teacher Association

**A periodical Parent-Teacher meeting on academic environment was held on 31-08-2017. The meeting stressed upon regular classes, timely completion of syllabi and strict to In-Semester Evaluation Processes.**

#### 6.13 Development programmes for support staff

The support staff of the college are provided short term trainings organised by the Director of Higher Education, the District Administration and the university. The college sends them for such programs as required. However, whereas most of the permanent support staff have retired, only temporary staff have to be trained.

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

**Plantation of plants (2) Gardening (3) Awareness programme against alcohol and Drugs abuse (4) Tobacco Free Campaign are taken to make the College campus eco-friendly.**

## Criterion – VII

### 7. Innovations and Best Practices

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

**The College has developed an Indoor Sports Training Facilities within its campus. In collaboration with ‘The Assam Pencak Silat Association,’ a pioneer sports organisation in Martial Art, the College conducts Physical Fitness Training Programme along with other Indoor Sports training to students as well as local aspirants. A Memorandum of Understanding was signed between the College and the Association in this regard on 29-10-2017. The 2<sup>nd</sup> Assam Pencak Silat Championship was held at this Sports Complex successfully on 7<sup>th</sup> & 8<sup>th</sup> April 2018. A number of our students took part in the competition and came out successful.**

**A mini Botanical Garden (Medicinal Plants) has been started in the College Campus on 25-10-2017. A mini Cultural Museum has also been started at the Indoor Stadium on 29-10-2017 to showcase traditional cultures of the people of this area.**

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

**1. The academic & non academic programmes were held on time as per the Academic Calendar.**

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

- 1. The College always tries to keep it environmentally clean. A number of plantation programmes have been organised in the last year including the programme on World Environment Day on 05-06-2018.**
- 2. “Energy Conservation is Energy production” is one of the Slogans of this College. So, at the Annual Interactive meeting held in the very beginning of academic session, everybody is informed about importance of Energy and its conservation.**

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

7.4 Contribution to environmental awareness / protection

**One ‘Environmental Awareness’ programme was organised in 27-03-2018 as a part of field**

7.5 Whether environmental audit was conducted?      Yes ☐      No ☒

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

Nil

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

A number of challenges have always been there in this College i.e. academic, financial, infrastructure etc. As has been pointed earlier, most of the students hail from ST, SC and Other Backward Communities of remote area and it is almost in-practicable to admit students on merit only. Academic performance of most of the students are below the average and marginal. As such student drop outs are also prominent. Even than efforts are always being made to develop education atmosphere to enhance quality education among the students. The College is not yet able to provide full ICT equipped class rooms on account of lack of financial resources. In the light of constrains faced and in order to improve overall academic quality and performance of students, marginally noted plans of action are proposed to be implemented.

1. Coaching classes will be managed.
2. Frequent Parents-Teachers meetings will be held.
3. The IQAC activities to be expedited to improve overall academic quality and performance of students.
4. At least two full ICT equipped class rooms be provided/facilitated.
5. NCC Boys (Sr.) Wing to be incorporated.

Name : Prof. Kaliram Kuli

Name : Dr. Dharmeswar Pegu

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
<b>6.1 Institutional Vision and Leadership</b>
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<b>AA</b>
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:
<b>Partial AA</b>
<b>6.2 Strategy Development and Deployment</b>
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
❖ Curriculum Development : <b>The College follows the curriculum developed and prescribed by the affiliating University. A few of our faculty members have contributed in Syllabi preparation in some curriculum.</b>
❖ Teaching and Learning : <b>It must be mentioned here that a majority of students (more than 95%) of this College hail from ST, SC, and Other Backward Communities and their standard is less than average in terms of academic performance.</b>
❖ Examination and Evaluation : <b>All the faculty members have involved in In-Semester Evaluation processes. Most of the teachers also have taken part in the End-Semester Evaluation processes as desired by the affiliating University.</b>
❖ Research and Development : <b>Nil</b>
❖ Library, ICT and Physical Infrastructure / Instrumentation : <b>Every efforts are being in continuous</b>

<b>mode for complete automation of the Library.A separate wellequipped ICT Room is proposed to be constructed with financial assistance from the Oil India Limited, Duliajan, Assam. Talks with the OIL is actively underway.</b>					
❖ Human Resource Management :					
❖ Industry Interaction / Collaboration :					
❖ Admission of Students : <b>There is a admission committee constituted with the Head of the Departments, the co-ordinator of the IQAC being the covenor.Being purely a rural College located in a tribal populated remote areaalmost all the applicants had to be admitted irrespective of education standardof students i.e good or bed.Thankfully, the Govt. of Assam has decided to waive out admission fees of the students from the academic session 2017-18.</b>					
6.2.2 : Implementation of e-governance in areas of operations:					
❖ Planning and Development					
❖ Administration :					
❖ Finance and Accounts :					
❖					
❖					
Ye ar	Name of teacher	❖ Student Admission and Support :	Name of the professional body for which membership fee is provided	Amount of support	
	<b>Nil</b>	❖ Examination :	<b>Nil</b>	<b>Nil</b>	
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	6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
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		Date and Duration (from – to)	
*****		*****		*****	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary
6.3.5 Welfare schemes for					
Teaching				Nil	
Non-teaching				Nil	
Students				Free admission	
<b>6.4 Financial Management and Resource Mobilization</b>					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)					



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/ Grants received in Rs.		Purpose
Nil		Nil		Nil
6.4.2 Total corpus fund generated :Nil				
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			Yes	GB
Administrative				
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
6.5.3 Development programmes for support staff (at least three)				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : Yes, but not counted.				
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 activity	Duration (from-----to-----)	Number of participants
2017-18				

## **CRITERIONVII –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-to)	Participants	
Nil	Nil	Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
Percentage of power requirement of the College met by the renewable energy sources

Nil

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Nil	Nil
Provision for lift	Nil	Nil
Ramp/ Rails	Nil	Nil
Braille Software/facilities	Nil	Nil
Rest Rooms	Nil	Nil
Scribes for examination	Nil	Nil

Special skill development for differently abled students		Nil		Nil		
Any other similar facility		Nil		Nil		
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration (from-----to-----)		Number of participants		
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
(1) <b>Plantation of trees</b> (2) <b>Gardening</b> (3) <b>Awareness programme against alcohol and Drugs abuse</b> (4) <b>Tobacco Free Campaign</b>						
7.2 Best Practices						
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link						
<b>The College has decided to exempt from admission fee to poor and meritorious students.</b>						
7.3 Institutional Distinctiveness						
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words						
<b>The College has developed an Indoor Sports Training Facilities in the College campus. In collaboration with ‘The Assam Pencak Silat Association,’ a pioneer sports organisation in Martial Art, the College conducts Physical Fitness Training Programme along with other Indoor Sports to students as well as local aspirants. A Memorandum of Understanding was signed between the College and the Association in this regard on 2017. The 2<sup>nd</sup> Assam Pencak Silat Competition was held at this Sports Complex successfully from 2017-2017. A number our students took part in the competition and came out successful.</b>						

## 8. Future Plans of action for next academic year (500 words)

A number of challenges have always been there in this College i.e. academic, financial, infrastructure etc. As has been pointed earlier, most of the students hail from ST, SC and Other Backward Communities of remote areas and it is almost in-practicable to admit students on merit only. Academic performance of most of the students are below the average and marginal. As such student drop outs are also prominent. Even than efforts are always being made to develop education atmosphere to enhance quality education among the students. The College is not yet able to provide full ICT equipped class rooms on account of lack of financial resources. In the light of constrains faced and in order to improve overall academic quality and performance of students, marginally noted plans of action are proposed to be implemented.

6. Coaching classes be taken rigorously.
7. Frequent Parents-Teachers Meet be held.
8. The IQAC activities be expedite to improve overall academic quality and performance of students.
9. At least two full ICT equipped class room be provided/facilitated.
10. NCC Boys (Sr.) Wing be incorporated.

Name: Kaliram Kuli

Name: Dr. Dharmeswar Pegu

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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

In-semester and End-semester Evaluation system are adopted in the light of the Semester guidelines issued by the affiliating University. In the In-Semester Evaluation, it is ensured that minimum of two Sessional Tests and at least one Departmental Seminar for each class are conducted in a Semester duration. Each student is encouraged and required to present a Paper on the subject of his choice within the syllabus. In addition, students are given home assignments on certain topic within the syllabus to be submitted in stipulated time. No student is allowed to appear in the End-Semester Evaluation/Examination unless he/she adheres to the In-Semester Evaluation processes. End-Semester Evaluations are conducted at the end of Semester duration as per programme adopted by the affiliating University.

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

The College follows the Academic Calendar prepared and adopted by the affiliating University (Dibrugarh University) in letter and spirit. All programme i.e. teaching, In-Semester, End-Semester Evaluation, election of Students Council, College Week and other co-curricular activities are normally held in the time slots fixed in the Calendar. The IQAC is entrusted to ensure timely holding of programmes prescribed in the Calendar.