

The Format for Annual Quality Assurance Report (AQAR) of the IQAC
Year: July 2010 – June 2011
Submitted to NAAC on 25/06/2014

Name of the Institution: **BIMALA PRASAD CHALIHA COLLEGE, NAGARBERA.**

Year of Report: **2010 - 2011**

Section A:

Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

For the year 2010 – 2011, the IQAC planned to improve the function of the college in the following way such as –

Plan of Action	Achievements
<p>1. Administrative Function:</p> <p style="padding-left: 40px;">a) Office automation. b) ICT (website) development.</p> <p>2. Teaching- Learning – Evaluation Function:</p> <p style="padding-left: 40px;">a) Faculty Development Programme. b) Capacity Building Programme. c) Skill Development Programme d) Organising Seminar.</p>	<p>1. Administrative Function:</p> <p style="padding-left: 40px;">a) Office automation upgraded b) ICT (website) developed.</p> <p>2. Teaching- Learning – Evaluation:</p> <p style="padding-left: 40px;">a) Faculty Development Programme on “<i>Current Trends in Research</i>”, 10/08/10 b) Organised Orientation Programme for BSc Students for familiarisation with Laboratory Equipments. c) Organised Workshop on Poetry Recitation. d) Organised Seminar on “<i>Career Counselling and Placement Guidance</i>” 11/02/11 e) Organised 15 Seminars/Workshop by different departments</p>

<p>3. Extension activity:</p> <ul style="list-style-type: none"> a) Capacity Development Programme by Science Forum. b) Awareness Programmes by NSS. c) Awareness Programmes by Women Empowerment Cell. d) Literary & Cultural Programmes by Sahitya Kanan. <p>4. Enhancement of the Infrastructure facility:</p> <ul style="list-style-type: none"> a) Improvement of Toilets facilities for Teachers. b) Construction of Additional Class Rooms. c) Laboratory Renovations (Chemistry). d) Campus development <p>5. Extra – Curricular activity:</p> <ul style="list-style-type: none"> a) Intra-college Volley Ball Competition. b) Intra-college Folk song Competition. c) Improving sports infrastructure. d) Procurement of sports items. e) Procurement of music items. <p>6. Promoting Research culture: Organising Seminar on <i>Application of Statistical method in Research.</i></p>	<p>3. Extension activity:</p> <ul style="list-style-type: none"> Ø Science Forum has celebrated- National <ul style="list-style-type: none"> i) Science Day on 28th February ii) World Environment Day on 05th June Ø Awareness Programmes on safe drinking water by NSS. Ø Woman health awareness camp by Women Empowerment Cell in collaboration with ACTA. Ø Sahitya Kanan Organised <ul style="list-style-type: none"> i) Literary Quiz Programmes ii) Spot poem writing competition. <p>4. Enhancement of the Infrastructure facility:</p> <ul style="list-style-type: none"> a) Constructed One Toilets for Teachers. b) Constructed one Additional Class Room. c) Laboratory Renovations (Chemistry) continued d) Improvement of Campus Road. <p>5. Extra – Curricular activity</p> <ul style="list-style-type: none"> a) Intra-college Volley Ball Competition held b) Intra-college Folk song Competition held. c) Improved Volley Ball court d) Procured Volley Ball, Foot Ball, Cricket Accessories & few Indoor Games materials. e) Procured few music items like Harmonium, Tabala, Guitar etc. <p>6. Promoting Research culture:</p> <ul style="list-style-type: none"> a) Organised Seminar on <i>Application of Statistical method in Research.</i>
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Section B:

Details in respect of the following (attach separate sheet).

1. Activities reflecting the goals and objectives of the institution.

The Goals & Objectives of the college is summarise as -

- Ø to make quality higher education available to economically backward and geographically isolated people of this area to create adequate opportunity for their easy exposure to the National mainstream.
- Ø to provide quality higher education to the students of greater Nagarbera area in particular and the students of the state and the Nation in general.
- Ø to provide vocational & skill based education to the students to face the challenges of the future boldly and efficiently.
- Ø to impart value based education to promote humanism and self reliance.
- Ø to instil scientific temper and creativity among the students.
- Ø to create awareness of a global perspective and to promote National integration and International understanding.
- Ø to impart quality education in and through modern ICT and encourage entrepreneurial quality.
- Ø to develop all-round personality of the students.
- Ø to serve the society in all possible ways for a prosperous, sustainable and peaceful co-existence.

Hence we:

- ✓ provided higher education with minimum cost.
- ✓ provided higher education to the students of greater Nagarbera area in more compatible way.
- ✓ provided vocational & skill based education in Computer Application, Spoken English, Human Rights.
- ✓ provided Remedial Coaching for the poor students as well as provided extra assistance to the advanced learners.
- ✓ Arranged different presentation programmes, competition programmes, capacity building programme to instil competitive temper and creativity among our students.

Ø “State Level Chemistry Olympiad” for class IX – XII organised every year by Department of Chemistry.

2. New academic programmes initiated (UG and PG): **Nil**

3. Innovations in curricular design and transaction: **N/A**

4. Inter-disciplinary programmes started: **Nil**

5. Examination reforms implemented: **Nil**

6. Candidates qualified: NET/SLET/GATE etc.: **Nil**

7. Initiative towards faculty development programme:

The IQAC initiated the following measures towards faculty development programme-

Ø Organised FDP on “*Current Trends in Research*”, 10/08/10

Ø Organised Institutional Seminar on “*Career Counselling and Placement Guidance*” 11/02/11

Ø Encouraged the faculties to participate in General Orientations Course (GOC) & Refreshers Course (RC) conducted by ASC-UGC

i) Refreshers Course attended by Faculty = 09

ii) General Orientations Course attended by Faculty = 01

Ø Encouraged the faculties to Present Papers / Participate in National / International Seminar/Workshop etc.

i) Presented Research Paper in National Seminar = 07

ii) Participated in National Seminar = 18

Ø Encouraged the faculties to initiate Research / Projects in their career.

8. Total number of seminars/workshops conducted:

The IQAC conducted the following Seminars / Workshops at different levels during the academic year of 2010 – 2011. (Table: 01)

Table: 01

SI	Level	Title	Event	Date
1	Department of Assamese	Assamese Phonology Special reference to Consonants	Seminar	17/03/11
2	Department of English	The Post Colonial Literature And Diaspora Group		13/11/11
3	Department of Arabic	Scientific and Literary value of the holy Quran		09/08/10
4	Department of Economics	Workshop on Group Discussion	Workshop	12/08/10
5	Department of Pol. Science	Reorganization of Indian Union , Issues and Challenges		06/09/10
6	Department of History	State Policy of the Ahom		10/09/10
7	Department of Education	Impact of SSA in Elementary Education.		19/12/10
8	Department of Geography	Chakrasila: A Bio-Diversity Hotspot	Workshop	05/10/10
9	Department of Statistics	Probability Distribution and its application		29/10/10
10	Department of Mathematics	Mathematics Learning: Is It a Fun ?		04/01/11
11	Department of Physics	The Photoelectric Effect and its Technological Application		06/01/11
12	Department of Chemistry	Role of Chemistry in Life Science.		03/03/11
13	Department of Zoology	Fresh Water Crab Diversity in Nagarbera Area		05/04/11
14	Department of Botany	Biodiversity and its Conservations in NE India		06/05/11
15	Inter departmental	Career Counselling and Placement Guidance		11/02/11

9. Research projects a) Ongoing; b) Completed

Ongoing: Nil	Completed: Nil
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10. Patents generated, if any: **Nil**

11. New collaborative research programmes: **Nil**

12. Research grants received from various agencies: **Rs. 1,81,333/ from UGC**

13. Details of research scholars:

The following teachers registered their name for PhD research under different University.

Sl	Name of Teacher	Designation/ Department	Scheme/ Agency	Research Centre	Registration year
1	Mr. R. K. Das	Lecturer, Sr. Grade, Botany	FIP / UGC	Dept. Of Botany, GU	2005
2	Mr. D. Chakravarty	Lecturer, Sr. Grade, Chemistry	FIP / UGC	Dept. Of Chemistry, GU	2005
3	Mr. B. K. Medhi	Lecturer, Education		Dept. Of Education, SU	2009
4	Mr. D. Kalita	Lecturer, Sr. Grade, Chemistry	FIP / UGC	Dept. Of Geography, RGU	2010
5	Mrs. G. Thakuria	Lecturer, Sl. Gr. Grade, Education	FIP / UGC	Dept. Of Education, GU	2010
6	Mr. N. A. Haque	Lecturer, Sr. Grade, Botany		Dept. Of Botany, GU	2010
7	Mr. S. B. Das	Lecturer, Botany	FIP / UGC	Dept. Of Botany, GU	2011

14. Citation index of faculty members and impact factor: **N/A**

15. Honors /Awards to the faculty: National and International: **Nil**

16. Internal resources generated: **Rs. 16, 16, 815/**

17. Details of departments getting assistance/recognition under SAP, COSIST

(ASSIST)/DST, FIST, and other programmes: **Nil**

18. Community services:

Besides the teaching & learning process the IQAC of our college is rendering a series of community services through its different units such as-

- Ø “State Level Chemistry Olympiad” for class IX – XII organised every year by Department of Chemistry.
- Ø Science Forum celebrated-
 - i) National Science Day on 28th February
 - i) World Environment Day on 05th June
- Ø Sahitya Kanan celebrated-
 - i) Sahitya Divas on 09th October
- Ø Women Empowerment Cell celebrated-
 - i) Women Empowerment Day on 08th March

In addition to that the NSS unit of our college also organised a series of programmes-

- Ø “NSS Day” celebrated on 24th September.
- Ø Cleanliness programme in Nagarbera Bazar area was conducted
- Ø Cleanliness programme in Nagarbera Hospital area was conducted
- Ø Above all the college observed “Foundation Day” every year on 26th August.

19. Teachers and officers newly recruited: **Nil**

20. Teaching – Non-teaching staff ratio: **2 : 1**

21. Improvements in the library services:

2009 - 2010		2010 - 2011	
Items	Number	Items	Number

Text Books	8856	Text Books	9302
Reference Books	4890	Reference Books	4932
Journals	05	Journals	07
Periodicals	07	Periodicals	07
News Papers	09	News Papers	09
Working Hours	08	Working Hours	08
Working Days	280	Working Days	282
Stuff Numbers	05	Stuff Numbers	05

22. New books / journals subscribed and their value:

Items	Numbers	Value in Rs.
Text Books	446	50,697/
Reference Books	42	6990/
Journals	02	2100/
Periodicals		
News Papers		

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback.

The assessment of the teacher was conducted by major students of all departments using a specially designed format. The subsequent feedback from the students were analysed and the outcome was reviewed by the college authority. Appropriate measures were taken up for improving the quality of the Institution.

24. Feedback from stakeholders

Feedback received from Parents, Alumni and Eminent Personalities who visited the college were elaborately discussed among the staff and steps were taken to improve the overall functioning of the college accordingly.

25. Unit cost of education: **Rs. 41,998/**

26. Computerization of administration and the process of admissions and examination results, issue of certificates: **Not Done.**

27. Increase in the infrastructural facilities:

Enhancement of the Infrastructure facility:

- e) Constructed One Additional Toilets for Teachers.
- f) Constructed one Additional Class Rooms.
- g) Laboratory Renovations (Chemistry) continued
- h) Improvement of Campus Road.

28. Technology up-gradation:

- i) Purchased teaching equipments.
- ii) Purchased five Computers.
- iii) Purchased sports materials.

29. Computer and internet access and training to teachers, non-teaching staff

and students:

- i) Computer literacy programme for non-teaching staff held on 02/08/10
- ii) Computer and internet access and training programme for both Administrative & 4th grade employees was conducted.
- iii) Computer literacy programme for students under six month certificate course of Computer Application was held.

30. Financial aid to students:

Our college provided financial aid to the economically poor but meritorious students under the Student Aid Fund Scheme.

31. Activities and support from the Alumni Association:

The Alumni Association is always proactive in the development of the college. The Association has been rendering its active support on student progression also.

32. Activities and support from the Parent-Teacher Association:

The Parent – Teacher Association of B. P. Chaliha College is actively engaged in the field of student support and progression aspects.

33. Health services:

The Health Care Centre under IQAC is taking initiative regarding the health services towards the students and employees during the working hour of the college. The local doctors and

other medical staff are always very much associative to us.

34. Performance in sports activities:

The Students and Teachers Recreation Centre under IQAC organised games & sports event periodically. As a result the performance of the students getting better.

35. Incentives to outstanding sportspersons: **N/A**

36. Student achievements and awards:

In Games & Sports our students achieved to join in the event organised by our University level but yet to catch award.

37. Activities of the Guidance and Counselling unit:

Career Guidance & Counselling Centre under IQAC working for counselling and career guidance for the student of B. P. Chaliha College, Nagarbera.

38. Placement services provided to students:

The Placement Cell & Career Guidance & Counselling Centre under IQAC providing information services for our out-going students for the placement in Govt. and Non Govt. service

39. Development programmes for non-teaching staff:

The IQAC has arranged Skill Development Programme, Capacity Building Programme, and trained the non-teaching staff for enhancing work culture in office.

40. Good practices of the institution:

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| i) | Practice of Meditation by all teachers & students |
| ii) | Know Your Teachers (KYT) |

41. Linkages developed with National/ International, academic/research bodies: **Nil**

42. Action Taken Report on the AQAR of the previous year (2009 – 2010):

The IQAC is maintaining the momentum of quality consciousness in teaching & learning. It tried to channelize and systematize the efforts of our institution towards academic excellence, by planning, guiding and monitoring quality assurance to become a driving force to remove deficiencies and enhance quality. To achieve the goal, the IQAC planned and acted as tabulated below –

SI	Plan	Action	Source of Fund
1	Office automation	Office automation Software installed	College Fund
2	ICT (website) development	Renewed the Registration & Redesigned the site	College Fund
3	Faculty Development Programme	Organised Faculty Development Programme on “ <i>Knowledge is a Key Resource for Sustainable Development</i> ”	College Fund
4	Skill Development Programme	Organised Faculty Development Programme on “ <i>Knowledge is a Key Resource for Sustainable Development</i> ”	College Fund
5	Capacity Building Programme	Organised Capacity Building Programme for 3 rd year degree Students	UGC/ College Fund
6	Organising Seminar	Organised Ten Departmental Seminar.	UGC/ College Fund
7	Organising Workshop	Organised Departmental Two Workshop	UGC/ College Fund
8	Capacity Development Programme by Science Forum	Organised Capacity Development Programme for BSc Major students by Science Forum.	UGC/ College Fund
9	Awareness Programmes	Organised Awareness Programmes by NSS.	UGC/ College Fund

	by NSS		
10	Women Empowerment Programme	Organised Awareness Programmes by Women Empowerment Cell	UGC/ College Fund
11	Literary & Cultural Programmes by Sahitya Kanan	Organised Literary & Cultural Programmes by Sahitya Kanan	UGC/ College Fund
12	Improvement of Toilets facilities for Women	Improved the Existing Toilets facilities for Women	UGC/ College Fund
13	Construction of Class Rooms	Construction of Additional Class Rooms was completed.	UGC/ College Fund
14	Laboratory Renovations (Chemistry).	Laboratory Renovations (Chemistry) was done.	UGC/ College Fund
15	Construction of Women Hostel.	Continued the Construction of Women Hostel	UGC/ College Fund
16	Improving sports infrastructure	Earth work was done on the play ground	College Fund
17	Procurement of sports items	Foot Ball, Volley Ball, Cricket Accessories were procured	College Fund
18	Procurement of music items	Few music items were procured	College Fund
19	Organising Seminar on “Research Methodology”	Organised Seminar on “ <i>Research Methodology</i> ”	College Fund

43. Any other relevant information the institution wishes to add:

<p>Relevant Information of the Institution:</p> <p>i) In addition to the regular UG (Arts & Science) programme, our college has been providing Higher Secondary (10 + 2), (Arts & Science) courses with the existing faculty members and infrastructures as per order of the State Government.</p> <p>No. Of HS (Arts) Students = 384</p> <p>No. Of HS (Sc) Students = 90</p>

Total HS Students = 474

Total UG Students = 462

Grand Total = **936**

- ii) Presently the demand for enrolment is increasing in our college, whereas the required facility is not at par. Of-course we are trying to meet the additional requirement.

Section C:

Outcomes achieved by the end of the year (attach separate sheet if required).

The following Outcomes are achieved by the end of the year-

- ✓ Under the Core Committee of IQAC and with the cooperation of its different sub committees, the college was enriched by different research & extension activities besides the teaching –learning activities. As a result the function of the college achieved a significant improvement in its quality.
- ✓ The IQAC has taken initiatives to procure Books & Journals for library, Equipments for laboratory, Computers for office & library, Sports & Music items for students. As a result the function of the college achieved a significant improvement in its quality.
- ✓ The IQAC has taken initiatives to complete the construction of additional class room & college canteen. As a result the function of the college achieved a significant improvement in its quality.
- ✓ The IQAC is maintaining the momentum of quality **consciousness** in teaching & learning. It tries to **channelize** and **systematize** the efforts and measures of this institution towards academic excellence. Hence work as a means for **planning, guiding and monitoring** quality assurance to become a **driving force** to **remove deficiencies** and **enhance quality**

Section D:

Plans of the HEI for the next year, (ie. 2011 – 2012)

For next year, (2011 – 2012) IQAC planned to improve the function of the college in the following area such as –

1. Administration:
 - a) Office automation
 - b) ICT (website) development
 - c) CC Camera installation
 - d) Biometric Device for keeping Attendance of all staff

2. Teaching- Learning – Evaluation:
 - a) Increasing number of classes and strict adherence to Academic Calendar
 - b) Faculty Development Programme
 - c) Capacity Building Programme
 - d) Skill Development Programme
 - e) Organising Seminar
 - f) Organising Workshop

3. Extension activity:
 - a) Capacity Development Programme by Science Forum
 - b) Awareness Programmes by NSS
 - c) Awareness Programmes by Women Empowerment Cell
 - d) Literary & Cultural Programmes by Sahitya Kanan
 - e) To create Green Environment by Plantation in the college campus

4. Enhancement of the Infrastructure facility:
 - a) Improvement of Toilets facilities for Students
 - b) Construction of Additional Class Room.
 - c) Laboratory Renovations
 - d) Construction of Women Hostel
 - e) Improvement of Existing Facilities
 - f) Improving sports infrastructure

5. Extra – Curricular activity

- a) Organising Intra class Literary Competition
- b) Organising Intra class Volley Ball Competition
- c) Organising Intra class Folk Song Competition
- d) Organising Intra class Short Story writing Competition
- e) Organising Intra class Debate Competition

6. Promoting Research culture:

- 1. Organising Seminar on “*Role of Education in shaping Mental Health*”.

*Name & Signature of the
Chairperson, IQAC*

*Name & Signature of the
Coordinator, IQAC*

*Name & Signature of the
Jt. Coordinator, IQAC*

(Dr. B. B. Panda)

(Prof. S. C. Thakuria)

(Dr. D. Chakravarty)