

The Format for Annual Quality Assurance Report (AQAR) of the IQAC
Year: July 2011 – June 2012
Submitted to NAAC on 25/06/2014

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

Year of Report: **2011 - 2012**

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 2011 – 2012, 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 development. c) Introducing Biometric Device. d) Installing CC Camera.</p> <p>2. Teaching- Learning – Evaluation Function:</p> <p style="padding-left: 40px;">a) Enhancing number of classes. b) Strictly follow up the annual academic calendar. c) Faculty Development Programme. d) Capacity Building Programme. e) Skill Development Programme. f) Organising</p>	<p>1. Administrative Function:</p> <p style="padding-left: 40px;">a) Office automation upgraded. b) ICT (website) developed. c) Biometric Device installed for registering daily attendance of all staff. d) 10 numbers of CC Cameras were installed in library, office, Principal’s chamber & verandas.</p> <p>2. Teaching- Learning – Evaluation:</p> <p style="padding-left: 40px;">a) Restructuring the daily class routine & enhanced number of classes. b) Strictly followed the annual academic calendar. c) Arranged Faculty Development Programme on “<i>Quality Assurance in Higher Education</i>”, 10/08/11</p>

<p style="text-align: center;">Seminar/workshop.</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. e) To create Green Environment by Plantation in the college campus. <p>4. Enhancement of the Infrastructure facility:</p> <ul style="list-style-type: none"> a) Improvement of Toilets facilities. b) Construction of one 	<ul style="list-style-type: none"> d) Organised Orientation Programme for TDC 1st Semester Students on “<i>How to use Library</i>”. e) Organised Workshop on “<i>Writing Skill Development</i>” f) Organised Seminar on “<i>Health is Wealth</i>”. g) Organised 15 Seminars/Workshop by different departments. <p>3. Extension activity:</p> <ul style="list-style-type: none"> Ø Science Forum has celebrated- <ul style="list-style-type: none"> i) National Science Day on 28th February. ii) World Environment Day on 05th June Ø Awareness Programmes on safe drinking water by NSS. Ø Cleanliness programme in Nagarbera Bazaar area by NSS. Ø Popular Talk on Health Awareness of girls students by Women Empowerment Cell. Ø Sahitya Kanan Organised <ul style="list-style-type: none"> i) Extempore Speech competition Programmes ii) Short Story writing competition. <p>4. Enhancement of the Infrastructure facility:</p> <ul style="list-style-type: none"> a) Two Toilets improved with running water facilities.
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<p>Additional Class Room.</p> <ul style="list-style-type: none"> c) Laboratory Renovations (Botany). d) Construction of Women Hostel. e) Improvement of Existing facilities. f) Improving sports infrastructure <p>5. Extra – Curricular activity:</p> <ul style="list-style-type: none"> 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 <p>6. Promoting Research culture: Organising Seminar on “<i>Role of Education in shaping Mental Health</i>”</p>	<ul style="list-style-type: none"> b) Constructed one Additional Class Rooms. c) Botany Laboratory was Renovated. d) Improved drinking water facilities by installing Aqua guard. e) Furniture purchased. f) Teaching & Laboratory Equipments purchased. g) Construction of Women Hostel restarted. h) Developed the Playground. <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) Intra-college Literary Competition held. d) Intra-college Debate Competition held. e) Intra-college Short Story writing Competition held. <p>6. Promoting Research culture:</p> <ul style="list-style-type: none"> a) Organised Seminar on “<i>Role of Education in shaping Mental Health</i>”, 09/02/12
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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.

Such as-
“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 initiate the following towards faculty development programme-

- Ø Arranged Faculty Development Programme on “*Quality Assurance in Higher Education*”
- Ø Organised Institutional Seminar on Organised Seminar on “*Health is Wealth*”.
- Ø Encouraging the faculties to participate in GOC & RC conducted by ASC-UGC
 - i) Refreshers Course attended by Faculty = 03
 - ii) General Orientations Course attended by Faculty = 03
- Ø Encouraging the faculties to Present Papers other-wise to Participate in National / International Seminar/Workshop etc.
 - i) Presented Research Paper in International Seminar = 01
 - ii) Presented Research Paper in National Seminar = 10
 - iii) Participated in National Seminar = 25
- Ø Encouraging the faculties to initiate Research 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	Socio-cultural Reflection in Dr. Mamoni Roysom Goswami's Novels	Seminar	10/03/12
2	Department of English	Restoration Comedy .	Seminar	16/09/11
		Formalistic Criticism And Bakhtin.	Seminar	11/03/12
3	Department of Arabic	Problems and Prospects of Teaching Arabic in Assam	Seminar	08/08/11
4	Department of Economics	Writing of Seminar Paper	Workshop	09/09/11
5	Department of Pol. Science	Working Procedure in Indian Parliament	Workshop	04/10/11
6	Department of History	Historiography of Indian National Movement	Seminar	07/02/12
7	Department of Education	Influence of Family, School, Society for Social Change	Seminar	16/09/11
8	Department of Geography	Bio-Diversity of Assam and its Conservation	Seminar	03/12/22
9	Department of Statistics	Normalization of psychological score	Seminar	05/11/11
10	Department of Mathematics	Forests for Sustainable	Seminar	30/05/12
11	Department of Physics	Coriolis Force and its effect	Seminar	06/01/12
12	Department of Chemistry	Role of Chemistry in Sustainable Development	Seminar	11/11/11
13	Department of Zoology	Social Behaviour of Monkey	Seminar	14/02/12
14	Department of Botany	Recent Trends of Research in Plant Science	Seminar	10/04/12
15	Interdepartmental	Role of Education in shaping Mental Health	Seminar	09/02/12

9. Research projects a) Ongoing; b) Completed

Ongoing:	Completed:
i) MRP: Mrs. C. L. Devi, Zoology, Rs. 1,90,000/, UGC. ii) MRP: Mr. G. Das, Geography, Rs. 1,50,000/, UGC.	

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

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

12. Research grants received from various agencies: **Rs. 3,29,835/ from UGC.**

13. Details of research scholars:

The following teachers are registered their name for PhD research under Gauhati 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, Singhania University	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
8	Mrs. A. Huzuri	Asstt. Professor Economics		Dept. Of Economics, NEHU	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. 17,10,482/**

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 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 has celebrated-
 - i) National Science Day on 28th February
 - i) World Environment Day on 05th June
- Ø Sahitya Kanan has celebrated-
 - i) Sahitya Divas on 09th October
- Ø Women Empowerment Cell has celebrated-
 - i) International Women Day on 08th March

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

- Ø “NSS Day” celebrated on 24th September.
- Ø Awareness Programmes on safe drinking water by NSS.
- Ø Cleanliness programme in Nagarbera Bazaar area by NSS.
- Ø Above all the college observe “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:

2010 - 2011		2011 - 2012	
Items	Number	Items	Number
Text Books	8856	Text Books	9212
Reference Books	4890	Reference Books	4948

Journals	05	Journals	05
Periodicals	07	Periodicals	07
News Papers	09	News Papers	09
Working Hours	08	Working Hours	08
Working Days	280	Working Days	280
Stuff Numbers	05	Stuff Numbers	05

22. New books/journals subscribed and their value:

Items	Numbers	Value in Rs.
Text Books	375	48,891/
Reference Books	58	11,225/
Journals		
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. 50,211/**

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

27. Increase in the infrastructural facilities:

- a) Two Toilets improved with running water facilities.
- b) Constructed one Additional Class Rooms.
- c) Botany Laboratory was Renovated.
- d) Improved drinking water facilities by installing Aqua guard.
- e) Furniture purchased.
- f) Teaching & Laboratory Equipments purchased.
- g) Construction of Women Hostel restarted.
- h) Developed the Playground.

28. Technology up-gradation:

- i Purchasing teaching equipments
- ii Purchasing Computers
- iii Purchasing LCD
- iv Introducing Digital Class Room

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

and students:

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

30. Financial aid to students:

Our college provides financial aid towards 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 going 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:

- i) Practice of Meditation by all teachers & students
- iii) 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 **2010 – 2011**:

Sl	Plan	Action	Source of Fund
1	Office automation.	Office automation upgraded	College Fund
2	ICT (website) development	ICT (website) developed	College Fund
3	Faculty Development Programme.	Faculty Development Programme on “ <i>Current Trends in Research</i> ”.	UGC/ College Fund
4	Capacity Building Programme	Organised Orientation Programme for BSc Students for familiarisation with Laboratory Equipments.	UGC/ College Fund
5	Skill Development Programme	Organised Workshop on Poetry Recitation	UGC/ College Fund
6	Organising Seminar	<ul style="list-style-type: none"> Ø Organised Seminar on “<i>Modernism & After in English Literature</i>”. Ø Organised Seminars/Workshop by different departments 	UGC/ College Fund
7	Capacity Development Programme by Science Forum.	Science Forum has celebrated- <ul style="list-style-type: none"> Ø National Science Day on 28th February Ø World Environment Day on 05th June 	UGC/ College Fund
8	Awareness Programmes by NSS.	Ø Awareness Programmes on safe drinking water by NSS.	UGC/ College Fund
9	Awareness Programmes by Women Empowerment Cell.	Ø Woman health awareness camp by Women Empowerment Cell in collaboration with ACTA	UGC/ College Fund
10	Literary & Cultural Programmes by Sahitya Kanan.	Sahitya Kanan Organised <ul style="list-style-type: none"> Ø Literary Quiz Programmes Ø Spot poem writing competition 	UGC/ College Fund
11	Improvement of Toilets facilities for Teachers.	Constructed One Toilets for Teachers.	UGC/ College Fund
12	Construction of Additional	Constructed one Additional	UGC/ College Fund

	Class Rooms.	Class Rooms.	
13	Laboratory Renovations (Chemistry).	Laboratory Renovations (Chemistry) continued	UGC/ College Fund
14	Campus development	Improvement of Campus Road	UGC/ College Fund
15	Improving sports infrastructure.	Improved sports infrastructure	College Fund
16	Intra-college Volley Ball Competition	Intra-college Volley Ball Competition held	College Fund
17	Intra-college Folk song Competition.	Intra-college Folk song Competition held.	College Fund
18	Procurement of sports items.	Procured of sports items.	College Fund
19	Procurement of music items.	Procured of music items.	College Fund
20	Promoting Research culture: Organising Seminar on <i>Application of Statistical method in Research.</i>	Organised Seminar on <i>“Application of Statistical method in Research”.</i>	College Fund

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

Relevant Information of the Institution:

- 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.
 No. Of HS (Arts) Students = 333
 No. Of HS (Sc) Students = 128
 Total HS Students = 461
 Total UG Students = 589
 Grand Total = **1050**
- ii) Presently the demand for enrolment is in increasing trend 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 has been doing 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.
- ✓ The IQAC is maintaining the momentum of quality **consciousness** in teaching & learning, it try **channelize** and **systematize** the efforts and measures of an institution towards academic excellence, hence work as a meant 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, 2012 – 2013:

For next year, (2012 – 2013) IQAC planned to improve the function of the college in the following area such as –

1. Administration:
 - a) Office automation
 - b) ICT development
2. Teaching- Learning – Evaluation:
 - a) Faculty Development Programme
 - b) Capacity Building Programme
 - c) Skill Development Programme
 - d) Organising Seminar
 - e) Organising Workshop
3. Extension activity:
 - a) Capacity Development Programme by Science Forum
 - b) Awareness Programmes by NSS
 - c) Women Empowerment Programme
 - d) Literary & Cultural Programmes by Sahitya Kanan
4. Enhancement of the Infrastructure facility:
 - a) Improvement of Toilets facilities for Women
 - b) Construction of Class Rooms
 - c) Laboratory Renovations (Zoology)
 - d) Construction of Women Hostel
 - e) Construction of Seminar Hall.
 - f) Enhancing numbers Digital Class Room
5. Extra – Curricular activity
 - a) Inter-college Volley Ball Competition.
 - b) Intra-college Folk song Competition.
 - c) Intra-college Dance Competition
 - d) Intra-college Literary Competition
 - e) Inter-college Debate Competition
 - f) Procurement of sports items
 - g) Participation in Youth Festival in Gauhati University.
6. Promoting Research culture:
 - a) Organising Seminar on “*Promotion of Research Culture in Quality HE in India*”

*Name & Signature of the
Chairperson, IQAC*

(Dr. B. B. Panda)

*Name & Signature of the
Coordinator, IQAC*

(Prof. S. C. Thakuria)

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

(Dr. D. Chakravarty)

