

The Annual Quality Assurance Report (AQAR) of the IQAC

July 2012 - June 2013

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

BIMALA PRASAD CHALIHA COLLEGE, NAGARBERA

1.2 Address Line 1

PO. NAGARBERA, DIST. KAMRUP (R)

Address Line 2

PO. NAGARBERA, DIST. KAMRUP (R)

City/Town

NAGARBERA

State

ASSAM

Pin Code

781 127

Institution e-mail address

bpcnagarbera1972@gmail.com

Contact Nos.

03623-245001

Name of the Head of the Institution:

Dr.BibhutiBhusan Panda

Tel. No. with STD Code:

03623-245001

Mobile

094352 63936

Name of the IQAC Co-ordinator:

Mr. S. C. Thakuria
Dr. D. Chakravarty

Mobile:

9435324789 / 9435302562

IQAC e-mail address:

bpccnagarbera1972@gmail.com
dcvarty@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN11954

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/34/089

1.5 Website address:

www.bpchalihacollege.org

Web-link of the AQAR:

www.bpchalihacollege.org/AQAR/2012-13

For ex. <http://www.ladykeanecollege.edu.in/AQAR/2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C ⁺⁺	6.5	Nov, 2004	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

03/08/2002

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

2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2011-12 submitted to NAAC on(24/06/2014)
- ii. AQAR 2010-11 submitted to NAAC on(24/06/2014)
- iii. AQAR 2009-10 submitted to NAAC on (24/06/2014)
- iv. AQAR 2008-09 submitted to NAAC on(24/06/2014)

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 (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	<input type="text" value="N/A"/>		
University with Potential for Excellence	<input type="text" value="N/A"/>	UGC-CPE	<input type="text" value="N/A"/>
DST Star Scheme	<input type="text" value="N/A"/>	UGC-CE	<input type="text" value="N/A"/>
UGC-Special Assistance Programme	<input type="text" value="N/A"/>		<input type="text" value="N/A"/>
UGC-Innovative PG programmes	<input type="text" value="N/A"/>	Any other (<i>Specify</i>)	<input type="text" value="DBT Star College Scheme"/>
UGC-COP Programmes	<input type="text" value="N/A"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="3"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held: 03	

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

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. International National State Institution Level

(ii) Themes

i) "Promotion of Research Culture in Enhancing Quality Higher Education in India"

2.14 Significant Activities and contributions made by IQAC

The IQAC has contributed in

- i) Developing a quality system to improve academic & administrative performance of the college.
- ii) Promoting various measure for institutional functioning towards quality enhancement through institutionalization of best practices.
- iii) To create awareness of a global perspective and to promote national integration and international understanding
- iv) To impart value based education to promote humanism and self-reliance.

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 *

Plan of Action	Achievements
i) Organization of inter and intra institutional workshop, seminar.	i) One national seminar , one faculty dev. Programme, two skill dev. Programme have been organised.
ii) Documentation of various activities of the college	ii) Office automation work is partially done.
iii) Development of maintenance of Institutional database	iii) Under construction

* Attach the Academic Calendar of the year as Annexure.

i)	Institutional seminar: 01/09/12
ii)	Institutional seminar: 01/12/12
iii)	Faculty Development Programme:23/04/13
iv)	National Seminar: 25-26 June' 13

2.16 Whether the AQAR was placed in statutory body Yes No

Management

Syndicate Any other body

Provide the details of the action taken

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	0	0	0	0
PG	0	0	0	0
UG	2	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	1	0	0	0
Others	2	0	0	0
Total	5	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0		0	0

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

(ii) **Pattern of programmes:**

Pattern	Number of programmes
Semester	2
Trimester	0
Annual	2

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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.

Done by the affiliating University

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	Asst. Professors	Associate Professors	Professors	Others
55	21	34	0	0

2.2 No. of permanent faculty with Ph.D.

09

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
20	1	34	0	0	0	0	0	54	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

0
0
6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	27	00
Presented papers	00	24	00
Resource Persons	00	00	00

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

Conducting Surprising test/ Team teaching in few department / Tutorial classes /Excursion are arranged periodically

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

180

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

N/A

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

0	0	2
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2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA (Major/General)	122	0	8.2	36.1	44.3	89
BSc (Major/General)	08	13	25	62	0	100

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

The IQAC, B. P. Chaliha College, Nagarbera is monitoring the Teaching & Learning processes by performance based analysis among the students and evaluating the quality of teaching & learning.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	00
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

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	11	0	0	6
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

i)	IQAC has constituted one Research Committee to work in Sensitizing/Promoting Research Climate in the institution.
ii)	IQAC has been holding Seminars/Workshop on Research Methodology
iii)	Subscribing Research Journals for different department.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs	0	27.85	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	3	3
Outlay in Rs. Lakhs	3.40	0.90	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	00	01	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	00	00

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	2012-13	DBT	27.85 Lakh	27.85 Lakh
Minor Projects	2012-13	UGC	4.30 Lakh	3.85 Lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			32.15	31.70

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

ii) Without ISBN No. Chapters in Edited Books

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	0	1	0	0	14
Sponsoring agencies	N/A	UGC	N/A	N/A	Management Of College

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	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
and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level

National level	International level	<input type="text" value="00"/>	<input type="text" value="00"/>
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3.23 No. of Awards won in NSS:

	University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	International level	<input type="text" value="00"/>		<input type="text" value="00"/>

3.24 No. of Awards won in NCC:

	University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	International level	<input type="text" value="00"/>		<input type="text" value="00"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="00"/>	College forum	<input type="text" value="05"/>		
NCC	<input type="text" value="00"/>	NSS	<input type="text" value="03"/>	Any other	<input type="text" value="00"/>

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

- Women Empowerment Cell, B. P. Chaliha College, Nagarbera besides its other activities has adopted a local school (Pijupara-Bhatipara LP School) for its all-round development.
- Different departments of the college have organised some programmes on eco development in collaboration with Assam Science Society under the financial assistance of Environment and Forest Department , Govt of India.
- Awareness programme on health & hygiene organised by NSS unit at Daspara village.
- Rendered services towards flood relief camp.

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	13.11 acres	0	0	13.11 acres
Class rooms	24	1	UGC/College Fund	25
Laboratories	6	2	College Fund	8
Seminar Halls	0	Under Construction	UGC/College Fund	0
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		20		
Value of the equipment purchased during the year (Rs. in Lakhs)		18.50		
Others				

4.2 Computerization of administration and library

Computerization partially done in both office & library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9723		375	48891/	10353	
Reference Books	4990		58	11225/	5123	
e-Books	00		00	00	00	
Journals	05		07	3220/	12	
e-Journals	00		00	00	00	
Digital Database	00		00	00	00	
CD & Video	00		00	00	00	
Others (specify) Computer	02		01	1,10,000/	03	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	17	02	00	00	10	03	00	02
Added	20	02	00	00	00	04	14	00
Total	37	04	00	00	10	07	14	02

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

i)	Hands on training Programme for teachers .
ii)	Computer, Internet access, training to office staff for office automation programme.

4.6 Amount spent on maintenance in lakhs:

i) ICT	2.00
ii) Campus Infrastructure and facilities	2.35
iii) Equipment	2.50
iv) Others	1.25
Total :	8.10

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC, B. P. Chaliha College, Nagarbera has constituted different supporting services such as Career Guidance & Counselling Centre, Science Forum, NSS, SahityaKanan, Women Empowerment Cell under the umbrella of Extension Education Centre to enhance awareness about Student Support Services.

5.2 Efforts made by the institution for tracking the progression

IQAC, B. P. Chaliha College, Nagarbera is making regular effort for tracking the progression of our students with the help of Alumni Association.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
723	00	00	506

(b) No. of students outside the state

00

(c) No. of international students

00

<table border="1" style="display: inline-table;"> <tr> <td>No</td> <td>%</td> </tr> <tr> <td>478</td> <td>66</td> </tr> </table>	No	%	478	66	Women	<table border="1" style="display: inline-table;"> <tr> <td>No</td> <td>%</td> </tr> <tr> <td>245</td> <td>34</td> </tr> </table>	No	%	245	34
No	%									
478	66									
No	%									
245	34									

Last Year, 2011-12						This Year, 2012-2013					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
537	32	00	20	00	589	663	39	01	20	00	723

Demand ratio

Dropout: **15%**

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

Student Support and Progression sub-committee under IQAC has arranged coaching programme for TET candidates.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	00

5.6 Details of student counselling and career guidance:

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

No. of students benefitted

30

5.7 Details of campus placement:

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	

5.8 Details of gender sensitization programmes:

Women Empowerment Cell under the umbrella of Extension Education Centre, B. P. Chaliha College, Nagarbera under took different programmes on gender sensitization, such as celebrating Women Empowerment Day (08 March every year).

5.9 Students Activities:

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

State/ **University level**

20

National level

00

International level

00

No. of students participated in cultural events

State/ **University level**

12

National level

00

International level

00

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

Sports : State/ University level

00

National level

00

International level

00

Cultural: State/ University level

00

National level

00

International level

00

5.10 Scholarships and Financial Support

	Number of students	Amount In Lakh
Financial support from institution	35	1.00
Financial support from government	88	2.20
Financial support from other sources	02	0.10
Number of students who received International/ National recognitions	00	00

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="00"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>
Exhibition: State/ University level	<input type="text" value="01"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- i) Grievance for Development of Playground & Redressed
- ii) Grievance for Sufficient Toilet facility & Redressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The college has a vision to make it a vibrant centre of higher education having a healthy blend of traditional and modern courses in graduate and post graduate level in order to equip the students with all relevant knowledge and skills for their maximum social efficiency. It also aims at making this institution a centre of perpetual power which would keep on contributing its uninterrupted power for social transformation in the days to come.

Mission

We are committed

- 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.
- 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.
- to provide vocational & skill based education to the students to face the challenges of the future boldly and efficiently.
- to impart value based education to promote humanism and self reliance.
- to instil scientific temper and creativity among the students.
- to create awareness of a global perspective and to promote National integration and International understanding.
- to impart quality education in and through modern ICT and encourage entrepreneurial quality.
- to develop all-round personality of the students.
- to serve the society in all possible ways for a prosperous, sustainable and peaceful co-existence.

The **Mission** statement of the college '*Tomoso Ma Jyotirgamaya*' which reflects the quest of the College to remove the darkness of ignorance and spread the light of knowledge.

6.2 Does the Institution has a management Information System:

The college displays all its Information through: Notice Board, Prospectus, Bulletin, Website etc.

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

6.3.1 Curriculum Development

Done by the Affiliating University

6.3.2 Teaching and Learning

Increasing contact hours with students, introducing remedial coaching programmes, compulsory unit test, revision test are some examples of teaching learning quality improvement strategies.

6.3.3 Examination and Evaluation

The Examination Board, B. P. Chaliha College controls and conducts different internal exams. The scripts are evaluated by the Faculty Members. The Final Exams are controls and conducts by the Affiliating University.

6.3.4 Research and Development

Planning Board & Research Committee under IQAC look in to the matter of Researchactivities and Development of the College.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Planning Board and Infrastructure development committee under IQAC have been making continuous effort for Quality improvement for library, ICT & other physical facilities.

6.3.6 Human Resource Management

The Management of the college makes all effort for Human Resource Management through the Principal of the college. The IQACis also associated with such job as and when required.

6.3.7 Faculty and Staff recruitment

The Management of the college recruited the required Faculty and Staff as per guidelines of the State Govt. and the UGC in a transparent manner.

6.3.8 Industry Interaction / Collaboration

Not yet done

6.3.9 Admission of Students

The Admission Committee of the college look in to the matter of annual admission.

6.4 Welfare schemes for

Teaching	01
Non teaching	01
Students	03

6.5 Total corpus fund generated

69,450

6.6 Whether annual financial audit has been done

Yes

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	GB
Administrative	Yes	NAAC	Yes	GB

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

For UG Programmes

Yes

No

No

For PG Programmes

Yes

No

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

The Alumni Association, B. P. Chaliha College, Nagarberahas always been proactive in the development of the college. Alumni Association has been rendering its active support on student progression also.

6.12 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.

6.13 Development programmes for support staff

- I) Computer literacy programme for 4th grade employees
- II) Soft skill development programme for both Administrative & 4th grade employees

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

To make the campus eco-friendly under IQAC different units of the college has initiated the following activities:

- i) Declaring the campus as *PLASTIC FREE ZONE*
- ii) Cleanliness programme
- iii) Tree Plantation
- iv) Gardening

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.

Innovations introduced during this year as follows:

- i) ICT improvement (such as office automation, SOUL.2 (INFLIBNET) installation in library.
- ii) Declaring Plastic free zone in the college campus.
- iii) Sustainable Environment (*Keep it clean Make it Green*)

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

This year IQAC has planned to improve the function of the college in the following area such as - Administration, Teaching- Learning – Evaluation, Extension activity and planned to enhance the Infrastructure facility, Extra – Curricular activity and promoting Research culture among the teacher & students. Accordingly, we achieved as indicated below:

- ii) Installed office automation software in office and trained the administrative staff on Computer, Internet access & office automation programme.
- iii) Organised Computer literacy programme for 4th grade employees.
- iv) Organised Soft skill development programme for both Administrative & 4th grade employees.
- v) Organised seminar/workshop/popular Talk etc by different department.
- vi) Organised hands on training Programme for teachers on Digital Class Room.
- vii) Organised Faculty Development Programme on present trends in higher education.
- viii) Organised two Capacity Building Programme for the students.
- ix) Organised two Skill development Programme for the students.
- x) Organised extension activities by various units such as:
 - a) Career Guidance & Counselling Cell
 - b) Health Care Centre
 - c) Science Forum
 - d) Women Empowerment Cell
 - e) Sahitya Kanan
 - f) National Service Scheme (NSS)
- xi) Constructed one 38' x 32' class room, improved sanitation, improved drinking water facility, improved toilet system for women.
- xii) Organised training and workshop programme on sports, debate & symposium, music, sustainable environment for interested students through Sport Club, Literary Club, Debate Club, Music Club & Eco Club.
- xiii) Organised seminar/workshop/popular Talk and introduced project work for students and there are some of the initiative taken by IQAC for promoting Research culture among the teacher & students in the college. eg. We organised one National level seminar on “*Promotion of Research Culture in Enhancing Quality Higher Education in India*”

Two Best Practices of the institution

- I) Interdepartmental Consortium
- II) Sustainable Environment (*Keep it clean Make it Green*)

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

7.4 Contribution to environmental awareness / protection

The IQAC contributed in a major way to sustain a green environment within the college campus and to protect the same by-

- i) Organising awareness programmes through Science Forum , Eco Club, NSS unit of the college
- ii) Plantation of tree, Gardening
- iii) Declaring the campus as plastic free zone
- iv) Cleanliness programme etc.

7.5 Whether environmental audit was conducted? Yes No

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

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 = 342
No. Of HS (Sc) Students = 164
Total HS Students = 506
Total UG Students = 663
Grand Total = 1169
- 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 .
- iii) Presently the college has only three six months certificate courses in *Computer Application, Spoken English & Human Rights*, The Management of the college is interested to introduce more such courses for our students. In this regard the college has already applied for grants from the UGC under the scheme of Career Oriented Programme.

8.Plans of institution for next year:

For next year IQAC planned to improve the function of the college in the following area such as –

- i) Administration:
 - a) Office automation
 - b) ICT (website) development
- ii) Teaching- Learning – Evaluation:
 - a) Faculty Development Programme
 - b) Capacity Building Programme
 - c) Skill Development Programme
 - d) Organising Seminar
 - e) Organising Workshop
 - f) Introduction of Digital Class Room
- iii) Extension activity:
 - a) Teacher’s Training Programme by Science Forum
 - b) Capacity Development Programme by Science Forum
 - c) Awareness Programmes by NSS
 - d) Women Empowerment Programme
 - e) Literary & Cultural Programmes by Sahitya Kanan
- iv) Enhancement of the Infrastructure facility:
 - a) Completion of construction of Library Building
 - b) Improvement of Toilets facilities (Men & Women)
 - c) Construction of Class Rooms
 - d) Laboratory Renovations (Zoology)
 - e) Construction of Auditorium
 - f) Construction of Seminar Hall
 - g) Completion of construction of Women Hostel
- v) Extra – Curricular activity
 - a) Improving sports infrastructure
 - b) Procurement of sports equipment
 - c) Procurement of musical equipment
- vi) Promoting Research culture:
 - a) Organising Seminar on Research Methodology.

Teaching- Learning – Evaluation, Extension activity and planned to enhanced the Infrastructure facility, Extra – Curricular activity and growing Research culture among the teacher & students.

Name: Sri S. C. Thakuria

Name: Dr. B. B. Panda

Dr. D. Chakravarty

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission