

The Annual Quality Assurance Report (AQAR) of the IQAC

July 2013 - June 2014

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

1. 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	Bpccnagarbera1972@gmail.com
Contact Nos.	03623-245001
Name of the Head of the Institution	Dr. Bibhuti Bhusan Panda
Tel. No. with STD Code:	03623-245001
Mobile:	94352 63936

Name of the IQAC Co-ordinator:

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

Mobile:

09435324789 / 09435302562

IQAC e-mail address:

Bpccnagarbera1972@gmail.com
dcvarty@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 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/2013-14

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 :

03/08/2002

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

2013-14

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 Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

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

2. IQAC Composition and Activities

2.1 No. of Teachers	7
2.2 No. of Administrative/Technical staff	3
2.3 No. of students	0
2.4 No. of Management representatives	1
2.5 No. of Alumni	3
2.6 No. of any other stakeholder and community representatives	0
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	0
2.9 Total No. of members	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

2.14 Significant Activities and contributions made by IQAC

- | |
|--|
| <ul style="list-style-type: none">i) To develop a quality system to improve academic & administrative performance of the college.ii) To promote measure for institutional functioning towards quality enhancement through institutionalization of best practices. |
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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
For the year 2013 – 2014 , the IQAC planned to improve the function of the college in the following area such as – i) Administration: a) Office automation b) ICT (website) development	This year IQAC 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.

<p>ii) Teaching- Learning – Evaluation:</p> <p>a) Faculty Development Programme</p> <p>b) Capacity Building Programme</p> <p>c) Skill Development Programme</p> <p>d) Organising Seminar</p> <p>e) Organising Workshop</p> <p>f) Construction of Digital Class Room</p> <p>iii) Extension activity:</p> <p>a) Teacher’s Training Programme by Science Forum</p> <p>b) Capacity Development Programme by Science Forum</p> <p>c) Awareness Programmes by NSS</p> <p>d) Women Empowerment Programme</p> <p>e) Literary & Cultural Programmes by SahityaKanan</p> <p>iv) Enhancement of the Infrastructure facility:</p> <p>a) Completion of construction of Library Building</p> <p>b) Improvement of Toilets facilities (Men & Women)</p> <p>c) Construction of Class Rooms</p> <p>d) Laboratory Renovations (Zoology)</p> <p>e) Construction of Auditorium</p> <p>f) Construction of Seminar Hall</p> <p>g) Completion of construction of Women Hostel</p> <p>h) Construction of toilets</p> <p>v) Extra – Curricular activity</p> <p>a) Improving sports infrastructure.</p> <p>b) Procurement of sports equipment.</p> <p>c) Procurement of musical equipment.</p>	<p>Accordingly, we achieved as indicated below:</p> <p>i) Enhanced office automation software in office and trained the administrative staff on Computer, Internet access & office automation programme.</p> <p>ii) Organised Computer literacy programme for 4th grade employees.</p> <p>iii) Organised Soft skill development programmes for both Administrative & 4th grade employees.</p> <p>iv) Organised seminar/workshop/popular Talk etc by different department.</p> <p>v) Organised hands on training Programme for teachers on Digital Class Room.</p> <p>vi) Organised Faculty Development Programme on present research trends in higher education.</p> <p>vii) Organised two Capacity Building Programmes for the students.</p> <p>viii) Organised two Skill development Programmes for the students.</p> <p>ix) Organised extension activities by various units such as:</p> <p>a) Career Guidance & Counselling Cell</p> <p>b) Health Care Centre</p> <p>c) Science Forum</p> <p>d) Women Empowerment Cell</p> <p>e) SahityaKanan</p> <p>f) National Service Scheme (NSS)</p> <p>x) Constructed three class rooms, each 20’ x 32’, improved sanitation, improved drinking water facility, constructed two toilets for male & female, constructed Library Building, Constructed Zoology Laboratory, Completion of Construction of Women Hostel.</p> <p>xi) Construction of Seminar Hall& Auditorium is going on.</p>
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<p>vi) Promoting Research culture: i) Organising Seminar on Research Methodology</p>	<p>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.</p> <p>xiii) Development of play ground, purchasing sport equipment, purchasing musical equipment.</p> <p>xiv) 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.</p> <p>i)</p>
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** Attach the Academic Calendar of the year as Annexure.*

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

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added /Career Oriented programmes
PhD	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	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.

11

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
21	0	34	0	0	0	0	0	55	0

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	05	10	05
Presented papers	03	15	05
Resource Persons	00	00	00

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

Conducting Unit Test / Tutorial classes /Field Study/Advance Lab visit / Excursion are arranged periodically

2.7 Total No. of actual teaching days during this academic year 181

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

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)	157	00	11	48	16	75
BSc (Major/General)	16	00	00	81	00	81

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 base 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	1
HRD programmes	0
Orientation programmes	02
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0

Summer / Winter schools, Workshops, etc.	0
Others	0

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	01	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)	Subscribed 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	0	1	1	2
Outlay in Rs. Lakhs	0	0.90	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	05	03
Non-Peer Review Journals	00	02	00
e-Journals	02	00	00
Conference proceedings	00	03	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				
Minor Projects	2013	UGC	0.90 Lakh	0.90 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			0.90 Lakh	0.90 Lakh

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	0	0	0	2
Sponsoring agencies	N/A	N/A	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	00	State level	00
National level	00	International level	00	

3.23 No. of Awards won in NSS:

	University level	00	State level	00
National level	00	International level	00	

3.24 No. of Awards won in NCC:

	University level	00	State level	00
National level	00	International level	00	

3.25 No. of Extension activities organized

University forum	00	College forum	15		
NCC	00	NSS	4	Any other	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 one local school for its all-round development since last two years.
- Different department of the college has organised some programmes on eco development in collaboration of Assam Science Society since last three years under the financial assistance of Environment and Forest Department, Govt of India.

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	25	3	UGC	28
Laboratories	8	0	0	8
Seminar Halls	0	Under Construction	UGC	0
No. of important equipment purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Computerization partially done in both office & library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10353		850	130,181	11203	
Reference Books	5123		185	35,390	5308	
e-Books	00		INFLIB NET		INFLIBN ET	
Journals	12		14		26	
e-Journals	00		INFLIB NET		INFLIBN ET	
Digital Database	00		00		00	
CD & Video	00		00		00	
Others (specify) Computer	03		00		03	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	37	04	00	00	10	07	14	02
Added	15	06	Connected	00	05	01	02	01
Total	52	10	Connected	00	15	08	16	03

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

- | |
|--|
| <ul style="list-style-type: none"> i) Enhanced office automation software in office and trained the administrative staff on Computer, Internet access & office automation programme. ii) Organised Computer literacy programme for 4th grade employees. iii) Organised hands on training Programme for teachers on Digital Class Room. |
|--|

4.6 Amount spent on maintenance in lakhs:

i) ICT	615,750
ii) Campus Infrastructure and facilities	33,85,325
iii) Equipments	755,650
iv) Others	29,26,430
Total :	76,83,155

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 imparted duty so as 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
820	00	00	569

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women	No	%
	501	61.1		319	38.9

Last Year, 2012-13						This Year, 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
663	39	01	20	00	723	719	81	01	19	00	820

Demand ratio

Dropout: **15%**

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

Student Support and Progression sub-committee, Career Guidance & Counselling Cell under IQAC has arranged coaching programme for TET candidates.

No. of students beneficiaries

35

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

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

45

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 National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	40	1.00
Financial support from government	152	7.20
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 National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- i) Grievance for renovation of Boys Common Room (BCR) & Redressed.
- ii) Grievance for Computer in Student Union Office & 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 IQAC 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

37,43,240

6.6 Whether annual financial audit has been done

YesNo

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

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) Declaring Plastic free zone in the college campus.
- ii) 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 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:

- i) Installed office automation software in office and trained the administrative staff on Computer, Internet access & office automation programme.
- ii) Organised Computer literacy programme for 4th grade employees.
- iii) Organised Soft skill development programme for both Administrative & 4th grade employees.
- iv) Organised seminar/workshop/popular Talk etc by different department.
- v) Organised hands on training Programme for teachers on Digital Class Room.
- vi) Organised Faculty Development Programme on present trends in higher education.
- vii) Organised two Capacity Building Programme for the students.
- viii) Organised two Skill development Programme for the students.
- ix) 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) SahityaKanan
 - f) National Service Scheme (NSS)
- x) Constructed one 38' x 32' class room, improved sanitation, improved drinking water facility, improved toilet system for women.
- xi) 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.
- xii) 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*”

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

The college strives to keep a sustainable eco-friendly campus by nurturing the habit of planting trees, keeping the surrounding and self clean among the students, teachers and other stakeholders. That apart, the practice of proper use and conservation of energy, use of renewable energy, use of public address system, waste management, rain water harvesting etc. are religiously followed in an around the institution.

The motto of “*Some minute’s silents a day keeps all the worries away*” is aimed at creating a seren mental state among the teaching faculty, non-teaching staff and students to give better attention to their respective works.

Another thrust area of the college in respect of best practice is “*Keep it Clean and Make it Green*” which has helps creation of a green cover around the institution while maintaining a clean and healthy atmosphere for the growth free mind and sound body among the college family. The students are entrusted with the task of planting trees with the principle of ‘One Student One Tree’ in the college campus during their first entry into the college.

****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)

The college facilitates participations and involvement of the students of the highest degree in various institutional activities by phase wise up gradation of the classroom, organizing, seminars, popular talk and workshops in different departments by inviting academicians and eminent personalities from different walks of life. Special emphasis is given to organize extension activity for community development, renovation and development work of the college campus. In addition to the above works some specific measures in this regard are

- Energy Conservation is done through less use of power in college building, laboratories, library, office and classrooms by constructing these building in such a way that it allows natural light and air to enter the room freely.
- Water harvesting: The College has two ponds to reserve water for its use throughout the year.
- Efforts for carbon neutrality: Minimizing the rate of emission of carbon dioxide and maximizing the rate of generation of Oxygen is achieved through composting of garbage instead of burning plantation and replacing fire wood burning by LPG in hostel and canteen etc.
- Hazardous waste Management by disposing laboratory waste centrally and making the college a plastic free zone.

8.Plans of institution for next year

Plans for next year (2014 – 2015):

- To convert UG to PG in some departments of the college.
- To apply for more UG programmes in vocational and skill development course.
- To introduce Commerce Stream.
- To start a physical fitness centre.
- To complete Seminar Hall
- To complete Language lab
- To complete digital class room
- To complete digital library
- To construct additional class rooms
- Up-gradation of laboratory
- To complete the boundary wall in a stipulated time.
- To complete the fancying surrounded the play ground and garden.
- Searching land to construct a Boys Hostel.
- To construct a well-furnished Boys common room.
- To construct Indoor Stadium
- To publish a standard Research Journal.

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Name: Dr. B. B. Panda

Dr. D. Chakravarty

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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
