

ANNUAL QUALITY ASSURANCE REPORT (2012-13)  
H.C.D.G. COLLEGE, NITAIPUKHURI

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
2.5 No. of Alumni	<input type="text" value="0"/>
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="07"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders:

No.	<input type="text"/>	Faculty	<input type="text" value="3"/>
Non-Teaching Staff	<input type="text" value="1"/>	Alumni	<input type="text"/>
Students		Others	<input type="text"/>

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.	<input type="text" value="1"/>	International	<input type="text"/>	National	<input type="text"/>	State	<input type="text"/>	Institution Level	<input type="text" value="*"/>
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(ii) Themes

Career Counselling

2.14 Significant Activities and contributions made by IQAC

Career Counselling of students on choosing the right career.

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
Monitoring of the conduct of all internal examinations assessing the academic progress of the students and accordingly taking steps to improve the overall academic atmosphere of the institution. Constant monitoring of academic atmosphere.  Career Counselling by Professionals.	The results of B.A. (Major) students have slightly improved.  Students benefited by interacting with professional career counsellors and were also taught subjects like Personality Development and Spoken English.

\* Attach the Academic Calendar of the year as Annexure. (2012-2013 Academic Calendar Annexure-I)

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

Constant monitoring of academic atmosphere in the college has improved engagement of classes.  
  
 Career counselling has improved the confidence level of students.

# 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				
PG				
UG	1	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others		1 B.A. (Distance)		
<b>Total</b>	1	02	0	0
Interdisciplinary				
Innovative				

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

#### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	
Annual	

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.

No revision/update of regulation or syllabi in this session.

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

NIL

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	14	07	0	0

2.2 No. of permanent faculty with Ph.D.

05

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
01	02	0	0	0	0				

2.4 No. of Guest and Visiting faculty and Temporary faculty

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	18	01
Presented papers	02	18	01
Resource Persons	02		

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

Monitoring of engagement of regular classes with strict adherence to students' attendance.

Student feedback system

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

204

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

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

01

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise  
distribution of pass percentage : 2012-13

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	59	0	0	35.60		61.02

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

- By conducting continuous comprehensive evaluation of students through Internal Assessment.
- Showing them the answer scripts of I.A Tests to the students and pointing out their weaknesses therein.
- Conducting Group Discussions/Seminars and regular assignment task for students.
- Conducting Remedial Classes for academically disadvantaged students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	01
Faculty exchange programme	0
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	04
Others	

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	05	04	02	02
Technical Staff				

## Criterion – III

### 3. Research, Consultancy and Extension

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

By encouraging teachers to go for research in their own disciplines and providing them with all possible academic support to pursue M.Phil and Ph.D.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			09
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

#### 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				
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				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		02			
Sponsoring agencies		UGC			

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	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

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

3.23 No. of Awards won in NSS:  
University level  State level   
National level  International level

3.24 No. of Awards won in NCC:  
University level  State level   
National level  International level

3.25 No. of Extension activities organized  
University forum  College forum   
NCC  NSS  Any other



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

- The Extension Cell of the college has organized a Clean Market of Nitaipukhuri drive and the NSS volunteers cleaned the whole market area.
- The Extension Cell of the college regularly organizes Environment Awareness camps to make people of preserving the environment.

## 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				
Class rooms	10	0		10
Laboratories	01	0		01
Seminar Halls	01	0		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				15
Value of the equipment purchased during the year (Rs. in Lakhs)	23,23,768	9,30,000	UGC	32,53,768
Others				

#### 4.2 Computerization of administration and library

The college office has been totally computerized.

#### 4.3 Library services:

	Existing 2012-13		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	4616	539928	1102	186353	5718	726281
Reference Books	282	107682	97	41101	379	148783
e-Books	0	0	0	0	0	00
Journals	15	20285	0	0	15	20285
e-Journals	0	0	0	0	0	00
Digital Database	0	0	0	0	0	00
CD & Video	0	0	0	0	0	00
Others (Newspapers)	08	18600	00	00	08	18600

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	24	01	01	01	01	02	07	01
Added	05						0	
Total	29	01	01	01	01	02	07	01

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

13,29,500

iv) Others

**Total :**

13,29,500

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

On the day of counselling at the beginning of the session students are informed about the Support System like the book bank/financial assistance provided to them.

5.2 Efforts made by the institution for tracking the progression

Student progression report maintained to track their progress after completion of their graduation.

The college conducts Career Counselling sessions for the Semester students guiding them into different careers

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	204	0	0	0

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	81	39.70		123	60.29

Last Year 2011-12						This Year 2012-13					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
04	11	57	228	0	300	01	12	26	165	0	204

Demand ratio 150/150      Dropout % 39.34

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

Teacher Eligibility Test (a test conducted by the State Government to select teachers) Examination coaching session of one week duration has been conducted by the college for the students of this area.

No. of students beneficiaries

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

There is a Career Guidance Cell which provides students with various relevant information on pursuing a right career.

No. of students benefitted

### 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
0	0	0	0

### 5.8 Details of gender sensitization programmes

A institutional level meeting was held Women Empowerment in the college.

### 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	6	10,000
Financial support from government	12	44,310
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

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: \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

The college has a vision of being a state of the art rural institution providing every facility to its students at a very affordable cost and producing students who would grow individually and also be able to contribute positively to the development of society.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

One of the faculty member of our college is a member of the Board of Studies for designing syllabus for the Undergraduate classes.

6.3.2 Teaching and Learning

Strict monitoring of academic atmosphere has raised the ratio of engagement of classes.

6.3.3 Examination and Evaluation

Continuous Comprehensive Evaluation through Internal Assessment and class tests to monitor the progress of the students.

#### 6.3.4 Research and Development

A total of five faculty members have so far been awarded Ph.D degrees by Dibrugarh University.

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

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#### 6.3.6 Human Resource Management

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#### 6.3.7 Faculty and Staff recruitment

The institution follows the Govt. Of Assam instructions in the matter of recruitment of Faculty and Staff.

#### 6.3.8 Industry Interaction / Collaboration

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#### 6.3.9 Admission of Students

A very transparent Admission Process has been followed observing the rules and regulations as laid down by the Govt. Of Assam.

#### 6.4 Welfare schemes for

Teaching	Thrift Society from which teaching Staff can take advance and repay the same on very low rate of interest/
Non teaching	They too are members of the Thrift Society
Students	Financial assistance for BPL students in the matter of Admission and Book Bank facility for free supply of bokks.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		Yes	
Administrative	Yes	Govt Auditor	Yes	Governing Body

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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

Plantation of trees taken up every year on the Environment Day (June -5<sup>th</sup> )

Separate dustbins for boidegradable and non biodegradable materials.

**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.

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

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

Providing financial assistance to BPL students from the fund managed by the teachers.

Providing free books through book bank to BPL students.

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



7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted?    Yes     No

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

Strength :The college has quality teachers to participate in teaching learning process and reasonable infrastructure to carry out teaching learning process.

Weakness: The dropping enrolment against sanctioned seats is a worrying factor. The dropout rate too is alarmingly high.

Opportunity: The college can add some more market oriented courses to its existing programmes to attract more students.

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

*Name Dr. Sudhir Kumar Das*

*Name Dr. Sanjib Borgohain*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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**H.C.D.G. COLLEGE**  
**NITAIPUKHURI**  
 Student Feedback on Teachers

Department :

Semester/Term/Year : 2013

Name of the Teacher :

Parameters		A	B	C	D
		Very Good	Good	Satisfactory	Unsatisfactory
1	Knowledge base of the teacher (as perceived by you)				
2	Communication Skills (in terms of articulation and comprehensibility)				
3	Sincerity/Commitment of the teacher				
4	Interested generated by the teacher				
5	Ability to integrate course material with environment/other issues, to provide a broader perspective				
6	Ability to integrate content with other courses				
7	Accessibility of the teacher in and out of the class(includes availability of the teacher to motivate further study and discussion outside class)				
8	Ability to design quizzes/tests/assignments/examinations and project to evaluate student's understanding of the course				
9	Provision of sufficient time for feedback				
10	Overall rating				

The 5<sup>th</sup> Semester students have given this feedback form and their feedback is analysed and intimated to the concerned teacher.

Principal