2. IQAC Composition and Activities

2.1 No. of Teachers

`05`

2.2 No. of Administrative/Technical staff

`02`

2.3 No. of students

`0`

2.4 No. of Management representatives

`0`

2.5 No. of Alumni

`0`

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

`07`

2.10 No. of IQAC meetings held 04

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [3]

Non-Teaching Staff Students [1]   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. [1]   International [0]   National [0]   State [0]   Institution Level [*]

(ii) Themes   Feedback on newly introduced semester system

2.14 Significant Activities and contributions made by IQAC

Guiding students to adapt to the new semester system

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
The continuance with lesson plan and course completion certificate.	Regularity of classes and timely completion of courses.
Career Counselling sessions for students.	Career Counselling sessions conducted by professional career guidance experts.

 * *Attach the Academic Calendar of the year as Annexure.* (2011-2012 Academic CalendarAnnexure-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

Career counselling sessions conducted.

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				
PG				
UG	1	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	1	0	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	01	0	0	0	0				

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	28	0
Presented papers		28	0
Resource Persons		02	01

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

Maintenance of lesson plan and production of Course Completion Certificate at the end of the session by the teacher

Student feedback system.

Remedial classes for weaker students.

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)

Returning of the I.A. answer scripts to students

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 : 2011-12

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	53	0	0	32.08		49.06

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

a. By conducting continuous comprehensive evaluation of students through Internal Assessment.

b. Showing them the answer scripts of I.A Tests to the students and pointing out their weaknesses therein.

c. Conducting Group Discussions/Seminars for students.

d. Conducting Remedial Classes for academically disadvantaged students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	04
Faculty exchange programme	0
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	12
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	06	03	0	03
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

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. Two more faculty members have been awarded Ph. D. by Dibrugarh University.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals			04
Non-Peer Review Journals			
e-Journals			
Conference proceedings			0

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 *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   [04]   Chapters in Edited Books   [ ]

ii) Without ISBN No. | 02 | | |

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 | NIL |

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 | 01 |

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
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
    who are Ph. D. Guides

    and students registered under them

0

0

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

0

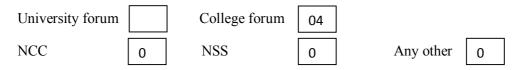3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   [0]   SRF   [0]   Project Fellows [0]   Any other   [5]

3.21 No. of students Participated in NSS events:

University level [0]   State level   [0]

National level   [0]   International level [0]

3.22 No. of students participated in NCC events:

University level [0]   State level   [0]

National level   [0]   International level [0]

3.23 No. of Awards won in NSS:

University level [0]   State level   [0]

National level   [0]   International level [0]

3.24 No. of Awards won in NCC:

University level [0]   State level   [0]

National level   [0]   International level [0]

3.25 No. of Extension activities organized

University forum		College forum	04
NCC	0	NSS	0	Any other	0

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 four Awareness Camps in remote villages in the periphery of the college spreading the message of preserving Environment and cleanliness of the area.

- The Extension Cell of the college organized Awareness Camps especially in those villages surrounding the Bird Sanctuary at Palengi on 6th May 2011 to make the villagers aware against hunting of migratory birds.

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	11 bighas	0		
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)	8,68,068	14,55,700	UGC	23,23,765
Others				

4.2 Computerization of administration and library

The college office has been totally computerized.

4.3   Library services:

	Existing 2011-12		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	4137	447638	479	92290	4616	539928
Reference Books	274	104732	08	2950	282	107682
e-Books	0	0	0	0	0	00
Journals	14	9040	01	5600	15	14640
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	17670	00	00	0	17670

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	15	01	01	01	01	02	06	01
Added	09						01	
Total	24	01	01	01	01	02	07	01

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

Three internet terminals for teachers of the college.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities   3,28,017

iii) Equipments

iv) Others

Total :   3,28,017

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
300	0	0	0

(b) No. of students outside the state
0

(c) No. of international students
0

Men
No	%
138	46

Women
No	%
162	54

Last Year 2010-111						This Year2011-12					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
06	05	55	200	0	266	04	11	57	228	0	300

Demand ratio   150/150   Dropout % 35.34

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

TET coaching class

No. of students beneficiaries   100

5.5 No. of students qualified in these examinations

NET [0] SET/SLET [0] GATE [0] CAT [0]

IAS/IPS etc [0] State PSC [0] UPSC [0] 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 [300]

5.7 Details of campus placement

On campus			Off Campus
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

> Womens' Cell of the college hols regular interactive session with students to make them aware of gender sensitization.

5.9 Students Activities

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

State/ University level [0] National level [0] International level [0]

No. of students participated in cultural events

State/ University level [0] National level [0] International level [0]

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

Sports : State/ University level | 0 | National level | 0 | International level | 0 |

Cultural: State/ University level | 0 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	6	10,000
Financial support from government	69	1,41,120
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

No

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

> Introduction of Lesson plan and Course Completion Certificate has considerably dropped the rate of non-engaged classes.

6.3.3 Examination and Evaluation

> Internal Assessment Tests (two in a semester) is a process of continuous Comprehensive Evaluation

6.3.4 Research and Development

> Two members of the faculty, one in Assamese and the other in English has been awarded Ph.D. Degrees by Dibrugarh University.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> A Library with a reading room and internet access to the students has been provided.

6.3.6 Human Resource Management

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

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 books.

6.5 Total corpus fund generated

```
0
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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 declare 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?

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6.11 Activities and support from the Alumni Association

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6.12 Activities and support from the Parent – Teacher Association

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6.13 Development programmes for support staff

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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^th )

Separate dustbins for bio-degradable 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.

```
Continuous evaluation of students' academic progress monitored through assessment
tests.

Remedial classes have been arranged for academically weaker students.
```

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

> Monitoring of students academic progress through consultation with Heads of Depts.
>
> Providing remedial classes for the weak students.

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

> Plantation of saplings in and around the college on June 5th every year.
>
> Conducting of Environmental Awareness camps in villages around the colleges making the villagers aware of the ecology.

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 received grants from the UGC to improve its infrastructure.
>
> Weakness: The rate of drop out mid way before completing the B.A. has been a concern.
>
> Opportunity: The college can can present itself as a rural centre of higher education with improved infrastructure.
>
> Threat: The courses taught here needs to be relooked so as to make them more market oriented.

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

> The college plans to open a Distance Learning Centre so that some students who cannot attend due to various difficulties can pursue the courses they have discontinued.

Name Dr. Sudhir Kumar Das   *Name Dr. Sanjib Borgohain*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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

Department :   **Semester/Term/Year : 2012**

Name of the Teacher :

	Parameters	A Very Good	B Good	C Satisfactory	D 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 outgoing TDC-III Year students give this feedback on teachers and the feedback is analysed on the basis of the given parameters and informed to the concerned teachers.

                                                                            Principal