# ANNUAL QUALITY ASSURANCE REPORT (2013-14) H.C.D.G. COLLEGE, NITAIPUKHURI

# 2.\_IQAC Composition and Activities

	05
2.1 No. of Teachers	
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	0
community representatives	
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 du	ring the year? Yes * No
If yes, mention the amount 3,00,00	00
2.13 Seminars and Conferences (only quality related	d)
(i) No. of Seminars/Conferences/ Workshops/	Symposia organized by the IQAC
Total Nos. 1 International	National State Institution Level *
(ii) Themes	

2.14 Significant Activities and contributions made by IQAC

Career Counselling done by professionals guiding students on how to choose a 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
Stress on career counselling	Two day Career counselling session held being conducted by professional.

\* Attach the Academic Calendar of the year as Annexure. (2013-2014 Academic

#### CalendarAnnexure-I)

2.15 Whether the AQAR was placed in s	tatutory body Yes	× No
Management * Sync	licate Any oth	ier body

Provide the details of the action taken

- Academic aspect of the college given more importance.
- Stress on Career guidance.
- Conducting Remedial Classes.
- Maintaining regularity of classes.

### Criterion – I

## I. Curricular Aspects

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	01			
Total	02	0	0	0
Interdisciplinary				
Innovative				

#### 1.1 Details about Academic Programmes

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)
 Employers
 Students
 \*

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.

The syllabus provided to us by the affiliating university in 2011 continues to be taught.

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

## Criterion – II

# 2. Teaching, Learning and Evaluation

2.1 Total No. of	Total	Asst. 1	Professors	Asso	ciate P	rofessors	Pro	ofessors	Othe	ers
permanent faculty	22	10		12			0		0	
2.2 No. of permanent facu	lty with P	h.D.	06							
2.3 No. of Faculty Position Recruited (R) and Vacant	15	Asst. Professors	Associ Profess		Profe	ssors	Other	S	Total	
during the year	(•)	R V	R	V	R	V	R	V	R	V
	-	01 01	0	0	0	0				
2.5 Faculty participation in	n conferen	nces and sy	mposia:							
No. of Faculty	Internation	nal level	National	l level	Stat	te level				
Attended	0	1	12							
Presented papers	01	1	12							
Resource Persons						02				
Mock test	us Compr t	v the institu rehensive E on teache	Evaluation.		Ind Lea	arning:				
2.7 Total No. of actual te during this academic	U I	ys	204							
2.8 Examination/ Evaluat the Institution (for ex Double Valuation Pl	ample: O	pen Book	Examinati	-		g,	ock Te nduct			

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

Double Valuation, Photocopy, Online Multiple Choice Questions)

2.10 Average percentage of attendance of students

#### 2.11 Course/Programme wise distribution of pass percentage: 2013-14

Title of the Programme	Total no. of students		Γ	Division			
1108141111	appeared	Distinction %I %II %Pa				Pass %	
B.A	86	0	1.17	27.91		70.94	

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

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

b. Students have access to their answer scripts and their mistakes and weaknesses pointed out to them.

c. Conducting Group Discussions/Seminars for students.

d. Conducting Remedial Classes for academically disadvantaged students.

- e. Conducting Mock Test.
- 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	02
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	03
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	08	01	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	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	01	0
Outlay in Rs. Lakhs				

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			03
Non-Peer Review Journals		01	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Average

Range

\*

Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

h-index

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	2.95,000	1,00,000
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.	42 C	hapters in E	dited Bo	ooks 03	
	ii) Without ISBN N	lo. 13				
3.8 No. of University Depart	tments receiving fur	nds from				
t	JGC-SAP	CAS	DS	T-FIST		
Γ	DPE		DB	T Scher	ne/funds	
3.9 For colleges A	Autonomy	СРЕ	DB	ST Star S	Scheme	
Π	NSPIRE	CE	An	y Other	(specify)	
3.10 Revenue generated thro	ough consultancy	NIL				
3.11 No. of conferences	Level	International	National	State	University	College
• <b>11</b> .1 <b>T</b> .'	Number					01
organized by the Instituti	Sponsoring agencies					College
3.12 No. of faculty served as	experts, chairperso	ons or resource p	ersons	0		
3.13 No. of collaborations	Internatio	onal Na	itional		Any other	
3.14 No. of linkages created	during this year					
3.15 Total budget for researc	ch for current year in	n lakhs :				
From Funding agency	From	Management of	fUniversity	/College		
Total						

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
Inational	Granted	0
International	Applied	0
International	Granted	0
Commercialised	Applied	0
Commerciansed	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

0	
0	

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	0	SRF	0	Project Fellows	0	Any other	2
		1		1	-		

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
	NT-4:1		T	
	National level		International level	~

0

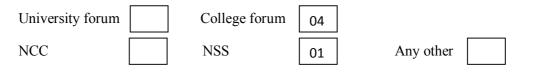
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3.24 No. of Awards won in NCC:

University level	0	State level	0
National level	0	International level	0

0

3.25 No. of Extension activities organized



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

- On the World Environment Day (June-5) a sapling plantation programme was undertaken by the college.
- The NSS volunteers of the college undertook a mission to clean up the market area of Nitaipukhuri and cleaned the market of garbage.

## 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 $(\geq 1-0 \text{ lakh})$ during the current year.				15
Value of the equipment purchased during the year (Rs. in Lakhs)	32,53,768		UGC	32,53,768
Others				

4.2 Computerization of administration and library

The college office has been totally computerized.

#### 4.3 Library services:

	Existing 2013-14		New	ly added	Total	
	No.	Value (Rs.)	No.	Value	No.	Value
				(Rs.)		(Rs.)
Text Books	5718	726281	1015	172990	6733	899271
Reference Books	379	148783	205	62353	584	211136
e-Books	Nlist	Subscription				
Journals	15	20285	03	6495	18	26780
e-Journals	Nlist	subscription				
Digital Database	0	0	0	0	0	00
CD & Video	0	0	0	0	0	00
Others (Newspapers)	08	18600	01	1800	09	20400

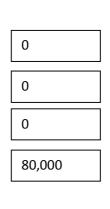
4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	29	01	01	01	01	02	07	01
Added	19	01	19	01			0	
Total	48	02	20	02	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.)

Library has been connected to Inflibnet and Nlist. Teachers and students can now access the research journals through Internet.

- 4.6 Amount spent on maintenance in lakhs :
  - i) ICT
  - ii) Campus Infrastructure and facilities
  - iii) Equipments
  - iv) Others



80,000

Total :

# 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

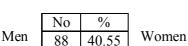
5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
217	0	0	0

0

0

- (b) No. of students outside the state
- (c) No. of international students



No	%
129	59.4

	Last Year 2012-13					1	This `	Year20	13-14		
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
01	12	26	165	0	204	12	05	31	169	0	217

Demand ratio 117/150

Dropout: 57.34 %

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

No. of students beneficiaries

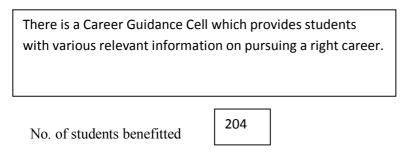
5.5 No. of students qualified in these examinations

NET 0 SET/SLET 0 GATE 0 CAT 0

Revised Guidelines of IQAC and submission of AQAR

IAS/IPS etc 0	State PSC	0	UPSC	0	Others	
	J L					

5.6 Details of student counselling and career guidance



5.7 Details of campus placement

	On 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

The Women's Cell of the college conducts gender sensitization meetings on a regular basis.

#### 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 participa	ated in cul	tural events			
	State/ University level		National level		International level	
5.9.2	No. of medals /awards w	von by stu	•	Games and		
	: State/ University level : State/ University level		National level		International level	

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	06	10,000
Financial support from government	Not received yet	
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	0	National level	0	International level	0
Exhibitior	: State/ University level	0	National level	0	International level	0
5.12 No. of social initiatives undertaken by the students 1						
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 institution aims at Providing an academic atmosphere of Higher Education to the rural students of
-	this backward area at par with any other urban institution of higher education so
	that parents do not have to send their wards to far away places to pursue higher education.
•	To make these rural students confident by educating them to face a competitive atmosphere in life in a meaningful way.
•	To make them capable to contribute in the economic growth of the society.
•	To inculcate in them a feeling of nationalism so that they can be a part of the
	development process the country is experiencing now.

#### 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

University provided Curriculum taught.

#### 6.3.2 Teaching and Learning

- Mock Test just before the End Semester examination.
- Remedial Classes for weaker students.
- Training the students to participate in Seminars and Group Discussions.

#### 6.3.3 Examination and Evaluation

- Internal Assessments are conducted as per the University regulations.
- Other types of Class Tests are also conducted to test the comprehensibility of the students.

#### 6.3.4 Research and Development

A total of 6 members have been awarded Ph. D. And four more teachers have been enrolled for their doctoral degrees.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has been connected to the Inflibnet and Nlist. Teachers and students now can access research journal through Internet.
- 19 new internet browsing terminals have been provided to the students and teachers in the Language Laboratory of the college.
- 6.3.6 Human Resource Management

#### 6.3.7 Faculty and Staff recruitment

The institution follows the Govt. Of Assam rules and regulations announced from time to time in the matter of recruitment of Faculty and Staff.

#### 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				
6.6 Whether annual financial audit has been do	ne	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.

A new Language Lab has been opened in the college. Students are encouraged to use the lab and improve their knowledge of English and other local languages.

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

The session (2013-14) continues and at the end of the session ATR will be produced.

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

- Mock Test before the End Semester examination.
- Student Feedback on teachers.

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

Yes

7.4 Contribution to environmental awareness / protection

- Conducting regular Awareness Camps in and around the villages situated near the college.
- Carrying out of Cleanliness Drives in and around the college.

7.5 Whether environmental audit was conducted?



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

- **Strength** :The research oriented teaching faculty.
- Weakness: Regular intake academically disadvantaged and economically backward students poses a serious threat to the academic atmosphere of the college.
- **Opportunity**: The college is gradually improving its infrastructure and can begin some more market oriented courses to its existing programmes to attract more students.
- **Threat**: The drop out rate for various reasons has always remained high.

### 8. Plans of institution for next year

- To open some more job-oriented courses.
- To improve physical infrastructure of the institution.
- To check drop out rate.
- To begin Value based education.
- To encourage research oriented Major/Minor projects.

Name Dr. Sudhir Kumar Das

Name \_\_Dr. Sanjib Kumar 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 : 2014

#### Name of the Teacher :

	Parameters	A	В	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/examination s and project to evaluate student's understanding of the course				
9	Provision of sufficient time for feedback				
1 0	Overall rating				

The outgoing 6<sup>th</sup> Semester students are given these feedback forms and the result of this feedback is analysed and duly intimated to the concerned teacher.

Principal