

ANNUAL QUALITY ASSURANCE REPORT (2013-14)
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:	04
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text" value="3"/>
Non-Teaching Staff/ Students	<input type="text" value="1"/> Alumni <input type="text"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="3,00,000"/>
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 checked="" type="checkbox"/>
(ii) Themes	<input type="text" value="Career Counselling"/>

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 statutory body Yes No

Management Syndicate Any other 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.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	1	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	01			
Total	02	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.

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 permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	10	12	0	0

2.2 No. of permanent faculty with Ph.D.

06

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	12	
Presented papers	01	12	
Resource Persons			02

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

- Continuous Comprehensive Evaluation.
- Mock test
- Student Feedback on teachers

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)

Mock Test conducted

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: 2013-14

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

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

- By conducting continuous comprehensive evaluation of students through Internal Assessment by every department.
- Students have access to their answer scripts and their mistakes and weaknesses pointed out to them.
- Conducting Group Discussions/Seminars for students.
- Conducting Remedial Classes for academically disadvantaged students.
- Conducting Mock Test.

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	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:

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	2	UGC	2.95,000	1,00,000
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					01
Sponsoring agencies					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	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

- 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 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		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (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	Departments	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 Inlibnet and Nlist. Teachers and students can now access the research journals through Internet.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0
ii) Campus Infrastructure and facilities	0
iii) Equipments	0
iv) Others	80,000
Total :	80,000

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

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	88	40.55		129	59.44

Last Year 2012-13						This Year 2013-14					
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

0

5.5 No. of students qualified in these examinations

NET

0

SET/SLET

0

GATE

0

CAT

0

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

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 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	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 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

<p>The institution aims at</p> <ul style="list-style-type: none">• 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.
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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 Inlibnet 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.

6.3.8 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.
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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 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 -5th)

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)*

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? Yes No

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

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

Department :

Semester/Term/Year : 2014

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 6th Semester students are given these feedback forms and the result of this feedback is analysed and duly intimated to the concerned teacher.

Principal