

The Annual Quality Assurance Report (AQAR) of the IQAC

July 2016 - June 2017

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

I. 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:

094352 63936

Name of the IQAC Co-ordinator:

Dr. D. Chakravarty

Mobile:

94353-24789

IQAC e-mail address:

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(SC)15/A&A/66.2, Dated 25th
May, 2016

1.5 Website address:

www.bpchalihacollege.org

Web-link of the AQAR:

www.bpchalihacollege.org/AQAR

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.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	B	2.28	May, 2016	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

03/08/2002

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

2014-15

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 2014-15 submitted to NAAC on (31/12/2018)
- ii. AQAR 2015-16 submitted to NAAC on (31/12/2018)
- iii. AQAR 2016-17 submitted to NAAC on (31/12/2018)

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 (Phys Edu)

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	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input checked="" type="checkbox"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
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

2.10 No. of IQAC meetings held:

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

1. Role of IQAC in Quality Higher Education.
2. Assessment & Accreditation Methodology of NAAC

2.14 Significant Activities and contributions made by IQAC

1. Preparation of AQAR and submitted to NAAC
2. Up gradation of Library & procurement of Books & Journals
3. Up gradation of Laboratories & procurement equipment
4. Development of ICT in college campus.
5. Development of Physical facilities for students and teachers
6. Introduction of new courses in college.
7. Organising Skill Development programme for students.
8. Organising Capacity Building programme for students.
9. Providing Carer information and Career Counselling opportunities for students.
10. Providing Placement Services for students.
11. Organising Faculty Development Programme.
12. Organising Capacity Building programme for Nonteaching staff.
13. Providing Research opportunities for students and teachers.
14. Providing extra-curricular facilities to students.
15. Promoting the Infrastructural facilities in college
16. Promoting communication with stakeholders such as Alumni, Parents etc.
17. Introducing Best Practices among students.
18. Coordination with the Management of the college so as to develop the overall Quality System of the college.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year for maintenance and enhancement of the quality of the college and analyse the outcome achieved by the end of the year *

Plan of Action	Achievements
<p>For the year 2016-2017, the IQAC of the college planned to improve the function of the college in the following area such as-</p> <p>i) Administration:</p> <p>a) Office automation b) Website Development</p> <p>ii) Teaching- Learning – Evaluation:</p> <p>a) Faculty Development Programme b) Capacity Building Programme c) Skill Development Programme d) Organising Seminar & Workshop</p> <p>iii) Extension activity:</p> <p>a) Capacity Development Programme by Career Guidance & Counselling Cell b) Awareness Programmes by NSS c) Women Empowerment Programme by WEC d) Literary Programmes by Sahitya Kanan e) Cultural Programmes by Music Club f) Eco development programme by Eco Club</p> <p>iv) Enhancement of the Infrastructure facility:</p> <p>a) Construction of Class Rooms (RCC) b) Laboratory up-gradation c) Construction of Auditorium d) Completion of construction of Women Hostel e) Completion of Indoor Hall f) Development of Play Ground g) Improvement of wifi enabled Internet facility</p> <p>v) Extra – Curricular activity:</p> <p>a) Improving sports infrastructure. b) Organising workshop on Music c) Activities by Eco club, Sports club, Music club, Debate club, Literary club, Health club</p>	<p>This year as planned by IQAC to improve the function of the college in the area of Administration, Teaching- Learning – Evaluation, Extension activity, Enhancement of the Infrastructure facility, Extra – Curricular activity and promoting Research culture among the teacher & students etc. 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 3rd & 4th grade employees.</p> <p>iii) Organised Soft skill development programmes for 3rd & 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 b) Health Care Centre c) Science Forum d) Women Empowerment Cell e) Sahitya Kanan f) National Service Scheme (NSS)</p> <p>x) Constructing RCC class rooms, , improved sanitation system, improved drinking water facility, Upgrading Laboratory, Constructing 1st floor of Women Hostel.</p> <p>xi) Construction of Auditorium is going on.</p>

<p>vi) Promoting Research culture:</p> <p>i) Organising Seminar on Research Methodology ii) Investigatory project by students iii) Encouraging Faculty Members to acquire PhD under FIP</p> <p>iv) Encouraging Faculty Members to Submit Proposal of MRP under FIP</p> <p>v) Encouraging Faculty Members to join in National & International Conference, Workshop, Seminar, Symposia etc.</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>
--	---

** Attach the Academic Calendar of the year as Annexure.*

2.15 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

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	0	0	0	0
PG	0	0	0	0
UG	04	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	03	0	0	0
Others	02	0	0	0
Total	09	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	04
Trimester	0
Annual	02
Six monthly	03

1.3 Feedback from stakeholders* Alumni Yes Parents Yes Employers Yes Students Yes
(On all aspects)

Mode of feedback : Online No Manual Yes Co-operating schools (for PEI) No

**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.

Any revision/update of Regulation or Syllabi etc. done by our affiliating university as and when

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
53	16	37	0	0

2.2 No. of permanent faculty with Ph.D.

10

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
1	3	0	0	0	0	0	0	1	3

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	1	10	0
Presented papers	1	1	0
Resource Persons	0	0	1

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

- Introducing ICT to some extent, Digitally enabled classrooms, Assigning projects.
- Conducting Unit Test / Tutorial classes /Remedial classes.
- Field Study/Advance Lab visit / Excursion are arranged periodically

2.7 Total No. of actual teaching days during this academic year **184**

2.8 Examination/ Evaluation Reforms initiated by the Institution (For example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Offline MCQ and self evaluation by students.

2.9 No. of faculty members involved in curriculum Restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 2 0 0

2.10 Average percentage of attendance of students **88%**

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)	169/61	0	53/0	105/07	06/53	97.04 98.36
BSc (Major/General)	55/15	0	14/0	27/14	01/0	76.36 93.33

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

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	01
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	02
Others	07

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	23	03	0	0
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

The IQAC of the college is Sensitizing/Promoting Research Climate in the following ways-

- Organising Seminar / Workshop on Research Methodology
- Encouraging submission of MRP to UGC and other financial agency.
- Assigning Projects among students
- Encouraging Faculty Members to attend in International / National Seminar / Workshop etc.
- Organising Lab Visit / Field Visit / Industry Visit etc. among the students.
- Publishing Research Journal/Book/ Chapter/Article.

3.2 Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number		01(IBT-Hub)		
Outlay in Rs. Lakhs	-	5.99	0	0

3.3 Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number	01	01		
Outlay in Rs. Lakhs	0.25	0.32		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	06	2
Non-Peer Review Journals	0	08	0
e-Journals	0	01	0
Conference proceedings	0	03	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	2016-17	DBT	5.99	
Minor Projects	2015-16 2016-17	UGC	3.00	0.57
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					16
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

Tota

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
03	0	0	0	PhD	0	0

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	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="10"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="03"/>	Any other	<input type="text" value="04"/>

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

- i) The Institution has adopted a village and has been working for all-round development of the villagers.
- ii) Awareness camp organized in the surrounding villages and market place on “Swachacha Bharat Abhiyan’
- iii) On the eve of the Assembly elections of Assam awareness campaign organized among the voters about the importance of voting rights in the catchment areas.
- iv) To develop scientific temperament among school children (from Primary to Secondary level) and to create a conducive atmosphere in schools for science education, our faculty members have been training students and teachers of twelve numbers of schools in surrounding areas of the college this year.

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	28	03	State Govt.	3
Laboratories	8	0	0	8
Seminar Halls	0	1	UGC/ State Govt.	01
No. of important equipments 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

Done to certain extent

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10863	3240210	320	137600	11183	3386810
Reference Books	5238	1056915	110	4730	5348	1062263
e-Books	INFLIB NET					
Journals	16	7900	4	1990	20	9890
e-Journals	INFLIB NET					
Digital Database						
CD & Video						
Others (specify)						
Computer						
Computer	14	350000	0	0	14	
Newspaper and	15	45000	0	0	15	

periodicals:						
Photo Copier	01	110000	0	0	01	
Drinking Water	01	19000	0	0	01	
Fire Extinguisher	01	8000	0	0	01	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	74	22	10	0	15	08	16	03
Added	06	0	0	0	0	02	0	04
Total	80	22	10	0	15	10	16	07

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

The IQAC of the college has been arranged periodically the following programmes-

- Computer Literacy Programme for students.
- Hands on training on Internet access, Networking, e-Governance etc. for students & teachers

4.6 Amount spent on maintenance in lakhs:

i) ICT	2.15
ii) Campus Infrastructure and facilities	4.80
iii) Equipment	1.20
iv) Others	1.40
Total :	9.55

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC of the college has constituted different supporting units such as Grievances Redressal Cell, Career Guidance & Counselling Centre, Science Forum, NSS, Sahitya Kanan, Women Empowerment Cell, Health Care Centre, Scout & Guide etc. besides these different clubs such as Eco club, Sports club, Music club, Literary club, Debate club etc. are working under the umbrella of Extension Education Centre conducting different programmes so as to enhance awareness about Student Support Services.

5.2 Efforts made by the institution for tracking the progression

Following efforts are made by the college for tracking the progression of the students-

- Conducting unit tests, terminal examination during the session.
- Assigning projects, Home assignment etc. to the students
- Periodical assessment and screening out the weak learners through above activities.
- Analysing the results of the Sessional examinations, Semester examinations conducted by our affiliating University.
- In Non Scholastic area also our different clubs such as Eco club, Sports club, Music club, Literary club, Debate club etc. are working to assess our students on their progression.
- In-spite of that our college is keeping record about the pass-out students. The Alumni Association of the college is also very much cooperating in this regards.

5.3 (a) Total Number of students = 1733

UG	PG	Ph. D.	Others
1222	0	0	511

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	1038	59.9		695	40.1

Last Year, 2015-16						This Year, 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1338	177	02	32	0	1549	1482	206	02	4102	0	1733

Demand ratio 1:1 Dropout: 9.8

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

Extension Education Centre under IQAC has arranged coaching programme for some competitive examinations such as TET Exam. D.El. Ed. Exam. etc.

No. of students beneficiaries

60

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

0

5.6 Details of student counselling and career guidance:

- Organises orientation programme for new comers in the beginning of every academic session.
- Provides information related to various avenues of higher education, scholarships and schemes.
- Commences the process of mentoring the students by employing the method of group counselling as well as individual counselling.
- Offers counselling on human values and core principles of success to the students.
- Conducts workshops, Skill development programmes, Brainstorming session, Popular talk etc.

No. of students benefited

115

5.7 Details of campus placement: N/A

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes:

<p>➤ The institute have Cells like - W.E.C. (Women Empowerment Cell), G.S.CASH (Gender Sensitization Cell Against Sexual Harassment) and the I.C.C.(Internal Complaint Committee) which is functioning actively since last five years. The W.E.C. (Women Empowerment Cell) of the institute conducts the following programmes throughout the year.</p> <ul style="list-style-type: none">▪ Women Health and Awareness Programme.▪ International Women Day.▪ World Mother’s Day.▪ World AIDS Day. <p>Survey of Socio- Economic Condition of Girls and Women of the Locality</p>

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	26	105,000/
Financial support from government	1222	24,08,960/
Financial support from other sources	25	100,000/
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:

- The institute had redressed some of the major grievances of the students phase- wise as follows:
 - Sufficient toilets for

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:

Yes, the college has an active Information System. The college displays all of its Information through: Circulation of notice, hanging on 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

The college has adopted the following strategies on Teaching and Learning to improve the quality of education, such as-

- Increasing contact hours with students
- Introducing remedial coaching programmes for slow learners.
- Compulsory unit test, revision test.
- Completion of curriculum in time.
- Applying lesson plans.
- Encouraging the teachers to attend in National / International Seminars / Workshops etc.
- Organising exposure trips for students.
- Using digital method in class rooms

6.3.3 Examination and Evaluation

- The Final Exams are controls and conducts by the Affiliating University.
- The internal exams such as Sessional exams, Terminal exams are control and conduct by the Examination Board of the College
- Unit test, revised test are conduct by the departments.
- Except the final exam, for others the scripts are evaluated by the Faculty Members of the college.

6.3.4 Research and Development

The college authority is very much encouraging in the Research and Development activities.

- The Research Committee prepared the Research and Development proposal.
- The IQAC recommended the proposals.
- The Planning Board approved the same & sends it to the competent authority for financial grants or so.
- Research Committee under IQAC is entrusted to publish the research books & journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Infrastructure development committee under IQAC have been making continuous effort to provide adequate physical infrastructure (Classrooms, Laboratories, Toilets, Drinking water, Power etc.) as well as physical services (Books & Journals in Library, ICT facilities, Wi-Fi facility, Equipment in laboratories etc.) for quality education in the college.

6.3.6 Human Resource Management

The Management of the college makes all effort for Human Resource Management through the Principal of the college. In this context the IQAC organise Skill Development Programme, Capacity Building Programme, Faculty Development Programme etc. among the Non-teaching & teaching staff.

6.3.7 Faculty and Staff recruitment

The Management of the college recruited the required Faculty and Staff as per existing guidelines of the UGC & State Govt. in a transparent manner.

6.3.8 Industry Interaction / Collaboration

Yet to do

6.3.9 Admission of Students

The College authority has been constituted an Admission Committee every year well in advance of the new academic session started. The committee has been entrusted the responsibility of whole admission procedure for the session under the existing rules and regulations.

6.4 Welfare schemes for

Teaching	Financial aids during crisis under BPCC T&C Fund
Non teaching	Financial aids during crisis under BPCC T&C Fund.
Students	Financial assistance to meritorious students under Student Aids fund

6.5 Total corpus fund generated

11,00,000/-

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	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

Alumni Association of the college has been rendering its active support on student progression.

The Alumni Association is always been proactive in the all-round development of the college.

6.12 Activities and support from the Parent – Teacher Association

The Parent – Teacher Association of the College is actively engaged in the field of student support and progression aspects.

The association meets periodically. In the meeting the parents get the opportunity to interact with the teachers to know about their wards performance in both academic & non-academic area.

6.13 Development programmes for support staff

The IQAC of the college has conducted Skill Development programme, Capacity Development programme for the non-teaching staff.

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

The IQAC of the college has made several efforts to make the campus eco-friendly with the following initiatives-

- Plantation in the campus.
- Each and every occasion is started with plantation programme.
- Gardening
- Eco development programme.
- Declaring the college campus as *PLASTIC FREE ZONE*
- Cleanliness programme. Use of Dustbin.
- Waste management exercises

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.

During the beginning of every academic year the Institution traditionally organizes some special programmes like-

- Orientation programmes for new comers and
- “KYT- KYS” (know your Teacher, know your Student) programme.
- Parent –teacher meet.
- Staff meeting to discuss the academic matter.
- Mid-term staff meeting after declaring the semester result.

Besides during every session our college arranges interdisciplinary classes among various departments. This type of classes helps in enhancing knowledge of the students about other disciplines and teachers. It is observed that such kind of programmes give positive impact in the overall functioning of the college.

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 Programmes 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) Sahitya Kanan f) National Service Scheme (NSS)

x) Constructed three 20' x 32' class rooms, improved sanitation, improved drinking water facility, improved toilet system for women in the college.

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 The IQAC is working to promote the 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)

- Aware the students and to be act accordingly with the Slogan “Save Power - Save Nation”
- One minute silent prayer on every day’s first period of each departments.

***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-

- Organising Outreached programmes through Science Forum, Eco Club, NSS unit of the college in the neighbouring schools to aware about environmental protection.
- Celebration of World Environment Day, Earth Day etc. inviting schools students of the locality.
- Plantation within and outside the college campus and gardening within the college campus.
- Declaring the campus as Plastic Free Zone
- Organising Cleanliness programme etc.
- Judicious use of facilities by the students as well as teachers provided by 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)

The college gives special emphasis to organize extension activity for community development and other developmental work of the college. Besides, some specific measures are taken such as-

- Less use of power in college building, laboratories, library, office and classrooms.
- Minimizing the rate of emission of carbon dioxide by proper handling of garbage/wastes
- Maximizing the rate of generation of Oxygen by plantation.
- Making the college a plastic free zone.
- Non degradable materials are sent back to the concerned stakeholders for the recycling the same.

8. Plans of institution for next year:

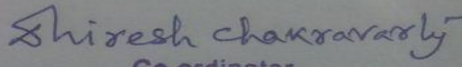
For next year (2017-18) IQAC planned to improve the function of the college in the following area such as –

- i) Administration:**
 - a) Office automation
 - b) ICT development
- ii) Teaching- Learning – Evaluation:**
 - a) Faculty Development Programme
 - b) Capacity Building Programme
 - c) Skill Development Programme
 - d) Organising Seminar & Workshop
 - e) Workshop on ICT

- iii) Extension activity:**
 - a) Teacher's Training Programme by EEC (Science Forum)
 - b) Capacity Development Programme by EEC (Science Forum, Career Guidance)
 - c) Awareness Programmes by EEC (NSS, WEC)
 - d) Women Empowerment Programme by EEC (WEC)
 - e) Literary & Cultural Programmes by EEC (Sahitya Kanan)
 - f) Workshop by Music Club, Sports Club
 - g) Programmes by Eco Club, Literary Club, Debate Club
- iv) Enhancement of the Infrastructure facility:**
 - a) Construction of Class Rooms
 - b) Renovations /Up-gradation of Laboratory
 - c) Up-gradation of Library Building
 - d) Improvement of Toilets facilities (Men & Women)
 - e) Construction of Auditorium
 - f) Construction of Guest House
 - g) Construction of Women Hostel
 - h) Construction Indoor Hall
 - i) Repairing / Renovations / Up-gradation of Old Building
 - a) Improving sports infrastructure & Procurement of sports equipment
 - b) Improving Music & Cultural infrastructure and Procurement of musical equipment
- v) Extra – Curricular activity**
 - c) Organising Workshop on sports
 - d) Organising Workshop on Music
 - e) Organising Eco Development programme
 - f) Organising Literary Programmes
 - g) Organising Debate competition
- vi) Promoting Research culture:**
 - a) Organising Seminar on Research Methodology.
 - b) Encouraging Investigatory Projects by students
 - c) Encouraging Faculty Members to acquire PhD under FIP
 - d) Encouraging Faculty Members to Submit Proposal of MRP under FIP
 - e) Encouraging Faculty Members to join in National & International Conference, Workshop, Seminar, Symposia etc.
 - f) Publication of Research Journal
 - g) Publication of Research Article / Chapters / Books
 - h) Organising Exhibition of creativity (Science & Humanities, Folk Culture)
 - i) Visit to Industries & Laboratories of higher learning.

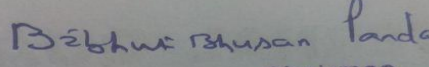
Name: : (Dr. Dhires h Chakravarty)

Name: (Dr. Bibhuti Bhusan Panda)



Co-ordinator
IQAC (BPCC)
Nagarbera

Signature of the Coordinator, IQAC



Chairman
IQAC (BPCC)
Nagarbera

Signature of the Chairperson, IQAC

Annexure I

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