

The Annual Quality Assurance Report (AQAR) of the IQAC

July 2017 - June 2018

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	bpcnagarbera1972@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:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHC0GN 18879)

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)

1.5 Website address:

Web-link of the 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	2nd 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

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

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)
- iv. AQAR 2017-18 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

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

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. Popular Talk on New Methodology NAAC for Assessment & Accreditation.
2. Seminar on Recent Trend in Research & Development

2.14 Significant Activities and contributions made by IQAC

1. Preparation of AQAR and submit 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 2017-2018, 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) ICT (website) development c) 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 e) Organising Workshop f) Construction of Digital Class Room</p> <p>iii) Extension activity:</p> <p>a) Teacher’s Training Programme by EEC b) Capacity Development Programme by Career Guidance & Counselling Cell c) Awareness Programmes by NSS d) Women Empowerment Programme by WEC e) Literary Programmes by Sahitya Kanan f) Cultural Programmes by Music Club g) 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) Improvement of Toilets facilities (Men & Women) f) Construction of Guest House g) Completion of Indoor Hall h) Development of Play Ground i) Improvement of wifi enabled Internet facility j) Digital enabled Class Rooms</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>v) Extra – Curricular activity:</p> <p>a) Improving sports infrastructure. b) Procurement of sports equipment. c) Procurement of musical equipment. d) Activities by Eco club, Sports club, Music club, Debate club, Literary club, Health club</p> <p>vi) Promoting Research culture:</p> <p>i) Organising Seminar on Research Methodology ii) Investigatory project by students</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>
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** 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	00
Annual	02
Six Monthly	03

1.3 Feedback from stakeholders* Alumni

(On all aspects)

Parents

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.

This is taken care by the University itself
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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
51	16	35	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

15

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
0	5	0	0	0	0	0	0	0	5

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	0	3	1
Presented papers	0	3	0
Resource Persons	0	0	1

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

For accelerating teaching learning growth of the stake holders the institution followed a few measures inside and outside the campus like:

- Field trips, surveys, educational tours, visiting classes are taken at nearby schools, etc. is organized.
- Students are also assigned for setting question paper by their self observation to encourage their habit of text book reading.
- Introducing ICT to some extent, Digitally enabled classrooms, Assigning projects.

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

181

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

Offline Multiple Choice Questions and self - evaluation of answer scripts by the 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	Nil	nil
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2.10 Average percentage of attendance of students

86%

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)	140/53	0	60/0	66/1	06/26	99.28/81.81
BSc (Major/General)	50/15	0	19/0	27/05	0/05	72.00/66.66

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

The IQAC of the college is Contributing /Monitoring/ Evaluating the Teaching & Learning processes in the following way-

- Supervising the Physical facilities of the college required for Teaching & Learning processes.
- Communicating with the authority regarding the infrastructural facilities of the college.
- Organising Skill Development programme among the students.
- Organising Capacity Development programme among the students.
- Organising Faculty Development programme among the teachers.
- Monitoring the Learning progress of the students.
- Evaluating the activities according to the academic calendar.
- Completion of the respective curriculum of the courses
- Holding examination in proper time.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil

Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	02
Others	Nil

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	19	07	00	00
Technical Staff	Nil	Nil	Nil	Nil

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				
Outlay in Rs. Lakhs	-	27.85	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	Nil	Nil	Nil
Outlay in Rs. Lakhs	0.32	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	5	Nil
Non-Peer Review Journals	Nil	8	Nil
e-Journals	Nil	00	Nil
Conference proceedings	Nil	10	Nil

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 2017-18	DBT	29.22	
Minor Projects	2016-17 2017-18	UGC	0.32	0.32
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

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	0	0	0	0	20
	Sponsoring agencies	0	0	0	0	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	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: 70

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

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="NA"/>	College forum	<input type="text" value="08"/>	
NCC	<input type="text" value="NA"/>	NSS	<input type="text" value="03"/>	Any other <input type="text" value="05"/>

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 village.
- ii) Awareness Programme was held on NRC updating.
- iii) Counselling programme was organized on the theme 'How to face Interview' for the outgoing students.
- iv) Week long door to door campaign was launched in seven villages surrounding the college on *Swastata*.
- v) Health Awareness Programme is organized on regular basis in nearby villages.

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	33	02	UGC	35
Laboratories	08	0	0	08
Seminar Halls	01	0	0	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

Computer administration has been partially achieved both in office and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11183	3386810	429	184071	11612	3570881
Reference Books	5348	1062263	120	51480	5468	1113793
e-Books	INFLIBNET					
Journals	20	9890	0	0	20	9890
e-Journals	INFLIBNET					
Digital Database						
CD & Video	25		0	0	25	
Others (specify) Computer	14	350000	0	0	14	350000
Newspaper and periodicals:	15	45000	0	0	15	

Photo Copier	01	110000	0	0	01	
Drinking Water	01	19000	0	0	01	
Fire Extinguisher	01	8000	1	11000	02	19000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	80	22	10	Connected	15	10	16	07
Added	04	03	0	Connected	0		01	0
Total	84	25	10	Connected	15	10	17	07

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

Organize computer literacy programme for students on December 14 th 2017

4.6 Amount spent on maintenance in lakhs:

i) ICT	2.30
ii) Campus Infrastructure and facilities	5.10
iii) Equipments	1.30
iv) Others	1.60
Total :	10.30

Criterion – V

5. Student Support and Progression: 2017-18

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college starts every academic year with an orientations programme for the new comers.
- Ensures the service of various units to support the students.
- Mentoring system is in place. Teacher mentor for every 20 students have been allotted.
- Lady faculty member as mentor for girl students.
- Support given to the students for their participation in sports, co-curricular and extra-curricular activities.
- Responsibilities given to the students during the college level fest.

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 : 1838

UG	PG	Ph. D.	Others
1261	N.A.	N.A.	577

(b) No. of students outside the state

NIL

(c) No. of international students

NIL.

Men	No	%	Women	No	%
	1103	60		735	40

Demand ratio 1:1

Dropout: 9%

Last Year, 2016-17						This Year, 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1482	206	02	41	02	1733	1575	211	04	46	02	1838

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

120

5.5 No. of students qualified in these examinations: N.A

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance:

- Organises an 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 benefitted:

130

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:

- 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.
 - Women Health and Awareness Programme.
 - International Women Day.
 - World Mother’s Day.
 - World AIDS Day.
 - Survey of Socio- Economic Condition of Girls and Women of the Locality.

5.9 Students Activities:

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

State/ **University level** 30 National level 15 International level NIL

No. of students participated in cultural events

State/ **University level** 29 **National level** 13 International level NIL

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

Sports : State/ **University level** 06 National level NIL International level NIL

Cultural: State/ **University level** 02 National level NIL International level NIL

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	26	1,05,000/-
Financial support from government	1261	36,47,520/-
Financial support from other sources	25	1,00,000/-
Number of students who received International/ National recognitions	NIL	NIL

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:
 - Sports Equipment
 - Furniture for BPCC-SU Office

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:

- ✓ Notice Board
- ✓ Circulation of Notice
- ✓ College Website
- ✓ Prospectus.
- ✓ Bulletin etc.

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

6.3.1 Curriculum Development

As an affiliated college, the college follows Gauhati University curriculum.

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 controlled and conducted by the Affiliating University.
- The internal examinations such as Sessional exams, Terminal exams are controlled and conducted by the Examination Board of the College
- Unit test, revised test are conducted by the departments.
- Except the final exam, 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 prepares the Research and Development proposal.
- The IQAC recommends the proposals.
- The Planning Board approves the same & send 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 has 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

Recruitment of faculty and staff is done as per UGC and Government guidelines.

6.3.8 Industry Interaction / Collaboration

Not yet done

6.3.9 Admission of Students

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

- Admission process is merit based.
- Entrance test and Personal Interview are taken in all the departments.
- Special consideration for proficiency in sports and games at the state and national level.
- The College website and Prospectus contains information about the institution and the courses offered.

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

NA

No

NA

For PG Programmes

Yes

NA

No

NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

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

NA

6.11 Activities and support from the Alumni Association

- Construction of Partial Boundary Wall.
- 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 organises 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
- Environmental Awareness Programme
- Management of biodegradable- wastes viz. vermi-composting.

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.

Innovations introduced during this year as follows:

- i) Declaring Plastic free zone in the college campus.
- ii) Sustainable Environment (*Keep it clean Make it Green*)

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

This year (2017-18) 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.

- i) Administration:
 - a) Office automation
 - b) ICT (website) 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 (SahityaKanan)
 - f) Workshop by Music Club, Sports Club
 - g) Programmes by Eco Club, Literary Club, Debate Club

- iv) Enhancement of the Infrastructure facility:
- v) Construction of Class Rooms
- vi) Renovations /Up-gradation of Laboratory
- vii) Up-gradation of Library Building
- viii) Improvement of Toilets facilities (Men & Women)
- ix) Construction of Auditorium
- x) Construction of Women Hostel
- xi) Construction Indoor Hall
- xii) Repairing / Renovations / Up-gradation of Old Building
- xiii) Improving sports infrastructure & Procurement of sports equipment
 - j) Improving Music & Cultural infrastructure and Procurement of musical equipment
- xiv) Extra – Curricular activity
 - a) Organising Workshop on sports
 - b) Organising Workshop on Music
 - c) Organising Eco Development programme
 - d) Organising Literary Programmes
 - e) Organising Debate competition
- xv) 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.

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

- i) Optimum use of infrastructural facilities for maximum benefits.
- ii) Plantation on special occasion.

****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-

- i) Organising awareness programmes through Science Forum, Eco Club, NSS unit of the college in different neighbouring schools.\
- ii) Celebration of World Environment Day by inviting schools students of one school one year.
- iii) Plantation within and outside the college campus and gardening within the college campus.
- iv) Declaring the campus as plastic free zone
- v) Cleanliness programme etc.
- vi) 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 facilitates participations and involvement of the students of the highest degree in various institutional activities by phase wise up-gradation of the classroom, organizing seminars, popular talk and workshops in different departments by inviting academicians and eminent personalities from different walks of life. Special emphasis is given to organize extension activity for community development, renovation and development work of the college campus. In addition to the above works some specific measures in this regard are

- Energy Conservation is done through less use of power in college building, laboratories, library, office and classrooms by constructing these building in such a way that it allows natural light and air to enter the room freely.
- Water harvesting: The College has two ponds to reserve water for its use throughout the year.
- Efforts for carbon neutrality: Minimizing the rate of emission of carbon dioxide and maximizing the rate of generation of Oxygen is achieved through composting of garbage instead of burning plantation and replacing fire wood burning by LPG in hostel and canteen etc.
- Hazardous waste Management by disposing laboratory waste centrally and making the college a plastic free zone.

8.Plans of institution for next year:

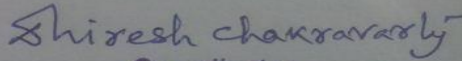
For next year (2018-19) IQAC planned to improve the function of the college in the following area such as –

- i) Administration:**
 - a) Office automation
 - b) Website development
 - c) Worksop on ICT
- ii) Teaching- Learning – Evaluation:**
 - a) Faculty Development Programme
 - b) Capacity Building Programme
 - c) Skill Development Programme
 - d) Organising Seminar & Workshop
- iii) Extension activity:**
 - a) Capacity Development Programme by EEC (Science Forum, Career Guidance)
 - b) Awareness Programmes by EEC (NSS,WEC)
 - c) Women Empowerment Programme by EEC (WEC)
 - d) Literary & Cultural Programmes by EEC (Sahitya Kanan)
 - e) Workshop by Music Club, Sports Club
 - f) 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& Procurement of Books & Journals.
 - 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) Procurement of Teaching Aids
 - j) Repairing / Renovations / Up-gradation of Old Building
 - k) Improving sports infrastructure & Procurement of sports equipment
 - l) Improving Music & Cultural infrastructure and Procurement of musical equipment
- v) Extra – Curricular activity:**
 - a) Organising Workshop on Sports
 - b) Organising Workshop on Music
 - c) Organising Eco Development Programme
 - d) Organising Literary Programmes
 - e) Organising Debate Competitions

vi) Promoting Research culture:

- i) Organising Seminar on Research Methodology.
- ii) Encouraging Investigatory Projects by students
- iii) Encouraging Faculty Members to acquire PhD under FIP
- iv) Encouraging Faculty Members to Submit Proposal of MRP under FIP
- v) Encouraging Faculty Members to join in National & International Conference, Workshop, Seminar, Symposia etc.
- vi) Publication of Research Journal
- vii) Publication of Research Article / Chapters / Books
- viii) Organising Exhibition of creativity (Science & Humanities, Folk Culture)
- ix) Visit to Industries & Laboratories of higher learning.

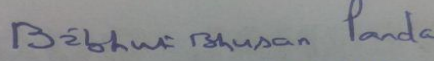
Name : (Dr. Dhiresh Chakravarty)



Co-ordinator
IQAC (BPCC)
Nagarbera

Signature of the Coordinator, IQAC

Name : (Dr. Bibhuti Bhusan Panda)



Chairman
IQAC (BPCC)
Nagarbera

Signature of the Chairperson, IQAC

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