**PUTHIMARI COLLEGE**

**SONESWAR, DIST.-KAMRUP, ASSAM*,* PIN:781382, Ph: 0361-288003**

# The Annual Quality Assurance Report (AQAR)

# Session : 2014-2015

**Part – A**

**1. Details of the Institution**

**PUTHIMARI COLLEGE**

1.1 Name of the Institution

**SONESWAR**

 1.2 Address Line 1

**DIST. - KAMRUP**

 Address Line 2

**SONESWAR**

 City/Town

**ASSAM**

 State

**781382**

 Pin Code

**principal.puthimaricollege@yahoo.com**

 Institution e-mail address

 **0361-288003**

 Contact Nos.

 Name of the Head of the Institution:

**Dr. Nityananda Kalita**

**0361-288003**

 Tel. No. with STD Code:

**+91 9864086145**

 Mobile:

**Mr. Phuleswar Deka**

 Name of the IQAC Co-ordinator:

**09508440600**

 Mobile:

**Iqac.puthimaricollege@yahoo.com**

 IQAC e-mail address:

1.3 NAAC Track ID

**­15146**

1.4 **NAAC Executive Committee No. & Date:**

**EC/62/RAR/071 Dated: 05-01-2013**

*(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*

**www.puthimaricollege.in**

1.5 Website address:

**www.puthimaricollege.in/AQAR/2014-15.doc**

**AQAR10.docx**

 Web-link of the AQAR:

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | **C+** | **-** | **2005** | **2010** |
| 2 | 2nd Cycle | **B** | **2.34** | **2013** | **2018** |
| 3 | 3rd Cycle |  |  |  |  |
| 4 | 4th Cycle |  |  |  |  |

**03/01/2005**

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

**2014-15**

1.8 AQAR for the year

1.9 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC

i. AQAR-2012-13 Submitted to NAAC on 11/06/2016

ii. AQAR-2013-14 Submitted to NAAC on 25/06/2016

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

**N.A**

 Autonomy by State/Central Govt. / University

**N.A**

**N.A.**

 College with Potential for Excellence UGC-CPE

**N.A.**

**N.A.**

 DST Star Scheme UGC-CE

**N.A.**

**N.A.**

 UGC-Special Assistance Programme DST-FIST

**N.A.**

**N.A.**

 UGC-Innovative PG programmes Any other (*Specify*)

 UGC-COP Programmes

**N.A**

 **2. IQAC Composition and Activities**

2.1 No. of Teachers

**06**

**01**

2.2 No. of Administrative/Technical staff

**01**

2.3 No. of students

2.4 No. of Management representatives

**01**

2.5 No. of Alumni

**01**

2. 6 No. of any other stakeholder and

**02**

 Community representatives

2.7 No. of Employers/ Industrialists

**-**

2.8 No. of other External Experts

**-**

**12**

2.9 Total No. of members

02

loiouyr

2.10 No. of IQAC meetings held

**01**

**-**

2.11 No. of meetings with various stakeholders: No. Faculty

**01**

**-**

**-**

 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

2.13Seminars 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

2.14 Significant Activities and contributions made by IQAC

|  |
| --- |
| **The IQAC has made significant contribution to the all round development of the college.** * **It collects feedback from the students, analyse them and gives necessary advice to improve overall teaching and learning process.**
* **IQAC collects self evaluation reports of individual teachers keep a record of different activities of the faculty members.**
* **IQAC take initiative to continue the practice of organising Departmental Seminar, Group Discussion etc. for the students.**
* **IQAC actively monitor Student Support System.**
 |

 2.15 Plan of Action by IQAC/Outcome

 The plan of action chalked out by the IQAC in the beginning of the year towards quality

 Enhancement and the outcome achieved by the end of the year

|  |  |
| --- | --- |
| **Plan of Action** | **Achievements** |
| * **To impart quality education according to the Vision and Mission of the college.**
* **Planned to purchase College Management Software for smooth functioning.**
* **IQAC advised the departments to continue the practice of organizing “Group Discussion” at department level.**
* **IQAC also advised to continue the practice of organizing the departmental seminars.**
* **To encourage students to take part in Sports & Games and other Co-Curricular activities.**
* **Campus renovation works.**
 | * Quality education was imparted according to the Vision and Mission of the college.
* College Management software had been purchased during the academic year.
* Departmental level group discussion sessions had been organized on the date specified in the academic calendar.
* All Departments conducted the Departmental seminars, one each.
* Students were encouraged to take participation in sports & Games and other co-curricular activities. Accordingly Annual Function, Fresher’s Day were organised.
* Many campus renovation works have been carried on throughout the year (like glass work, building renovation etc.
 |

 *Academic Calendar of the year 2014-2015 (See Annexure-1)*

2.15 Whether the AQAR was placed in statutory body Yes No

**✓**

Management Syndicate Any other body

**✓**

Provide the details of the action taken

|  |
| --- |
| * **AQAR was approved by Governing Body of the college.**
* **Decided to give more emphasis on teaching, learning and evaluation process.**
* **Also decided to give more emphasis on ICT.**
 |

**Part – B**

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | **-** | **-** | **-** | **-** |
| PG | **-** | **-** | **-** | **-** |
| UG | **02** (B.A. General & B.A. Major) | **0** | **0** | **0** |
| PG Diploma | **-** | **-** | **-** | **-** |
| Advanced Diploma | **-** | **-** | **-** | **-** |
| Diploma | **-** | **-** | **-** | **-** |
| Certificate | **-** | **-** | **-** | **-** |
| Others | **-** | **-** | **-** | **-** |
| **Total** | **02** | **-** | **-** | **-** | **-** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | **-** | **-** | **-** | **-** |
| Innovative | **-** | **-** | **-** | **-** |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **Open Options.**

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | **2** (B.A. General & B.A. Major) |  |  |       |
| Trimester | **-** |
| Annual | **--** |

1.3 Feedback from stakeholders\* Alumni Parents Employers Students

**✓**

 ***(On all aspects)***

 Mode of feedback : Online Manual Co-operating schools (for PEI)

**✓**

***\*Refer annexure IV for feedback analysis report.***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

|  |
| --- |
| **Syllabus is determined by the affiliated University; hence it is out of scope of the college.** |

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

|  |
| --- |
| **No new department was introduced.** |

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| **23** | **07** | **15** | **01 (Principal)** | **0** |

2.1 Total No. of permanent faculty

**05**

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
|  **-** | **01** | **-** | - | **-** | - | - | - | **-** | **01** |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

**-**

**-**

**08**

2.4 No. of Guest and Visiting faculty and **Temporary faculty**

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | **-** | **03** | **-** |
| Presented papers | **-** | **01** | **-** |
| Resource Persons | **-** | **-** | **-** |

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

|  |
| --- |
| * **Use of supplementary aids, introducing multiple choice questions in class test and more.**
* **“Award of Merit “was introduced to motivate the students.**
* **Departmental level seminars and group discussion sessions were conducted to improve the learning process.**
 |

**217**

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

2.8 Examination/ Evaluation Reforms initiated by

**Introduction of MCQ in class test**

 the Institution (for example: Open Book Examination, Bar Coding,

 Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum

**-**

**-**

-

 restructuring/revision/syllabus development

 as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

**75%**

2.11 Course/Programme wise distribution of pass percentage:

|  |  |  |  |
| --- | --- | --- | --- |
|  Title of the Programme | Total no. of students appeared | Total no. of students Passed | Division |
| Distinction % | I% | II% | III % | Pass % |
| **BA (General)** | **95** | **59** | **-** | **-** | **-** | **-** | **62.10%** |
| **BA (Major)** | **81** | **76** | **-** | **-** | **-** | **-** | **93.83%** |

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

|  |
| --- |
| * **IQAC takes initiative to continue the process of organising student seminars, class test and quiz competitions to help the students learn better.**
* **In addition to that, IQAC advised all departments to continue the practice of organising Group Discussion sessions.**
* **IQAC takes feedback from the students and gives necessary advice for improvement.**
 |

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programms.* | *Number of facultybenefitted* |
| Refresher courses | - |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | 01 |
| Faculty exchange programme | - |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | - |
| Summer / Winter schools, Workshops, etc. | - |
| Others | - |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 08 | 02 | - | - |
| Technical Staff | - | - | - | 01 |

**Criterion – III**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

|  |
| --- |
| * **IQAC encourages and advises the faculties to take part in seminars/ conference/ workshops and also to submit proposals for research projects.**
* **The heads of the departments are also advised to apply for the UGC funds which help them conduct various seminars at national levels, workshops etc.**
* **The IQAC also suggests the college authorities and governing bodies to sanction leaves and necessary funds for the faculties who involve themselves in the above mentioned activities.**
 |

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | **-** | **-** | **-** | **-** |
| Outlay in Rs. Lakhs | **-** | **-** | **-** | **-** |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | **-** | - | 02 | **-** |
| Outlay in Rs. Lakhs | **-** | **-** | **3.9 Lakhs****(2.40 &1.50)** | **-** |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | **-** | **04** | **-** |
| Non-Peer Review Journals | **-** | **01** | **-** |
| e-Journals | **-** | **03** | **-** |
| Conference proceedings | **-** | **-** | **-** |

3.5 Details on Impact factor of publications:

N.A.

N.A.

N.A.

N.A.

 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 | DurationYear | Name of thefunding Agency | Total grantSanctioned | Received |
| Major projects | **-** | **-** | **-** | **-** |
| Minor Projects | **02** | **UGC NERO** | **3.9 Lakhs** | **3.15 Lakhs** |
| Interdisciplinary Projects | **-** | **-** | **-** | **-** |
| Industry sponsored | **-** | **-** | **-** | **-** |
| Projects sponsored by the University/ College |  |  |  | **-** |
| Students research projects*(other than compulsory by the University)* | **-** | **-** | **-** | **-** |
| Any other(Specify) | **-** | **-** | **-** | **-** |
| Total |  |  |  |  |

**03**

**03**

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 : **N.A.**

 UGC-SAP CAS DST-FIST

 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

**Nil**

**Nil**

 INSPIRE C E Any Other (specify)

**Nil**

**Nil**

**NIL**

3.10 Revenue generated through consultancy

 3.11 No. of conferences organized by the Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Level | International | National | State | University | College |
| Number | **-** | **-** | **-** | **-** | **-** |
| Sponsoring agencies | **-** | **-** | **-** | **--** | **-** |

**NIL**

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 :

**0.05**

**N.A.**

 From Funding agency From Management of University/College

 Total

**0.05**

|  |  |  |
| --- | --- | --- |
| Type of Patent |  |  Number |
| National | Applied | **-** |
| Granted | **-** |
| International  | Applied | **-** |
| Granted | **-** |
| Commercialised | Applied | **-** |
| Granted |  |

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| **-** |  |  | **-** | **-** | **-** | **-** |

 Of the institute in the year

3.18 No. of faculty from the Institution

**Nil**

 who are Ph. D. Guides

 and students registered under them

**Nil**

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

**Nil**

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

 JRF SRF Project Fellows Any other

**Nil**

**Nil**

**Nil**

**Nil**

3.21 No. of students Participated in NSS events

**Nil**

**07**

 University level State level

 National level International level

**Nil**

**Nil**

3.22 No. of students participated in NCC events:

**NA**

 University level State level

**NA**

 National level International level

**NA**

**NA**

3.23 No. of Awards won in NSS:

**Nil**

**Nil**

 University level State level

 National level International level

**Nil**

**Nil**

3.24 No. of Awards won in NCC:

**NA**

 University level State level

**NA**

 National level International level

**NA**

**NA**

3.25 No. of Extension activities organized

**-**

 University forum College forum

**-**

**-**

**2**

 NCC NSS Any other

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

|  |
| --- |
| * **Departmental field trips/surveys were carried on.**
* **Independence Day, Republic Day, Gandhi Jayanti, Teacher’s Day, International Women’s Day and World Environment Day were observed.**
 |

**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 | 610820.24 sq ft(35 bigha) | **-** | **-** | 610820.24 sq ft(35 bigha) |
| Class rooms | 20 (13044 sq ft) |  |  | 19 (12276 sq ft) |
| Laboratories | 03 (2146 sq ft) |  |  | 03 (2146 sq ft) |
| Seminar Halls |  - |  |  |  |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year.  | **-** | **-** | **-** | **\_** |
| Value of the equipment purchased during the year (Rs. in Lakhs) | **-** | **-** | **-** | **\_** |
| **Others**: (Principal Room, Office Room, Library, Departmental Room, Exam Control Room, Store Room, Canteen, Girls’ common room, Ladies Dressing Room, Boys’ common room , Union Room, Principal Quarter and cycle stand) | **19224 sq ft** | **-** | **-** | **19224 sq ft** |

4.2 Computerization of administration and library

|  |
| --- |
| * **Sufficient numbers of computers have been installed in the administrative office and Library.**
* **Many software like SOUL 2.0 (for Library), Salary Software etc are installed for smooth functioning.**
* **The College had purchased College Management Software during the academic year for smooth functioning of the administrative works.**
 |

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Existing | Newly added | Total |
| No. | Value | No. | Value | No. | Value |
| Text Books  | **7516** | **1263000/-** | **320** | **35000/-** | **7836** | **1298000/-** |
| Reference Books | **3477** | **857000/-** | **117** | **28000/-** | **3594** | **885000/-** |
| e-Books | **N-List Programme (INFLIBNET Membership)** |
| Journals | **20** | **8000/-** | **Nil** | **Nil** | **20** | **8000/-** |
| e-Journals | **N-List Programme (INFLIBNET Membership)** |
| Digital Database | **01** | **2000** | **Nil** | **Nil** | **01** | **2000** |
| CD & Video | **25** | **Nil** | **Nil** | **Nil** | **25** | **Nil** |
| Others (specify):  | **Nil** | **-** | **-** | **-** | **-** | **-** |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Total Computers** | **Computer Labs** | **Internet** | **Browsing Centres** | **Computer Centres** | **Office** | **Departments** | **Others** |
| Existing | **27** | **-** | **13** | **-** | **06** | **07** | **08** | **06** |
| Added | **02** | **-** | **-** | **-** | **-** | **-** | **02** | **-** |
| Total | **29** | **-** | **13** | **-** | **06** | **07** | **10** | **06** |

\***Others:** Principal Office-02, Library-03 and IQAC-01.

\*\***Newly Added:** Office: 02.

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

 Up-gradation (Networking, e-Governance etc.)

|  |
| --- |
| **As of now there was no such training programs conducted. However the IQAC has a plan to provide formal training to the faculties on ICT in the future.** |

4.6 Amount spent on maintenance in lakhs :

* **Computer &Photocopier Servicing Charge: Rs 8,268/-**
* **Internet Bill: Rs 21,277/-**

 i) ICT

* **Campus Renovation and Infrastructure Maintenance Cost (Like glass work, building renovation, water supply, carpenter charge etc.): Rs 2,70,308 /-**

 ii) Campus Infrastructure and facilities

---------------

 iii) Equipments

* **Electricity Bill/ Electricity Work: Rs 37091/-**
* **D.G. Servicing: Rs 7,830/-**
* **Invertors Battery: Rs 61,490/-**

iv) Others

**Rs 4, 06, 264/- \*\*\***

 **Total:**

 **\*\*\* Rs. 4.06 Lakhs (Approx).**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

|  |
| --- |
| * **The IQAC organised meetings with the students to bring awareness about student support services which are available in the college.**
* **Separate hand outs are given to the students for enrolling themselves in NSS, the training of which helps them to become socially responsible and good citizens.**
* **The IQAC has requested the departments to provide the major students a copy of the syllabus.**
 |

5.2 Efforts made by the institution for tracking the progression

|  |
| --- |
| * Student’s performance in class test and sessional exams are carefully evaluated to track the progression of the students.
* There is no formal mechanism in the college to track the progress of the passed out students. However, progress is often tracked at informal level through alumni feedback, word of mouth etc.
 |

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| **718** | **-** | **-** | **-** |

5.3 (a) Total Number of students

NO %

340 47.35

 Men : NO Women: NO %

 378 52.65

Nil

 (b) No. of students outside the state

Nil

 (c) No. of international students

|  |  |
| --- | --- |
| Last Year | This Year |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 460 | 26 | Nil | 191 | 02 | 677 | 518 | 38 | Nil | 162 | 02 | 718 |

Demand ratio **: 1:1.14** Dropout: **4.14%**

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

|  |
| --- |
| **Support is provided at informal level for entry to services. IQAC discussed about providing a formal course for guiding students for competitive examinations.** |

 No. of students beneficiaries

**-**

5.5 No. of students qualified in these examinations : **College has no search mechanism.**

**Nil**

**Nil**

**Nil**

**Nil**

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

**Nil**

**Nil**

**Nil**

**Nil**

5.6 Details of student counselling and career guidance

|  |
| --- |
| * **Information and Guidance Cell periodically provides various career related information and guidance to the students community of the college. The cell also organized some discussion with students which really benefited the students.**
* **IQAC timely counsel and take initiative to guide the students regarding career options after completing graduate course.**
 |

**718**

 No. of students benefitted

5.7 Details of campus placement

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| **-** | **-** | **-** | **-** |

5.8 Details of gender sensitization programmes

|  |
| --- |
| * **The College has an active Women Cell which look after this work.**
 |

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 ofStudents | Amount |
| Financial support from institution  | **5** | **Rs 12600/-** |
| Financial support from government | **45** | **Rs 2,37,395/-** |
| Financial support from other sources | **-** | **-** |
| Number of students who received International/ National recognitions | **-** | **-** |

5.11 Student organised / initiatives

**Nil**

**Nil**

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

**Nil**

**Nil**

5.12 No. of social initiatives undertaken by the students

-

5.13 Major grievances of students (if any) redressed:

|  |
| --- |
| **No major grievances of students had been addressed.**  |

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

|  |
| --- |
| * **Vision:** To impart education in humanities to the young generation of the country and to enroute them to the world of working knowledge.

* **Mission:**
* To impart quality education to the students in the field of humanities.
* To empower the students through education and to prepare them to meet the challenges of the competitive world by instilling confidence in them.
* To make students socially and ethically responsible citizens.
* To dignify the future of the students by acquiring knowledge for practical world.
 |

6.2 Does the Institution has a management Information System

|  |
| --- |
| **The institution does not have a Management Information System.**  |

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

6.3.1 Curriculum Development

|  |
| --- |
| * **Being affiliate of the university the college follows the curriculum prescribed by Gauhati University.**
* **The teachers prepared their lesson planning according to the class routine allotted to them and the lesson plan was executed. If any class was dropped due to some unavoidable circumstances, the class was taken by the concerned teacher on other teaching days to make up the loss.**
 |

6.3.2 Teaching and Learning

|  |
| --- |
| * **Each department adopts innovative processes in teaching and learning like Quiz, Departmental seminars, Group Discussion Sessions, etc.**
* **IQAC collects student’s feedback on teaching and learning process; analysed them and share the report for betterment.**
 |

6.3.3 Examination and Evaluation

|  |
| --- |
| * **As per Gauhati University Ordinance.**
* **The college conducts tests such as class tests, sessional tests to assess the progression of students.**
 |

6.3.4 Research and Development

|  |
| --- |
| **The IQAC encourages the faculty members to be engaged with major and minor research activities.** |

6.3.5 Library, ICT and physical infrastructure / instrumentation

|  |
| --- |
| * **The Central Library has been subscribed for INFLIBNET membership (N-List Programme) which facilitates access of information of various types such as online databases, e-journals, e- books etc...**
* **Taken up initiatives to promote ICT among faculty members, Students and non-teaching staff.**
* **The institution adopts policies and strategies for adequate technology deployment and maximum possible modernisation within the limit of funding.**
* **The college had purchased College Management Software.**
 |

6.3.6 Human Resource Management

|  |
| --- |
| * **There is a Governing body as a top level management that manages and develops the total human resource of the college.**
* **Recruitment of faculties is governed by State Govt. Policies. However, college also recruits temporary faculties based on qualification.**
* **The college has a students’ union whose elections were held.**
 |

6.3.7 Faculty and Staff recruitment

|  |
| --- |
| * **Faculty and staff are recruited transparently as per Government norms/rules.**
* **Advertisements inviting applications from qualified candidates are published in leading newspapers. Application who meets the eligibility criteria lay down by the UGC and the Gauhati University are called for an interview.**
 |

6.3.8 Industry Interaction / Collaboration

|  |
| --- |
| **There is no formal mechanism for industrial collaboration.** |

6.3.9 Admission of Students

|  |
| --- |
| **Admission of students is very transparent and done purely on merit basis. Admission done as per University guidelines and Govt. rules.** |

6.4 Welfare schemes for

|  |  |
| --- | --- |
| Teaching  | **Group Insurance Scheme and GPF** |
| Non teaching  | **Group Insurance Scheme and GPF** |
| Students  | * **Financial assistance from college fund for economically weaker but meritorious students.**
* **Award of Merit.**
* **Separate book bank is maintaining in the central library for economically weaker section of students.**
 |

**21, 66, 570/-**

6.5 Total corpus fund generated

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** |  | **No** |  |
| Administrative | **No** |  | **No** |  |

6.8 Does the University/ Autonomous College declare results within 30 days?

 For UG Programmes Yes No

✓

 For PG Programmes Yes No

N.A

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

|  |
| --- |
| **The alumni association timely gives valuable suggestions regarding student support services.**  |

6.12 Activities and support from the Parent – Teacher Association

|  |
| --- |
| **There is no formal parent teachers association. The IQAC however feeds the need to form a Parent-Teacher Association which will work for the development of the College.** |

6.13 Development programmes for support staff

|  |
| --- |
| **Yet no special development program had been initiated. The IQAC has a plan to arrange a computer training session for non-teaching staff.**  |

* 1. Initiatives taken by the institution to make the campus eco-friendly

|  |
| --- |
| * **World Environment Day was observed.**
* **Tree Plantation.**
 |

**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.

|  |
| --- |
| * **The existing practice of organising weekly departmental seminars for students, giving home assignments to the students and holding unit tests as part of the internal assessment of major students is continued. This practice keeps the students with an opportunity to prepare research papers under the active guidance of the faculty members and enable them to interact among themselves and with the teachers.**
* **Continued the practice of organising departmental level group discussion sessions for students.**
* **College steadily investing on the overall development 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

|  |
| --- |
| * **Quality education was imparted according to the vision and mission of the college.**
* **Departmental seminars were organised.**
* **Two Group Discussion sessions had been organised during the academic year.**
* **Students were encouraged to enrol in NSS.**
* **Renovation and Maintenance work were completed.**
* **Students were encouraged to take participation in sports & Games and other co-curricular activities. Accordingly Annual Function, Fresher’s Day were organised.**
 |

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

|  |
| --- |
| 1. **Departmental Group Discussion Session.**
2. **Co-curricular activities.**
 |

***Provide the details in annexure: See Annexure-III***

7.4 Contribution to environmental awareness / protection

|  |
| --- |
| * **World Environment Day was observed in the college.**
* **Tree Plantation.**
 |

7.5 Whether environmental audit was conducted? Yes No

√

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

|  |
| --- |
| **SWOT Analysis.** |

*\*(Refer annexure II)*

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

|  |
| --- |
| * **Plan to give more emphasis on Teaching and Learning.**
* **By giving more emphasis on ICT, the college has a plan to purchase Salary, Feedback and Accounting Software for smooth functioning of official and administrative works.**
* **Special emphasis will be given to lower the dropout rate.**
* **Plan to organise at least one quality related workshop.**
* **Administrative & Examination reforms.**
* **Plan to conduct** *Academic audit, Administrative audit & Environmental audit* **internally.**

 |

****

**Annexure I**

**Academic Calendar: 2014-2015**

**Puthimari College, Soneswar, Kamrup, Assam**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Month & Year | Working Days | Teaching Days | Exam.Days | Programmes Observed | Sundays | Holidays |
| July, 2014 | 1-5,7-12, 14-19, 21-26, 28, 31 | ------ | ------ |  ------ | 6, 13,20,27 | 1-31 Summer Vacation29-30 Id-Ul-Fitre |
| Total | 25 | ------ |  ------ | ------ | 4 | ---------- |
| August, 2014 | 1, 2, 4-9, 11-14, 16, 19-22, 23, 25,26, 28,29, 30 | 1, 2, 4-9, 11-14, 16, 19-22, 25,26, 28,29, 30 | ------ | 15th –Independence Day 23- Freshers’ Social | 3,10,17,24, 31 | 05-College Foundation Day15 – Independence Day23- Freshers’ Social27 –Tithi of Srimanta Sankar Deva18- Janmastami |
| Total | 23 | 22 |  ------ | 02  | 5 | 05 |
| Sept.,2014 | 1-6, 8-12, 15-20, 22-27, 29,30 | 1-6, 8-11, 15-20, 22-27, 29,30 | Sessional exam | 5th –Teachers’ Day12th- Election of Students Union | 7, 14, 21, 28 | 13- Tithi of Sri Madhab Deva  |
| Total | 25 | 24 | 06  | 02  | 4 | 1 |
| Oct., 2014 | 8-11, 13-18, 20-22, 25, 27-31 | 8-11, 13-18, 20-22, 25, 27-31 | ------ | ------ | 5, 12, 19, 26 | 1-7: Birthday of Mahatma Gandhi, Durga Puja, Janmotsav of Srimanta Sankar Deva, Id-Ul-Zuha, Kati Bihu & Laxmi Puja, 23-24: Kali Puja/ Dewali |
| Total | 19 | 19 | ------ | ------ | 4 | 9 |
| Nov., 2014 | 1, 3-5, 7,8, 10-15, 17-22, 24-29 | 1, 3-5, 7,8, 10-14, 17-22, 24-29 | ------ | ------ | 2, 9, 16, 23, 30 | 06- Gurunanak Birth Day15- Milad A Mehphil |
| Total | 24 | 23 | ------ | ------ | 5 | 2 |
| Dec., 2014 | 1-6, 8-13, 15-20, 22-24, 26,27, 29-31 | 1-6, 8-13 | Odd Sem. Exam. |  ------ | 7, 14, 21, 28 | 25- Christmas Day |
| Total | 26 | 12 |   | ------ | 4 | 1 |
| Jan., 2015 | 1-3, 5-10, 12,13, 16,17, 19-24, 27-31 | 12, 16,17, 19-24 | ------ | 25- Swaraswati Puja26- Republic Day.27-31- College Week | 4, 11, 18, 25 | 1-10 Winter Vacation14-15- Magh Bihu, Shilpi Divas26- Republic Day.  |
| Total | 24 | 09 |  ------ | -------  | 4 | 13 |
| Feb., 2015 | 2-7, 9-14, 16, 18-21, 23-28 | 2-7, 9-14, 16, 18-21, 23-28 |  ------ | ------  | 1, 8, 15, 22 | 17- Shivaratri  |
| Total | 23 | 23 |  ------ | ------  | 4 | 1 |
| March, 2015 | 2-4, 7, 9-14, 16-2123-28, 30, 31 | 2-4, 7, 9-14, 16-2123-28, 30, 31 |  ------ | 8-International Women’s Day, | 1, 8, 15, 22, 29 | 5-6- Dol Yatra |
|
| Total | 24 | 24 |  ------ | 01  | 05 | 2 |
| April, 2015 | 1,2, 4, 6,7, 8-11, 13, 17,18, 20-25, 27-30 | 1,2, 4, 6,7, 8-11, 13, 17,18, 20-25, 27-30 | Sessional Exam  |  ------ | 5, 12, 19, 26 | 3: Good Friday14-16- Bohag Bihu |
|  Total  | 22 | 22 |  5 |  ------ | 4 | 4 |
| May, 2015 | 2, 4-9, 11-16, 18-23, 25-30 | 2, 4-9, 11-16, 18-23, 25-30 | ------  | ------ | 3, 10, 17, 24, 31 |  1: May Day |
|  Total  | 25 | 25 | ------  | ------  | 5 | 1  |
| June, 2015 | 1-6, 8-13, 15-20, 22-27, 29,30 | 1-6, 8-13, 15 | Even Sem. Exam. | 5- World Environment Day | 7, 14, 21, 28 | ------ |
| Total  | 26 | 13 | 13 |  1 | 4 | ------  |
| Grand Total  | 286 | 217 |  ------ |  ------ | 52 | ------ |

**Note:**

1. Sessional Exam – 22-27 Sept’2014

 Sessional Exam – 1-2, 4, 6-7 April, 2015

2. Departmental Seminar ( Asm & PSc Dept.) – 15th Sept’2014

 Departmental Seminar ( Eco. & Phil. Dept.) – 16th Sept’2014

 Departmental Seminar ( Edn. & Hist. Dept.) – 17th Sept’2014

 Departmental Seminar ( Eng. & Geo. Dept.) – 18th Sept’2014

 Departmental Seminar (As. & Eng. Dept.)– 9th March, 2015

 Departmental Seminar (Edn. & Phl. Dept.)– 10th March, 2015

 Departmental Seminar (Hist. & Geo. Dept.)– 11th March, 2015

 Departmental Seminar ( PSc. &Eco. Dept.) – 12th March, 2015

3.Educational Flied Trip: 13th-18th Oct. 2014

4. End Sem. Exam : 1-6 & 8-13 Dec. 2014

 End Sem. Exam : 1-6, 8-13 & 15 June 2015

**Annexure II**

**SWOT ANALYSIS**

|  |  |
| --- | --- |
| **Strength** | **- Qualified and hard working teaching and non-teaching staff.****- Well equipped Library and Labs.****- Pollution free green campus.****- Good relationship among faculty members, students and non-teaching staff.**  |
| **Weakness** | **-Majority of the students comes from economically as well as educationally backward society.****- Poor transportation system.** **- Lesser IT Empowerment of Faculty and staff.** |
| **Opportunities** | **- Adequate Campus area.****- UGC and State Government Funds.****- Expertise of faculty to tap the corporate sector for consultancy and funding for research projects.**  |
| **Threats** | **-Flood problem.****- Students absenteeism.****- Perception that all educational processes should be directed towards preparing students for jobs.** |

**Annexure III**

**Best Practice**

**Practice – 1**

**Title- Departmental Group Discussion Session** (Only for Major students)

**Objective:** To improve the capacity of thinking and the power of expression of the students. It is also expected to develop a sense of fellow-feeling among them.

**Context:** Self-evolvement of a sound work ethic; and additional support for slow learners.

**The Practice:** Every department selects a topic of academic importance and gives it to the students in groups for discussion infront of the teachers.

**Evidence of Success:** As a result of such activity, it has been observed that our students make a mark even outside the college whenever they get a chance.

**Resources:** No resources required except extra time and dedicated involvement from our faculties and students.

**Contact:**

Name of the Principal: Dr. Nityananda Kalita

Name of the Institution: Puthimari College

City: Soneswar, Kamrup, Assam

Pin: 781382

Work Phone: 0361-288003

Website: [www.puthimaricollege.in](http://www.puthimaricollege.in)

**Practice – 2**

**Title *–*** Co-curricular activities

**Objective –** The college aims to conduct Co-curricular activities at the college level to make the students self competent and physically fit.

**Context –** As the college aims at holistic development of the students, these Co-curricular activities are conducted to this effect.

**Practice –** Co-curricular activities are not part of the curriculum. However the college has recognized the need of such activities. All these activities are conducted after the class hours and students are encouraged to take part in them.

**Evidence of Success –**The students are more physically fit and active.

**Resources Required** –No resources required except extra time involvement from our faculties and students

**Contact:**

Name of the Principal: Dr. Nityananda Kalita

Name of the Institution: Puthimari College

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**Annexure: IV**

**Student’s Feedback Analysis**

**(Feedback was taken in a scale of 10, with 10 being the highest rating)**

****

**Students’ Feedback Collected During the Academic Year 2014-15 (Samples)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | **Efficiency of the teacher in Teaching and Learning.** | **Efficiency of the teacher in making the course interesting and attractive.** | **Whether the teacher is successful in his exercise to relate environment with the subject concerned.**  | **Whether the teacher is successful in making relationship of the subject matter with other subjects.** | **Besides teaching, whether the teacher is ready to respond to the discussion of the subjects by students.** | **Whether the teacher emphasizes upon enlarging the ideas of students in other subjects by holding quiz, spot examination, seminar etc.** | **Whether the teacher is interested to know if the students are able to understand his/her teaching.** | **The depth of knowledge of the teacher.** | **The dutifulness and eagerness of the teacher for his profession.** | **The overall performance of the teacher.** |
| **Student 1** | **9** | **8** | **9** | **10** | **9** | **9** | **8** | **10** | **9** | **9** |
| **Student 2** | **9** | **9** | **9** | **10** | **9** | **9** | **9** | **10** | **9** | **9** |
| **Student 3** | **9** | **8** | **9** | **10** | **9** | **9** | **8** | **10** | **9** | **9** |
| **Student 4** | **10** | **7** | **10** | **8** | **10** | **10** | **7** | **9** | **10** | **8** |
| **Student 5** | **9** | **8** | **9** | **10** | **9** | **9** | **8** | **10** | **9** | **9** |
| **Student 6** | **9** | **8** | **9** | **10** | **9** | **9** | **8** | **10** | **9** | **9** |
| **Student 7** | **9** | **9** | **9** | **10** | **9** | **9** | **9** | **10** | **9** | **9** |
| **Student 8** | **9** | **8** | **9** | **10** | **9** | **9** | **8** | **10** | **9** | **9** |
| **Student 9** | **7** | **8** | **7** | **5** | **7** | **7** | **8** | **7** | **8** | **8** |
| **Student 10** | **10** | **7** | **10** | **8** | **10** | **10** | **7** | **9** | **10** | **8** |
| **Student 11** | **9** | **9** | **9** | **10** | **9** | **9** | **9** | **10** | **9** | **9** |
| **Student 12** | **9** | **8** | **9** | **10** | **9** | **9** | **8** | **10** | **9** | **9** |
| **Student 13** | **7** | **8** | **7** | **5** | **7** | **7** | **8** | **7** | **8** | **8** |
| **Student 14** | **10** | **7** | **10** | **8** | **10** | **10** | **7** | **9** | **10** | **8** |
| **Student 15** | **9** | **9** | **9** | **10** | **9** | **9** | **9** | **10** | **9** | **9** |
| **Student 16** | **9** | **8** | **9** | **10** | **9** | **9** | **8** | **10** | **9** | **9** |
| **Student 17** | **9** | **9** | **9** | **10** | **9** | **9** | **9** | **10** | **9** | **9** |
| **Student 18** | **9** | **8** | **9** | **10** | **9** | **9** | **8** | **10** | **9** | **9** |
| **Student 19** | **7** | **8** | **7** | **5** | **7** | **7** | **8** | **7** | **8** | **8** |
| **Student 20** | **10** | **7** | **10** | **8** | **10** | **10** | **7** | **9** | **10** | **8** |

**Note: Action taken on Analysis Report**

* The evaluation was made by means of a questionnaire of 10 questions and the results were analyzed by IQAC.
* IQAC prepared analysis report of each teacher separately and submitted the same to the Principal.
* The Principal of the college discussed the results of the student evaluation of each teacher and discussing his/her weaknesses and strengths confidentially.
* The Principal and other authorities advised the teacher to improve performance. The teacher also became aware of his/her weaknesses and strengths. The results of the evaluation were not used to victimize the teacher.