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#  *Guidelines for the Creation of the*

# Internal Quality Assurance Committee (IQAC)

# and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

***(For Affiliated/Constituent Colleges)***

 **(Revised as per Revised Accreditation Framework in November, 2017)**





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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**
*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

NAAC

###### VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

###### MISSION

* *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
* *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
* *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
* *To undertake quality-related research studies, consultancy and training programmes, and*
* *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

###### Value Framework

To promote the following core values among the HEIs of the country:

* *Contributing to National Development*
* *Fostering Global Competencies among Students*
* *Inculcating a Value Sysstem among Students*
* *Promoting the Use of Technology*
* *Quest for ExCommitteeence*

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***Guidelines for the Creation of the***

# Internal Quality Assurance Committee (IQAC)

# and Submission of Annual Quality Assurance Report (AQAR)

# in Accredited Institutions

**Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Committee (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution’s system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic exCommitteeence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Committee (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the “Quality Circles” in industries.

**IQAC – *Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

**Objective**

***The primary aim of IQAC is***

* To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
* To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**Strategies**

***IQAC shall evolve mechanisms and procedures for***

# a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

# Functions

# *Some of the functions expected of the IQAC are:*

1. Development and application of quality benchmarks
2. Parameters for various academic and administrative activities of the institution;
3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

**Benefits**

***IQAC will facilitate / contribute to***

1. Ensure clarity and focus in institutional functioning towards quality enhancement;
2. Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution’s quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

* It is advisable to choose persons from various backgrounds who have earned respect for integrity and exCommitteeence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
* It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
* It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
* The management representative should be a person who is aware of the institution’s objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

**The role of the** **Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

**Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic exCommitteeence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Committee (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

***The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.***

**Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI’s for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

***The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC***.

**Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular** **submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

* Having a functional IQAC.
* The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
* Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
* Upload the AQAR’s on institutional website for access to all stakeholders.

***Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.***

# The Annual Quality Assurance Report (AQAR) of the IQAC

***(For Affiliated/Constituent Colleges)***

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.**(For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

**1.** Name of the Institution **Puthimari College**

* Name of the Head of the institution :- **Dr. Nityananda Kalita**
* Designation: **Principal**
* Does the institution function from own campus: **Yes**
* Phone no./Alternate phone no.: +916002402625
* Mobile no.: 9864086145
* Registered e-mail: **iqac.puthimaricollege@yahoo.in**
* Alternate e-mail : **principal.puthimaricollege@yahoo.in**
* Address : **Soneswar, Kamrup (R**)
* City/Town : **Guwahati**
* State/UT : **Assam**
* Pin Code : **781382**

**2.** Institutional status:

* Affiliated / Constituent: **Affiliated**
* Type of Institution: Co-education/Men/Women: **Co-education**
* Location : Rural/Semi-urban/Urban: **Rural**
* Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing

(please specify) **UGC 12 B**

* Name of the Affiliating University: **Gauhati University**
* Name of the IQAC Co-ordinator : **Phuleswar Deka**
* Phone no. :

Alternate phone no. +919101683068

* Mobile: **9508440600**
* IQAC e-mail address: **iqac.puthimaricollege@yahoo.in**
* Alternate Email address: **principal.puthimaricollege@yahoo.in**

**3.** Website address

 Web-link of the AQAR: (2014-15): <http://www.puthimaricollege.in/aqar.php>

**4.** Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink: <http://puthimaricollege.in/upload/a_calendar/1579506136.pdf>

**5.** Accreditation Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| **1st**  | **C++** |  | **2004** | **from: 04-11-2004 to: 3-11-2010** |
| **2nd**  | **B** | **2.24** | **2013** | **from:05-01-2013 to: 04-01-2018** |

6. Date of Establishment of IQAC: DD/MM/YYYY: **03/01/2005**

7**.** Internal Quality Assurance System

|  |
| --- |
| 7.1Quality initiatives by IQAC during the year for promoting quality culture  |
| Item /Title of the quality initiative by IQAC | Date & duration | Number of participants/beneficiaries |
| * **IQAC meeting held regularly**
 | 24.08.2015. | **07** |
| * **IQAC meeting held regularly**
 | 30.09.2015. | **06** |
| * **IQAC meeting held regularly**
 | 14.05.2016. | **05** |
| * **IQAC meeting held regularly**
 | 01-06-2016 | **06** |

|  |
| --- |
| ***Note: Some Quality Assurance initiatives of the institution are:******(Indicative list)**** *Regular meeting of Internal Quality Assurance Committee (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
* *Academic Administrative Audit (AAA) conducted and its follow up action*
* *Participation in NIRF*
* *ISO Certification*
* *NBA etc.*
* *Any other Quality Audit*
 |

**8.** Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution/ Department/Faculty | Scheme | Funding agency | Year of award with duration | Amount |
| **Institution** | Infrastructure development grant | RUSA | 2015-16 | 99,50,000 |
| Faculty | Major research Project | ICCSR | 2015-16 | 6,00,000 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**9.** Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

 \*upload latest notification of formation of IQAC

**10.** No. of IQAC meetings held during the year: **05**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….

Yes/No

 (Please upload, minutes of meetings and action taken report)

**11.** Whether IQAC received funding from any of the funding agency to support its

 activities during the year? Yes       No :-**No**

 If yes, mention the amount:       Year:

**12.** Significant contributions made by IQAC during the current year (maximum five bullets)

1. IQAC laid more emphasis on maintaining the Academic Calendar and it was almost successful.
2. IQAC advises to the authority to open the NCC in the institution and accordingly steps has been taken.
3. IQAC advises to the authority to launch some ethical, mental and physical educational programme from time to time and Yoga Day was observed.
4. Increasing no of general class rooms, smart rooms and library renovation and authority has started the work accordingly.
5. IQAC advises to provide the pure drinking water facility to where students and it is done accordingly.

**13.** Plan of action chalked out by the IQAC in the beginning of the Academic year towards

 Quality Enhancement and the outcome achieved by the end of the Academic year

|  |  |
| --- | --- |
| Plan of Action  | Achievements/Outcomes |
| To impart quality education according to the vision of the college.IQAC advises to library for library automation step by stepIQAC advised to facilitate pure drinking water with cooling facilities. IQAC advised to open some new courses specially B.C.A., BBA, Commerce stream, SattriyaIQAC advised the authority to provide free admission for those students who are meritorious but BPL. | Quality education was imparted according to vision and mission of the college.Bar code system was introduced.Authority purchased the water cooling system and provided to the students.Authority took the steps to open the new course through G.B. resolution.Authority facilitated the provision of free studentship.  |

**14.** Whether the AQAR was placed before statutory body? Yes /No: **Yes**

 Name of the Statutory body:                 Date of meeting(s):

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

 Assess the functioning?

 **Yes/No: Yes ( for II Cycle of NAAC Accreditation)** Date: **27-09-2013**

 **16.** Whether institutional data submitted to AISHE: Yes/No: **Yes**

 Year: **2015-16** Date of Submission: **19-02-2016**

**17.** Does the Institution have Management Information System?

 **Yes/** **No**: **Yes**

 If yes, give a brief description and a list of modules currently operational.

 (Maximum 500 words)

The institution is gradually transforming to the system of automated management from the traditional system of management. In the last few years, the several steps have been taken to move toward the automated management system.

* Biometric attendance for the staff
* Library is partially automated and uses the software SOUL, N-list.
* CCTV and security system
* Central announcing system.
* Institutional web-site and email.
* Internet connection to all department through LAN connection.
* Intercom system
* Digital display board.
* Office service is partially automated for students’ admission and fees collection through a software.
* The college has planned, as advised by the IQAC, to execute totally automated management information system.
* General Notice Board
* Departmental Notice Board.

**Part-B**

|  |
| --- |
| **Criterion I – Curricular Aspects**  |
| **1.1 Curriculum Planning and Implementation**  |
| 1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words  |
| Puthimari College is committed to provide ample opportunities to the students as well as to create conductive learning environment for meeting various needs of the younger sections according to their own capabilities. The vision and mission of the institution is stated below:-**Vision: -** Imparting education in humanities to the younger generations of the students community and to enroute them to the world of practical knowledge.**Mission: -** Puthimari college is committed to provide quality education with strong values, generating news ideas to meet the challenges of the competitive world by installing confidence in them. In order to fulfil the vision and mission of the institution, the curriculum design by the respective university is followed while teaching learning process proceeds, and for this, the institution has a well-planned mechanism with monitoring system. In the beginning of the session each and every department prepares the teaching plans with some definite objectives keeping in mind the three domains of learning objectives i.e. effective and psycho motor/ cognitive. In order to achieve the learning objectives, respective departments strictly follow the academic calendar. After that, syllabus distribution is done and the same is required to submit to the principal concerned. Moreover, within one week of admission all departments are required to submit all plans and programmes in respects of curricular activities like conducting honours entrance test and report, seminar report, teacher – student activities, parent- teacher meeting, departmental meeting etc. to the authority. For proper maintenance of the academic work, progress report is followed strictly. All the teaching-learning and evaluation schedules have been strictly followed as per the academic calendar verified by the college. Usually, the teachers follow lecture method. Apart from that both digital and non-digital teaching aids are also used to achieve the learning objectives so that the behaviour of the leaner could be changed and effective learning takes place. The institution tries to focus on learner centred education with democratic style of teaching so that the learners can adjust themselves in the new changing situations in life and meet the challenges in time over and above. The traditional class room teaching is supplemented by regular test, group discussion, lab work, seminar, teacher students dialogue, departmental meeting etc. While doing these activities, the teachers always keep in mind the level of teaching, democratic style and maxims of teaching so that cognitive and affective objectives could be achieved. Moreover, documentation of progress report is one of the important parameters required to see the progress of teaching materials taught by the teachers effectively to achieve the target. Papers related to curriculum have been documented from the very beginning. In addition to that, co-relation between reality and skill is another important aspect of subject matter which is emphasised greatly in the teaching- learning process. The institution follows a pedagogy in such a way so that **“learning by doing’** takes place. Also the institutions focus on value based education and is taught as a part of the course for developing different types of values as well as holistic development of the learners. |
| 1.1.2 Certificate/ Diploma Courses introduced during the Academic year : **N/A** |
| Name of the Certificate Course | Name of the Diploma Courses | Date of Introduction and duration | focus on employability/ entrepreneurship | Skill Development  |
|  |  |  |  |  |
| **1.2 Academic Flexibility N/A** |
| 1.2.1 New programmes/courses introduced during the Academic year |
| **Programme with Code** | **Date of Introduction** | **Course with Code** | **Date of Introduction** |
|  |  |  |  |
| 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. **N/A** |
| Name of Programmes adopting CBCS | **UG** |  **PG** | Date of implementation of CBCS / Elective Course System | **UG** |  **PG** |
|  |  |  |  |  |  |
| Already adopted (mention the year)  |  |  |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year **N/A** |
|  | Certificate | Diploma Courses |
| No of Students |  |  |
| **1.3 Curriculum Enrichment N/A** |
| 1.3.1 Value-added courses imparting transferable and life skills offered during the year |
| Value added courses | Date of introduction | Number of students enrolled |
|                      |                      |                      |
| 1.3.2 Field Projects / Internships under taken during the year |
| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
| **Geography (Socio-Economic Conditions of Shingra Village)** | **17** |
| **1.4 Feedback System** |
| 1.4.1 Whether structured feedback received from all the stakeholders. |
| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
| **Yes**/ No: **Yes** | Yes/ **No: Yes** | Yes/ **No: Yes** | Yes/ **No: Yes** | Yes/ **No: Yes** |
| 1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (maximum 500 words) |
| Feedback is conducted centrally. A feedback committee has been constituted to initiate the process through questionnaire as per NAAC guidelines. The feedback committee collects analyses and discusses the various remedies for the drawbacks found therein. Feedback committee collects the feedback at various levels. It includes * + - Students
		- Parents
		- Alumni
		- Employees and
		- Teachers

The feedback committee analyses these findings in its meeting held at different points of time. These findings are secretly forwarded to the authority and remedial measures are also suggested to the authority for effective action. 30% of the 500 students and almost 95% of the major students are covered by this process.  |

|  |
| --- |
| **Criterion II -Teaching-Learning and Evaluation** |
| **2.1 Student Enrolment and Profile** |
| **2.1. 1 Demand Ratio during the year (2015-16)** |
| Name of the Programme | Programme Specialization | Number of seats available | Number of applications received | Students Enrolled |
| **B.A** | **Major Course** **On****1) Assamese,** **2) Economics,** **3) English,** **4) History,** **5) Geography,** **6) Education,** **7) Political Science,** **8) Philosophy** | **350** | **370** | **336** |
| **2.2 Catering to Student Diversity** |
| 2.2.1. Student - Full time teacher ratio (current year data) |
| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses  | Number of full time teachers available in the institution teaching only PG courses  | Number of teachers teaching both UG and PG courses |
| **2015-16** | **753** |  | **24** |  | **24** |
| **2.3 Teaching - Learning Process** |
| 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data) |
| Number of teachers on roll | Number of teachers using ICT *(LMS, e-Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
| 24+10\* | 05 | Laptop, LAN, Projector | 02 | 01 | Power point Presentation, Video Classes. |
| 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words) |
| The number of students in major course are 20 to 40 in each department. The department will take responsibility of the students. Departments, especially HoD will monitor the class attendance weekly and collect the necessary information about the absent students. If anybody is absent for a long time, then they are called by the department through mobile phones. Sometimes guardians are also called to discuss some matters about the students if department feels necessary. Apart from this, NCC, NSS, Information and Career Guidance Committee Committee, Women committee also take care of the students about their career and overall personality. The college is situated at rural environment, where, most of the students belongs to BPL group. Sometime few Matrious but belongs to BPL group, teachers help them financially to purchases books other academic materials. Departments also provide books to the needy students through departmental library.Departments organised seminars for the students to know the skill and knowledge of the students.There is an elected students union comprising of 10 portfolios and principal appoints in charge against each portfolio to mentor and guide the secretary for future actions. Every secretary takes the responsibility according to their portfolios. They observe “college week” which reflects cultural competition, various sports, quiz, debates, symposium, literary competition etc. Finally, they organize a prize distribution ceremony and invite some guests from outside.Career and Information Guidance Committee also mentors and guides the selective students for future career by organizing various workshops, tests, lectures and training programme.Women Committee also takes active part to mentor the girl students regularly tries to bring, gender sensitization by organizing some workshops, lectures etc. |
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
| **753** | **24** | **1:32** |

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| **2.4 Teacher Profile and Quality** |
| **2.4.1 Number of full time teachers appointed during the year** |
| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| **24** | **23** | **01** | **Nil** | **05** |

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|  |
| **2.4.2 Honours and recognitions received by teachers***(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )* |
| *Year of award* | *Name of full time teachers receiving awards from state level, national level, international level* | *Designation*  | *Name of the award, fellowship, received from Government or recognized bodies* |
|       |            |       |       |
| **N/A** |
| **2.5 Evaluation Process and Reforms** |
| 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year |
| Programme Name  | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination | Date of declaration of results of semester-end/ year- end examination |
| B.A | **034** | **I-sem** | **13 December, 2015** | **10-07-2016** |
| **III sem** | **23 December, 2015** |
| **V sem** | **15 December, 2015** |
| **II sem** | **18 June, 2016** |
| **IV Sem** | **1 June, 2016** |
| **VI sem** | **13 May,2016** |
| 2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words) |
| There are two types of evolution/ examination system:1. External evaluation=80%
2. Internal evaluation= 20%

 1. External evaluation is done by concerned university at proper time.
2. Internal evaluation: Internal evaluation is done as per the college academic calendar. Internal evaluation comprising of home assignment, departmental seminar, group discussion, written examination and attendance.

Moreover, Sometime manual multiple choice questions test are done to improve the students understanding and learning about subject matter.An internal evaluation committee has been constituted to monitor the evaluation after each final evaluation.An examination Committee is constituted with senior teachers as head for continuing smooth conduct of exam for whole year.An academic committee is formed for academic audit. It also submits its report annually. |
| **2.5.3 A**cademic calendar prepared and adhered for conduct of Examination and other related matters (250 words) |
| The principal constitutes an Academic Calendar Committee every year to prepare an effective Academic Calendar and it is distributed to the students at the day of admission.Academic Calendar reflects the following activities of the college.* Teaching Days/Class day
* Working days
* Holidays
* Sundays
* Examination
* Departmental seminars
* College Election
* College Week
* National Celebration Day
* And various programmes

 All these events are being organized according to the Academic Calendar. |
| **2.6 Student Performance and Learning Outcomes**  |
| 2.6.1 Program outcomes, program specific outcomes and course outcomesfor all programs offered by the institution are stated and displayed in website of the institution(to provide the weblink) <http://puthimaricollege.in/dept.php> |

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| 2.6.2 Pass percentage of students |
| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
| 034 | B.A(M) | 97  | 94 | 96.90 |
| 034 | B.A (G) | 97 | 62 | 63.91 |

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| **2.7 Student Satisfaction Survey** |
| 2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) |

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| **Criterion III – Research, Innovations and Extension** |
|  |
| **3.1 Resource Mobilization for Research** |
| 3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations |
| Nature of the Project | Duration | Name of thefunding Agency | Total grantsanctioned | Amount received during the Academic year |
| Major projects |       | ICSSR | 1500000 | 600000 |
| Minor Projects |       |       |       |       |
| Interdisciplinary Projects |       |       |       |       |
| Industry sponsored Projects |       |       |       |       |
| Projects sponsored by the University/ College |       |       |       |       |
| Students Research Projects*(other than compulsory by the College)* |       |       |       |       |
| International Projects |       |       |       |       |
| Any other(Specify) |       |       |       |       |
| Total |       |       | 1500000 | 600000 |
|  |
| 3.2 Innovation Ecosystem |
| 3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year:  |
| Title of Workshop/Seminar | Name of the Dept. | Date(s) |
| **Development of Entrepreneurship** | **Information and Career Guidance Committee** | **10/03/2016** |
|  |
| 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year: **N/A** |
| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
|            |       |       |       |            |
|  |
| 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year: **N/A** |
| Incubation Centre | Name | Sponsored by  |
|                 |       |                 |
|  |
| Name of the Start-up | Nature of Start-up | Date of commencement |
|                 |                 |                 |
|  |
| **3.3 Research Publications and Awards** |
| 3.3.1 Incentive to the teachers who receive recognition/awards **: N/A** |
| State | National  | International |
|  |  |  |
| 3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center):* **N/A** |
| Name of the Department | No. of Ph. Ds Awarded |
|                           |                                     |
|  |
| 3.3.3 Research Publications in the Journals notified on UGC website during the year **N/A** |
|  | Department | No. of Publication | Average Impact Factor, if any |
| National  |  |                 |                           |
| International |       |       |       |
|   |
| 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year  |
| Department | No. of publication |
| Assamese | 04  |
| Economics | 03 |
| Political | 01 |
| English | 01 |

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|  |
| 3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index : **N/A** |
| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication  |  Number of citations excluding self-citations  |
|  |  |  |  |  |  |  |
|  |
| 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) **: N/A**  |
| Title of the paper | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self citations  | Institutional affiliation as mentioned in the publication  |
|  |  |  |  |  |  |  |
| 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :  |
| No. of Faculty | International level | National level | State level | Local level |
| Attended Seminars/ Workshops |  | 11 |  |       |
| Presented papers | 1  | 3 | 1 |       |
| Resource Persons |        |        |       |  |
|  |
| **3.4 Extension Activities** |
| 3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year |
| Title of the Activities | Organising unit/ agency/ collaborating agency | Number of teachers **co-ordinated** such activities | Number of students participated in such activities |
| **Women Empowerment Workshop** | **Information and Career Guidance Committee, Puthimari College** | **10** | **250** |
| **Women and Law** | **Women Committee** | **12** | **300** |
| **Career Guidance workshop** | **Scholars institution, Guwahati** | **12** | **260** |
| Youth Conclave on Skilled Yard Empowered at Gauhati University | **NSS** | **01** | **10** |
| College Campus Cleaning | **NSS** | **20** |  |
|  |
| 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year: **N/A** |
| Name of the Activity | Award/recognition | Awarding bodies | No. of Students benefited  |
|       |       |       |  |
|  |
| 3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year |
| Name of the scheme | Organising unit/ agency/ collaborating agency  | Name of the activity | Number of teachers **coordinated** such activities  | Number of students participated in such activities |
| **Gender Issue** | **Information and Career Guidance Committee, Puthimari College** | **Women Empowerment Workshop** | **10** | **250** |
| **Gender Issue** | **Women Committee** | **Women and Law** | **12** | **300** |
|  |
| **3.5 Collaborations** |
| 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year: **N/A** |
| Nature of Activity | Participant | Source of financial support | Duration |
|       |       |       |       |
|  |
| 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year **N/A** |
| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration**(From-To)** | participant |
|  |  |  |  |  |
|  |
| 3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year **N/A** |
| Organisation | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs  |
|       |  |  |       |

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| **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES** |
| **4.1 Physical Facilities** |
| 4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year |
| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
| **75,18,808** | **75,18,808** |
|  |
| 4.1.2 Details of augmentation in infrastructure facilities during the year |
| Facilities | Existing | Newly added |
| Campus area | 35 Bigha |  |
| Class rooms | 25 |  |
| Laboratories | 2 |  |
| Seminar Halls | 1 |  |
| Classrooms with LCD facilities | 2 |  |
| Classrooms with Wi-Fi/ LAN | N/A |  |
| Seminar halls with ICT facilities | N/A |  |
| Video Centre | N/A |  |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | N/A |  |
| Value of the equipment purchased during the year (Rs. in Lakhs) | (9+15) practical instruments of education& GGY |  |
| Others | 2 No. Urinals |  |
|  |
| **4.2 Library as a Learning Resource** |
| 4.2.1 Library is automated {Integrated Library Management System -ILMS} |
| Name of the ILMS software  | Nature of automation (fully or partially) | Version  | Year of automation   |
| SOUL | Partially | SOUL-2.1 | 2009 |
| 4.2.1 Library Services: |
|  | Existing | Newly added | Total |
|  | No. | Value | No. | Value | No. |  Value  |
| Text Books | 7540 | 14,06,120 | 640 | 2,29,680 | 8180 | 16,35,800 |
| Reference Books | 3882 | 11,45,766 | 331 | 1,18,320 | 4213 | 12,64,086 |
| e-Books | 30,00,000 | Free | Nil | Nil | 30,00,000 | Free |
| Journals | **16** | **8000/-** | **Nil** | **Nil** | **16** | **8000/-** |
| e-Journals | 6,000 | Free | Nil | Nil | 6,000 | Free |
| Digital Database | **02** | **2000** | **Nil** | **Nil** | **02** | **2000** |
| CD & Video | **25** | **Free** | **Nil** | **Nil** | **25** | **Free** |
| Library automation |       |       |       |       |       |       |
| Weeding (Hard & Soft) |       |       |       |       |       |       |
| Others (specify) | **Nil** | **-** | **-** | **-** | **-** | **-** |
|  |

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| **4.3 IT Infrastructure** |
| 4.3.1 Technology Upgradation (overall) |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available band width (MGBPS) | Others |
| Existing | 22 | N/A | 14 | N/A | N/A | 06 | 16 |       |       |
| Added | N/A | N/A | N/A | N/A |       |       |       |       |       |
| Total | 22 |       | 14 |       |       | 06 | 16 |       |       |
|  |
| 4.3.2 Bandwidth available of internet connection in the Institution (Leased line) |
| 2 MBPS /GBPS |
| 4.3.3 Facility for e-content **N/A** |
| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|                           |                           |
|  |
| 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc **N/A** |
| Name of the teacher | Name of the module | Platform on which module is developed | Date of launching e - content |
|                 |                 |                 |                 |

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| **4.4 Maintenance of Campus Infrastructure** |
| 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year |
| Assigned budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
| **12,95,115** | **12,95,115** | **75,18,808** | **75,18,808** |
| 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link) (<http://puthimaricollege.in/upload/cprospectus/1579854812.pdf>)The institution provides funds for maintaining and utilizing the campus infrastructure facilities. Institution also maintain a separate fund for students union to run their students support services. The funds are utilized under the supervision of sub-committees such as-* Purchasing Committee
* Planning and Construction Committee
* Library Committee
* Students Feedback Committee
* Routine Committee.
* Prospectus Committee
* Admission Committee
* Examination Committee
* Information and Career Guidance Committee
* Extension Committee
* College Beautification Committee.

To maintain and upgrade the infrastructure facilities, equipment, academics and support facilities following activities are under taken by college-* There is an annual stock maintenance register in the Principal’s office room.
* One of the administrative staffs is always in charge of maintaining the stock register book.
* The beautification committee is assigned to look after the overall beautification work of the college campus.
* Grade IV employees are assigned with the duties of regular cleaning of water tanks, proper garbage disposal.
* Regular cleaning of Lavatories are done by the contractual cleaners.
* For the smooth running of the college, repairing work is done by service provider.
* The maintenance of the reading room and stock verification of library books is done by library staff.
* Electricity is taken care of by an officially assigned electrician
* Sports and cultural activities are run by the concerned secretary of Union Body under the guidance of the teacher-in-charge.
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| **CRITERION V - STUDENT SUPPORT AND PROGRESSION** |
| **5.1 Student Support** |
| 5.1.1 Scholarships and Financial Support |
|  | Name /Title of the scheme | Number of students | Amount in Rupees |
| Financial support from institution | **Free Studentship for Meritious but Poor students** | **10** | **31,50X10=31,500** |
| Financial support from other sources  |
| a) National | OBCSCMinority | 221423 | Per Student: 5540/-( Per month) for OBC/SC |
| b) International |  |       |       |

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|  |
| 5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,  |
| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
| Yoga Day celebration | 21/06/2016 | 150 |                 |
|  |
| 5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year  |
| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
| 27-02-2016 | Advantage of ITC | **N/A** | 260 | **N/A** | N/A |
|  |
| 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year  |
| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal  |
| **Nil** | **Nil** | **Nil** |
|  |
| **5.2 Student Progression** |
| 5.2.1 Details of campus placement during the year **N/A** |
| **On campus** | **Off Campus** |
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
|            |       |       |       |       |       |
|  |
| 5.2.2 Student progression to higher education in percentage during the year  |
| Year  | Number of students enrolling into higher education | Programme graduated from  | Department graduated from  | Name of institution joined | Name of Programme admitted to |
| 2015-16 | 05 | B.A | Education | Gauhati University, Cotton University | M.A. |
| 2015-16 | 14 | B.A | English | Gauhati University, IDOL, Gauhati University | English (M) |
|  | 04 | B.A | Economics | G.U | M.A. |
|  | 2 | B.A | History | Rangia B.ed college, under Gauhati University | B.ed,  |
|  | 02 | B.A | Geography | G.U, IDOL | M.A |
|  | 12 | B.A | Political Science | Gauhati UniversityGauhati University | LLBM.A |
|  | 25 | B.A | Philosophy | Gauhati University IDOL, Gauhati University | M.A |
|  | 2112 | B.A | Assamese | Gauhati UniversityCotton UniversityIDOL, Gauhati University | M.A |
| 5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) **N/A** |
| Items | No. of Students selected/ qualifying | Registration number/roll number for the exam |
| NET |  |  |
| SET |  |  |
| SLET |  |  |
| GATE |  |  |
| GMAT |  |  |
| CAT |  |  |
| GRE |  |  |
| TOFEL |  |  |
| Civil Services |  |  |
| State Government Services |  |  |
| Any Other  |  |  |
|  |
| 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year  |
| Activity | Level | Participants |
| **23** | **College Level** | **A large numbers of students participated in the college level activities held during the academic session.** |
| **5.3 Student Participation and Activities** |
| 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) |
| Year | Name of the award/ medal | National/ International | Sports  | Cultural | Student ID number | Name of the student |
| **2015-16** | **Nil** |  |  |  |  |  |
| 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words) |
| The college is run by economically weaker students’ policy for all round development of the students and make them ready to serve the society. Various activities are conducted so that the students can participate, represent and lead the activities in the college:* The college make an arrangement to induct the students so that they can have a share in administrative activities of the college. Many of the decisions of the college are taken in discussion with the Students’ Union.
* The College also makes the students stake holders of the academic activities of the college. The representatives of the college particularly the G.S is inducted to the IQAC as a member. They are also members of different committees like Canteen Committee, Gender Sensitization Committee and other student’s related committee. A Students Union formed in guideline of Supreme court verdict which is basically involved in all the decision making process of the College.
* The college authority patronised the students in different college activities inside and outside the college.
* The college authority provides required funds for the students whenever they decide to carry out activities of the college campus.
* A budgeted fund collected from the students is allotted to different fruitful use to carry out their activities in a year.
* There are specific arrangement to cater to the needs of the poor students. A student’s aid fund is run by the authority to supply book and other fees to needy students.
* College has also constituted a grievances and redressal Committee to take the grievances from students. A common box has fixed to receive the grievances of the students.
* There are various committees like Women Committee, Information and Career Guidance Committee to provide the students the information about the employment and to develop a gender sensitive perspective.
* College has provided an app and other digital facilities to make the teachers and knowledge easily accessible.
 |
| **5.3 Alumni Engagement** |
| 5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): |
| The institution has got an active alumni association. The alumni of the college are active in day to day running of the college. Even they express their views in Facebook and other medias. The alumni association has made an arrangement for registering the association. They hold meeting almost on a regular basis and discuss with the authority about various progresses of the college. The alumni register their names in the college both centrally and departmentally. They contribute to the college in different activities of college with different capacities. Every department maintains a register for their alumni. The college also centrally maintains a register for the alumni. |
| 5.3.2 No. of ~~registered~~ enrolled Alumni:  **48** |
|  |
| 5.3.3 Alumni contribution during the year (in Rupees) **: Nil**  |
|  |
| 5.3.4 Meetings/activities organized by Alumni Association **:**  |
| Meetings: 2 NosCleaning of College Campus by the Alumni members.  |
|  |

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| **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT** |
| **6.1 Institutional Vision and Leadership** |
| 6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words) |
| The college adheres to a policy of decentralization of the activities of authority in different spheres. The college holds the meetings of the stuff both teaching and non-teaching for taking the suggestions in different issues of the college several committees like construction committee, Purchase Committee, infrastructure committee, Routine Committee , Academic Committee are formed.The meetings of HoD’s are held for discussion of different issues.IQAC looks after the qualitative improvement of the academic activities carried out in the college. IQAC is supported by the HoDs and seven committee constituted as per the seven criteria of the NAAC. The teachers’ unit also hold its meeting and put forwarded their suggestion for carrying out the activities in the college. |
| 6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: **Partial** |
|  |
| **6.2 Strategy Development and Deployment** |
| 6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each**):**  |
| * Curriculum Development

Through curriculum development is a task of the University, the college submits both verbally and in writing suggestion for preparation of curriculum. Many of the teachers are members of the university in their curriculum development committee.* Teaching plan
* Departmental meetings
* Field works
* Excursion
* Syllabus distribution.
* Tutorial class
* Monitoring through progress report.
 |
|  |
| * Teaching and Learning

To improve the quality, we take up the following steps in teaching learning process-* Apart from the regular classes, we conduct departmental seminar to enhancement of learning skill.
* Learning through field work and survey, educational excursion.
* Learning through e-journal, various journals, magazines, newspapers etc.
* Some departments frequently use ITC in teaching learning process
 |
| * Examination and Evaluation

College has complemented traditional written examination with home assignments, attendance, project works etc. |
| * Research and Development

 Teachers engage themselves in research activities individually.  College requests to the department for the research project and there is an arrangement to bear the expenditure of the project. Authority approves the leaves to the teachers to participate in the seminars/conferences.  The college organizes national and international seminars inviting research papers.  |
| * Library, ICT and Physical Infrastructure / Instrumentation

The library is well equipped with automation.* It uses “SOUL’ package for its functioning.
* The library has got WIFI connection.
* A library advising committee has been constituted to carry out the policy and action.
* Books are bought as per the requirement in proportion on annual basis.
 |
| * Human Resource Management
* Motivating and facilitating the faculty members to participate in Refresher and Orientation Course.
* Arrangement of Computer Training Programmes related to Tally and office for non-teaching stuff by authority with the help of NITIE under CPE skill development head.
* Organization of a workshop on different safety measures to adhere to in daily life and work place.
* Self-appraisal of the teachers through maintenance of Academic diary.
* Maintenance of Grievance Redressal Committees, Anti-Ragging Committee, Sexual Harassment Committee.
 |
| * Industry Interaction / Collaboration
* Students have been to CIPET and IIT for training in their respective fields.
* The faculty members of IIT have conducted training programmes in the college.
* Enptron as provided grant for environment preservation.
 |
| * Admission of Students
* Admission of students is done on merit basis.
* Admission is done accordance to the Govt. reservation rule.
* Tree plantation is compulsory for every students.
* The admission is online.
* There is provision for free admission for economically weaker students.
* The payment is made electronically, digitally and manually.
* An admission committee is there to look after the procedure.
 |
| 6.2.2 : Implementation of e-governance in areas of operations:  |
| * Planning and Development

 The college has tried to endeavour for e-governance.* College has provided Wi-Fi in library and office.
* Payment and correspondents are made electronically using PFMS.
* Bio-Metric machine, RFID, CCTV have been installed almost all over the campus.
 |
| * Administration
* The administration tries to run the administration trough e-governance.
* The administration makes maximum communication using of mails, social media with higher authority.
* Software is used for payment of salary, keeping accounts, distribution of books in the library.
* The attendance of teachers and students are kept through Bio-Metric machine and RFID.
 |
| * Finance and Accounts
* 80% of the transactions are made electronically.
* Salary is done online.
* Payments to university and others are done online.
* UGC and RUSA are paid through RFMS.
* Accounts is kept both electronically and manually.
 |
| * Student Admission and Support
* An Admission committee is constituted for admission of the college.
* A prescribed format is given by college along with prospectus and academic calendar for payment.
* The admission committee arrange the admission process on the merit basis.
* The existing rules of reservation is also maintained accordingly.
* Several committees are there to support the students in their academic and activities. For e.g.- Grievance and redressal Committee, canteen committee, NSS, students Aid fund for poor students, Book bank facilities for economically weaker students.
* Free admission poor but meritorious students.
* Career oriented progress has been calculated for the students.
 |
| **6.3 Faculty Empowerment Strategies**  |
| 6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year                                                               |
| Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
| **2015-16** | **Nil** |                 |                 |       |
| 6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year |
| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non-teaching staff) |
| 2015-16 | **Advantage of ICT** |                 | 27-02-2016 | 12 |       |
| 6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year |
| Title of the professional development programme  | Number of teachers who attended | Date and Duration (from – to) |
| Short term course on “Translation theory and Assamese: Translated Literature | 1 | 17/09/2015 to 23/09/2015 |
| International Seminar on “The question of ethnicity, Sanskritization and Assimilation A preliminary Historical overview” | 1 | 18/121/2015 to 19/12/2015 |
| Regional Seminar on “The Tai Ahoms in Assam: History and Continuation” | 1 | 29/10/2015 to 2/11/2015 |
| National seminar on “ Ram Ban Gomon ki Sahityik Nispatti” | 1 | 03/10/2015 to 04/10/2015 |
| Workshop on “Abhilasha: Design Education and career Guidance” | 1 | 02/02/2016 |
| National Workshop on “ Indian sign Language” | 1 | 21/05/2016 |
| Workshop on “ Preoperational Technical Terminology in Social Science” | 06 | 21/06/2016 to 22/06/2016 |
| Refreshers Course on “Tribal Studies” | 01 | 09/05/2016 to 29/05/2016 |
| National Workshop on “ Bharatiya concept of Time and Its relevance” | 01 | 13/02/2016 to 14/02/2016 |
| National seminar on “Ayurveda : Utpatti aru Prachar” | 01 | 14/02/2016 to 16/02/2016 |
| National Seminar on “Economic In-sufficiency of Women” | 01 | 24/06/2016 to 25/06/2016 |
| National seminar on “ Assamese short stories in the Ramdhenu Period” | 01 | 27/06/2016 to 28/06/2016 |
| Short term course on “ Recent advances in Financial Economics and Computational Techniques” | 02 | 03/03/2016 to 09/03/2016 |
| 6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):  |  |
| Teaching | Non-teaching |
| Permanent | Fulltime | Permanent | Fulltime/temporary |
| **23** | **23** | **11** | **11/4** |
| 6.3.5 Welfare schemes for |
| Teaching | **Staff Welfare Fund** |
| Non teaching | **Staff Welfare Fund** |
| Students | **Student Aid fund** |
| **6.4 Financial Management and Resource Mobilization** |
| 6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each**)****The institution has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing process in addition to the external auditors to verify and certify the entire income and expenditure of the institution each year. Qualified internal auditors have been appointed as per the approval of the Governing Body and a team of stuff under them do a thorough check and verification of each financial year. Likewise, an external audit is also carried out by the statutory auditor i.e. the govt. auditors as per the govt. rules. If, any objection/minor errors of omission and commission is found by the audit team, immediate and precautionary steps are taken.** |
| 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)  |
| Name of the non-government funding agencies/ individuals | Funds/ Grants received in Rs. | Purpose |
| **Nil** | **Nil** |  |
| 6.4.2 Total corpus fund generated **No** |
| **6.5 Internal Quality Assurance System** |
| 6.5.1 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** |       |
|                                                              |
| 6.5.2 Activities and support from the Parent – Teacher Association (at least three) |
| * **Parents are cordially invited for college foundation day celebration on 5th August in every year.**
* **Parents and all stake holders are cordially invited to attain the Memorial lecture of Late Principal Dulal Ch. Mahanta, organized by Teacher Unit**
* **We conduct telephonic contact with the parents time to time to inform about the progress of the students.**
 |
| 6.5.3 Development programmes for support staff (at least three) |
| * **Lecture and interaction session on development of Entrepreneurship.**
* **An awareness talk on Women and Law.**
* **Yoga Day observation.**
* **Tree Plantation Programme on Environment Day.**
 |
| 6.5.4 Post Accreditation initiative(s) (mention at least three)\*Up gradation of Library Building\* Automation of Library\* Construction of Computer Lab  |
| **6.5.5**a. Submission of Data for AISHE portal : (Yes /No):- **Yes**b. Participation in NIRF : (Yes /No):-**No**c. ISO Certification : (Yes /No): **No**d. NBA or any other quality audit : (Yes /No):-**No** |
| 6.5.6 Number of Quality Initiatives undertaken during the year  |
| Year  | Name of quality initiative by IQAC | Date of conducting activity | Duration (from-----to------) | Number of participants  |
| 2015-16 | Preparation of Academic Calendar and Prospectus for the Year. | June,2015 | July, 2015 to June, 2016  | Academic and Prospectus committee |
| 2015-16 | Arrangement of Yoga workshop to develop the mental and physical health of Students and teachers. | 21 June, 2016 | 21 June, 2016 | 150 |
| 2015-16 | An awareness programme on Environment Day and Tree plantation and adaptation programme | 05 June, 2016 | 05 June, 2016 | 300 |
| 2015-16 | Memorial Lecture Programme in the memory of Lt Principal Dulal Ch. Mahanta | 15/03/2016 | 15/03/2016 | 260 |

|  |
| --- |
| **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES** |
| **7.1 - Institutional Values and Social Responsibilities**  |
| 7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year) |
| Title of the programme | Period **(from-to)** | Participants |
|  |  | Female | Male |
| **An awareness talk on Women and Law.** | **30/10/2015** | **210** | **90** |
|  |
| 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:Percentage of power requirement of the College met by the renewable energy sources **N/A**  |
|  |
| 7.1.3 Differently abled (Divyangjan) friendliness  |
| Items Facilities | Yes/No | No. of Beneficiaries  |
| Physical facilities |                      |                      |
| Provision for lift  |                      |                      |
| Ramp/ Rails  | Yes |                      |
| Braille Software/facilities  |                      |                      |
| Rest Rooms |                      |                      |
| Scribes for examination |                      |                      |
| Special skill development for differently abled students |                      |                      |
| Any other similar facility |                      |                      |
|  |
| 7.1.4 Inclusion and Situatedness  |
| Enlist most important initiatives taken to address locational advantages and disadvantages during the year  |
| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
|  |  |  |  |  |  |  |
|  |
| 7.1.5 Human Values and Professional Ethics  |
| Code of conduct (handbooks) for various stakeholders  |
| Title | Date of Publication | Follow up (maximum 100 words each) |
| Prospectus | 27/05/2015 | Prospectus is the mirror of external and internal activities of the college. It is a guideline that to be done by the College. It Gives first-hand information to students while entirely the College campus. It works as show case of the college destiny, activities and results. The Prospectus is hand over to the students which consequently reach the guardian of the students before the begin of the session. The new prospectus makes addition and subtraction of the last activities done in the last session.  |
|  |
| 7.1.6 Activities conducted for promotion of universal Values and Ethics |
| Activity | Duration (from-------to-------) | Number of participants |
| **Yoga Day observation** | **21/06/2016** | **150** |
| **Mila-De-Mehfil** |  |  |
| **Saraswati Puja** | **12/02/2016** | **500** |
| 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five) |
| * **College Campus cleaning**
* **Tree Plantation**
* **Maintenance of College Drainage system.**
* **Plastic Free Campus**
* **Tobacco free zone**
 |
| **7.2 Best Practices** |
| Describe at least two institutional best practices Upload details of two best practices successfully implemented by theinstitution as per NAAC format in your institution website, provide the link |
| * **The existing practice of organising 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.**
* **Best Graduate award.**
 |
| **7.3 Institutional Distinctiveness** |
| Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrustProvide the web link of the institution in not more than 500 words |
| The college is situated in a rural interior area. It is surrounded by the village community who are mostly live upon agriculture. These people were wholeheartedly involve at the time of the establishment of the college. They remain very much sensitive with the different issues of the college. The people are very much positive as well as interested to the imparting of higher education at its socio-psychological level. The college has got available land at its disposal. If the attention of the concerned authority can been drawn, it could be transformed as one the best rural institutions in relation to the sports, culture and study. The college being surrounded by village communities a good number of girls students get enrolled in the college. The girls and boys ratio is 60:40 and it is constant. If proper steps are taken it can be a centre of women empowerment. The college has been maintaining a constant good academic performance. Apart from this, the students are good and active in sports. So the college has got the capability of being grown up as centre of rural sports. Out of about 1500 students having their education in the college almost 70% of students use bicycle as means of transportation. It is quite eco-friendly and fuel saving.  |

8. **Future Plans of action for next academic year (500 words)**

|  |
| --- |
| The college plans the followings for implementation in future. In future the college has the following plans for implementation.* Introduction of Academic Report Card for the students for improving academic atmosphere of the college.
* To stimulate the research programme among the faculty members, IQAC plans to pay Rs. 5000/ to those teachers who goes for Ph.D. as incentive.
* IQAC plans to adopt a village through NSS to look after the overall development of adopted village.
* Enhancement of infrastructural facilities.
* To enhance the skill development of the students, the college plan to introduce short term vocational course and internship programmes.
* Development of skills of the students by inducting core values among them further by imparting value based education.
* To induct core values among the students through value based education.
* To develop the overall personality of students through extension work in the form of career guidance awareness programme, placement Committee, NSS programme etc.
* IQAC suggests the principal to introduce NCC course in the college.
 |

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

*\_\_\_\_\_\_\_\*\*\*\_\_\_\_\_\_*

**Annexure I**

**Abbreviations:**

CAS - Career Advancement Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for ExCommitteeence

COP - Career Oriented Programme

CPE - College with Potential for ExCommitteeence

DPE - Department with Potential for ExCommitteeence

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

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For Communication with NAAC

**The Director**

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