

The Annual Quality Assurance Report (AQAR) of the IQAC (2015-16)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	SIPAJHAR COLLEGE
1.2 Address Line 1	P.O.- Sipajhar
Address Line 2	Dist. – Darrang
City/Town	Sipajhar
State	Assam
Pin Code	784 145
Institution e-mail address	sipajharcollege2010@rediffmail.com
Contact Nos.	03713266427, 09954044122
Name of the Head of the Institution:	Dr. P.C. Deka
Tel. No. with STD Code:	03713266427
Mobile:	09954044122

Name of the IQAC Co-ordinator:

Dr. Malini Nair

Mobile:

09435550324

IQAC e-mail address:

iqacsipajhar@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) _____ ASCOGN12005 _____

1.4 Website address:

www.sipajharcollege.org

Web-link of the AQAR:

iqacsipajhar@gmail.com

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA/ Institutional Score	Year of Accreditation	Validity Period
1	1 st Cycle	C++	67.35	2004	Nov, 2009
2	2 nd Cycle	B+	2.52	2016	Nov. 2021
3	3 rd Cycle				
4	4 th Cycle				

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

11/06/2005

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

2015-16

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2004-05 (24/11/2015)
- ii. AQAR 2005-06 (24/11/2015)
- iii. AQAR 2006-07 (24/11/2015)
- iv. AQAR 2007-08 (24/11/2015)
- v. AQAR 2008-09 (24/11/2015)
- vi. AQAR 2009-10 (24/11/2015)
- vii. AQAR 2010-11 (24/11/2015)
- viii. AQAR 2011-12 (24/11/2015)
- ix. AQAR 2012-13 (24/11/2015)
- x. AQAR 2013-14 (24/11/2015)
- xi. AQAR 2014-15 (31/12/2015)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

1.12 Special status conferred by Central/ State Government--

Gauhati University

Autonomy by State/Central Govt. / University

x

University with Potential for Excellence

x

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

v

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

8

2.6 No. of any other stakeholder and
community representatives

3

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

25

2.10 No. of IQAC meetings held

6

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Digital Classroom: In keeping with the IQAC's efforts at digitization and making the teaching-learning process more interesting and interactive a digital/smart classroom has been provided for the teachers and time-slots allocated for each department for using the digital class room if they wish to use it. It has provisions for a smart board; Over Head Projector; Scanner and a laptop. Here the teachers can input both text and images on to the smart board via a pen drive and other USB devices. The scanner enables teachers to scan an entire text and also to print it in parts for the students. Through the digital classroom facilities we can make rare books accessible to our students.

Teacher Mentoring: The major students of almost all the departments have been divided into as many groups as there are teachers in the department and these groups are assigned a teacher mentor who is responsible for setting and evaluating assignments, guiding and conducting student seminars and evaluating unit tests papers of the students who belong to their assigned group.

Yoga and Meditation: Meditation classes have been a part of the college routine for the last couple of years. However after an informal feedback from the participants by the IQAC it was decided to include Yoga into the scheme of things. From this session onwards the mental health classes have been bifurcated into Hatha Yoga classes on Thursday and Raj Yoga Meditation classes on Saturdays.

Best Reader Award : In order to motivate the students and to encourage the students to use the library more frequently the IQAC members in their interactions with the library committee had suggested a couple of measures like the introduction of a Best Reader Award , holding Meet a Writer sessions, celebrating Librarians Day, Book Reading Sessions by teachers. Three of these suggestions were accepted by the library committee. Mr Nilamani Kalita, a major student of the department of English, was awarded the **best reader prize** this year. He was gifted a set of books by the library committee.

Meet-a- Writer: Under this programme organized by library committee eminent short story writer and novelist Mrs K. Mahanta was invited to interact with the students. She also read out sections from her short story collections which was hugely popular with the students.

Health Care Center: Although the Sipajhar Community Health Centre is just 1.5 km away from the college, the faculty and students felt that we should have an in-house health center to provide preliminary first aid before taking the patient to the C.H.C. So a mini health center was set up with provisions for a bed and some first aid. The SDMO/Superintendent of the hospital was requested to pay a weekly visit during peak college hours and on all examination days for a couple of hours if possible considering available man power.

Post-graduate classes: Introduction of post-graduate classes have been a long felt need of the students of the locality who have to either give up their dreams for a post-graduate degree or shell out huge sums of money in the name of rented accommodation and transportation. Initially post-graduate classes in Assamese have been introduced from August 2015 with an intake capacity of 20 students sanctioned by the affiliating university (Gauhati University). However in keeping with the rising demands for admissions the parent university is actively considering our appeal to increase the intake capacity to 30.

Post Graduate Diploma in Computer Applications Course: Students of the college as well as those the greater Sipajhar area have been consistently demanding the introduction of the Post Graduate Diploma in Computer Applications Course in the college. The IQAC set in motion the process by first setting up a computer lab with 20 computers initially, with a provision for 20 more. We then set in motion the process of applying for permission to introduce the course. The parent university's team of inspectors found the infrastructural requirements up to the mark and recommended the introduction of the Post Graduate Diploma in Computer Applications Course. Classes commenced from 8th August 2016. Twenty (20) seats have been sanctioned by the affiliating university (Gauhati University) and of the 37 applicants, 20 have been selected. Classes have been conducted in two shifts, Day 10 am to 12 pm and Evening 3 pm to 5 pm.

Canteen: The earlier canteen of the college run by an alumni Dipen was in a make-shift premises provided by the college.. Now the college has a permanent canteen gifted to it by its teachers and again being run jointly by our alumni Biswajit and Deepjyoti. Initially it has limited seating capacity, but this will be expanded shortly by providing tables and shades outside the built-up area. The canteen provides wholesome food and snacks at affordable prices.

Conference Hall: The IQAC of the college has been in the process of constructing and providing a state-of-the-art Conference Hall for the college. The 2 year long process has finally reached its fruition with the completion of the construction of a conference hall with all modern amenities.

Alumni: Sipajhar College shares a very strong and dynamic relationship with its Alumni who have been very active in providing moral and support to it. Apart from organizing three *Workshops on Career Guidance and Counselling*, our alumni have conducted *Workshops on English Grammar and Composition*.

Institutional Social Responsibility:

1st -6th July 2015: *Workshop on Grammar and Composition* for class 10 students at **B.J. Girls School** sponsored by Alumni Association of the Department of English. Classes were taken both by the Alumni who are teachers of English in the neighbouring schools as well as by all the teachers of the department of English.

Sri Tirtha Nath Sarma of the department of Geography – gave a talk on the topic *Geography and Environment at Sipajhar Jatiya Vidyalaya* ;

Jalti Ram Hazarika of the department of Geography - *Sipajhar Jatiya Vidyalaya* gave a talk on the topic *Importance of Geography at Sipajhar Jatiya Vidyalaya*.

1st -6th July 2016: *Workshop on Grammar and Composition* for class and 10 students at **B.J. Girls School** sponsored by Alumni Association of the Department of English. Classes were taken both by the Alumni who are teachers of English in the neighbouring schools as well as by all the teachers of the department of English. The department also gifted a set of 10 books consisting of children's classics.

26-8-2016: **Sankar –Azan Zenith Academy**

Jalti Ram Hazarika of the department of Geography: gave a talk on the topic *Map projection and its importance in Geographical Studies*

Chitra Rani Baruah of the department of Geography: gave a talk on the topic gave a talk on the topic *Measures of Central Tendency at Sankar –Azan Zenith Academy*

State level seminars and conferences organized in the college during last five years

11th May *Asomiya Akhoror Jotani Samsya aru samadhan :ati alosona*

Sri Sachindra Nath: Organized by the Department of Assamese.

4th June **Sri Uttam Kalita** , Assistant professor, Khoirabari College on *Concept of regional planning and development:* Organized by the Department of Geography

10th September **Kavyashree Mahanta** : Joint Secretary, Women and Social Welfare, Govt. of Assam and well-known writer of short stories and novels on: *Feminism and my perspective* for PG and 5th semester major students of the departments of Assamese and English jointly organized by the departments of English and Assamese in the conference hall of the college.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. The process of digitalization of the Central Library, Sipajhar College to be completed. 2. A state-of- the- art digital class room to be set up. 3. Parent –Teacher Meet to be held at the department levels and these to be completed before Puja holidays. 4. The Alumni meets of all departments to be held on the 2nd and 4th Saturdays after Puja holidays and all meets to be completed by 31st December. Departments of Economics, Education, English and Geography on the 2nd Saturday of September/October and the departments of Assamese, History, Philosophy and Political Science on the 4th Saturday of September/October. 5. Doctors from the Sipajhar Community Health Centre and FRU to conduct health check-up for selected students of the college by visiting the college Health Centre every fortnight. 6. Student Feedback on teachers to be made on-line from this academic session, initially for 5th semester major students. 7. Each department to hold at least 4 classes a month in the digital classroom once it is set up according to the following schedule*— Assamese- 9am to 10am; Economics- 12.30pm-1.30pm Education: 2.30-3.30pm -Monday and in the reverse order on Tuesday English 9am to 10am; Geography 11am-12am History: 12.30-1.30pm pm Wednesday and in the reverse order on Thursday Philosophy 10-11am and Political Science 12.30-1.30pm : Friday and in the reverse order on Saturday *In case of rescheduling of classes due to a holiday or other problems the following slots will be available on prior request by the concerned departments. 	<ol style="list-style-type: none"> 1. Free value education classes for the 3rd and 5th semester students of the college have been introduced. 2. PGDCA course has been introduced in the college commenced. 3. A well-equipped canteen with support from the Teachers' Unit has been started. 4. The process of library automation completed. 5. P.G. course in Assamese has commenced from August. 6. Two workshop/ Career guidance camps under the aegis of Information and Career Guidance Cell conducted. 7. NSS unit of the college has carried out several Swachata missions, an awareness camp on voluntary Blood

<p>*Monday –Tuesday 11-12pm; Wednesday – Thursday: 2-3pm; Friday-Saturday: 2-3pm</p> <ol style="list-style-type: none"> 8. To introduce <i>Hatha Yoga</i> classes once a week- Thursdays by appointing an instructor with the minimum requisite qualifications like a diploma in Yoga. 9. To take classes in the neighbouring schools/junior colleges by the faculty from the departments of History, Political Science and Geography. 10. To introduce Post Graduate Diploma in Communication Application classes from this session with the full number of students sanctioned by the affiliating University. 11. To add a logo carrying the college symbol as part of the student –uniform as a neighbouring college has introduced uniforms identical to ours. 12. To apply for Sports infrastructure grants to UGC for the construction of boundary wall, field development and outdoor galleries. 13. To conduct self-defence- karate – classes in the Indoor Sports training Centre either by appointing a trainer or by having an agreement with any Training School- whichever is feasible. 14. To gradually make all office procedures -like issue of admission receipts, issue of certificates, billing, entry of admission data-computerized. 15. To invite well known writers to interact with students so that they can have a first -hand knowledge of the process of creative writing. <p>The Alumni Associations have the following plans for the year:</p> <ol style="list-style-type: none"> 1. To hold a workshop on Career Options in the college premises in the month of June. 2. To hold a week long workshop on English Grammar and Composition for class X students of B.J. Girls High School in the month of July. 3. To plant trees on the perimeter of the college field. 4. To hold a lecture cum interactive session in the month of August. 5. To hold a workshop on music in the college premises in the month of August. 	<p>Donation in collaboration with <i>Rocktadata</i> an NGO, conducted a Yoga Camp at Bijulibari.</p> <ol style="list-style-type: none"> 8. All Assam Prize Money Debating Competition conducted. 9. The Research forum for History and Political Science held the seminar. 10. Self-defence classes conducted on a regular basis by IFSK School of Karate. 11. Held awareness camps to sensitise the neighbourhood community on social issues.
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<p>6. To hold a month – long workshop on performing arts with special focus on drama and theatre by SARSA in collaboration with the Extension Education Cell.</p> <p>7. To conduct a dance training work shop under the aegis of Bandana Dance Academy in collaboration with the Extension Education Cell.</p>	
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Report accepted by the Governing Body after a thorough review.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1			
UG	1			2
PG Diploma	1			
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	3			2
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

Yes, Gauhati University

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

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	27	11	16		

2.2 No. of permanent faculty with Ph.D. 10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	2	2								

2.4 No. of Guest and Visiting faculty and Temporary faculty 08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	20	4
Presented papers	0	8	4
Resource Persons	0	0	1

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

1. Faculty were invited from neighbouring colleges for taking classes in the department of Geography and students from neighbouring college come to our college and attended classes in the department of English and History.

2.7 Total No. of actual teaching days during this academic year 189

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 3

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	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	309					95.12
B.A.(Major)	206		37%	63%		99%
B.A.(General)	103			64%	36%	87%

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

The IQAC Chairman holds periodic meetings with the faculty. Its Executive Members interact with the faculty members of all the departments about their problems and requirements. A meeting of all the Head of the Departments is held to analyse these problems and requirements, solutions arrived at are implemented and reviewed at the review meetings hold periodically.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	3
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 Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9		1	4
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

Five (5) teachers have registered for their Ph.D., and one has submitted final thesis. The IQAC has facilitated their course work by encouraging them to juggle their schedules and ensure course completion.

3.2 Details regarding major projects Nil.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		1.30		

3.4 Details on research publications Nil.

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		11	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications: Nil.

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations Nil.

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2015-16	UGC	1.30 Lakh	0.90 Lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from **Nil.**

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2			
Sponsoring agencies		UGC			

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: **Nil.**

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil.
	Granted	Nil.
International	Applied	Nil.
	Granted	Nil.
Commercialised	Applied	Nil.
	Granted	Nil.

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist.	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

4

10

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

N.A.

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other <input type="text" value="2"/>

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

- **Flood Relief.**
- **Swach Bharat Abhiyan.**
- **Adoption of Bijulibari Village for providing intellectual support.**

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	25955.2512 sq. m.	0	N.A.	25955.2512 sq. m.
Class rooms	17	2		19
Laboratories	2	0		2
Seminar Halls	1	0		1
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	165	7	UGC,IQAC, General Fund, COC	174
Value of the equipment purchased during the year (Rs. in Lakhs)	25,67,000.00	1,32,853.00	0	26,99,853.00
Others	2	13		15
Value (Rs. In Lakhs)		7,18,602.00		7,18,602.00

4.2 Computerization of administration and library

Computerization of the Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8781	861689.00	437	98764.00	9218	960453.00
Reference Books	3906	471844.00	207	75942.00	4113	547786.00
e-Books						
Journals	13	146345.00	5	33625.00	18	179970.00
e-Journals						
Digital Database						
CD & Video						
Others (specify) (Religion, Travelogues, Biography and others)	1169	83554.00	30	11885.00	1199	95439.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	53	11			21	7	10	4
Added	2	0			0	0	1	1
Total	55	11			21	7	11	5

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

Computers have been provided to all the departments with Internet Access.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1,56,886.00
ii) Campus Infrastructure and facilities	5,24,127.00
iii) Equipment	2,35,610.00
iv) Others	0
Total:	47,86,623.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC holds an Orientation Class at the beginning of each session where the students are specifically informed about Student Support Services.

5.2 Efforts made by the institution for tracking the progression

The Alumni Association keeps track of the progression of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1683	40		

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	678	40		1035	60

No	%
1035	60

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
970	41	6	550	02	1569	1016	53	13	638	03	1723

Demand ratio

1.36:1

Dropout %

51.5

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

Nil.

No. of students beneficiaries

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

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

5.6 Details of student counselling and career guidance

A workshop was organised on Career Options after graduation by Information cum Career Guidance Cell.

No. of students benefitted

5.7 Details of campus placement **Nil.**

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

5.8 Details of gender sensitization programmes

International Women's Day was observed with a talk by four faculty members.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	4	15000.00
Financial support from government	151	556580.00
Financial support from other sources	18	46400.00
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Nil.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The College which was established with the vision of making quality education accessible to the economically disadvantaged student community of the greater Sipajhar area aspires to nurture and promote the potential of its students to the fullest possible extent.

Mission:

To enrich the society through academic advancement and instilling proper attitudes and values needed for the holistic development of each and every student.

The vision and mission statements are communicated to the students, teachers, staff and other stakeholders through the college prospectus and the college website.

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

As an affiliated college we have to implement the curriculum framed by the University. However, from time to time teachers of the college have served as members of the syllabus revision committees.

6.3.2 Teaching and Learning

The lecture method is supplemented by departmental seminars and inter-department faculty exchange.

6.3.3 Examination and Evaluation

- 1. All the departments hold Unit Tests/ Class Tests and these are evaluated and returned to the students.**
- 2. A Test examination is held just before the final examination to help students assess their level of preparedness.**
- 3. Final year examinations are conducted by the University. Evaluation process is also carried out under the aegis of the University.**

6.3.4 Research and Development

All the teachers are encouraged to go ahead with research activities and are actively supported by the Institution in all their endeavours.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Library Committee ensures that new books are added to the existing stock and all damaged and out dated texts are weeded out annually.

6.3.6 Human Resource Management

The college routine is prepared based on the curriculum requirements and human resources available. If it is seen that there is a deficit the college management appoints temporary faculty on a contractual basis for meeting the requirements.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is subject to vacancy against post sanctioned by DHE. Temporary faculty and staff is appointed by the Governing Body according to the requirement.

6.3.8 Industry Interaction / Collaboration

Nil.

6.3.9 Admission of Students

Admission is strictly on the basis of merit list prepared on the basis of the applications received by the admission committee.

6.4 Welfare schemes for

Teaching	Teachers' Cooperative Society.
Non-teaching	Office Staff Cooperative Society.
Students	Book Bank for poor students. Financial aid to poor meritorious students at the department level.

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? **No.**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

Nil.

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

World Environment Day is observed with Tree Plantation in the college campus and these are protected and nurtured.

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.

1. Value Education classes.

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

The IQAC monitored the implementation of AQAR with the help of its members and ensured that the majority of the plans envisaged were carried out.

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

**1. Log Books.
2. Value Education classes.**

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

The college is genuinely concerned about issues like climate change and Environmental Education. Environmental Studies is part of the syllabus and all the students are taken on environmental field trips to sensitise them on issues like pollution in its various forms-noise-water-air and its impact on the environment. Students are encouraged to use bicycles to reduce pollution.

World Environment Day is observed every year with the plantation and talks on how to protect the environment.

7.5 Whether environmental audit was conducted?

Yes

No

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

8. Plans of institution for next year

1. The process of digitalization of the Central Library, Sipajhar College to be completed and books issue and return to be computerised.
2. At least two classes in the state-of-the-art digital class room to be mandatory for all departments
3. An academic audit to be conducted for all departments.
4. Three alumni each from all departments to be roped in for chalking out a concrete plan of action.
5. Doctors from the Sipajhar Community Health Centre and FRU to be invited for conducting health check-up for selected students of the college by visiting the college Health Centre every fortnight. Parent Feedback on teachers to be introduced from this academic session, initially for 6th semester students.
6. **Hatha Yoga** and Raaj Yoga camps will be conducted at Bijulibari village
7. Classes in the neighbouring schools and /junior colleges to be taken by at least one teacher from all the departments.
8. Bachelor of Vocational Education degree classes to be introduced.
9. Library facilities to be improved by augmenting infrastructure.
10. Sports infrastructure grants received from UGC for the construction of boundary wall, field development and outdoor galleries to be utilised for the same.
11. To gradually make all office procedures -like issue of admission receipts, issue of certificates, billing, entry of admission data-computerized.
12. To invite well known writers to interact with students so that they can have a first -hand knowledge of the process of creative writing.
13. To hold a national level seminar on manuscripts in collaboration with the directorate of museum and archaeology.
14. To submit a proposal for inclusion in “Cluster University” project.
15. To introduce either the commerce or science stream in the next academic session.

The Alumni Associations have the following plans for the year:

1. To hold a workshop on **Career Options** in the college premises in the month of June
2. To hold a week long workshop on **English Grammar and Composition for class X students** of B.J. Girls High School in the month of July.
3. To plant trees on the perimeter of the college field.
4. To hold a lecture cum interactive session in the month of August.
5. To hold a workshop on music in the college premises in the month of August.
6. To hold a month – long workshop on performing arts with special focus on drama and theatre by SARSA in collaboration with the Extension Education Cell.
7. To conduct a dance training work shop under the aegis of Bandana Dance Academy in collaboration with the Extension Education Cell.

Annexure I

Best Practice: 1 Log Book

1. Goal

The goal of this practice is to monitor and ensure timely completion of allotted course by teachers. The maintenance of proper procedure and records allows for cross-verification by the concerned authorities without impinging upon the dignity of the teachers. It makes the task of collecting data by IQAC easier too since these Individual Log Books are verified by the Vice-Principal every month after being counter-signed by the HOD. This practice encourages the teachers to plan and implement their Teaching Plans more accurately and also helps them to record their academic and other activities for their professional benefit as well. This system will also enable the teachers to keep a record of their activities for preparing their annual self-appraisal report at the end of the academic year.

2. The Context

It was noticed by the Academic committee that many a time course matters remained incomplete and there was no means of fixing responsibility. So it was decided to officially allocate course material. It was also felt that there was a need to ensure the completion of courses allotted within a time-frame to achieve academic excellence and create confidence in the minds of the stakeholders that we back-up our words with action.

3. The Practice

All the teachers have their individual Log Books which have space provided to record the time, class, unit taught and a remarks column. These entries are verified by the HOD every week. Cross-checking with course-allotment and Teaching Plans enables and ensures timely completion and intervention in case of problems. The Log Books provide insight into the workings of the departments which are used as a guide for discussion by the Academic Committee at its meetings.

The personal Log Books of the teachers record all their activities including academic. These are also countersigned by the HOD before being submitted to the Principal/ Vice-Principal for checking and verification at the end of every month.

4. Evidence of success

The Log Book has to be filled in daily and counter-signed by the HOD so monitoring becomes easier and more effective. The pace and level of course completion is easily visible and any slackness can be corrected at the earliest before it snowballs into a major crisis. So, all the teachers work with a new sense of purpose and well defined time-frame.

Since the Log Book has to be filled in daily it becomes an accurate data-base as teachers do not depend on fickle memory nor can it be fudged at a later date.

The Log Book is checked monthly by the Principal/Vice-Principal so the faculty members can show-case their individual activities and achievements to the authorities

A shared sense of responsibility and commitment has developed among the teachers, the Head of the Department, the Academic Committee and ultimately the Head of the Institution

5. Problems Encountered and Resources Required

There are a few problems which have been encountered in proper implementation of this practice. They can be summarized as follows:

Earlier the Log Book were written at the week-end so sometimes teachers used to forget to record their activities daily due to pressure of work and a lack of compulsion. This had led to putting down details from memory which threatened the reliability of such records. However with the change in format of the Log Books which now require regular monitoring coupled with gentle reminders teachers have become sincere and regular. This Practice does not entail any high financial outlay and the cost of printing the Log Book annually is borne by the college.

Best Practice: 2 Value Education Classes

1. Goal

The aim of this practice is to improve the mental health and generally morality of the students. By making the classes free and by incorporating it into the general college routine these classes are run smoothly and regularly and accessible to all.

2. The Context

It was noticed by the IQAC that the concentration level of the students was not up to the expected levels. It was also noticed that the moral attitudes were also in need of some attention. So, on an experimental basis these classes were introduced in this session.

3. The Practice

Free value classes have been introduced for all the students of the college by incorporating it into the college routine. Teachers and students attend these classes together. Trained practitioners of meditation and value education from the local Brahma Kumari Centre come and take the classes. The classes have two parts- a lecture component on value education and a meditation component.

4. Evidence of success

Students have shown a keen interest in the classes and a section of the students have been very regularly attending the classes. Feedback from the students has been encouraging and these will be continued in the next session too. When students see their teachers punctually and regularly attending these classes they also feel inspired.

5. Problems encountered

A few problems have been encountered in the implementation of this practice. Due to a lack of proper coordination and wide publicity many students remained unaware of the fact that it was open to all. Secondly, the class timings of 9 am encouraged some students to stay away due to sheer laziness. This year therefore the classes will follow regular classes and will be rescheduled to 9.45 am.

This practice does not involve any financial liability as the Brahmakumari's offer free, voluntary service.

Annexure II

Academic Calendar

Academic Calendar for UG Courses (July 2015 to June 2016)

Annexure III

Report from the Student Feedback Analysis Committee, 2015

The feedback process is carried out through the combined efforts of the IQAC and the faculty of the college. Students are assured of complete anonymity, which ensures that they do not hesitate in giving their frank opinions to the set of questions provided. Feedback is taken only from major students since the number of general students is very high.

The grading is based on the following rating on the questionnaire:

A=10; B=6; C=4;

And the formula used for analysis is:

$G = S/N$, Where, S=Total Score obtained by individual teacher

N=No of forms used for analysis

G=Grade obtained

Grades:	A	-	119-140	=	Excellent
	B	-	105-118	=	Very Good
	C	-	91-104	=	Good
	D	-	Less than 80	=	Needs improvement

Results of the analysis

A	B	C	D
Excellent	Very Good	Good	Needs improvement
18	15	1	Nil

Members of the Feedback analysis committee:

Dr. P.C. Deka- Chairman, IQAC

Dr. M. Nair- Coordinator, IQAC

Mr. M. Kataki - Member

Dr. D.C. Das- Member

Individual teachers were shown their rating by the students by providing them the evaluated forms in sealed envelopes, which were subsequently returned to IQAC.