The Annual Quality Assurance Report (AQAR) of the IQAC

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

1. Details of the Institution

1.1 Name of the Institution

> RAHA COLLEGE

1.2 Address Line 1

> GARMARI

Address Line 2

City/Town

> RAHA

State

> ASSAM

Pin Code

> 782103

Institution e-mail address

> Collegeraha@yahoo.in

Contact Nos.

> 03672285998

Name of the Head of the Institution:

> Dr. Beda Kumar Chaliha

Tel. No. with STD Code:

> 03672-285998

Mobile

> 9435727523

Name of the IQAC Co-ordinator:

Mrs. Karabi Goswami

Mobile:

9435550317

IQAC e-mail address:

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

ASCOGN11959

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/34/094 dated 04-11-2004

1.5 Website address:

www.rahacollege.co.in

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	66.00	2004	2009
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

04/06/2005

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

2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)
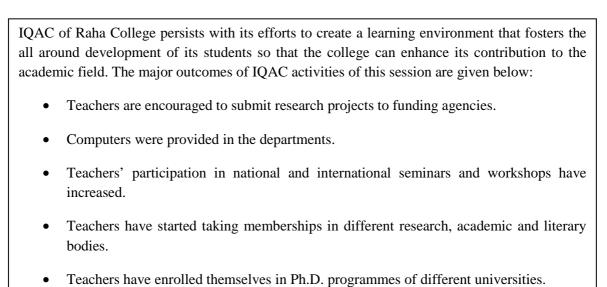
   i. AQAR _____ _____ (23/11/2014)
   ii. AQAR_____ _____ (23/11/2014)
   iii. AQAR_____ _____ (23/11/2014)
   iv. AQAR_____ _____ (23/11/2014)

1.10 Institutional Status

   University   State ☐ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes ☑ No ☐

   Constituent College   Yes ☐ No ☑

   Autonomous college of UGC   Yes ☐ No ☑

   Regulatory Agency approved Institution   Yes ☐ No ☑

   (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education ☑ Men ☐ Women ☐

                 Urban ☐ Rural ☑ Tribal ☐

   Financial Status   Grant-in-aid ☐   UGC 2(f) ☑ UGC 12B ☑

           Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

   Arts ☑   Science ☐ Commerce ☐ Law ☐   PEI (Phys Edu) ☐

   TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

   Others (Specify)   [   ]

1.12 Name of the Affiliating University *(for the Colleges)*   Gauhati University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   -

University with Potential for Excellence   -   UGC-CPE   -

DST Star Scheme   -   UGC-CE   -

UGC-Special Assistance Programme   -   DST-FIST   -

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

UGC-COP Programmes   -

2. IQAC Composition and Activities

2.1 No. of Teachers   6

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   0

2.4 No. of Management representatives   0

2.5 No. of Alumni   0

2. 6 No. of any other stakeholder and
     community representatives   0

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   0

2.9 Total No. of members   7

2.10 No. of IQAC meetings held   1

2.11 No. of meetings with various stakeholders: No. [1]   Faculty [1]

   Non-Teaching Staff Students [0]   Alumni [0]   Others [0]

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. [0]   International [0]   National [0]   State [0]   Institution Level [0]

   (ii) Themes [N/A]

2.14 Significant Activities and contributions made by IQAC

> IQAC of Raha College persists with its efforts to create a learning environment that fosters the all around development of its students so that the college can enhance its contribution to the academic field. The major outcomes of IQAC activities of this session are given below:
>
> - Teachers are encouraged to submit research projects to funding agencies.
>
> - Computers were provided in the departments.
>
> - Teachers' participation in national and international seminars and workshops have increased.
>
> - Teachers have started taking memberships in different research, academic and literary bodies.
>
> - Teachers have enrolled themselves in Ph.D. programmes of different universities.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
- To organize parents-teacher meeting as a part of developing rapport with the local community. - To strengthen the career counseling cell and hold career counseling programmes on regular basis. - To hold national and state level seminars and workshops on regular basis. - To increase the number of reputed journals and magazines for college library.	- The college became a recognized study centre of Institute of Distance and Open Learning (IDOL), Gauhati University and admission to B.A course will start for 2013-14 session. - Permission to open Mathematics as a subject at degree level. - Organized two UGC sponsored national seminar. - Organized workshop by the career counseling cell. - Hold a parent teacher meeting. - A good number of books have been added to the library. - Installation of high power generator for uninterrupted power supply. - Installation of facial time attendance machine. - The college established its own publication cell with ISBN number. 28 needy and meritorious students were admitted to the college with financial assistance from the college staff.

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

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	01	-	-	-
PG Diploma	-	-	01	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	03	-
Others	01	-	-	-
Total	02	-	04	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	2

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.

> As the college is affiliated to Gauhati University, the frequency and basis for syllabus revision is carried out by the 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	14	12	0	1

2.2 No. of permanent faculty with Ph.D.   3

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	0	0	0	-	-	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   0   0   03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	18	-
Presented papers	-	30	2
Resource Persons	-	-	-

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

In Raha College the learning process has been made student-centred through interactive learning through discussion. Classroom debates, group learning etc. are organized to supplement the conventional class room teaching.

Induction Analysis cum orientation classes to all the newly admitted students before the actual commencement of teaching programme is initiated in order to assess the status of current knowledge of subject, general knowledge, reasoning and skills.

2.7 Total No. of actual teaching days
during this academic year   180

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

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

2.10 Average percentage of attendance of students

| 75% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
H.S.	292	0	0.68	6.16	5.4	27.73
B.A.	132	0	7.92	72.6	38.28	68.18

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

 The IQAC insists mainly on the following activities for the improvement of teaching learning process:

 (i) Preparation of teaching plan and maintenance of Departmental Class Dairy.

 (ii) Regular commencement of internal examinations and display of results etc.

 (iii) Completion of the curriculum within the planned time-frame of the academic calendar.

 (iv) Monitoring of infrastructures like sufficient class rooms, library, reading space, canteen, drinking water etc.

 (v) Allocation of sufficient funds to the departments for purchasing library books.

 (vi) Motivating faculty members to attend programmes on new and emerging technologies and issues to keep themselves up-to-date.

 (vii) Organising educational tours to make teaching-learning more effective for both students and teachers.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	06
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	09
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	4	-	-	1
Technical Staff	1	-	-	2

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC encourages the faculty members to apply for research projects and also provides information regarding funding agencies.
>
> The IQAC encourages the faculties to attend national/international seminars so that the faculties get an opportunity to interact with their peers.
>
> The IQAC encourages the faculties to engage in research activities and publish their findings in reputed journals.
>
> The IQAC encourages the faculties to pursue research leading to award of Ph.D. degree.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	1	-
Outlay in Rs. Lakhs	-	-	6,00,000/-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	-	-	-
Outlay in Rs. Lakhs	3,61000/-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	3	-
Non-Peer Review Journals	-	1	6
e-Journals	-	-	-
Conference proceedings	-	9	1

3.5 Details on Impact factor of publications:

Range [0]   Average [0]   h-index [0]   Nos. in SCOPUS [0]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	20 months	ICSSR	6,00,000/-	2,40,000/-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	6,00,000/-	2,40,000/-

3.7 No. of books published | 1 |

      i) With ISBN No. | 1 | Chapters in Edited Books | 22 |

      ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

      UGC-SAP | - | CAS | - | DST-FIST | - |

      DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

      INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	2	0	-	1
Sponsoring agencies	-	UGC	-	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons | |

3.13 No. of collaborations   International 0   National 0   Any other 0

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs:

From Funding agency 6,00,000/-   From Management of University/College -

Total 6,00,000/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0						

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them   0

     0

3.19 No. of Ph.D. awarded by faculty from the Institution   0

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

JRF 0   SRF 0   Project Fellows 0   Any other 0

3.21 No. of students Participated in NSS events:
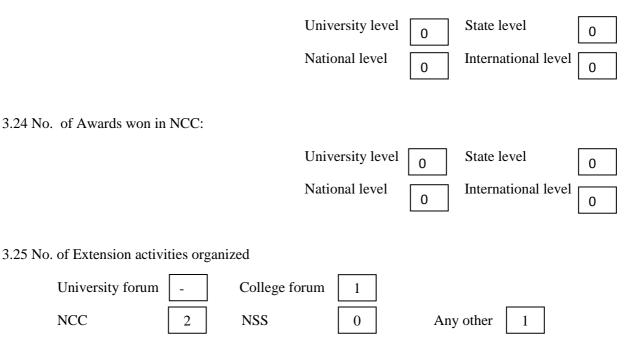
University level 0   State level 0

National level 0   International level 0

3.22 No. of students participated in NCC events:

University level 0   State level 0

National level 12   International level 0

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level	0	State level	0
National level	0	International level	0

3.25 No. of Extension activities organized

University forum	-	College forum	1		
NCC	2	NSS	0	Any other	1

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

- A number of teachers from this college offered their services as resource person in the coaching classes for the State Teachers' Eligibility Test (TET) aspirant candidates.
- International Women's day was celebrated by the Women Cell, Raha College in collaboration with Basic Training Centre at Basic Training Centre, Raha, Nagaon.
- A street play was performed in the college campus to make the students aware of the evils of ragging on 11.08.11
- The NCC contingent of the college completed a cleanliness drive inside and outside the college in the month of August.

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	6.48 acres	-	-	6.48 acres
Class rooms	13	-	-	13
Laboratories	2	-	-	2
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	6	1	UGC	7
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4,20,000/-	UGC	-
Others	-	157.62 mt sq	UGC	-

4.2 Computerization of administration and library

Administration and library is not computerised.

4.3 Library services:

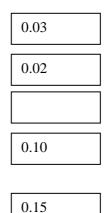|	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8662	7,64,252/-	160	16,650/-	8822	7,80,902/-
Reference Books	3936	3,99,652/-	105	10,210/-	4041	4,09,862/-
e-Books	-	-	-	-	-	-
Journals	10	4614/-	-	-	10	4614/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	1	-
CD & Video	11	-	4	-	15	-
Encyclopaedia, Dictionary, Manuscript, Census Report	2806	1,36,543/-	8	864/-	2,814	1,37,407/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	21	-	1	-	7	2	9	2
Added	2	-	-	-	-	1	-	1
Total	23	-	1	-	7	3	9	3

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

> Computer is accessible to both the students and teachers, whereas internet is accessible to the teachers

4.6 Amount spent on maintenance in lakhs :

   i)   ICT

   0.03

   ii) Campus Infrastructure and facilities

   0.02

   iii) Equipments

   iv) Others

   0.10

   Total: 0.15

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Training programmes for vocational and career guidance are organized. Career Counselling and Entry in service-training for recruitment to various jobs are organized by the respective cells. Anti ragging and Grievance Redressal cells are working actively. The IQAC has been playing a supporting and guiding role to all the bodies formed for student support. The IQAC ensures that information about these student support services is available in the college prospectus and the website.

5.2 Efforts made by the institution for tracking the progression

> Students' progression is tracked by comparing their entry performance with their end semester results. Beside this, continuous evaluation is there to track students' progression in regular basis.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
565	0	0	

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
298	52.7

Women

No	%
267	47.3

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
125	208	140	191	-	664	75	195	153	142	-	565

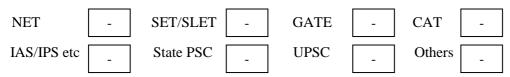Demand ratio   Dropout %

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

> A 45 days coaching class for entry in services for SC/ST/OBC and Minorities in technical collaboration with Regional Academy for Career Excellence (RACE), Nagaon branch and 50 students participated in the programme.

No. of students beneficiaries   50

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   -   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   -

5.6 Details of student counselling and career guidance

> The college has a career guidance cell that displays information on the notice board related to vacancies in different government and non government services. The cell has initiated the following programmes during the session-
>
> • The Career Counselling Cell of Raha College organized a career counselling programme for undergraduate students on the theme-"Career Opportunities in Vocational Training" in collaboration with CEC, Raha centre on 3rd Oct. 2012.
> • The Career Counselling Cell of Raha College organized a three day workshop on handicrafts where 20 girl students participated.

No. of students benefitted   100

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	7

5.8 Details of gender sensitization programmes

> Women's day was celebrated in the college.

5.9 Students Activities

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

State/ University level | 3 | National level | 3 | 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 | 2 | 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	-	-
Financial support from government	273	8,67,240/-
Financial support from other sources	-	-
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: None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> The Vision and Mission of the College is to serve the social needs and to uplift the living standards of the rural youths by imparting higher education and fostering an enduring sense of discipline and single minded dedication to work. Raha College has a vision to help students bring out their best so that they can make use of their training in the various challenges of life and lead a meaningful life.

6.2 Does the Institution has a management Information System

> No

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

6.3.1 Curriculum Development

> The curriculum of the UG classes is prepared by the affiliating university (Gauhati University).

6.3.2 Teaching and Learning

> The faculties prepare their Teaching Plans and submit the same to the IQAC within 15 days of the commencement of a semester
>
> Teachers are encouraged to use ICT as their teaching aids to make their classes more interesting and effective. For this, the college provides necessary infrastructure, namely, PC, laptop, LCD projectors, white board, etc to the departments
>
> Most of the teachers prepare the study materials and distribute the same to the students.

6.3.3 Examination and Evaluation

> The college conducts the end semester examinations as per schedule of the affiliating university.
>
> The college administration takes all the necessary steps for fair examinations.
>
> The college teachers are released from their duties by the authority to evaluate the answer scripts as required.
>
> The college conducts sessional examination for continuous evaluation.

6.3.4 Research and Development

The institution encourages the faculties to engage in research activities.

The college make available a good number of books and related materials in the central library

The college also encourages the faculties to participate in various seminars/conferences/workshops etc where they can exchange their views with the peers on the frontier knowledge.

The Research Committee of the college helps the teachers who want to apply for project to various funding agencies. The committee provides the necessary information and guidelines for the same.

The college provides all necessary infrastructures (including laboratory, internet, Xerox machine, etc) to the teachers who undertake research project.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Completed construction of girls' hostel.

One high power silent generator was purchased.

3 nos printer cum scanner were purchased.

6.3.6 Human Resource Management

- Self-appraisal mechanism of teachers is in practice.

- Welfare schemes for staff as per government norms are available.

- Staff development programmes are conducted and teachers are encouraged to participate in International, national and state level workshops/seminars/orientation and refresher courses. 6 faculty members attended Refresher Courses conducted by UGC. 18 teachers attended national seminars and 30 of them presented papers.

- Teachers are encouraged to pursue doctoral degree and are provided the needed research facilities.

- There is a Research Committee to facilitate and monitor research activity in the College.

6.3.7 Faculty and Staff recruitment

Recruitment is done by the Governing body of the college which is approved by the Directorate of Higher Education, Assam.

6.3.8 Industry Interaction / Collaboration

> None

6.3.9 Admission of Students

> The admission of the students is done strictly on the basis of merit.
>
> The date of admission and other relevant details are announced in college notice board and through local news paper.

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	0

6.5 Total corpus fund generated   37,99,110/-

6.6 Whether annual financial audit has been done   Yes [ ]   No [√]

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Governing Body
Administrative	No	-	Yes	Governing Body

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?

> N/A

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

> N/A

6.11 Activities and support from the Alumni Association

> Alumni meet is conducted every year.

6.12 Activities and support from the Parent – Teacher Association

> Parent teacher meeting is organised at the beginning of the academic session

6.13 Development programmes for support staff

> No

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

> Initiative have been taken to make the campus plastic free.
>
> Plantation programme was undertaken on the occasion of world environment day.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> None

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

> - The college established its own publication cell with ISBN number.
> - 28 needy and meritorious students were admitted to the college with financial assistance from the college staff.
> - Two UGC sponsored national seminars were organized.
> - Career Counselling cell was strengthened.
> - Parent Teacher Meeting was held.

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

> The college campus is a Plastic Free Zone

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

7.4 Contribution to environmental awareness / protection

> Plantation programme was undertaken on the occasion of world environment day.
>
> The college campus is made Plastic Free

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

Strength

Education at low cost

Liberal and cooperative management

Cordial relation with the stakeholders

Functioning in plural and multicultural environment

Caters to the need of economically weaker section of students

Weakness

Lack of land for future expansion

Insufficient teaching staff

The process of teaching-learning needs strengthening

Classroom infrastructure needs modernisation

Inadequate infrastructure of administrative block

Insufficient office staff

Opportunities

Developing scientific temper and research culture

Strengthening interdisciplinary study to enhance creativity

Offering need based and short term career orientation programme

Library services may be modernised

Threats

Migration of meritorious students of the locality

Absence of career based vocational courses

Use of tobacco products within the college premises

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

Phase wise introduction of science stream in the college.

To apply for study centre of Krishna Kanta Handiqui State Open University in the college to cope up with the increasing number of aspirants of higher education.

Add new infrastructure keeping in view of increased enrolment.

To install Geographic Information System (GIS) in the college.

To organise national and state level seminars and workshops on regular basis.

Name: *Mrs. Rita Bora Saikia*   *Name:*   *Dr. Beda Kr. Chaliha*

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

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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence

GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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