

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

August, 2016 -August, 2017

Part – A

AQAR for the year

2016-2017

## I. Details of the Institution

1.1 Name of the Institution

AMGURI COLLEGE, AMGURI

1.2 Address Line 1

P.O. AMGURI

Address Line 2

DIST. SIVASAGAR,

City/Town

SIVASAGAR

State

ASSAM

Pin Code

785680

Institution e-mail address

amguri\_college@rediffmail.com

Contact Nos.

Ph. 03772-253080 (M) 94351-55456

Name of the Head of the Institution:

Dr. Ashfia Sultana

Tel. No. with STD Code:

03772-253080

Mobile:

094351-55456

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

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

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	71.35	2004	2004-09
2	2 <sup>nd</sup> Cycle	B+	2.55	2016	2016-2021
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

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

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 \_\_\_\_\_ 2016-17 \_\_\_\_\_ (30/8/2017)

### 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 (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

DIBRUGARH UNIVERSITY

1.12 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

NA

Any other (*Specify*)

Community college till 2016

UGC-COP Programmes

NA

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

02

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

(Seminar Proposal has been sent to NAAC for financial support)

2.14 Significant Activities and contributions made by IQAC

- i) Three research projects has been successfully completed and submitted to UGC.
- ii) Installation of Digital Library System successfully

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
1. Introduction of skill based courses	The college has also applied for the introduction of Dean Doyal Upadhaya Centre under the UGC sponsored KAUSHAL programme and has been awaiting a positive reply from the aforesaid authority.
2. Extension of Research Activities	1. Three teachers have registered themselves in different universities for pursuing Ph.D

	<p>programme.</p> <p>2. Some teacher submitted their project proposal to ICSSR and other funding agencies for final assistance.</p>
<p>3. Extension of Infrastructure facilities</p>	<p>The college has been able to avail some financial grant from the state government and other agencies. This grant was utilised by the college for the enhancement of the following infrastructures-</p> <ol style="list-style-type: none"> <li>1. Construction of a new classroom with a seating capacity of 120 nos. Students.</li> <li>2. Some fund has been used to partial renovation of the existing building.</li> <li>3. Construction of Golden Jubilee gate (ongoing)</li> <li>4. College Canteen Renovation.</li> <li>5. Boundary Wall renovation</li> <li>6. Construction of new cycle stand</li> </ol>
<p>4. Preparation for Assessment and Accreditation by NAAC</p>	<p>1. On August 2016, the NAAC came for Second Cycle Assessment to Amguri College and done the assessment and accreditation process for three days and accordingly submitted their report.</p>

\* 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

The Management Committee i.e. Governing Body of the college accepted the AQAR and recommended its submission to NAAC.

## 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	--	--	--	--
UG	02	--	--	--
PG Diploma	01	--	01	--
Advanced Diploma	--		--	--
Diploma (under UGC CC Scheme)	--		--	--
Certificate (CoC)		--	--	
Others	09 (under KKHSOU and DU Distance Education Programmes)	--	--	--
<b>Total</b>	<b>12</b>	<b>00</b>	<b>01</b>	<b>03</b>
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	02
Trimester	00
Annual	00

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.

NA

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

NA

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	18	08	10	--	--

2.2 No. of permanent faculty with Ph.D. 03

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year (2016-17)	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	2	02	--	--	--	--	--	--	02	02

2.4 No. of Guest and Visiting faculty and Temporary faculty 00 00 16

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	20	--
Presented papers	--	20	--
Resource Persons	--	--	--

\*Seminar & Workshop Participation

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

1. Introduction of Digital Classes,
2. Micro-grouping of students

2.7 Total No. of actual teaching days during this academic year 200 days

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

Special class for slow learners with modern teaching aids like audio visual aids etc.

2.9 No. of faculty members involved in curriculum 01 01 02

restructuring/revision/syllabus development  
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

85-95% (in major course classes)
50-60% (in general course classes)

2.11 Course/Programme wise

Distribution of pass percentage: 2017 pass out

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass
BA	151	10	31	35	10	7
B.COM	21	0	0	9	0	1

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

- IQAC of the college invites feedbacks from students regarding teaching learning process in the college
- IQAC looks after the faculty strength of each academic department and suggests measures for the same.
- IQAC looks after the latest technological developments in teaching learning process.
- IQAC ensures the implementation of academic routine of the college
- It holds deliberations with various departments as and when required
- IQAC is committed to the maintenance of utmost possible quality education and to the prevalence of an education friendly atmosphere inside the college.

2.13 Initiatives undertaken towards faculty development (2016-17)

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	6
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	06	01	--	06
Technical Staff	--	--	--	02

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC of the college took initiatives and motivate the teachers for Minor Research Projects and Major Research Projects and accordingly some teachers has preparing/prepared proposals for Minor Research Projects and Major Research projects

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	--	--	--
Outlay in Rs. Lakhs	Rs.820000.00	--	--	--

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	2 Journals, (8 Papers by faculty Members)	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	(4 Nos.) 2015-17	UGC	Rs.820000.00	Rs.579500.00
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--

<b>Total</b>	--	--	<b>Rs.820000.00</b>	<b>Rs.579500.00</b>
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3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text" value="NA"/>	CAS	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>
DPE	<input type="text" value="NA"/>			DBT Scheme/funds	<input type="text" value="NA"/>

3.9 For colleges

Autonomy	<input type="text" value="NA"/>	CPE	<input type="text" value="NA"/>	DBT Star Scheme	<input type="text" value="NA"/>
INSPIRE	<input type="text" value="NA"/>	CE	<input type="text" value="NA"/>	Any Other (specify)	<input type="text" value="NA"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organised by the institution

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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
--	--	--	--	--	01	-

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

00
00

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

00
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	00	SRF	00	Project Fellows	00	Any other	00
-----	----	-----	----	-----------------	----	-----------	----

3.21 No. of students Participated in NSS events:

University level	05	State level	00
National level	01	International level	00

3.22 No. of students participated in NCC events:

University level	00	State level	11
National level	06	International level	00

3.23 No. of Awards won in NSS:

University level	00	State level	00
National level	00	International level	00

3.24 No. of Awards won in NCC:

University level	00	State level	10
National level	00	International level	00

### 3.25 No. of Extension activities organized

University forum	00	College forum	02		
NCC	1	NSS	01	Any other	02

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

1. One day celebration of international Yoga Day
2. Plantation and Cleanliness Drives by NSS, NCC and Eco club
3. One day workshop on Digital and cashless payment
4. Special Talk by Mr. Haidar Hussain on Social integration and the present situation of Assam
5. Flood Relief by the college teachers

## 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	<b>60,702.80</b>	--	NA	<b>60,702.80</b>
Class rooms	3324 sq.mtrs.	40 sq. Mtrs.	State Govt. MLA	3364
Laboratories	02	--	UGC	--
Seminar Halls (Renovation & Upgradation)	02			02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-----	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others				

#### 4.2 Computerization of administration and library

The college administration is fully computerized.

The college library is also fully computerized. There is also a digital library system with internet connectivity. The students are allowed to access resources in this library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8795	919910	387	79138	9182	999048
Reference Books	7356	1180047	359	83744	7715	1263791
e-Books						
Journals	10	-	5	-	15	-
e-Journals						
Digital Database						
CD & Video	9	-	14	-	23	-
Others (specify) Newspaper, Magazines	8	21000	3	11	2000	23000

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	10	--	12	--	8	09	18 (Dig Lah-10 KKHS-1
Added	--	--	--	--	--	--	--	--
Total	50	10	--	03	--	08	09	18

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

1. Informal training programmes have been conducted under the initiative of IQAC from time to time to acquaint the teachers and students so that they can become computer literate.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

120000

ii) Campus Infrastructure and facilities

340000

iii) Equipments

0

iv) Others

1080000
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**Total :**

1540000
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## **Criterion – V**

### **5. Student Support and Progression**

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As for the college it has become committal enough to ensure that the learning process becomes more and more student–centric.

- IQAC make necessary provision for Free ship to meritorious and needy students.
- The cell has recommended every academic department and the library to introduce the extension of Book bank facility for poor students.
- It also lays emphasis on the introduction of innovative mechanism. One such innovative mechanism is ‘interactive learning’. The teachers often develop personal contacts with the students and allow interaction with them before and after the class in their respective departments.
- Vernacular medium is used sometimes to aid the speedy understanding of the students. Questions relating to the syllabus and all relevant questions are discussed inside the classroom. IQAC takes special note of this.
- IQAC from time to time makes enquiry regarding the status of understanding capacity of the students. It believes that each and every student irrespective of their merit should be able to excel. And for this it recommends the utilisation of innovative strategies to the teachers for aiding the slow learners. The teachers are advised to be sympathetic to such kinds of learners and in consequence they arrange extra and remedial classes.
- The college has a central library with well-furnished text books and reference books which can be utilized by the students to prepare their subject-related answers which latter on they can better by having consultation with the respective teachers. The students are encouraged to browse through the web to fish out material which is not available in hard format. The library administration from time to time is given necessary counselling by the IQAC.

#### 5.2 Efforts made by the institution for tracking the progression

Internal examinations are conducted by each academic department to evaluate the progress of students. Apart from that group discussion and seminar presentations are organized from time to time for tracking their progression.
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#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
726	--	--	--

(b) No. of students outside the state

(c) No. of international students

Men 

No	%
313	41

 Women 

No	%
449	59

REGULAR UG PROGRAMME (BA, B.COM)													
		Last Year					This Year						
General	SC	ST	OBC	MINORITY MOBC	Physically Challenged	Total	General	SC	ST	OBC	MOBC	Physically Challenged	Total
67	24	20	402	36	00	677	79	29	31	611	10	2	762

Demand ratio 1:1 Dropout %: 24.67

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

There is a Career Guidance Cell in the college which organizes Pre-Entry in Service Trainings for students from time to time. It also organizes career guidance workshops for students in collaboration with reputed career consultancy organizations of the regions.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations NA

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

#### 5.6 Details of student counselling and career guidance

No. of students benefitted

## 5.7 Details of campus placement

<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

In convergence with international Yoga day, 21 June, the Women's Cell of Amguri College organized a workshop on Yoga where a training program was organised for the students. Moreover, women cell participated in many programs organised in Amguri related with alcohol-de-addiction, domestic violence against women, child and women trafficking etc.

## 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

\*NSS North East Festival

### 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	10	10000/-
Financial support from government	121	805000/-
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: NA

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

Yes, like all other higher education institutions Amguri College also has a sturdy management Information System. Different portals such as Prospectus, the News Letter, notice boards, Ads in News Papers from time to time have been able to draw the attention of the stakeholders through which they develop sufficient knowledge regarding the role of the management in ensuring the prevalence of best quality educational atmosphere and its commitment to the impartment of quality education. The top management committee i.e. Governing Body comprises of representatives from the University, Teaching fraternity, Office administration and local guardians.

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

#### 6.3.1 Curriculum Development

The curriculum for the present undergraduate programmes is prescribed by the affiliating university. However, teachers are invited by the Affiliating universities in the meeting related with modification of the curriculum.

#### 6.3.2 Teaching and Learning

The College adopts an academic calendar in conformity with the academic calendar of the affiliating University. The various academic departments of the college prepare their own course of action and teaching allotment of the teachers with regard to the university syllabi and the time frame. Departmental meetings are held periodically to discuss the implementation of the course plans as well as the success thereof. Moreover, academic committee and IQAC observe and evaluate the various academic strategies and their progress for every department of the college.

The following innovative teaching approaches/methods have been adopted by the faculty during the last four years:

- Teachers employ collaboration to assess student's abilities to work as a team, leadership skills, or presentation abilities by conducting discussions.
- Modern teaching methods and equipments such as, television, CD players, LCD projectors ,Language Laboratory, Smart Board computer, and other modern devices are used.
- The filmed dramas and novels are also shown to students.

#### 6.3.3 Examination and Evaluation

To ensure proper evaluation internal exams such as class tests, terminal exams, periodical tests are held. Seminars and group discussions are held frequently. Home assignments are given to the students and they are properly checked by the concerned teachers.

As the college follows the Semester System in the BA, B.Com Courses it has to complete one semester within six months time. There are two internal assessment examinations in every semester and one Seminar/Group discussion session is to be completed before the final /end semester examination. So, after each 45 days interval an internal assessment examination is held. These examinations are arranged centrally with prefixed schedule. Evaluation is done within 7 days and answer scripts are returned to the students for 2/3 days after evaluation. A Seminar /Group discussion session is arranged soon after the completion of the 2<sup>nd</sup> internal assessment exam.

#### 6.3.4 Research and Development

- There is a Research Consultancy and Services Committee in the college to promote research activities among the teachers and the students.
- Teachers are granted leaves to participate in various orientation course and subject refresher courses.
- Teachers are granted leave to participate in various seminar/conference/workshop etc.
- The college publishes two annual journals to promote research and literary works among the students.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

##### **LIBRARY:**

- Digital/E-Library
- Well equipped library with spacious and well furnished reading room separately for teachers and students.
- reading room
- Departmental libraries

##### **ICT:**

- Installation of Language Laboratory
- Wi-Fi internet connectivity
- Installation of Digital Library

##### **Physical Infrastructure:**

- Renovation of existing building
- Extension of Girls Hostel
- Extension of Drinking Water facility
- Approach road and Foot path
- A well-equipped and well-furnished conference hall. The college has installed a Video-Conferencing system in the conference hall.

#### 1.3.6 Human Resource Management

Human Resource Management has got due importance in the college. The college authority has taken measures for realising optimum capacity of the employees through enhanced efficiency. For example, computerisation of the administration and the academic departments have kept the employees in comfort zone, while at the same time increased their work efficiency. The teachers and office staff are deputed to various skill based workshops and short term training programmes. Moreover, teachers participate in various Orientation programmes and Refresher Courses

conducted by Human Resource Development Centres of various universities of the country.

#### 6.3.7 Faculty and Staff recruitment

The recruitment of faculty and staff is done in conformity with the prevailing government rules. The recruitment process is quite transparent.

#### 6.3.8 Industry Interaction / Collaboration

NIL

#### 6.3.9 Admission of Students

Admission to the students based on their merit. Moreover, reservation of seats for ST, SC, OBC, Sports person etc. is done as per the prevailing government rules.

#### 1.4 Welfare schemes

for

Teaching	Amguri College Employees' Thrift & Credit Society, Group Insurance Scheme
Non teaching	
Students	1. Free-ship for meritorious and poor students. 2. Book Bank Facility for meritorious and poor students

#### 6.5 Total corpus fund generated

NA

#### 6.6 Whether annual financial audit has been done

Yes

No

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

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

6.8 Does the University/ Autonomous College declares 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?

NA

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

NA

6.11 Activities and support from the Alumni Association

The Alumni Association of the college organises talks from time to time. They are also engaged with the extension activities of the college. The alumni association of the college took part in all the important programs of the College.

6.12 Activities and support from the Parent – Teacher Association

Guardian meets are convened from time to time to discuss the academic aspects pertaining to the performance of the students in the exams and matters such as sudden drop-out cases. The guardians have been appealed to ensure that their children honour the rules, regulations of the college, helping the prevalence of an educational friendly environment. They are also made aware of the scopes for their up gradations through their enrolment in programmes such as community college and in entry in service coaching programmes.

6.13 Development programmes for support staff

NA

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

Plantation and Cleanliness drives are important part of the college to make the college campus eco-friendly. Dustbins are placed at required places inside the college campus and the waste-heaps are cleared from time to time. Drainage system is developed for outflow of the waste materials.

## 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. Free Admission to all the students whose family annual income is less than one lakh.
2. Extensive use of modern teaching aids has made the classrooms more informative and interactive.

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

The IQAC of the college conducted the ATR at the end of the academic year. The cell found successful fulfilment of the three major plans of action decided at the beginning of the year respectively-

- i. Introduction of skill based courses successfully
- ii. Promotion of research activities and other academic work

a

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

#### **TITLE OF PRACTICE: Promotion and Development of Research Atmosphere**

#### **Goal: To generate atmosphere for Research and Development**

#### **Context:**

The main objective of these best practices is to generate a research environment inside the college campus. A research committee is there to monitor & encourage the faculties to apply research project in different funding agencies and also motivate them to get involve with research related activities.

#### **The practice:**

In spite of difficult obstruction and busy schedule, there is a competitive research environment among the teachers of Amguri College. Teachers are regularly participated in seminars, workshop and training program. A good number of teachers are also keen to publish their research work in various national/international journals as well as books in various reputed publishers. Moreover, teachers are engaged in minor and major research project funded by various external agencies.

#### **Success Evidence:**

- Amguri College has organised different seminar and workshop for the research up-

liftment of the teacher fraternity.

- Two teachers have completed their minor research project and successfully submitted their project dissertation to UGC.
  1. A study on child labour and their socio-economic status of the tea gardener of Assam- A study of Demow Sub-division by Mrs. Niharika Duarah, Associate Professor, Department of Education.
  2. Health and hygiene condition of women in rural area: a sociological study with special reference to Sivasagar district of Assam By Mr. Anil Hazarika, Assistant Professor, Department of Sociology
  3. A study on the Agarwood Plantation Industry : Problems and Prospects by Mr. Biman Sensua Baruah, Associate Professor, Deptt of economics
  4. Effectiveness of the MGNREGA in controlling rural poverty and unemployment in Assam.: A Study in Amguri Development Block by Dr. Dipamoni Borthakur, Associate Professor, Deptt of economics
- Three teachers have enrolled for PhD under Gauhati University and Dibrugarh University
- Authority and IQAC of the college also motivated the teachers to send proposals on burning social issues to various funding Agencies. And some departments have already sent the seminar proposals to NAAC, UGC and ICSSR.
- The college has made sufficient facilities for the teachers so that they can surf the internet and get the required knowledge from different journals.
- Many teachers of this college publish their articles/ papers in reputed national and international journals. Some teachers also publish their research based books from international publishers.

**TITLE OF PRACTICE:** Promotion of value-based education and inculcation of the spirit of social responsibility and good citizenship among the students.

**Goal:** The true purpose of education is not only to acquire the theoretical knowledge of books, but also to acquire the spirit of social responsibility and good citizenship. So, our primary goal is to make our students ethically sound through inculcation of value based education and to enrich them the sense of social responsibility and good citizenship.

### **The Context**

Today the world is facing acute crisis of sense of moral values. Development in the field of sciences and technology has been a blessing to our society. It has made our life easier and smoother to live in. Along with happiness it has also been responsible for many troubles in the society. It has been found that development of information and technology

has been misused which being responsible for our sufferings. People are becoming more and more self centric day by day which in turn hampers the collective growth of the society. To cope up with first growing society the new generation need to be aware of ethical and moral values. Here lies the importance of promoting of value-based education and inculcation of the spirit of social responsibility and good citizenship among the students.

### **The Practice:**

With a view to fulfil aim of promoting of value-based education and inculcation of the spirit of social responsibility and good citizenship among the students college organizes different extra-curricular extension activities both within and outside of the college campus. The NSS unit of the college plays a very important role in this regard by organizing different extension activities for the students. The Program officer of the unit looks after all the activities of NSS unit of the college under the advices and suggestions of an NSS Advisory Committee headed by the Principal.

### **Evidence of success:**

**World Environment Day on the 5<sup>th</sup> of June 2016:** The Amguri College N.S.S Unit took out a massive campaign of planting saplings on the occasion of World Environment Day on the 5<sup>th</sup> of June 2016. Around 30 students planted 132 saplings in and around the campus of the college. The NSS Volunteers also conducted cleanliness drives

**Cleanliness Drive:** In the month of October 2016 NSS Volunteers again undertook Cleanliness Drive around the periphery of Amguri Town. Almost 50 students took part in this drive. Inside the college campus the volunteers did their level best to maintain cleanliness by cutting out creepers and burning weeds. They also dug channels for the passage of dirty water

**Training Programme on Digital Literacy–Cum-Cashless Transaction:** As per directions of the HRD Ministry as part of full-fledgedly implementing the objectives of VISAKA(Vittiya Saksharata Abhiyan) and in continuation of the guidelines laid out by NSS Programme Officer, Dibrugarh University for the effective organization of the same ,Amguri College Amguri facilitated the conduction of a Training Programme for NSS Volunteers in collaboration with SBI Amguri Branch, Amguri on the 9<sup>th</sup> of January 2017 at Amguri College, Amguri.

**3rd World Yoga Day Celebration:** The 3<sup>rd</sup> International Yoga Day was observed on the 21<sup>st</sup> of June 2017 at Amguri College, Amguri in letter and spirit.

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

7.4 Contribution to environmental awareness / protection

i. Observation of World Environment Day on 5<sup>th</sup> June every year

7.5 Whether environmental audit was conducted? Yes  (NSS, NCC and Eco Club)

7.6 Any other relevant information the institution wishes to add.

In the implementation of the aforesaid practice, the major problem that the college encounters is that of lack of adequate fund. The research and NSS activities are performed with the external fund released by Govt. Lack of sufficient number of teachers in different dept. is another problem. Due to shortage of teachers, it becomes difficult on the part of the administration to allow the teacher for long duration research related courses. For the same causes, NSS Programme Officer is also not able to attend the training programmes such as Orientation programme and Refresher Course for programme officers which is very important.

## 8. Plans of institution for next year

1. Opening up of PG courses in various departments
2. Enhance the physical as well as academic infrastructure of the college
3. Initiative has been taken for proviansialized the commerce Stream

Name : Mr. Triloson Borah

Name: Dr. Ashfia Sultana

\_\_\_\_\_  
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

## ANNEXURE-II

### Analysis of Feedback (2016-17)

The feedback was collected from the final semester students in first week of August, 2017. The questionnaire contained sections like curricular aspects, teaching, Evaluation System, curricular, Co-Curricular & Extra-Curricular facilities, library facility, Computer facility and student support.

The feedback showed a good score of the college on almost all the aspects:

- The curriculum content is good. However, it is somewhat hard for the respondents
- Computer, internet , library, co-curricular and extra-curricular facilities are satisfactory
- Satisfactory teacher-student relationship
- Fairness in evaluation system
- Handy information system
- Satisfactory recreational facilities
- Benefitted by the multidisciplinary courses
- Satisfactory choice of subjects
- Very attractive student supportive system



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

Ref. No: DU/DR-A/APC/16/1784

Date: 29.12.2016

**NOTIFICATION**

The Hon'ble Vice-Chancellor, Dibrugarh University has approved the draft of the *Academic Calendar for the General Degree Colleges/ Institutes affiliated to/ permitted by Dibrugarh University for the period from January, 2017 to December, 2017* under report to the Academic Council and the Executive Council, Dibrugarh University giving immediate effect.

The same is given with this Notification as *Annexure A*.

Issued with due approval.

(Dr. B.C. Borah)  
Deputy Registrar (Academic)  
Dibrugarh University

Copy to:

1. The Vice-Chancellor, D.U. for favour of information.
2. The Deans, Dibrugarh University.
3. The Registrar, D.U. for favour of information.
4. The Controller of Examinations, DU, for favour of information and necessary action.
5. All Heads and Chairpersons of the Teaching Departments and Centres for Studies, D.U. for favour of information.
6. The Principals/ Directors of the Colleges/ Institutes affiliated to/ permitted by D.U. for favour of information.
7. The Director, College Development Council, D.U. for favour of information.
8. The Director, Directorate of Open and Distance Learning, D.U. for favour of information.
9. The Dy. Registrar (Admn.) D.U. for favour of information and needful.
10. The Deputy Controllers of Examinations (A, B & C), D.U. for favour of information.
11. The Programmer, D.U. for kind information and with a request to upload the Notification in the University website for all concerned.
12. File

(Dr. B.C. Borah)  
Deputy Registrar (Academic)  
Dibrugarh University.




**Annexure: A**

**ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/ INSTITUTES  
AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY  
(FROM JANUARY 2017 TO DECEMBER 2017)  
(Notified Vide Memo No.DU/DR-A/APC/16/1784 dated 29.12.2016)**

Date(s)	Events/ Activities
2 <sup>nd</sup> January, 2017	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
13 <sup>th</sup> January, 2017 (Friday)	Last date for Submission of Evaluated Answer Scripts of the End Semester Examinations of the B.A./ B.Sc./ B.Com programmes with relevant documents by the Zonal Officers to the University
20 <sup>th</sup> - 31 <sup>st</sup> January, 2017	College Week (any seven days)
10 <sup>th</sup> -15 <sup>th</sup> February, 2017	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes
10 <sup>th</sup> - 25 <sup>th</sup> February, 2017	1 <sup>st</sup> Sessional Examination of the 2 <sup>nd</sup> & 4 <sup>th</sup> and 6 <sup>th</sup> Semester of the B.A./B.Sc./B.Com. Programmes (any four days)
25 <sup>th</sup> - 28 <sup>th</sup> February, 2017	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
1 <sup>st</sup> March, 2017 (Wednesday)	Last date for notification of 1 <sup>st</sup> Sessional Examination Marks of the 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
24 <sup>th</sup> March, 2017 (Friday)	Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations at the colleges
1 <sup>st</sup> - 8 <sup>th</sup> April, 2017	2 <sup>nd</sup> Sessional Examinations of the B.A./B.Sc./B.Com. Programmes (any four days)
4 <sup>th</sup> April, 2016 (Tuesday)	Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester) by the colleges at the University
20 <sup>th</sup> April, 2017 (Thursday)	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/ B.Sc./ B.Com. Programmes 3. Last date for notification of 2 <sup>nd</sup> Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
2 <sup>nd</sup> - 31 <sup>st</sup> May 2017	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
5 <sup>th</sup> - 31 <sup>st</sup> May, 2017	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester) at the Zones
9 <sup>th</sup> May, 2017 (Tuesday)	Last date for submission of Internal Assessment marks of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
11 <sup>th</sup> May -30 <sup>th</sup> May, 2017	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1 <sup>st</sup> Semester Classes
1 <sup>st</sup> - 30 <sup>th</sup> June, 2017	Admission to the BA/B.Sc./B.Com 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Classes

7 <sup>th</sup> June, 2017 (Wednesday)	<ol style="list-style-type: none"> <li>1. Commencement of the Odd Semester Classes of the BA/B.Sc./ B.Com. Programmes</li> <li>2. Notification of Class Routine in the Colleges.</li> <li>3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.</li> </ol>
9 <sup>th</sup> June, 2017 (Friday)	Last date for Submission of Evaluated Scripts of the End Semester Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University
1 <sup>st</sup> - 31 <sup>st</sup> July, 2017	Mid Semester Vacation for the teaching staff of the colleges
10 <sup>th</sup> – 16 <sup>th</sup> July, 2017	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
1 <sup>st</sup> August, 2017 (Tuesday)	Re-commencement of the 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Classes of the BA/ B.Sc./ B.Com Programmes
8 <sup>th</sup> -14 <sup>th</sup> August, 2017	1 <sup>st</sup> Sessional Examination of the BA/ B.Sc./ B.Com programmes (any four days)
16 <sup>th</sup> – 23 <sup>rd</sup> August, 2017	Counseling for the BA/B.Sc./B.Com 1 <sup>st</sup> Semester Students and Mid Semester Feedback Assessment (any one day)
16 <sup>th</sup> - 25 <sup>th</sup> August, 2017	Students' Union Election in the Degree Colleges (Any one day)
18 <sup>th</sup> August, 2017 (Friday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1 <sup>st</sup> Semester Students by the Colleges at the University
19 <sup>th</sup> August, 2017 (Saturday)	Last date for notification of 1 <sup>st</sup> Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
1 <sup>st</sup> - 10 <sup>th</sup> September, 2017	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
26 <sup>th</sup> September, 2017 (Tuesday)	<ol style="list-style-type: none"> <li>1. Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System</li> <li>2. Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations</li> </ol>
2 <sup>nd</sup> – 10 <sup>th</sup> October, 2017	2 <sup>nd</sup> Sessional Examination of the BA/B.Sc./B.Com Programmes (any four days)
4 <sup>th</sup> October, 2017 (Wednesday)	<ol style="list-style-type: none"> <li>1. Last date for notification of 2<sup>nd</sup> Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards</li> <li>2. Last date for Submission of the filled in Examination Forms of the BA/ B.Sc./ B.Com End Semester Examinations by the Colleges at the University</li> <li>3. Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes</li> </ol>
1 <sup>st</sup> – 30 <sup>th</sup> November, 2017	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
6 <sup>th</sup> November, 2017 (Monday)	Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University
11 <sup>th</sup> Nov.- 9 <sup>th</sup> Dec., 2017	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones
1 <sup>st</sup> -31 <sup>st</sup> December, 2017	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes

  
 (Dr. B.C. Borah)  
 Deputy Registrar (Academic)  
 Dibrugarh University

