

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

Year: 2016-2017

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

JDSG College

1.2 Address Line 1

PO Bokakhat

Address Line 2

Dist. Golaghat

City/Town

Bokakhat

State

Assam

Pin Code

785612

Institution e-mail address

jdsgcollegelibrary@gmail.com/principal@jdsgcollege.edu.in

Contact Nos.

91-9954451703

Name of the Head of the Institution:

Dr. Jayanta Gogoi

Tel. No. with STD Code:

03776-268082

Mobile:

91-9954451703

Name of the IQAC Co-ordinator:

Sri Gopikananda Saikia

Mobile:

91-94351-54114

IQAC e-mail address:

jdsgiqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

BC/60/RAR/01

1.5 Website address:

www.jdsgcollege.edu.in

Web-link of the AQAR:

<http://www.jdsgcollege.edu.in/AQAR2016-17.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		2003	2003-2008
2	2 <sup>nd</sup> Cycle	B	2.78	2012	2012-2017
3	3 <sup>rd</sup> Cycle	In process			

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

24 July, 2003

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

2016-2017

### 1.9 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 2012-2013 submitted to NAAC on 29-05-2018
- ii. AQAR 2013-2014 submitted to NAAC on 01-06-2018
- iii. AQAR 2014-2015 submitted to NAAC on 03-06-2018
- iv. AQAR 2015-2016 submitted to NAAC on 03-06-2018

### 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*)

Dibrugarh University

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

*None*

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

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

02

2.5 No. of Alumni	<input type="text" value="02"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="17"/>		
2.10 No. of IQAC meetings held	<input type="text" value="03"/>		
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="03"/>	
Non-Teaching Staff	<input type="text" value="01"/>	Students	<input type="text" value="01"/>
Alumni	<input type="text" value="01"/>	Others	<input type="text" value="01 (Parent-teacher-management)"/>
2.11 No. of meetings with various stakeholders:	<input type="text"/>	No.	<input type="text" value="04"/>
Non-Teaching Staff	<input type="text" value="01"/>	Students	<input type="text" value="01"/>
Alumni	<input type="text" value="01"/>	Others	<input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="text"/>	No <input type="text" value="No"/>
If yes, mention the amount	<input type="text" value="NA"/>		
2.13 Seminars and Conferences (only quality related)			
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
Total Nos.	<input type="text" value="00"/>	International	<input type="text" value="00"/>
National	<input type="text" value="00"/>	State	<input type="text" value="00"/>
Institution Level	<input type="text" value="05"/>		
(ii) Themes	<input type="text" value="NA"/>		

#### 2.14 Significant Activities and contributions made by IQAC

The IQAC organised the following events/activities during the year:

- (a) A felicitation cum interactive program for the students who secured first class/division in the degree/HS final examinations.
- (b) An interactive session with two Japanese scholars was organised on University and collegiate system.
- (c) A sensitization lecture was organized on implementation of CBCS in the UG level where the VC, Dibrugarh University was present as a guest of honour.
- (d) An awareness program was organized on Biodiversity Conservation.
- (e) An awareness program was organized on the uses and abuses of internet and social media.

#### 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. 1. To organize at least 5 student-centric programmes	4 student centric programmes were successfully organized during the year.
2. To organize a Seminar on comparative literature to be sponsored by Sahitya Akademi	The symposium was organized on 29 <sup>th</sup> September, 2016 on “Recent Trends in Fiction Writing: A Comparative Study of Assamese and Bengali Novels”
3. To organize a workshop on API	The workshop on API could not be organized.
4. To organize 3 counselling on career options available for students of humanities and social sciences	The career counselling sessions were successfully organized where about 300 hundred students were benefitted.
5. To Organise 3 extension programmes for the peripheral society	The NSS, the IQAC, the Women Cell and the

	<p>college Management organized a number of programmes for the peripheral society. A village has been adopted by the college.</p> <p>A number of Faculty Members from the college took part in teaching in a number of high schools.</p> <p>The blood donor's day was observed in the college in association with Vivekananda Kendra Hospital, Numaligarh Refinery Limited.</p> <p>A health awareness programme was organized by the Women Cell of the college in a remote village situated about 8 kilometers away from the college.</p> <p>The Women Cell also organized an awareness program on Cancer, Specially Breast Cancer in a rural place near Bokakhat.</p> <p>The NSS organized a number of extension activities including construction of a road in a rural place.</p>
6. To organize a capacity building programme for the non-teaching staff	The proposed plan could not be implemented during the year. It will be implemented at the earliest.

*\* 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 AQAR for 2016-2017 was placed before staff meeting comprising of all important stakeholders of the college. It was approved for submission to NAAC.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

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

Interdisciplinary	01 (Computer Applications)			
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
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.

The college being an affiliated college under Dibrugarh University does not have any authority to devise/revise or updating syllabi.

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

	Total	Asst. Professors	Associate Professors	Professors	Others
2.1 Total No. of permanent faculty	40	18	22	N/A	

2.2 No. of permanent faculty with Ph.D.

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
04	03								03

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	01	30	
Presented papers	01	10	
Resource Persons		03	

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

The teaching departments give a number of field works and projects to the students so that teaching and learning become practical, interesting and effective. Students are taken to strategically important neighbouring places for field studies. Fringe villages are allotted for socio-economic survey. The college collaborates with some local high schools.

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

230

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

As a part of the continuous evaluation process, students were given Objective Type and Multiple Choice Questions. Open Quiz Programmes were also organized to bring about a change in Examination and Evaluation

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

01

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.	217		35	130		76.03
B.Com	54		11	10		38.89

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

Since its inception the IQAC has been playing a crucial role in the development of teaching and learning processes of the college. IQAC of the college has taken the following steps basically for teachers and students:

### For faculty:

1. Encourage and help faculty members to undertake research keeping in mind the benefit of the society at large, the students and the college.
2. Encourage faculty members to have extensive use of ICT in teaching and learning.
3. Prepare academic calendar to apprise all concerned about examination schedules, teaching days, important celebrations, declaration of results as per University schedule, holidays, vacations, etc.
4. Preparing feedback mechanism from all stakeholders.
5. Organizing student-centric activities and programmes
6. Organize meets to analyse examination results and address the lacunae
7. Preparation of Teachers' Diary and Format for self appraisal of teachers
8. To document the API scores of faculty members

### For students:

1. Organizing events/programmes for students keeping in mind the specific and general needs of the students.
2. To monitor the progress of students over the years/semesters
3. To analyse exam results and to apprise the parents/guardians in Parent-Teacher Meets

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01 (On CBCS)
Faculty exchange programme	01 (with Kaliabor College)
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	08	01	0	01
Technical Staff	01	0		

### Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC, through its Research and Consultancy Cell encouraged the Faculty Members to go for Doctoral Research and for undertaking Major/Minor Research Projects. The IQAC also took initiative to publish a Newsletter highlighting the major achievements of the Faculty Members in the areas of research.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			05
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	No research projects were undertaken during the period			
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				

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  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					
Sponsoring agencies		01	01		

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

03

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

1 lakh

Total

1 lakh

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	No Patents Received
	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
No such awards were received						

3.18 No. of faculty from the Institution who are Ph. D. Guides

02

and students registered under them

00

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

00

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

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  College forum   
NCC  NSS  Any other

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

The notable among the activities in the sphere of extension activities and Institutional Social Responsibility mention may be made of the following:

- (a) Voters' Awareness Programme
- (b) International Day of Yoga
- (c) International Day against Drug abuse and Illicit Trafficking
- (d) Celebration of 1<sup>st</sup> Death Anniversary of Dr. A.P.J. Abdul Kalam
- (e) Night Patrolling at Animal Corridors in Kaziranga National Park
- (f) Special Swacchta Campaign
- (g) Adoption of a Village by the College as a model Village
- (h) 02 Health Awareness Programme in villages
- (i) Celebration of World Blood Donors' Day
- (j) Workshop on GST with the local businessmen
- (k) Workshop on Conduct of earthquake and Fire Drill
- (l) Earthquake and Fire Mock Drill
- (m) Awareness Camp on Bio-Diversity

## 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	52 bighas			
Class rooms	39	00		
Laboratories	01			
Seminar Halls	03			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				



#### 4.2 Computerization of administration and library

The house keeping operation of the library has been done by the SOUL-1 software provided by INFLIBNET Centre. Moreover, library provided the reprographic facility, internet surfing/ downloading/ printing, access to E-resources like E-journal, E-Books from INFLIBNET N-list Programme.

#### 4.3 Library services:

##### Year : 2016-17

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	19766	843859	521	114003	20287	957862
Reference Books	3143	663944	110	100626	3253	764570
E-Books	N List	25000	N List	5000	N List	30000
Journals	2682	132885	218	13965	2900	146850
E-Journals	N List	25000	N List	5000	N List	30000
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	60	6000	Nil	Nil	60	6000
Others(Specify) Alumni Book Bank	217	25000	Nil	Nil	217	25000

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	105	01	14	05	03	07	07	
Added	02							
Total	107	01	14	05	03	07	07	

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

Biometric attendance system has been installed. CCTVs at strategic places have been installed. The computers in the Principal's office have been connected via LAN.

4.6 Amount spent on maintenance in lakhs :

i) ICT	17,34,820
ii) Campus Infrastructure and facilities	1,30,00,000
iii) Equipments	2,00,000
iv) Others	
<b>Total:</b>	14934820

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The contribution of IQAC for enhancing the Student Support Services are as follows:

1. Updating and improving the information on support services in the prospectus.
2. Announcement of important information in classrooms in addition to display in the notice board.
3. Receiving the feedback from the students on the utility of support services.
4. Initiatives are taken to identify financially weak students, obtain the consent of faculty members to take financial responsibility for education of needy students, and to guide the students accordingly.

5.2 Efforts made by the institution for tracking the progression

1. Student data base has been created where the incremental growth of students is recorded.
2. The results in the Semester/Final exams are analysed subject-wise and student-wise. Parents are invited for Parent-Teacher-Student meetings.
3. Weak and advanced learners are asked to attend remedial classes and special care classes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1144	N/A	N/A	N/A

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%
502	43.88

Women

No	%
642	56.12

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
235	156	617	588	00	1597	446	191	253	252	00	1144

Demand ratio 1.12

Dropout % 8

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

2 career counselling sessions were conducted for the degree students during the year. The sessions were organized in collaboration with the Career Counselling Cell of the college to prepare students for various competitive examinations. Civil Servants were invited as resource persons to the sessions.

No. of students beneficiaries

200

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

### 5.6 Details of student counselling and career guidance

2 career counselling sessions were conducted for the degree students during the year. The sessions were organized in collaboration with the Career Counselling Cell of the college to prepare students for various competitive examinations. Civil Servants were invited as resource persons to the sessions.

No. of students benefitted

200

### 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
01	50	03	NIL

### 5.8 Details of gender sensitization programmes

The IQAC organised a special awareness programme on Section 125 of Cr. PC and the Protection of Women on the occasion of International Women's Day. The Women Cell of the college also organised a programme on the same day highlighting the importance of gender justice.

### 5.9 Students Activities

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

State/ University level

20

National level

International level

No. of students participated in cultural events

State/ University level

15

National level

International level

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

Sports : State/ University level

13

National level

International level

Cultural: State/ University level

02

National level

International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	57	56,860
Financial support from government	All students belonging to BPL families with an annual income below 1 lakh were given free admission by the Govt. of Assam	46,00,000
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

10 programs by the NSS

5.13 Major grievances of students (if any) redressed: No major grievances were lodged with the college management for redressal.

## Criterion – VI

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

#### 6.1 State the Vision and Mission of the institution

Education for social justice and peace

#### 6.2 Does the Institution has a management Information System

No MIS in place.

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

#### 6.3.1 Curriculum Development

Students and parents are apprised of the curriculum at the start of each year. Student feedback is taken on the curriculum. Curriculum specific meets, workshops, interactive sessions are organised regularly.

#### 6.3.2 Teaching and Learning

1. Use of ICT has been made extensive
2. Teachers' performance is monitored and evaluated through student feedback.
3. Questioning spirit in the students is encouraged.
4. Remedial classes are organized for slow learners.

#### 6.3.3 Examination and Evaluation

1. Examination schedule of all internal examinations is prepared and circulated among the teachers and students well in advance.
2. Results are analyzed after every final examination for taking appropriate action to improve the quality.
3. Evaluated answer scripts of different internal examinations with necessary comments recorded by the concerned examiners are given back to the students for necessary correction and their own assessment.
4. Examinations are conducted as per the Academic Calendar devised at the beginning of the year incorporating the University calendar. Evaluation and results are declared as per Dibrugarh University Rules and Academic Calendar.

#### 6.3.4 Research and Development

1. There is an active research committee devoted to the cause of building a favourable research atmosphere in the college
2. Motivating teachers to take major and minor research projects.
3. Guiding teachers for improving API through participation in Conferences and through publishing of articles, books and research work.
4. Improving library and laboratory facilities for research

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

Continuous attempts have been made to modernize the library. Presently most of the functioning of the library is done with the help of software called SOUL and open source library software. Barcoding system is being used for all the books of the library. The surveillance CCTV cameras have been installed in the entire college campus along with the library.

#### 6.3.6 Human Resource Management

1. Staff members are entrusted with responsibilities keeping in view their expertise, experience and willingness to shoulder responsibilities.
2. Faculty members obtaining research degrees are felicitated in open platforms.
3. Faculty members are encouraged by the research cell of the college to participate in RCs, OCs, STCs, Seminars, Conferences, Workshops, etc.
4. Faculty members are encouraged to have updated knowledge of computers and the use of ICT in classroom teaching and learning.
5. The College Authority recognizes and collaborates with the college Unit of teachers' association under the name of JDSG College Teachers' Unit affiliated to Assam College Teachers' Association.
6. JDSG College Staff Mutual Benefit Fund is in operation for the welfare of Teaching and Non-teaching Staff of the institute.

#### 6.3.7 Faculty and Staff recruitment

Faculty recruitment is done in accordance with the rules and regulations framed by Government of Assam and the UGC

#### 6.3.8 Industry Interaction / Collaboration

The college has developed a good rapport with the local industrial and business entities like the Numaligarh Refinery Limited, etc. Besides, it has a long history of collaboration with local Tea Estates like Naharjan Tea Estate, the family members of the proprietor of which has already donated a building to the college. The college has also benefitted from Tea Board in the form of generous grants to construct a building.

#### 6.3.9 Admission of Students

Admission of students is done on the basis of the following:

1. Merit/Scores in the qualifying Examination.
2. Selection/Entrance Test in cases of certain major subjects
3. Reservation of seats for special categories in addition to the ones recognised by the government of Assam
4. Reservation of seats under Sports, Culture, Donor's Quota, PWD, Tea Garden Labourers

#### 6.4 Welfare schemes for

Teaching	1. Teachers' Mutual Benefit Fund 2. Recognition of JDSG College Teachers' Unit 3. Annual Meeting and celebration for the staff
Non teaching	Recognition of the College Employees' Association which does a number of welfare schemes for the non-teaching staff.
Students	1. Financial support to the economically weak students 2. Students' Aid Fund Book Bank facilities for all students

6.5 Total corpus fund generated

95,000

6.6 Whether annual financial audit has been done

Yes

☐

No

☒

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

Audit Type	External	Internal	
	Yes/No Agency	Yes/No	Authority
Academic	No Academic and Administrative Audit (AAA) has been done till now. But a Team of Auditors is likely to visit the college for such an exercise in June/August, 2018.		
Administrative			

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

For UG Programmes

Yes

☐

No

☐

For PG Programmes

Yes

☐

No

☐

**NOT APPLICABLE**



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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

The Alumni Association is in place which has been sitting in every quarter in view of the ensuing Golden Jubilee Celebrations of the College.

6.12 Activities and support from the Parent – Teacher Association

The college organizes at least one Parent-Teacher Meet during each semester. Accordingly, a Parent-Teacher meet was organized as a part of the policy of the college. The parents offered their valuable feedback to bring about improvement to the academic and administrative environment of the college.

The Parent-Teacher Association generally looks after the following aspects:

1. Attendance of the students
2. Performance in the Sessional/Terminal/Test Exams
3. Maintenance of Discipline in the campus
4. Dress code

6.13 Development programmes for support staff

1. Community Feast on the occasion of New Year
2. Free Computer training programme.

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

1. The college undertook a plantation drive in the campus on the occasion of the World Environmental Day.

2. Regular cleanliness drives are undertaken.

The campus has been declared a No-Tobacco and No-Smoking Zone and penal provisions have been imposed on violators.

3. An orchard of medicinal plants have been developed.
4. Scientific naming of the trees has been done.
5. A small tea garden has been grown in the un-used land of the college.
6. Tree planation drive is undertaken on World Environmental Day each year.
7. Scientific cultivation of grass has been undertaken.

### 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. Student Attendance is apprised of to the parents every month so that absence of students can be checked.
2. The academic matters and their supervision has been completely decentralised during the year with the creation of an additional charge bestowed on the senior-most faculty member as Academic-in-charge who monitors academic matters specially preparation of academic calendar, monitoring of classes, sessional exams, etc.
3. Introduction of special remedial classes both for advanced and slow learners during vacations by senior faculty members.

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

All the plans taken at the beginning of the year have been vigorously followed. The plans were successfully implemented.

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

1. Relief to the flood victims during the monsoon season who take shelter in various government schools.
2. Adoption of a model village by the college.
3. Taking of classes in select schools by some faculty members of the college.

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

7.4 Contribution to environmental awareness / protection

The campus has been declared a No-Tobacco and No-Smoking Zone and penal provisions have been imposed on violators.

1. An orchard of medicinal plants have been developed.
2. Scientific naming of the trees has been done.
3. A small tea garden has been grown in the un-used land of the college.

7.5 Whether environmental audit was conducted?      Yes ☐      No ☒

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

The college staff sat together and analysed ways to improve the overall academic environment of the college. It was decided that a Parent-Teacher meet be organised in the beginning of the next academic session. Besides, various teachers expressed their opinion to improve student performance in the sessional examinations. The Staff members expressed their views that since the college is strategically situated by the Kaziranga National Park, a World Heritage Site, we can do a lot towards making awareness about bio-diversity conservation, preparing skill-based course plans like Tourism Management, Tourist Guides, etc so that the students can derive the maximum from the Park as well as some other historically important places like Deopahar, Numaligarh, Majuli, Negheriting, etc. besides exploring avenues to tap Tea-Tourism.

## 8. Plans of institution for next year

1. To expedite the process to construct the New Library Building with the amount received from RUSA.
2. To expedite the process to construct the New Seminar Cum Computer Lab Building with funds received from Govt. of Assam under RUSA.
3. To organise a Workshop on implementation of CBCS at the UG level.
4. To organise a workshop on GST and allied issues.
5. To undertake at least 5 student specific programmes.
6. To initiate a Certificate Course on Value Education.
7. To initiate a three months' computer applications program at a nominal fee to the poor students pursuing UG level programs.

*Sd/- Sri Gopikananda Saikia*

*Signature of the Coordinator, IQAC*

*Sd/- Dr. Jayanta Gogoi*

*Signature of the Chairperson, IQAC*

\*\*\*