

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
FOR THE YEAR 2008-2009**

**SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)**



**BY
HOJAI COLLEGE, HOJAI, ASSAM.
(Established in the year 1964)
An Affiliated College of Gauhati University,
&
A Provincialised College of The Government of Assam.**

The Annual Quality Assurance Report (AQAR) of the IQAC

For the year 2008-09

Part – A

1. Details of the Institution :

Hojai College is a premier institution of higher learning in Hojai, an administrative subdivision in the southern part of Nagaon district of Assam. The word “Hojai” is a Dimasha derivative which refers to the ruling clan of the Dimasha tribe of Assam that once ruled in this region. Hojai has a predominantly agrarian economy and the demographic structure has a cosmopolitan character with various ethnic tribes, linguistic as well as religious minorities and native Assamese living here peacefully. Hojai shares its borders with the tribal districts of Karbi Anglong and Dima Hasao .

Hojai college was established in 1964 and thrived on public support until it came under the Grant-in-aid system and finally, as is the status now, it is a provincialised college of the Government of Assam. Because of the peaceful environment of Hojai, this multi-stream, co-educational college has become the most preferred destination for the students not only of Hojai subdivision but also of neighbouring Karbi Anglong and Dima Hasao districts of Assam. Hojai college stands as a symbol of the educational aspiration of the students of this vast area.

Hojai college settles on a sprawling campus of 14 acres with a built up area of 5498 sq.m . The multi-faculty college has an enrolment of 1931students (1352 male & 579 female) pursuing various degree courses in Pass and Major subjects in Arts, Science and Commerce streams . We have a faculty comprising 74 teaching staff including Associate Professors and Assistant Professors.

1.1 Name of the Institution	:	Hojai College
1.2 Address Line 1	:	P.O. - Hojai
Address Line 2	:	Dist. - Nagaon
City/Town	:	Hojai
State	:	Assam
Pin Code	:	782435
Institution e-mail address	:	hojaicollege@gmail.com
Contact Nos. / Fax	:	03674-252163

Name of the Head of the Institution : Dr. Biman Kumar Bhatta
 Tel. No. with STD Code : 03674-252163
 Mobile: : 9435068018
 Name of the IQAC Co-ordinator : Rabindra Kumar Rath
 Mobile : 9435168524
 IQAC e-mail address: : hojaicollegeiqac@gmail.com
 1.3 NAAC Track ID : ASCOGN11969
 1.4 Website address : www.hojaicollege.org
 Web-link of the AQAR: For ex. <http://www.hojaicollege.org/AQAR200809.doc>

1.5 Accreditation Details

<u>Sl. No.</u>	<u>Cycle</u>	<u>Grade</u>	<u>CGPA</u>	<u>Year of Accreditation</u>	<u>Validity Period.</u>
1.	1st Cycle	B	---	2004	2004-2009

Note *

After the 1st Cycle of Assessment in September 2004 the college went through a period of administrative crisis as a result of the mismanagement of the institution by the then principal Mr. A.K.Bhattacharjee.. The Principal was put under suspension by the Director of Higher Education, Assam on the advice of the Governing Body and a long drawn litigation continued for many years until Mr. Bhattacharjee, the principal, was finally dismissed from service by a Gauhati High Court judgment in 2011. During this period the college suffered a great deal . In 2012 after Dr. Biman Kumar Bhatta joined as the new regular principal things are becoming normal and all efforts are being made to catch up with the loss and now the college has gained the desired momentum.

1.6. Date of Establishment of IQAC : 20/12/2007

1.7. AQAR for the year : 2008-09

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 2008-09 being submitted to NAAC on ...27/05/2014

1.9 Institutional Status

Affiliated College : **Yes .**

Constituent College : **No**

Autonomous college of UGC : **No**

Regulatory Agency approved Institution : No
 (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution : Co-education
 : Rural

Financial Status : UGC 2(f) & UGC 12B

1.10 Type of Faculty/Programme : Arts + Science + Commerce
 Multi-faculty .

1.11 Name of the Affiliating University : Gauhati University

1.12 Special status conferred by Central/ State Government—

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University : No

University with Potential for Excellence : No

UGC-CPE : No

DST Star Scheme : No

UGC-CE : No

UGC-Special Assistance Programme : No

DST-FIST : No

UGC-Innovative PG programmes : No.

Any other (Specify) : Normal UGC Grants

UGC-COP Programmes :

2. IQAC Composition and Activities

2.1 No. of Teachers : 07

2.2 No. of Administrative/Technical staff : 03

2.3 No. of students : 02

2.4 No. of Management representatives : 02

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	:	nil
2.9	Total No. of members	:	18
2.10	No. of IQAC meetings held	:	03
2.11.	No. of meetings with various stakeholders:		
	Faculty	:	05
	Non-Teaching Staff & Students:	:	02
	Alumni	:	02
	Others	:	00
2.12.	Has IQAC received any funding from UGC during the year?	:	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.	:	02
International	:	Nil
National	:	Nil
State	:	01
Institution Level	:	01

(ii) Themes

1) "RTI Act, 2005"

2) "Role of IQAC in Nurturing & Sustaining Quality in Higher Education."

2.14 .Significant Activities and contributions made by IQAC :

In the post accreditation period up to 2009 the IQAC could not play a significant role and its importance was not realized by the stake holders. However, from 2012 the IQAC started

playing a proactive role in emphasizing and sustaining quality in teaching, co-curricular and infrastructure areas. Nonetheless, in the 2009-10 academic year the IQAC initiated steps to improve matters by encouraging teachers to go for research, to participate in seminars, workshops ; by encouraging students to participate in various sports and cultural activities and competitions and scholarly pursuits ; and pushing for infrastructural development and expanding facilities.

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 :

Following was the action plan chalked out by the IQAC in the beginning of the year for the academic session 2009-2010.

Plan of Action :

In view of the recommendations made by the NAAC peer team in its report in the course of the Assessment and Accreditation process in 2004 , the college has taken up items from the recommendations on a selective and priority basis

1. Construction of new class rooms
2. Streamlining the activity of the IQAC and urging upon the authorities to provide all necessary facilities for the IQAC to function properly and ensuring maintenance of quality in the institution.
3. National and State-level seminars, workshops, invited lectures should be organized on a regular basis at reasonable intervals in the college.
4. Women empowerment schemes be taken up and a ‘Women’s Cell’ be opened in the college to work towards this objective.
5. Proposal for Remedial coaching and the entry in different services during the UGC XI plan for SC / ST / OBC and minorities.
6. Students should be encouraged to take part in sports events in local, district level, inter-college and inter-university level as well as in state and national level.
7. To improve the erratic power supply and to maintain steady supply of electricity in the campus a separate transformer be installed in the campus.
8. Network Resource Center (UGC aided) will be developed and Internet facility will be provided to each Department.
9. Celebration of important days of the year (Environment day, Hindi Day, Science day etc.)

10. New Books and Journals including Online journals for Library will be procured and membership and networking via INFLIBNET be established.
11. To continue the “Annual Lecture” programme under the aegis of the Hojai College Teachers’ Association.

The outcome achieved by the end of the year :

- Construction work of ten new class rooms initiated with UGC funds and Major subject classes in the Departments of Economics, History, Hindi, English, Political Science, and Bengali will be held there once the construction work is complete.
- Hojai college increased its participation in sports and as a result it became champion in the Inter Club Football League in 2008 and also won the Champions Trophy in 2009 organised by the Hojai District Sports Association. The College had earlier successfully hosted the Gauhati University Inter College Cricket Tournament in 2006 in collaboration with the Hojai District Sports Association.
- Application has been submitted to the UGC to establish a Network Resource Centre and application has also been made to the BSNL authorities for network connectivity with limited Broadband connection to the Network Resource Centre, the Library, the Principal’s Office and a few departments.
- Important Days and celebrations like Human Rights Day, Women’s Day, Environment Day, Teachers’ Day, Hindi Diwas, Swami Vivekananda’s Birth Day (Youth Day) were observed with pomp and gaiety and guest speakers exhorted the students on the significance of the celebration of these days.
- More teachers have been granted research projects funded by UGC and other agencies. Three (03) Minor Research Projects were undertaken with UGC assistance during the period from 2007 to 2008.
- New books and journals were purchased to replenish the library.
- IQAC for the College was reconstituted on 20.12.2009 with Mr. Kumud Sarma, Principal as Chairman and Dr Abhijit Katakya as Coordinator.

** Attach the Academic Calendar of the year as Annexure.*

2.15. Whether the whether the AQAR was placed in statutory body : **Yes**

Provide the details of the action taken :

The Governing Body of the college is the authority to look after the management and its meeting is held normally at an interval of three months or earlier if some emergent issue arises. Since the AQAR for 2009 was not completed in time it could not be placed in the

Governing Body. However, in a general way the Governing Body authorized the Principal and the IQAC to prepare a realistic action plan and implement the actions taking in to consideration the resource and infrastructure available in the institution. The G.B however accorded its approval with retrospective effect.

Part – B

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	18	Nil	Nil	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	18	Nil	Nil	Nil

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	18

1.3 Feedback from stakeholders* Alumni

Parents Employers Students
(On all aspects)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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 is affiliated to Gauhati University and the university revises / updates regulations and syllabi from time to time. No major revision or update has been done in this academic year.

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
63	30	19	Nil	14

2.2 No. of permanent faculty with Ph.D.

10

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	3	Nil	Nil	Nil	Nil	Nil	Nil	Nil	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

14

2.5 Faculty participation in conferences and symposia:

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

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

1. Presentation of papers by students in some department s during departmental seminars .
2. Audio visual presentation through use of computers and LCD Projectors.
3. Field trips to local and nearby forests, bio-reserves, places of archaeological and historical interest.
4. Role playing - that is students attempting to teach a class while teachers watch.

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) :

The institution is affiliated to Gauhati university and does not have any freedom to introduce any reforms as regards examination pattern or evaluation. It follows the guidelines and directive of the rules fixed by the affiliating university. :

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

As an affiliated college this institution follows the curriculum and syllabi set by the university. The College enjoys no autonomy in developing its own

curriculum. However, some very senior faculty members are members of the university Committee/Board for restructuring / revision/ development of Curriculum. Dr. Kalyan Mukherjee of the Commerce Department and Mr N.T.Singh of the Manipuri Department are members of the University Curriculum Development Board.

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.	83		(2) 2.40%	(52) 62.65%	(16) 19.27%	84%
B.Sc	33		(5) 15.15%	(16) 48.48%	nil	64%
B.Com	24		(01) 4.16%	(18) 75%	(02) 8.33%	88%

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

The IQAC convenes meeting of the HODs and convenes meeting of all the faculty members of all departments through the Hojai College Teachers' Association periodically to get feedback on issues pertaining to teaching and learning . It facilitates solutions by mediating with the management and with students and other stake holders . In matters related to scheduling of internal examinations, speedy evaluation and declaration of result , facilitating availability of study material to students through the library , arranging remedial classes , interaction with the Students' Union in engaging more and more students in academic, co-curricular and extension activities and encouraging teachers as well as students to participate more and more in seminars, workshops etc the IQAC has played a catalytic role.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	10
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	04
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
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	22	Nil	nil	nil
Technical Staff	01	nil	nil	01

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC has succeeded in motivating the faculty members to take up original research work. It has organised college level seminars and workshops to impress upon the necessity of continuing research and writing along with their teaching assignment and institutional assignments. AS a result, more and more teachers have taken up Minor Research work by availing of the UGC funding and some have registered for Ph.D and M.Phil.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil

Outlay in Rs. Lakhs				
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3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06			06
Outlay in Rs. Lakhs			Rs.4,50,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals		02	
e-Journals			
Conference proceedings		03	

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	05	UGC	Rs.442500/-	Rs.442500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				
Total	06		Rs.4,50,000/-	Rs.4,50,000/-

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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					02
Sponsoring agencies					College

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
Nil						

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

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

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	<input type="text" value="nil"/>	College forum	<input type="text" value="03"/>
NCC	<input type="text" value="01"/>	NSS	<input type="text" value=""/>
		Any other	<input type="text" value="02"/>

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

- Under the supervision and guidance of Dr. Satyajit Kumar of the Chemistry department a survey was conducted in 15 villages under Hojai subdivision of Nagaon district on Flourosis disease which had hit newspaper headline and a furore was created in the Assam Legislative Assembly. The survey highlighted that nearly 80% of the population of these villages suffered from Flourosis disease which affects bones , teeth and nerves. The disease is caused by a high concentration of fluorides in drinking water. Dr Kumar had suggested that government should instal water supply system and provide Flouride free, arsenic free water to the rural populace and had also suggested to the people to adopt immediate remedial measure by using potash alum and lime through precipitation process and to use Vitamin C also.
- Mr Tapash Saha of the Department of Mathematics, under the aegis of the Assam Academy of Mathematics conducted a Mathematics Olympiad for the school and college students and continued it continuously for 10 years..
- Mr. R.K.Rath, Mr Ajmal Haque Choudhury, Mr Rashid Ahmed and Mr Nazrul Islam Borbhuyan provide expertise in preparation of question papers for a week outside their normal college hours to a pioneering NGO, the Ajmal Foundation which conducts a popular Talent Search Examination named Ajmal National Talent Search Examination where around forty to fifty thousand school and college students from class iii to Degree level participate across Northeast India. The aim in this involvement is to help the students develop a competitive spirit in mastering examinations like TET, Civil services in the State and Central level and other qualifying examinations.

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	13 Acres			13 Acres+
Class rooms	26	00	UGC & College Fund	26
Laboratories	05	Nil		05
Seminar Halls				
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		2,10,000/-		2,10,000/-
Others				

4.2 Computerization of administration and library

Two computers were installed in the Library and internet connectivity through broadband was provided. Computerised data-entry and digitalisation process initiated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	18404	14,08,593	505	1,45,826	18909	15,54,419
Reference Books	471	47,000	12	5489	483	52489
e-Books						
Journals	13	8096	02	720	15	8816
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall) :

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others

Existing	03	00	01	01	01	01	01	01
Added	07	01	01	01	01	00		07
Total	10	01	02	02	02	01	01	08

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

A UGC Resource Centre was set up with UGC funds and gradual computerisation of office, library and various departments followed.

Internet connectivity was provided through single broadband connection to the library and to the UGC network Resource Centre.

Teachers and Office staff were asked to get trained at personal level.

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	1,02,000/-
iii) Equipments	2,00,000/-
iv) Others	<input type="text"/>
Total :	3,02,000/-

Criterion – V

5. Student Support and Progression

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

IQAC coordinates activities of various cells constituted to enhance academic and co-curricular activities of the students and to give a fillip to the academic and research interests of the faculties.

It facilitates financial help to needy students at the time of admission by identifying and recommending the appropriate body, i.e, the Students' Aid

Fund Committee and thereby provides financial support to the students making it possible for many students belonging to economically backward background to continue college education who otherwise would have bade goodbye to studies.

The IQAC also coordinate activity of the Remedial Coaching to the SC,ST and OBC and other minority students as well as weaker students from the general category to help cope up with the lessons. It also facilitates borrowing of books and study materials and provides computer and internet facility to those students by liasoning with the library and remedial coaching centre of the college.

5.2 Efforts made by the institution for tracking the progression :

The IQAC requests the principal to convene meetings of the HODs, student union leaders and Professors-in-charge and heads of various committees and cells to take stock of the academic progress. Performance of the students in the Internal Assessment examinations are also taken in to account and teachers are requested to inform the students about their progress or otherwise and take remedial measures accordingly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
973			500 (HS)

(b) No. of students outside the state

nil

(c) No. of international students

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No	%
673	

Men

No	%
300	

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
380	154	85	326		945	394	187	91	301		973

Demand ratio

Dropout %

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

No support mechanism for coaching for competitive exams.

No. of students beneficiaries

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

Apart from periodical counselling by the teachers of the college, the Information & Career Guidance Cell (ICGC) in existence since 2003 holds workshops and counselling sessions at intervals.

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

Not held

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports :State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	70	Rs.70,000/-
Financial support from government	24	Rs.73,050/-
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:

A union hall and a boys' common room and a Gym were the major demands and all these grievances were addressed to and fulfilled within a reasonable time.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

Making education a means for the reconstruction of society by training the students to foster the freedom of the mind, the humanity of the heart and the integrity of the individual so that they can realize the great ideals of economic justice, social equality and political freedom and the power of human resources.

MISSION

- 1.To impart quality education, keeping in view the needs of the times and harmonizing it with the cultural matrix of the society.
- 2.To equip the students with commonsense, sanity, coolness, self-control and hard work so that they can effectively counter the menace of communalism, intolerance, gender bias, violence, hatred and corruption.
- 3.To promote, foster and sustain interest in physical and social sciences, Arts and Culture and to increase the employability of the students in a meaningful way.

6.2 Does the Institution has a management Information System : **Yes**

a) Administrative procedures :

1. Use of Tally as an MIS tool in accounting and financial record keeping.
2. Use of software for salary payments etc.
3. IQAC, and Governing council meetings for feedback and decision making.
4. Periodic meetings of various committees and decision making therein.
5. Departmental meetings on syllabus completion and correction feedback.

b) Students' records:

1. Monthly attendance record and feedback of defaulter students.

c) Evaluation and examination procedures:

1. Existence of full-fledged examination committee and updated maintenance of concerned records.
2. Periodic meetings of examination committee.

d) Research administration:

1. Active research committee for related administration and decision making.

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

6.3.1 Curriculum Development :

The college follows the curriculum prepared by the affiliating university

6.3.2 Teaching and Learning

1. Conducting unit tests, group discussions and home assignments etc.
2. Exposing students for outdoor learning through educational trips, excursions, camps etc.
3. Adopting advance methods of teaching in the class room.

6.3.3 Examination and Evaluation

Unit tests are conducted after the completion of topic /unit. Extra lectures are conducted by the faculties to complete the syllabus in the stipulated time. After the theory examination, answer papers are assessed, by following strictly the rules and regulations laid down the University of Mumbai and the result is declared in the stipulated time.

The examination schedule of various classes are notified well in advance. The examination schedule includes the following information,

1. Date of submission of home assignment or project reports.
2. Date of unit tests,

6.3.4 Research and Development :

1. A Research committee has been formed for inculcating research atmosphere.
2. Guiding teachers for improving API through participation in conferences and through publishing of articles, books and research work.
3. Motivating teachers to take research projects.

4. Supporting teachers with study leaves, allowances etc.

5. Improving library and laboratory facilities for research.

6.3.5 Library, ICT and physical infrastructure / instrumentation :

Computerised data entry by using Library software has been initiated. The library shares the INFLIBNET network to provide easy access to study and reference material to the teachers and researchers. New books, journals, CD and DVDs are being acquired.

A new cycle stand was constructed and a canteen set up and many class rooms added. The administrative block shifted to the front by making drastic repair and modifications.

Internet access is given to the computers in the departments and laboratories. in the laboratories.

6.3.6 Human Resource Management :

Students are the prime Human Resources. Our college strives to develop this resource by engaging the students in activities like, N.S.S., N.C.C., social and Cultural activities, Gymkhana activities, etc.

The institution also endeavours to enhance the capability of the staff through refresher courses, workshops etc., and the Non-teaching staff through computer literacy, Governing Body members through monthly meetings, Alumni through alumni meeting and Parents through Parent-teacher meetings and thus contributing to the optimum use of human resources.

6.3.7 Faculty and Staff recruitment :

The regulations laid down by the government, university and U.G.C. are the guiding norms in the recruiting process of the teaching faculty. Due process like advertisement, interview etc according to set norms are followed.

The temporary teaching and non-teaching staff is recruited on a temporary basis, on the institutional level.

6.3.8 Industry Interaction / Collaboration

There are no major industries around Hojai college / town. However, students are taken to industrial locations on study tour.

6.3.9 Admission of Students

Admission of students is done on merit basis. Being a rural college there is a local pressure to admit all those students who apply. Even though the college finds it tough to withstand the local pressure from the students and guardians, it has stuck to its insistence on a cut off percentage. Being a co-education institution both boys and girls are eligible.

There is the IGNOU programme under Convergence Scheme and many students are studying for various degrees through this highly popular distance mode.

6.4 Welfare schemes for :

Teachers : Facility to avail of instant Loan during emergency from Staff Mutual Benefit Fund.

Non-teaching : 1.Facility to avail Loan from Mutual Fund
2. Concession in Admission Fees for children of Employees

Students : Welfare Fund with Insurance

6.5 Total corpus fund generated

Rs.2,95,,915/-

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		No	
Administrative	Yes	Local Govt.audit.	Yes	Principal

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?

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 has as its members the past students of the college who are now working in diverse fields and are having key positions in the society. Some of the present faculty members are the alumni of this college. Two rounds of general meetings with the Alumni have been held recently to chalk out detail plans about celebrating the forthcoming Golden Jubilee function of the college towards December 2014. The Alumni Association takes part in cultural functions during the Annual Students' Week function.

6.12 Activities and support from the Parent – Teacher Association :

Originally it was planned to have one "Parent Teacher Association" for the college. But to make it really meaningful and practically functional it was later decided to have "Parent Teacher Units" in every Department. The parents / Guardians and the teachers of the department meet at regular intervals to discuss the difficulties / progress of the students. The concept of Parent-Teacher Association was given a new twist and a further extension when it was agreed upon to give the teacher the role of parent-ship. According to this new concept of 'Parent Teacher', a teacher in the department takes over the parent-ship of 10 to fifty students depending on the size of the classes. The teachers thus establishes a direct contact with the students and looks after aspects like attendance, discipline, dress code, co-curricular and extra-curricular aspects and lesson progress etc.

6.13 Development programmes for support staff :

The support staff plays an important role in the development of the institution. Taking this into consideration the following activities have been introduced for their well being.

1. Duties are allotted in a time bound manner
2. Advance payment provision in emergency is availed by them
3. The support staff are also included as member of the Mutual Benefit Fund of the Staff and they can easily and instantly avail of a loan during dire necessity and emergency.

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

The college has a sprawling campus located in an ideal spot. The greenery and vegetation around the campus was appreciated by the NAAC Peer Team during their visit in 2004. On a continuative basis tree plantation, drainage , beautification, waste disposal are carried out to keep the campus green and clean.

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.

- Identity cards and badges along with uniform for the students was made mandatory and introduced.
- Departmental seminars were insisted upon and departments took it seriously.
- Cycle stand , drinking water supply, use of modern teaching aid, community- institution link and interaction based workshops and cultural functions.
- The cultural cell and the Journal committee are making positive contribution to the intellectual and creative activities.
- Internal assessment of students has made the students more serious and focussed on their studies.

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

- Construction work of ten new class rooms initiated with UGC funds and Major subject classes in the Departments of Economics, History, Hindi, English, Political Science, and Bengali will be held there once the construction work is complete.
- Hojai college increased its participation in sports and as a result it became champion in the Inter Club Football League in 2008 and also won the Champions Trophy in 2009 organised by the Hojai District Sports Association. The College had earlier successfully hosted the Gauhati University Inter College Cricket Tournament in 2006 in collaboration with the Hojai District Sports Association.
- Application has been submitted to the UGC to establish a Network Resource Centre and application has also been made to the BSNL authorities for network connectivity with limited Broadband connection to the Network Resource Centre, the Library, the Principal's Office and a few departments.
- Important Days and celebrations like Human Rights Day, Women's Day, Environment Day, Teachers' Day, Hindi Diwas, Swami Vivekananda's Birth Day (Youth Day) were observed with pomp and gaiety and guest speakers exhorted the students on the significance of the celebration of these days.
- More teachers have been granted research projects funded by UGC and other agencies. Three (03) Minor Research Projects were undertaken with UGC assistance during the period from 2007 to 2008.
- New books and journals were purchased to replenish the library.
- IQAC for the College was reconstituted on 20.12.2009 with Mr. Kumud Sarma, Principal as Chairman and Dr Abhijit Katakya as Coordinator.

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

1. The prestigious Annual Lecture programme under the aegis of the HCTA is held annually and the tradition of inviting a renowned educationist, literateur, scientist, environmentalist and eminent person of high social standing and intellectual is continued to inspire the students and teachers and the local citizens.

2. At the inaugural ceremony of any function/ National Seminar etc it is a practice to get some trees planted at the hand of the invited guests as a symbolic gesture to commemorate the occasion and simultaneously to contribute to improving the environment scenario.

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

7.4 Contribution to environmental awareness / protection

Every year as part of the celebration of World Environment Day the college organises tree plantation programmes in the college campus and in the neighbourhood. The faculties and guests impress upon the students the importance of planting trees and create awareness about environment.

Also it is a practice in the college to start any function or National Seminar with plantation of trees as one agenda in the inaugural function.

Environmental studies is a compulsory subject for the B.A, B.Sc and B.com students and as part of their project preparations the students get the opportunity to visit local villages and forests and highlight the issues relating to the environment.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT Analysis not yet conducted . But in the action plan for 2013-14 Academic year Conducting SWOT Analysis has been kept on the top of the agenda.

8. Plans of institution for next year :

1. To add new class rooms by constructing rooms on Stadium border by requesting UGC and other funding agencies.
2. National and State-level seminars, workshops, invited lectures should be organized on a regular basis at reasonable intervals in the college.
3. Women empowerment schemes be taken up and a 'Women's Cell' be opened in the college to work towards this objective.
4. Proposal for Remedial coaching and the entry in different services during the UGC XI plan for SC / ST / OBC and minorities.
5. Students should be encouraged to take part in sports events in local, district level, inter-college and inter-university level as well as in state and national level.
6. To improve the erratic power supply and to maintain steady supply of electricity in the campus a separate transformer be installed in the campus.

7. Network Resource Center (UGC aided) will be developed and Internet facility will be provided to each Department.
8. Celebration of important days of the year (Environment day, Hindi Day, Science day etc.)
9. New Books and Journals including Online journals for Library will be procured and membership and networking via INFLIBNET be established.
- 10.. To impart functionality to the Internal Quality Assurance Cell (IQAC) of the college according to the norms laid down by NAAC .
11. To continue the “Annual Lecture” programme under the aegis of the Hojai College Teachers’ Association.

Name : Dr. Biman Kumar Bhatta.



Signature of the Chairperson, IQAC

Name: Rabindra kumar Rath



Signature of the Coordinator, IQAC

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
