

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
FOR THE YEAR 2010-2011**

**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 2010-11

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 1931 students (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: <http://www.hojaicollege.org/AQAR201011.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 students' and Teachers' agitational activities against the then principal Mr. A.K.Bhattacharjee for his mismanagement of the institution. 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 : 09/02/2007

1.7. AQAR for the year : 2010-11

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 2010-11 being submitted to NAAC on 28./05/2014

1.9 Institutional Status

Affiliated College	:	Yes .
Constituent College	:	No
Autonomous college of UGC	:	No
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	:	No
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	:	
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 did 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. The existing administrative building housing the Principal's chamber and office which is very old and crumbling and too small in size to handle the increasing workload should be shifted to a convenient location by either new construction or modification and revamping.
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 constitute Internal Quality Assurance Cell (IQAC) of the college according to the norms laid down by NAAC .
11. A Gym be developed to provide the students and teachers with facility for physical exercise and body building.

The outcome achieved by the end of the year :

- 2 new class rooms were constructed with UGC funds and Major subject classes in the Departments of Economics, History, Hindi, English, Political Science, and Bengali started being held in these rooms.
- National and State-level seminars, workshops, invited lectures were organized in the college.
 - 1 A UGC sponsored National Seminar on “Bio Resources, Habitat Threats, Conservation Strategies and Sustainable Development” was held on 10th and 11th November 2010 by the Department of Botany .
 - 2 A three- day workshop on “Yoga and Naturopathy” beginning from 23rd January 2010 was held in the college under the auspices of the IQAC.
 3. On 23rd February 2011 A Seminar on “API Scoring System” was organised in the college by IQAC.
- The women’s cell , i.e, “Hojai College Women’s Cell” continued its activity through various in-house and extension programmes.
- The Remedial Coaching Centre(RCC) was established in Hojai College with financial assistance from the UGC (XI Plan Period) on 8th May 2010. A total of 122 students belonging to socially and economically backward sections were imparted coaching and provided study materials to improve their quality.,The programme continued in 2010-11 academic year.
- Coaching for Entry in to service for SC/ST/OBC started last year continued with the same enthusiasm and proved highly beneficial for the students.
- Hojai college increased its participation in sports and as a result it became Runners in the Inter Club Football League in 2010 and played the -

1. semi-final in Gauhati University Inter College Volleyball Tournament at the Sarusajai Stadium, Guwahati , organized by the Abhiruchi Institute of Physical Institute, Guwahati. Hojai College.
2. participated in another GU Inter College Volleyball Tournament in 2011 organised by Udalguri college.
3. Participated in GU Inter-college Cricket Championship organized by University Law College Students' Union in GU complex in 2011.
4. Played and went up to the Quarter Final stage in the Assam State Club League played at the Nurul Amin stadium, Nagaon in 2011.

In cultural and Co-curricular activities, the participation of the college boys and girls remained noticeable in the year.

1. In the “ Sukdev Goswami Memorial All Assam Inter College Debate Competition” held at A.D.P. College, Nagaon our combination of Tapash Mazumdar and Subham Kar were adjudged the best team.
 2. In the Inter College Youth Festival held at Gauhati University in 2011 a student of Hojai College, Miss Barnali Das won the Bronze medal in Folk Song category.
 3. In the same Youth festival Miss Tanushree Dutta won the Silver Medal in ‘On the Spot Painting’ event.
- A Network Resource Centre from UGC funds was developed and network connectivity with limited Broadband connection was provided 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.

* 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.

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* (On all aspects)

Alumni	Parents	Employers	Students
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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*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
71	26	27	Nil	18

2.2 No. of permanent faculty with Ph.D.

11

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

18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1		
Presented	1		
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.	137		Nos.-(1) 0.72%	(56) 40.87%	(20) 14.59%	(77) 56.20%
B.Sc	32		(9) 28%	(16) 50%	00	(25) 78%
B.Com	30		(1) 3.33%	(21) 70%	(4) 13.33%	(26) 86.66%

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	09
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	01
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	24			
Technical Staff	01			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	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01			01
Outlay in Rs. Lakhs	Rs.40,000/-			Rs.40,000/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals		05	nil
Nil		08	nil
e-Journals			
Conference proceedings		11	nil

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	Nil			
Minor Projects	18 months	UGC	Rs.40,000/-	Rs.40,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	18 months		Rs.40,000/-	Rs.40,000/-

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		01			02
Sponsoring agencies		UGC			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 by 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	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.22 No. of students participated in NCC events:

University level		State level	
National level	<input type="text" value="04"/>	International level	<input type="text" value="nil"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="nil"/>	State level	<input type="text" value="nil"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="nil"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="2"/>
NCC	<input type="text" value="1"/>	NSS	<input type="text"/>
		Any other	<input type="text"/>

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

1. 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 in which 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.
2. Dr Utpal Phukan of the Department of Botany, who has an additional interest in Music composition and who is an accomplished musician and a computer savvy person encouraged tribal talents of Karbi Anglong and Dima Hasao by composing music for their audio and video albums in his spare time. Even he has

received an award by the Chairman of the Autonomous Hill District Council of Karbi Anglong for his creative extension activities.

3. Mr Debajit Baruah , a popular sports activist has encouraged popularisation of football among the youths of Hojai and its adjoining rural areas by organising matches in the local stadium and his organisational ability has been put to good use by the Hojai Sports Association where he devotes a little of his time beyond college hours.
4. Dr Abhijit kataky and Mrs Barnali Hazarika , Mrs Caroline Basumata and Mr Premsagar Prasad , all faculties of the college by virtue of their association with “The Art of Living, Scout and Guide and NSS respectively have taken the students of the institution to remote rural locations and have ensured the involvement of the students in extension activities as part of our Institutional social responsibility.

These diverse activities ranging from purely educational to cultural and sports and yogic and medico-educational have cemented the bond between the College and the local people and are in conformity with our institutional social responsibility.

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	1600 sq. ft	UGC + college	
Class rooms	31	2	UGC + College	33
Laboratories				
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)				
Others				

4.2 Computerization of administration and library

Computerised data-entry and digitalisation process continued with the existing computers .

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	18909	15,54,419	566	86,725	19745	16,41,144
Reference Books	483	52,489	09	2670	492	55,159
e-Books						
Journals	15	8816	01	450	16	9266
e-Journals						
Digital Database						
CD & Video			18		18	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	10	01	02	02	02	01	01	
Added	02	01	01	nil	nil	01	02	
Total	12	02	03	02	02	02	03	

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

Rs.53,950/-

ii) Campus Infrastructure and facilities

Rs.2,91,984/-

iii) Equipments

Rs.2,47,083/-

iv) Others

Rs.1,96,971

Total :

Rs.7,89,988/-

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services****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
1168			

(b) No. of students outside the state

(c) No. of international students

No	%
763	

Men

No	%
405	

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
451	174	107	361		1093	467	205	128	368		1168

Demand ratio

Dropout %

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

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	80	Rs.64,000/-
Financial support from government	54	Rs.2,70,995/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

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 cycle stand was the major demand and it was fulfilled forthwith.

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 common sense, 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.

Teaching staff through refresher courses, workshops etc., Non-teaching staff through computer literacy, Governing Body members through monthly meetings, Alumni through alumni meeting and Parents through Parent-teacher meetings are

Learning and 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

6.6 Whether annual financial audit has been done Yes

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	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 for Affiliated College

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. Even a past President, Secretary and some members of the Governing Body of the College were the alumni of the college. The Alumni Association takes part in cultural functions during the Annual Students' Week function.

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. Efforts are on to contribute something significant to the college in its Golden Jubilee year by the Alumni Association.

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 paren-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

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

:

- Two (2) new class rooms were constructed with UGC funds and Major subject classes in the Departments of Economics, History, Hindi, English, Political Science, and Bengali started holding classes in these rooms.
- National and State-level seminars, workshops, invited lectures were organized in the college.
 1. A UGC sponsored National Seminar on “Bio Resources, Habitat Threats, Conservation Strategies and Sustainable Development” was held on 10th and 11th November 2010 by the Department of Botany .
 2. three- day workshop on “Yoga and Naturopathy” beginning from 23rd January 2010 was held in the college under the auspices of the IQAC.
 3. On 23rd February 2011 A Seminar on “API Scoring System” was organised in the college by IQAC.
- The women’s cell , i.e, “Hojai College Women’s Cell” continued its activity through various in-house and extension programmes.
- The Remedial Coaching Centre(RCC) was established in Hojai College with financial assistance from the UGC (XI Plan Period) on 8th May 2010. A total of 122 students belonging to socially and economically backward sections were imparted coaching and provided study materials to improve their quality.,The programme continued in 2010-11 academic year.
- Coaching for Entry in to service for SC/ST/OBC started last year continued with the same enthusiasm and proved highly beneficial for the students.
- Hojai college increased its participation in sports and as a result it became Runners in the Inter Club Football League in 2010 and played the -
 1. Semi-final in Gauhati University Inter College Volleyball Tournament at the Sarusajai Stadium, Guwahati , organized by the Abhiruchi Institute of Physical Institute, Guwahati. Hojai College.

2. Participated in another GU Inter College Volleyball Tournament in 2011 organised by Udalguri college.
3. Participated in GU Inter-college Cricket Championship organized by University Law College Students' Union in GU complex in 2011.
4. Played and went up to the Quarter Final stage in the Assam State Club League played at the Nurul Amin stadium, Nagaon in 2011.

In cultural and Co-curricular activities, the participation of the college boys and girls remained noticeable in the year.

1. In the “ Sukdev Goswami Memorial All Assam Inter College Debate Competition” held at A.D.P. College, Nagaon our combination of Tapash Mazumdar and Subham Kar were adjudged the best team.
 2. In the Inter College Youth Festival held at Gauhati University in 2011 a student of Hojai College, Miss Barnali Das won the Bronze medal in Folk Song category.
 3. In the same Youth festival Miss Tanushree Dutta won the Silver Medal in ‘On the Spot Painting’ event.
- A Network Resource Centre from UGC funds was developed and network connectivity with limited Broadband connection was provided 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.

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, litterateur, 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 functions or National Seminars etc with plantation of trees as one agenda in the inaugural programme.

Environmental studies is a compulsory subject for the B.A, B.Sc and B.com students and as part of their project preparation, 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 .

8. Plans of institution for next year

1. A new RCC Chemistry lab be constructed .
2. National and State-level seminars, workshops, invited lectures should be organized on a regular basis at reasonable intervals in the college.
- 3.. 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.
4. To improve the erratic power supply and to maintain steady supply of electricity in the campus a separate transformer be installed in the campus.
5. A college canteen be established .

6. A boundary Wall on the front side and on the backside of the college be built to protect college property and to prevent foray of cattle, entry of outsiders to the college.
7. Modernisation and reform in the conduct of examination , especially internal examination will be introduced.
8. An NSS unit be open in the college to encourage the students to inculcate a spirit of social service, discipline and to carry out extension work.
9. A scout and Guide wing should also be set up in the college to inculcate a spirit of social service, discipline and to carry out extension work.
10. Network Resource Center (UGC aided) will be developed and Internet facility will be provided to each Department.
11. Celebration of important days of the year (Environment day, Hindi Day, Science day etc.)
12. New Books and Journals including Online journals for Library will be procured and membership and networking via INFLIBNET be established.
- 13.. A boundary Wall on the front side and on the backside of the college be built to protect college property and to prevent foray of cattle, entry of outsiders to the college.

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
