

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)  
FOR THE YEAR 2011-2012**

**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 2011-12

#### 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/AQAR201112.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>
<b>1.</b>	<b>1st Cycle</b>	<b>B</b>	---	<b>2004</b>	<b>2004-2009</b>

#### 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 : 2011-12

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 2011-12 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		
GC-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.	:	05
International	:	Nil
National	:	00
State	:	01
Institution Level	:	04

(ii) Themes

I) "Health and HIV awareness."

## 2) Bihu and Assamese Culture.

### **2.14 .Significant Activities and contributions made by IQAC :**

In the post accreditation period up to 2009 the IQAC could not perform in a systematic manner and its importance was not realized by the stake holders. However, from 2011-12 academic year the IQAC started playing a proactive role in emphasizing and sustaining quality in teaching, co-curricular and infrastructure areas. In the 2011-12 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 2011-2012.

#### **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 took up items from the recommendations on a selective and priority basis. But owing to constraints, mainly financial, all the recommendations could not be achieved at a time. However, some important NAAC recommendation along with other emerging and pressing issues were taken up in a phased manner and the progress was good.

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 further developed and Internet facility will be provided to every 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. Semester System be introduced and the Principal be requested to communicate the opinion of the IQAC and the college to the affiliating university in this regard.

**The outcome achieved by the end of the year :**

- A new RCC building to house the Physics department – The Physics Block – with class rooms, laboratories and teachers’ chamber was dedicated to the college on completion.
- National and State-level seminars, workshops, invited lectures were organized in the college.
  1. International Women’s Day was observed by the Women’s Cell of the college in collaboration with the SOS Children’s Village on 12/03/2012
  2. A 3day workshop on “Jyoti Sangeet and Bishnu Rabha Sangeet” was organized jointly by IQAC and HOjai College Cultural Cell on 16,17&18 September 2011. Renowned Jyoti and Rabha Sangeet exponent Ranjan Kumar Bhattacharya was the resource person. A Bulletin and Handbook named “Sureore Jinjiri” was released on the occasion.
- A scout and Guide unit was launched in the college and under the able guidance of Dr.Abhijit Katakya and Dr Caroline Basumata the unit has been involved invarious voluntary and extension activities in the locality as well as in the campus.
- The Remedial Coaching Centre(RCC) established in Hojai College with financial assistance from the UGC (XI Plan Period) on 8<sup>th</sup> May 2010 continued to provide coaching and guidance to the weaker students belonging to SC/ST/OBC students.

- The Cell on Coaching for entry in Services also continued its activity and got very good response from the students. It later proved beneficial to many students who got qualified for the TET examination for appointment as teachers in government schools.
- Hojai college increased its participation in sports and as a result it became champion in the Inter Club Football League again in in 2011 organized by the Hojai District Sports Association and it went up to the Quarter Final level in the GU Inter-college Football Tournament held at Rangapara College in 2012. The College team also played the Assam State League in 2011 at Nurul Amin Stadium. The College had earlier successfully hosted the Gauhati University Inter College Cricket Tournament in collaboration with the Hojai District Sports Association.
- A transformer was procured at a cost of Rs.1,84,484 /- to improve the power position.
- 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. Six (6) Minor Research Projects were taken up by faculty members of various departments with UGC assistance during the 2011-12 academic year..
- New books and journals worth Rs. 76,676/-/- were purchased to replenish the library and membership of INFLIBNET obtained .
- Thirteen students who acquired NCC "B" and "C" certificates succeeded in getting appointments in the Indian military and other paramilitary services.
- Uo Jibon Kathar participated in the Republic Day Parade in New Delhi .
- Nineteen (19) students participated in various individual and group events in Inter college and youth festival competitions in 2011-12 period and 7 of them got individual prizes and other 12 won accolades for the college in group events.
- With effect from the 2011-12 Academic year commencing July 2011 Semester System was followed according to the directive of the Gauhati University and the UGC.

\* 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. The AQAR for 2011 was placed in the Governing Body later and the GB gave its retrospective consent. However, in a general way the Governing Body had 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				
<b>UG</b>	<b>18</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>18</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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	20

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)

<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
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## Criterion – II

### 2. Teaching, Learning and Evaluation

<b>2.1 Total No. of permanent faculty</b>	Total	Asst. Professors	Associate Professors	Professors	Others
	71	26	27	Nil	18

2.2 No. of permanent faculty with Ph.D.

11
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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**

<b>75</b>
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**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.	<b>151</b>		Nos-(10) <b>6.62%</b>	(73) <b>48%</b>	(15) <b>10%</b>	(98) <b>65%</b>
B.Sc	<b>61</b>		(9) <b>15%</b>	(15) <b>24.59%</b>	nil	21 <b>34.42%</b>
B.Com	<b>50</b>		(01) <b>2%</b>	(27) <b>54%</b>	(11) <b>22%</b>	(39) <b>78%</b>

**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	<b>07</b>
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	<b>07</b>
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	<b>01</b>
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	<b>24</b>	nil	nil	nil
Technical Staff	1	nil	nil	1

## 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			

**3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	06			06
<b>Outlay in Rs. Lakhs</b>	<b>Rs.6,37,000/-</b>			<b>Rs.6,37,000/-</b>

**3.4 Details on research publications**

	International	National	Others
Peer Review Journals	<b>00</b>	<b>05</b>	
Non-Peer Review Journals		<b>10</b>	
e-Journals			
Conference proceedings		<b>23</b>	

**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		Nil	Nil
Minor Projects	18 months	UGC	6,37,000/-	6,37,000/-
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	18 months	UGC	6,37,000/-	6,37,000/-

**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		00	01		04
Sponsoring agencies			College		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

1.Linkage with **Indian Statistical Institute, Kolkata** established and a week long National Workshop on “High Level Programming Language was held from 25-3-2012 to 31-12-2012.

2. Teachers of the Science faculty have links with various bodies like Assam Science Society, Assam Mathematical Society and many teachers are inspired by linkages with the Assam Sahitya Sabha.

**3.15 Total budget for research for current year in lakhs :**

From Funding agency :   
 From Management of University/College :   
 Total

Type of Patent		Number
National	Applied	nil

3.16 No. of patents received  
this year

	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

02

08

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

01

Mr. Bishnu Varma , Asst. Prof. in the Deptt. Of English was  
awarded Ph.D. on 30<sup>th</sup> April 2011.

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  00 State level  00

National level  00 International level  00

3.22 No. of students participated in NCC events:

University level  State level  02

National level  03 International level



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

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

1.A science exhibition with the theme ‘Environment’ was organised for the students of New Dawn English Academy at the initiative of Prof. Pradip Bagchi of the Zoology Department and other teaching staff of the college

2. Some teachers extended help to the ANTSE , a talent search examination in the Northeast in which around 50,000 students participate in moderating the questions .

**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	Nil		
Class rooms				
Laboratories	05	02		
Seminar Halls				
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Computerisation and data entry process continued.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	19475	16,41,144	2308	3,75,920	21,783	20,17,064
Reference Books	492	55,159	84	22,434	576	77,593
e-Books						
Journals	16	9266	03	3900	19	13,166
e-Journals						
Digital Database						
CD & Video	18		17		35	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	02	15	02	02	04	12	04
Added	06					01	04	01
Total	26	02	15	02	02	05	16	05

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

Most of the departments barring only sixtwo out of the 18 departments were provided computers and broadband connectivity. The UGC Network Resource Centre was further strengthened.

Software was procured to facilitate management of salary payment and record maintenance and computerisation of admission, attendance , examination work introduced.

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

i) ICT	....
ii) Campus Infrastructure and facilities	Rs.7,24,736/-
iii) Equipments	Rs.14,930/-
iv) Others	Rs.1,84,500/-
<b>Total :</b>	Rs.9,24,166/-

### 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
<b>1410</b>			

## (b) No. of students outside the state

nil
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## (c) No. of international students

nil
-----

No	%
<b>946</b>	

Men

No	%
<b>464</b>	

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
467	205	128	368		1168	515	254	162	479		1410

Demand ratio

Dropout %

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

Under the “Coaching for Entry in Services for SC,ST,OBC and minorities” coaching classes are held beyond college hours. In such classes teachers issue study guidelines and provide tips apart from making available books and materials pertaining to General Studies, current affairs, General and mental ability, reasoning, personality development, interview skills etc and mock tests are conducted. Guest experts are also invited to interact with the students.

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. On 18-2-2012 Mr Rajib Deka, Student Counsellor of Gauhati University was invited as a resource person to a counselling session to inform the students about the latest career options and how to pursue them successfully.

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

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	<b>80</b>	<b>Rs.64,000/-</b>
Financial support from government	<b>42</b>	<b>Rs.1,96,660/-</b>
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: Nil

## **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 thin 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 and 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**

##### **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

The College switched over to the Semester System with effect from the Academic year 2011. Simultaneously old annual system and the new semester system ran in a parallel manner .

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 is complete. 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.

The Physics Lab and the entire Physics block construction completed. 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

The Department of Chemistry and Botany and Management have established links with some local industry houses and work along side them for sensitizing the people regarding water contamination, purification, tree plantation, medicinal use of plants, horticulture etc.

### 6.3.9 Admission of Students

6.4.

Welfare schemes for

Teaching	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  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No			

Administrative	Yes	Govt.		
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6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No  **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. 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 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.

- Internal assessment of students has made the students more serious and focussed on their studies.
- Identity cards and badges along with uniform for the students was made mandatory and introduced.

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

- A new RCC building to house the Physics department – The Physics Block – with class rooms, laboratories and teachers’ chamber was dedicated to the college on completion.
- National and State-level seminars, workshops, invited lectures were organized in the college.
- 3. International Women’s Day was observed by the Women’s Cell of the college in collaboration with the SOS Children’s Village on 12/03/2012
- 4. A 3day workshop on “Jyoti Sangeet and Bishnu Rabha Sangeet” was organized jointly by IQAC and HOjai College Cultural Cell on 16,17&18 September 2011. Renowned Jyoti and Rabha Sangeet exponent Ranjan Kumar Bhattacharya was the resource person. A Bulletin and Handbook named “Surore Jinjiri” was released on the occasion.
- A Sout and Guide unit was launched in the college and under the able guidance of Dr.Abhijit Katakya and Dr Caroline Basumata the unit has been involved invarious voluntary and extension activities in the locality as well as in the campus.
- The Remedial Coaching Centre(RCC) established in Hojai College with financial assistance from the UGC (XI Plan Period) on 8<sup>th</sup> May 2010 continued to provide coaching and guidance to the weaker students belonging to SC/ST/OBC students.
- The Cell on Coaching for entry in Services also continued its activity and got very good response from the students. It later proved beneficial to many students who got qualified for the TET examination for appointment as teachers in government schools.

- Hojai college increased its participation in sports and as a result it became champion in the Inter Club Football League again in 2011 organized by the Hojai District Sports Association and it went up to the Quarter Final level in the GU Inter-college Football Tournament held at Rangapara College in 2012. The College team also played the Assam State League in 2011 at Nurul Amin Stadium. The College had earlier successfully hosted the Gauhati University Inter College Cricket Tournament in collaboration with the Hojai District Sports Association.
- A transformer was procured at a cost of Rs.1,84,484 /- to improve the power position.
- 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. Six (6) Minor Research Projects were taken up by faculty members of various departments with UGC assistance during the 2011-12 academic year..
- New books and journals worth Rs. 76,676/-/- were purchased to replenish the library and membership of INFLIBNET obtained.
- Thirteen students who acquired NCC "B" and "C" certificates succeeded in getting appointments in the Indian military and other paramilitary services.
- Uo Jibon Kathar participated in the Republic Day Parade in New Delhi.
- Nineteen (19) students participated in various individual and group events in Inter college and youth festival competitions in 2011-12 period and 7 of them got individual prizes and other 12 won accolades for the college in group events.
- With effect from the 2011-12 Academic year commencing July 2011 Semester System was followed according to the directive of the Gauhati University and the UGC.

### **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 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 not conducted so far.

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

1. To appeal the Teachers through the Hojai College Teachers' Association to construct an impressive gate of the college in view of the forthcoming Golden Jubilee celebrations.
2. National and State-level seminars, workshops, invited lectures should be organized on a regular basis at reasonable intervals in the college.
3. The college authorities be urged upon to approach the Hon'ble Chief Minister, and the Hon'ble Education Minister through the local concerned MLA and Minister Dr ardhendu Dey to get funds for college development programme.
4. College campus beautification drive be taken up to impart a new and fresh look to the college in view of the approaching Golden Jubilee year in 2014.

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. A basketball court should be developed for the students.
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 in addition to INFLIBNET , possibility of online network sharing with major universities of the world be also explored to give a wider access to researchers, teachers and students.
- 10.. To reconstitute Internal Quality Assurance Cell (IQAC) of the college according to the norms laid down by NAAC .
11. A cycle stand should be provided to the students immediately in view of the mess created by haphazard parking of cycles in the campus.
12. Teaching aid like amplifiers and addressing system should be provided for teachers of large classes.
13. Residential quarters for the 4<sup>th</sup> grade employees, watchmen etc be taken up .
14. Aqua guard drinking water supply be made available to students, employees and teachers in the campus.
15. Construction work for a new RCC Physics building should commence in the location adjacent to the new chemistry building.
16. To make an effective use of the alumni for the overall development of the institution
17. To involve more students in community services
18. To provide effective student counseling to create self-confidence and to face global challenges.
19. Arranging educational trips, excursions, etc.
20. The prestigious Annual Lecture programme under the aegis of the HCTA be held annually and the tradition of inviting a renowned educationist, literateur, scientist, environmentalist and eminent person of high social standing and intellectual be continued to inspire the students and teachers and the local citizens.
21. For Persons with Physical Disability (PWD) a Cell be created .



Name : Dr. Biman Kumar Bhatta.



Signature of the Chairperson, IQAC

Name: Rabindra kumar Rath



Signature of the Coordinator, IQAC

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## Annexure I

### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test

- TEI - Teacher Education Institution
- UPE - University with Potential Excellence
- UPSC - Union Public Service Commission

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