

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
OF THE  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
FOR THE YEAR 2016-2017**

**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.**

**Part – A****1. Details of the Institution :**

1.1 Name of the Institution	:	<b>Hojai College</b>
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.edu.in
Web-link of the AQAR	:	<a href="http://www.hojaicollege.edu.in/AQAR201617.doc">http://www.hojaicollege.edu.in/AQAR201617.doc</a>

**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>
<b>2.</b>	<b>2<sup>nd</sup> Cycle</b>	<b>B</b>	<b>2.71</b>	<b>2016</b>	<b>2016-2021</b>

1.6. Date of Establishment of IQAC : 09/02/2007

1.7. AQAR for the year : 2016-17

1.8. Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2016-17 being submitted to NAAC on 31/12/2018

#### 1.9 Institutional Status

Affiliated College : **Yes .**

Constituent College : No

Autonomous college of UGC : No

Regulatory Agency approved Institution : No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution : Co-education

: Rural

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

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

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

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DST-FIST	:	No
UGC-Innovative PG programmes	:	No.
Any other (Specify)	:	Normal UGC Grants
UGC-COP Programmes	:	No

## 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	:	04
2.11	No. of meetings with various stakeholders:		
	Faculty	:	02
	Non-Teaching Staff & Students:		02
	Alumni	:	00
	Others	:	00

2.12. Has IQAC received any funding from UGC during the year?: **No**

If yes, mention the amount

### 2.13. Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	:	Nil
International	:	Nil
<b>National</b>	:	<b>00</b>
State	:	00
Institution Level	:	<b>01</b>

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

In the post accreditation period from January 2016 to June 2017 the IQAC strived to maintain a proactive role in emphasizing and sustaining quality in teaching, co-curricular and infrastructure areas. In the 2016-17 academic year the IQAC initiated steps to improve matters by encouraging teachers to go for research, to participate in seminars, workshops. The IQAC also encouraged students to participate in various sports and cultural activities and competitions and scholarly pursuits. The IQAC pushed 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 2016-2017.

#### **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 December 2015 and taking in to account the emerging necessities, the college has taken up items from the recommendations on a selective and priority basis and has also added new agenda for fulfillment during this academic year-2016-17.

1. The construction work of the Girls' hostel should be completed without further delay and boarders should be admitted to the hostel in the ensuing academic session.
2. Boundary Wall construction should be taken up immediately and completed within a given time period.

3. Online Admission process should be introduced from the next academic session, I.e, 2017-18.
4. Field trips for educational purpose, excursions, etc are to be organized for students and their timings should be such that normal classes are not affected.
5. The existing science laboratories be given a facelift and upgraded to the standard required for quality research work.
6. Sincere efforts and serious initiative need to be taken to introduce Post Graduate courses in subjects like Physics, Chemistry, Zoology and Commerce as early as possible.
7. Celebration of important days of the year ( Environment day, Hindi Day, Science Day, Human rights Day, Women's Day etc.) be encouraged to create awareness among the students about the significance of these days.
8. 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.
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 make an effective use of the alumni for the overall development of the institution
11. To involve more students in community services
12. To provide effective student counseling to create self-confidence and to face global challenges.
13. 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.
14. National and State-level seminars, workshops, invited lectures should be organized on a regular basis at reasonable intervals in the college
15. The facilities in the Gymnasium be improved by adding more equipments and indoor game items.

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

- The construction work of the Girls' Hostel was completed and boarders were admitted.
- A major achievement was the completion of the boundary wall which added up to the security of the campus as well as the girls' hostel. The Peer Team in 2004 had recommended the immediate need of a boundary wall to prevent outsiders from entering the campus.
- The Academic Calendar for the 2016-17 academic session was prepared and classes, examinations and important celebrations including Student Union election, Annual College Week function were held.

- 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.
- Construction of Residential quarters for the 4<sup>th</sup> Grade employees, especially for the night watchmen were completed..
- One Minor Research Projects was undertaken with UGC assistance in the academic year.
- Fifteen students who acquired NCC "B" and "C" certificates succeeded in getting appointments in the Indian military and other paramilitary services.
- The gymnasium received more equipments and indoor sports facilities also received a boost.

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

2.15. Whether the AQAR was placed in statutory body : **No**

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 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				
<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	<b>18</b>

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.**

<b>No</b>
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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
	<b>56</b>	<b>29</b>	<b>27</b>	<b>Nil</b>	

**2.2 No. of permanent faculty with Ph.D.** **18**

<b>2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year</b>	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	<b>1</b>	<b>04</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>01</b>	<b>04</b>

**2.4 No. of Guest and Visiting faculty and Temporary faculty** Nil Nil **23**

**2.5 Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended			
Presented	03	33	04
Resource Persons			01

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

1. Presentation of papers by students in some departments 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.

**2.7 Total No. of actual teaching days during this academic year** **183**

**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.	599		No -(69) <b>20%</b>			(341) <b>56.9%</b>
B.Sc	214		(83) <b>61.48%</b>			(135) <b>63%</b>
B.Com	160		(03) <b>04%</b>			(75) <b>26.8%</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>00</b>
UGC – Faculty Improvement Programme	<b>01</b>
HRD programmes	Nil
Orientation programmes	<b>01</b>
Faculty exchange programme	nil
Staff training conducted by the university	nil
Staff training conducted by other institutions	nil
Summer / Winter schools, Workshops, etc.	<b>06</b>
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>			
Technical Staff	<b>1</b>			<b>1</b>

## **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				
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

## 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	<b>01</b>
Outlay in Rs. Lakhs	Nil	Nil	Nil	<b>Rs.3,00,000/-</b>

## 3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	05	01
Non-Peer Review Journals	01	04	04
e-Journals	02	01	01
Conference proceedings	01	04	Nil

## 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

Some of the research papers published by a few faculty members have good number of citations .

## 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
Minor Projects	18 months	UGC	Rs.3,00,000/-	Rs.3,00,000/-
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	UGC	Rs.3,00,000/-	Rs.3,00,000/-

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		1			01
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

Dr. Caroline Basimata of the Zoology department established linkage with 'The Global Society of Applied biologists(GSAB). Dr. Basumata also established links with "Prince of Songkla University, Southern Thailand.

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

### 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

02  
08

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

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

JRF  SRF  Project Fellows  Any other

### 3.21 No. of students Participated in NSS events:

University level	<input type="text" value="1"/>	State level	
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	<input type="text" value="nil"/>	State level	<input type="text" value="30"/>
National level	<input type="text" value="10"/>	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="Nil"/>	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="08"/>
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. Teachers of various departments visited schools as External Evaluators under Gunotsav programme of the government of Assam.
2. An awareness programme on “Watr-borne diseases” was held in a slum area school in Harijan Prathamik Vidyalaya under the aegis of the department of Chemistry led by Dr. Sujit Ranjan Acharjee, Head of the Department.

3. The NSS unit of Hojai College in collaboration with the State Disaster Management authority organised Earthquake and Fire Mock-Drill in the college 2<sup>nd</sup> February 2017 .
4. As per the guidance of the government of India “Yaad Karo Qurbani” programme was organised in the college by the NSS unit in collaboration with the Political Science department from 9<sup>th</sup> August to 23<sup>rd</sup> August 2016.
5. “Rashtriya Ekta Saptah” , a week long programme as per government of India directive was observed in the college under the NSS from 31<sup>st</sup> October to 6<sup>th</sup> November 2016 with different programmes like Run for Unity, Quiz, Debate etc.
6. An awareness programme for school children on good health and hygiene was organised by the Department of Zoology in Telibasti M.E. School.
7. Under the aegis of the Women Cell of Hojai College a workshop on “Vittiya Sakshyarata Abhiyan” was held in the college on 18.12.2016 in which Mr Anand Gupta, SBI officer from Nagaon branch of SBI deliberated on the advantage of cashless transaction.
8. The Women Cell also organised another workshop on “Preparation of CV and Registration in Job Portal” on 08.03.2017 . Miss Rubina Aziz, Senior Programme Co-ordinator of S.O.S Village conducted the workshop.
9. The mouthpiece of the women Cell , “Kotha Manavi” with ISSN no. 2349-5308 is another channel to disseminate ideas and opinions of the intellectual and the educated section for the benefit of the illiterate women of the society.

## 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			13Acres +
Class rooms	34	Nil	UGC	34
Laboratories	07	Nil		07
Seminar Halls	Nil	Nil		Nil



No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		30		
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.3,01,356/-	Rs.2,64,406/-	College Fund	Rs.5,65,762/-
Others				

#### 4.2 Computerization of administration and library

A fresh stock taking of the available books and journals started and revamping of the physical set up was done. 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	30046	29,00,919/-	930	2,15,295/-	30976	31,16,214/
Reference Books	860	1,83,275/-	114	71,434/-	974	2,54,709
e-Books	N-List					
Journals	19	27,739	---	----	19	27,739/-
e-Journals	N-List					
Digital Database						
CD & Video	55		05		60	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsin g Centres	Computer Centres	Offic e	Depart -ments	Other s
Existing	26	02	15	02	02	05	16	05
Added	Nil							
Total	26	02	15	02	02	05	16	05

### **.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 two out of the 18 departments are provided with computers and broadband connectivity. The UGC Network Resource Centre was further strengthened. One more computer and internet was provided to the office.

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	Nil
ii) Campus Infrastructure and facilities	Rs.34,219/-
iii) Equipments	Rs.22,900/-
iv) Others	-----
<b>Total</b> :	Rs.57,119/-

### **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.

##### 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
3115	25	Nil	Nil

(b) No. of students outside the state

(c) No. of international students

<table border="1"><tr><th>No</th><th>%</th></tr><tr><td>2111</td><td>67.76</td></tr></table>	No	%	2111	67.76	Men	<table border="1"><tr><th>No</th><th>%</th></tr><tr><td>1004</td><td>32.23</td></tr></table>	No	%	1004	32.23	Women
No	%										
2111	67.76										
No	%										
1004	32.23										

Last Year (2015-16)						This Year(2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
925	496	405	865		2691	1040	563	498	1014		3115

Demand ratio

Dropout %

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

Discontinued in the present session as this UGC funded programme didn't receive grants for the present year.

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
			17(Through NCC)

### 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(Rs)
Financial support from institution	Nil	Nil
Financial support from government:		
1. Scholarship for SC & ST	475 nos@ Rs.5300	25,17,500/-
2. UGC Ishan Uday Scholarship		
3. Govt. Sponsored Free Admission	1177	40,13,902/-
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

Blood grouping and blood donation awareness camp under the aegis of the elected Students' Union of Hojai are held. Apart from this students in general lend active support to Departmental extension activities.

5.13 Major grievances of students (if any) redressed : Major grievances of students (if any) redressed: No major grievance was reported. Minor grievances were addressed satisfactorily.

## 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 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, 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 : 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

The College switched over to the Semester System with effect from the Academic year 2011.

Sessional Examination, a form of internal examination is conducted in the mid semester period as per date specified by the affiliating university. Sessional examination is mandatory and a student who fails to appear or who gets plugged in the sessional examination is declared “fail” . 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 Gauhati 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 presently followed. 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.

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 governing Body on obtaining approval from the DHE advertises for applications on the basis of vacancies created by resignations or superannuation and the Governing Body appoints as per UGC norms.

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

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.

Apart from regular semester courses introduced from the 2011 academic session, distance education mode through IDOL ( Institute of Distance and Open Learning), KKHSOU ( Krishna Kanta Handique State Open University) and IGNOU ( Indira Gandhi National Open University) are in operation and many students are admitted through these programmes.

### 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

Rs.5,14,614/-

6.6 Whether annual financial audit has been done  Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes	university	Yes	College

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

For UG Programmes Yes  No  **No**

For PG Programmes Yes  No  **NO**

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

Not applicable since we are neither autonomous nor a university

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.

### 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.

### **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 1st year are strictly followed.
- Departmental seminars were insisted upon and departments took it seriously..
- The cultural cell and the Journal committee are making positive contribution to the intellectual and creative activities.

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

- The construction work of the Girls' Hostel was completed and boarders were admitted.
- A major achievement was the completion of the boundary wall which added up to the security of the campus as well as the girls' hostel. The Peer Team in 2004 had recommended the immediate need of a boundary wall to prevent outsiders from entering the campus.
- The switch over to Online Admission was effected and Hojai College became one of the first colleges in Assam to take this credit.
- The Academic Calendar for the 2016-17 academic session was prepared and classes, examinations and important celebrations including Student Union election, Annual College Week function were held .
- Construction of Residential quarters for the 4th Grade employees, especially for the night watchmen completed.
- Fifteen students who acquired NCC "B" and "C" certificates succeeded in getting appointments in the Indian military and other paramilitary services.
- Five students won accolades for the college in various individual and group events in Inter college and youth festival competitions.

## 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 start "Tree Plantation" 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 Seminar 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.

The faculties in the college awake the people and convince the role of trees in the survival of the living things, during the N.S.S. camp

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 Physics Laboratory is to be constructed in the 1st floor of the present Physics / Chemistry Block.
2. Class Rooms and Department Room for teachers should also be constructed on the 1<sup>st</sup> floor.
3. A Conference Hall need to be constructed on the 1<sup>st</sup> Floor.
4. The College Canteen should be completed.
5. More class rooms should be constructed by revamping the present block housing the Assamese and Education departments.
6. Modernisation and reform in the conduct of examination , especially internal examination will be introduced. Result of the Sessional Examinations ( Internal Assessment) should b published and notified by the departments for the information of the students
7. A Language Lab should be established .

Name : Dr. Biman Kumar Bhatta.

Name: Rabindra Kumar Rath



Signature of the Chairperson, IQAC



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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