

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
FOR THE YEAR 2017-2018**

**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	:	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.edu.in
Web-link of the AQAR	:	http://www.hojaicollege.edu.in/AQAR201718.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
2.	2nd Cycle	B	2.71	2016	2016-2021

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

1.7. AQAR for the year : 2017-18

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 2017-18 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 .

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	:	01
	Non-Teaching Staff & Students:	:	01
	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.	:	02
International	:	Nil

National	:	00
State	:	00
Institution Level	:	01

2.14 .Significant Activities and contributions made by IQAC :

In the post accreditation period from January 2017 to June 2018 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 2017-2018

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 2015-16 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-2017-18.

1. Construction work on the 1st Floor of the Physics/ Chemistry Block should start to house the new Physics Laboratory , Class Room and Physics Department Room.
2. A Conference Hall should also be constructed on the 2nd Floor extension.
3. The unfinished construction work on the new College Canteen should be completed by exploring possible means of raising the necessary funds.
4. New construction should be taken up to revamp the existing building where the Assamese and Education departments are housed.
5. Digital Class Rooms should be provided to all departments having Major programmes of study.

6. Students should be encouraged to take part in sports events in local, district level, inter-college and inter-university level as well as in state and national level.
7. To improve the erratic power supply and to maintain steady supply of electricity in the campus a separate transformer be installed in the campus.
8. National and State-level seminars, workshops, invited lectures should be organized on a regular basis at reasonable intervals in the college.
9. The prestigious Annual Lecture programme under the aegis of the HCTA be held annually and the tradition of inviting a renowned educationist, literatureur, scientist, environmentalist and eminent person of high social standing and intellectual be continued to inspire the students and teachers and the local citizens.
10. To reconstitute Internal Quality Assurance Cell (IQAC) of the college according to the norms laid down by NAAC .
11. The switch over to Online Admission should be contemplated.

The outcome achieved by the end of the year :

1. A new Physics Lab , Department Room for Physics and Class Rooms were successfully completed .
2. A grand Conference Hall with AC and all furnishings was constructed . With this a long time need of the college was fulfilled.
3. An impressive and spacious canteen ultimately saw the light of the day and a major need of the college was fulfilled thanks to the IDOL unit of the college which made the entire funds available for the completion of the Canteen.
4. A new building was added to the old block housing Assamese and Education departments. The newly opened PG department in Assamese was shifted there and rooms were provided for Major Research Projects and for KKHSOU unit.
5. Fifteen Class Rooms were converted to Digital Class Rooms / Smart Class Rooms much to the satisfaction of the teachers and students.
6. The switch over to Online Admission was effected and Hojai College became one of the first colleges in Assam to take this credit.

7. The prestigious Annual Lecture programme under the aegis of the HCTA was held . Eminent Historian Sri Lakhinath Tamuly delivered a talk titled - “ Assam History:The Problem of Facts and Analysis”.
8. Fifteen students who acquired NCC “B” and “C” certificates succeeded in getting appointments in the Indian military and other paramilitary services.
9. Four students won accolades for the college in various individual and group events in Inter college and youth festival competitions.
10. One Major Research Projects was undertaken with DST assistance in the academic year.

** 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				
UG	18	Nil	Nil	Nil
PG Diploma				
Advanced				

Diploma				
Diploma				
Certificate				
Others				
Total	18	Nil	Nil	Nil

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	18

1.3 Feedback from stakeholders* Alumni

Parents Employers Students
(On all aspects)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Mode of feedback : Online Manual Co-operating schools (for PEI)

<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
	56	28	28	Nil	

2.2 No. of permanent faculty with Ph.D. 20

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
	01	03	Nil	Nil	Nil	Nil	Nil	Nil	01	03

2.4 No. of Guest and Visiting faculty and Temporary faculty Nil Nil 27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01		
Presented	04	20	
Resource Persons			02

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

1. Teachers of most departments use Digital Class rooms .
2. Presentation of papers by students departments during departmental seminars are insisted upon.
3. Audio visual presentation through use of computers and LCD Projectors.
4. Field trips to local and nearby forests, bio-reserves, places of archaeological and historical interest.
5. In the Department of Chemistry the faculty members use mechanism of organic reactions

2.7 Total No. of actual teaching days during this academic year**191****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.	445		No -(87) 38.16%	No.(83) 36.40%	No.(58) 25.43%	(228) 69%
B.Sc	184		No.-(90) 89.10%	No.-(07) 06.93%	No.(04) 03.96%	(101) 89%
B.Com	146		No.-(21) 23.33%	No.-(48) 53.33%	No.(21) 23.33%	(90) 68%

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	03
UGC – Faculty Improvement Programme	nil
HRD programmes	02
Orientation programmes	01
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	24			
Technical Staff	1			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	01	Nil	Nil
Outlay in Rs. Lakhs	Nil	17,99,600/-	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	01	Nil
Non-Peer Review Journals	Nil	02	Nil
e-Journals	02	01	04
Conference proceedings	01	02	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 (Rs.)	Received
Major projects	36 months	DST, Govt. Of India	17,99,600/-	6,94,533/-
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects				

Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	36 months	DST, Govt. Of India	17,99,600/-	6,94.533/-

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			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. Rathin Sarma of the Physics Department established links with IUCAA(Inter University Centre for Astronomy and Astrophysics)

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 :	DST
From Management of University/College :	Nil
Total	Rs.6,94,533/-

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
04

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

Nil

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	<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	<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="14"/>
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

- i) An awareness programme on “Water-borne diseases” was held in Teli Basti M.E. School in the outskirts of Hojai town under the aegis of the department of Chemistry led by Dr. Sujit Ranjan Acharjee, Head of the Department.
- ii) The NSS unit of Hojai College adopted a village named Gotanagar L.P. , M.E. and High School in order to improve and fortify the educational activities in the locality.
- iii) Teachers of the College assisted the government in the NRC updation process.
- iv) Teachers of the college also acted as External Evaluators in the Gunotsav programme and visited various schools on a three day long programme.s

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	04	UGC	38
Laboratories	07	nil		07
Seminar Halls	Nil	Nil		Nil
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		604	College Fund	
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.5,65,762/-	Rs.1,80,847/-	College Fund	Rs.7,46,609/-
Others: 1. (College Boundary Wall) 2. (College Canteen)	----	Rs.19,99,809/- Rs.38,84,880/-	RUSA IDOL, Hojai College Study Centre	

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	30976	31,16,214/-	394	1,06,256/-	31371	32,22,470/- -
Reference Books	974	2,54,709/-	157	1,42,392/-	1131	3,97,101/-
e-Books	N-List					
Journals	10	10,470/-	----	----		
e-Journals	N-List					
Digital Database						
CD & Video	60		12		72	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsin g Centres	Computer Centres	Office	Depart -ments	Other s
Existing	26	02	15	02	02	05	16	05
Added	17					02	15	
Total	43	02	15	02	02	07	31	05

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

Digital Class Rooms were created in 15 departments. This is in addition to the computers already provided to the departments with broadband connectivity. Software based management of salary payment, record maintenance and computerisation of admission, attendance , examination work are already in existence.

4.6 Amount spent on maintenance in lakhs :

Nil

i) ICT	
ii) Campus Infrastructure and facilities	Rs.3,70,176/-
iii) Equipments	Rs.1880/-
iv) Others	Nil
Total :	Rs.3,72,056/-

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
3157	48		

(b) No. of students outside the state

(c) No. of international students

No	%
2115	67

Men

No	%
1042	33

Women

Last Year(2016-17)						This Year(2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1040	563	498	1014		3115	1013	585	501	1058		3157

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

5.6 Details of student counselling and career guidance

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. Under the Career Guidance Cell a meeting on the theme “How to Beat Examination Stress” was held with participation of 75 students of the college. **Hon’ble Prime Minister of India Mr Narendra Modi had a live interaction with the students in this context captioned “ Making Examination a Fun”** (Exam Worries)

On 6th May 2018 a meeting was held to conduct “A.P.J.Abdul Kalam Competition, 2018” ,a Prize Money Essay Writing & Photography Competition. Even though it was meant for School children , students of Hojai College took part in 20 events on the above subject.

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
			12 (Through NCC)

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	<input type="text" value="Nil"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>
Cultural: State/ University level	<input type="text" value="01"/>	National level	<input type="text" value="nil"/>	International level	<input type="text" value="nil"/>

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	225 nos @ Rs.5400	12,15,000/-
2. UGC Ishan Uday Scholarship		
3.Govt. Sponsored Free Admission	1867	56,51,213/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

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

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: 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 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 ? : 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 Body 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.

Unit tests called “Sessional examination” are conducted according to the schedule specified by the affiliating university, i.e Gauhati University. 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 Guwahati 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.

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

The College switched over to “Online Admission” mode with effect from this current session. 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. For Students whose parental annual income is below one lakh, the govt. of Assam has made provision of Free Admission.

6.5 Total corpus fund generated

Rs.5,50,637/-

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.

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.

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 are strictly followed.
- Departmental seminars were insisted upon and departments took it seriously.
- Online admission, Digital class rooms, community- institution link and interaction based workshops and cultural functions.
- The Women Cell cell and the Literary Forum are making positive contribution to the intellectual and creative activities.

- During College Week tableau representing the colourful composite culture of Hojai with myriad ethnic, tribal , linguistic culture and traditions are taken out in the streets of the town by the students of various departments.
- The Students' Union organises Blood Grouping and Blood Donation camps at intervals and provides critical help to the hospitals in the neighbourhood by way of making available the right blood group to the needy patients .

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

1. A new Physics Lab , Department Room for Physics and Class Rooms were successfully completed .
2. A grand Conference Hall with AC and all furnishings was constructed . With this a long time need of the college was fulfilled.
3. An impressive and spacious canteen ultimately saw the light of the day and a major need of the college was fulfilled thanks to the IDOL unit of the college which made the entire funds available for the completion of the Canteen.
4. A new building was added to the old block housing Assamese and Education departments. The newly opened PG department in Assamese was shifted there and rooms were provided for Major Research Projects and for KKHSOU unit.
5. Fifteen Class Rooms were converted to Digital Class Rooms / Smart Class Rooms much to the satisfaction of the teachers and students.
6. The switch over to Online Admission was effected and Hojai College became one of the first colleges in Assam to take this credit.
7. The prestigious Annual Lecture programme under the aegis of the HCTA was held . Eminent Historian Sri Lakhinath Tamuly delivered a talk titled - “ Assam History:The Problem of Facts and Analysis”.
8. Fifteen students who acquired NCC “B” and “C” certificates succeeded in getting appointments in the Indian military and other paramilitary services.

9. Four students won accolades for the college in various individual and group events in Inter college and youth festival competitions.
10. One Major Research Projects was undertaken with DST assistance in the academic year.

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, literatureur, 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 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 .

6. Plans of institution for next year :

- i) A new computer Lab incorporating the UGC Network Resource Centre be set up in the 1st floor of the new Physics Lab block.
- ii) A Language Lab should be set up.
- iii) The Conference Hall inauguration is to be done at the hand of an eminent educationist.

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
