

# **NAAC Re-Accreditation Self-Study Report 2015**



**TENGAKHAT COLLEGE**

**Tengakhhat, Dist-Dibrugarh, Assam, Pin-786103**

**(Affiliated to the Dibrugarh University, Assam and Accredited by NAAC,  
Grade B, 2006, cycle 1)**



**SELF STUDY REPORT 2015**

**In respect of**

**SECOND CYCLE RE-ACCREDITATION**

**Submitted to**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**P.O. BOX NO—1075, Nagarbhavi, Bangalore -560072**

To

The Director,  
National Assessment and Accreditation Council (NAAC)  
P.O. BOX No: 1075  
Nagarbhavi, Bangalore-560072, India

**Sub: - Uploading SELF STUDY REPOT 2015 of Tengakhat College, Dibrugarh, Assam  
Pin-786103 for second Cycle Re- Accreditation 2015 in our official  
Website [www.tengakhatcollege.in](http://www.tengakhatcollege.in)**

Sir,

In compliance of our LOI requirements, we are glad to upload our Self Study Report 2015 in our official website <http://www.tengakhatcollege.in> for Second cycle Re-Accreditation showcasing the key aspects of the functional of our college during the post-accreditation period(2010-2014), accompanied by enclosures.

I ardently look forward to hear from your decision for peer team inspection in our college  
Thanking you.

**Yours faithfully**

**(Dr. Kiran Hazarika)**  
**Principal**

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## **PREFACE**

Tengakhat College was established in 1967 at Tengakhat, Dibrugarh, in order to enable the Students of the adjoining areas pursue higher education. The college upholds the ideals of its founders to achieve excellence in higher education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development through hard work and sincere efforts by all associated with this rural based institution.

We are highly indebted to NAAC peer team for examining our systems and validating our claims about our robust health in our first accreditation and assessment, for which we received B Grade in February, 2006. While the approval and appreciation of NAAC Peer team fortified our resolve to touch greater heights in all areas of education, their faithful suggestions have helped us to overcome the shortcomings as reported. We tried our level best to implement the suggestion as directed by the NAAC Peer Team. This is a matter of great satisfaction that the teaching, non-teaching staff, students and the Governing Body have been working as a team with an excellent level of understanding and missionary zeal which will undoubtedly prove a great boon for this institution to grow from strength to strength in its pursuit of knowledge and excellence. Our institute has done a commendable job in the field of infrastructure and all round development of the students with social commitment through extension activities.

We offer ourselves for quality inspection by NAAC in order to get accreditation status which will let us serve the concerned stakeholders better. We

reiterate our commitment to sustain the quality sustenance and improvement process in education, as specified by NAAC, to meet our desired goal.

We are all spruced up for the NAAC visit and are eagerly looking forward it.

**Yours faithfully**

**(Dr. Kiran Hazarika)**  
**Principal**  
**Tengakhat College,**  
**Tengakhat, Dibrugarh**  
**Assam**

## **A. EXECUTIVE SUMMARY**

Tengakhat college, established in 1967 in a rural and tribal area aims towards offering quality education to its students, in fulfillment of all the specifications laid by the university Grants commission, Dibrugarh University (the affiliating University), the Government of Assam and the National Assessment and Accreditation Council (NAAC), and is set to welcome the second visit by the NAAC Pear Team for its appraisal of this esteemed institution. With the vision to achieve excellence in higher education, empowerment through knowledge, inclusive growth for socio-economic change, sustainable development and preparing students for facing global requirements, the college attempts to nurture their competence and creativity through innovations in teaching –learning , research and extension activities, including the adoption and promotion of knowledge output for human development, women’s education, optimum use of human infrastructural facilities available, participation of all the stakeholders in the development of the college, creation of awareness of human rights, value system culture, heritage and environment.

IQAC of the college was formed on 26/10/2012, after the first assessment in 2005, where in the college was accredited with B Grade (Institution score of 73.95%). The IQAC of the college has developed several quality assurance mechanisms within the existing academic and administrative system. It envisions total quality Management, for quality sustenance and improvement in academic and administrative activities of the institution. It supports the organization of workshops, awareness programmes, extension lectures, curricula, teaching –learning and

evaluation, research oriented seminars, planning/ implementation of advanced learning resources, ICT management and suggestions for empowerment of staff, leadership and governance patterns in strategic planning. It collects, maintains and analyses documents directly /through the college office. Policies/ Plans regarding quality assurance are communicated in meetings of the different sub-committees, Teachers' unit, Non-teaching Staff Association, Students' Union and Alumni, and to the University and state government through different reports submitted annually (Annual Academic Report). Representatives of all stakeholders (Management, teachers, student, local educationist, non-teaching staff and alumni) are present in the IQAC.

A brief survey of the academic and co-curricular activities, considered criterion –wise shall be worthwhile.

#### **CRITERION I: CURRICULAR ASPECTS**

The college offers 6 UG programmes affiliated to the Dibrugarh University. There is also provision for six undergraduate courses in the Distance Education Mode offered by the Directorate of Distance Education, Dibrugarh University. The college provides ample opportunities to the student, offering vocational course which can develop their skills/practical knowledge. For self-development the faculty members proceed on deputation, to orientation/ refresher courses and workshops on curriculum development/ examination reforms/ quality initiatives issues. The academic Calendar of the college has the detailed programme of the lesson plans for every subject (Major, General and Compulsory), including distribution of the syllabi among the teachers, enabling the teachers and the students to prepare themselves for

the lectures and examinations, Moreover, problem solving exercises, field studies/ visits, case studies, surveys and excursions including industrial visits, hands- on experience, and project works ensure skill development in relevant subject-areas of study. The college facilitates innovative teaching –learning process through seminars/workshops based on the curriculum, audio –visual mode of teaching, study tour /excursion/field-work, project work, survey-work, up-gradation of ICT based learning resources, use of library and modernization and up gradation of psychological laboratory. The college is ready to start more viable skill orientated Diploma and Certificate Courses in Communicative English, Graphics designing, Tailoring, classical dance and music, doll marking etc.

## **CRITERION II: TEACHING, LEARNING AND EVALUATION**

With the aim of quality education and student empowerment, the website and prospectus provide all relevant information about admission/institutional facilities/ rules/ regulations/incentives serving as guides to a transparent admission of students, which is made on the basis of merit in the previous qualifying examination. The college offers opportunities to SC/ST/OBC/women/differently –abled/ economically weaker sections abiding by the directives of the Govt. of Assam and the Dibrugarh University. The college also provides remedial coaching for S.T., S.C., OBC, and economically backward students to better their academic performance level. The detailed layout of the teaching plan is offered in the Academic Calendar. Teachers of the college participate in workshops/seminars/conferences organized by national/ international /professional bodies as delegates/ resource persons. The faculty adopts innovation approaches to teaching learning by introducing smart board /LCD Projector/field works/visits to industries/socio-economic health surveys. Academic



support, personal and psychological support, and guidance services are provided to students. The college library purchases books and subscribes to various newspaper/magazines, with the funds granted. Books for preparation for competitive examination are provided to the students. Syllabi/ question papers of the college/university examinations are kept in the reference section. Almost all the departments have libraries which complement the central library. The Career and Counseling cell helps students to cope with the demands of competitive examinations. The teaching learning atmosphere prevailing in the college and in the academic session 2014-2015, the college recorded more than 70% pass percentage in the university Final Examination. The institute monitors/evaluates the quality of teaching –learning through IQAC and Grievance Redressal Cell which collect feedback from all stake holders, using it to monitor /evaluate it. Examinations are held as per the university schedules for proper evaluation and preparation of the students to face the global challenges. With the motive of brushing up the admitted student, so that they may shine in life, three years’ time is all that the college has to groom them in their academic, co-curricular and personality development spheres. This is done successfully by closely monitored programmes and schedules which follow the university guidelines. Parents-Teachers meetings are held regularly. Certificate/cash/kind rewards are received by students for good performance.

### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

#### **RESEARCH**

The college encourages and extends all help possible to promote research activities in the institution. But the college is situated in a remote place and the adequate infrastructure is not available for smooth progress and implementation of

research /projects. In spite of adequate infrastructure, teachers are motivated in the department to pursue at least one minor/major research project in their area of specialization or one that is inter-disciplinary in nature. Presently one teacher is involved in activate research work in the institution. The college has received one Minor Research project in the post accreditation period (under XI<sup>th</sup> plan period). One national level seminar organized by the college in the post accreditation period. One faculty member has been awarded Ph.D. Degree by Dibrugarh University in 2010. At present 5 faculty members are enrolled in different universities of the country for their Ph.D. work. More than 50% teachers have presented paper in national seminars. Faculty of the college have published research papers and articles in books and proceeding of seminars and other publication. The Teachers' Unit of the college has published an annual magazine "*Pratyasha*" in each year.

### **EXENSION**

The college boasts of excellent record of accomplishment with respect to extension activities in the different categories like community development, social work, health and hygiene awareness,, health camp, literacy awareness, blood donation camp, Environment awareness, Gender sensitization etc. A neighboring village has been adopted by the NSS units of the college for creating health-care/hygiene/nutrition, education awareness. Community orientation activities are reflected through blood donation camps/environmental awareness programmes/nutrition awareness programmes. The NSS & NCC units and Eco Club of the college organize extension programmes like cleaning / plantation/literacy mission/ community health/prevention of drug addiction/women and childcare. The women's cell address issues regarding women staff/ student, primarily fostering their social

responsibilities and imparting information about sexual harassment. Extension activities ensure the growth of students' awareness as responsible and human citizens.

### **COLLABORATION**

Collaboration includes Research work funded by various government/non-government agencies like UGC, ICHR, ICSSR, etc.

### **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES:-**

The floor area of 400 sq mtr. has been expanded in the building by building new classrooms, departmental rooms, administrative building, IQAC office room; principal's room, distance education room and central computer laboratory in the post-accreditation period. There are 18 Class rooms apart from the departmental rooms. Each big class room can accommodate approximately 150 students and small class room can accommodate around 50-80 students. All classrooms are well ventilated, with lots of sunlight, ideal for a crowded classroom. One classroom of the college is fully digital facilities. There is one laboratory for the subject of Education. The college has a conference room with advanced audio-visuals multimedia facilities like LCD projector, laptop and Computer to organize seminars, lectures and other academic activities and administrative meetings. There is an auditorium (on the process of construction) with a stage for academic as well as cultural activities. The college library utilize a space of 6000 sq. ft. with a Reading Room for free access of students and teachers. Total Library Books now stands more than ten thousands. There is a one Computer, one Xerox machine and one Printer in the library. In all there are 40 Computers in the college. Adequate funds

have been allocated in the budgetary provision for maintenance of physical infrastructure. Maintenance of toilets, bathroom, service areas and security are done regularly.

#### **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

The Official website, [www.tengakhatcollege.in](http://www.tengakhatcollege.in) provides relevant information to stakeholders. Welfare schemes for students include financial assistance/ scholarships from central/ state govt, reservation in admission, free-ship/ half- free-ships for tuition fees on merit basis and assistance to needy students (books/tuition fees/medical help) from the college fund. Opportunities/ facilities for career counseling, publication in the college magazine/wall magazines, participation in sports, NSS, NCC and cultural activities enable students to develop themselves as worthy Indians. Academic, personal, career and psychological counseling is offered by teachers. The college has adopted the UGC Regulations on curbing the menace of ragging in higher educational institutions and has constituted an Anti- Ragging committee governed by the staff members of the college. No instances of ragging have been reported during the last four years. The institution has a Alumni Association. The college is proud to have distinguished alumni many of whom contribute to the progress of the college with advice and aid. Many students of the college obtain first class Marks in the university examinations. The average pass percentage of the college is better than that of university. At least 20% find employment in govt. offices and semi govt. offices and self-employed. Special support provided to students at risk of failure /drop out include concessions offered to economically backward students/tutorials/ discussions /remedial coaching/personal, academic, social counseling /concept clarification/problem

solving exercises. The formation and role of the students union strictly follows the statute of the Dibrugarh University. It maintains a concordant atmosphere, promotes the academic environment in the campus, brings the grievance of the students to the notice of the authorities and creates a link between administration and students. There are representatives of the Students Union in important academic and administrative bodies for development, quality sustenance and enhancement.

#### **CRITERION VI: GOVERNANCE LEADERSHIP AND MANAGEMENT**

The Governing Body is the highest decision making authority with the Principal as its Secretary. He plays the leading role in the governance and management of the institution, ensuring transparency in the functioning of the college and maintaining core values, on being facilitated by GB and supported by the staff. The college has an efficient coordination/internal management system under the leadership of the Principal for designing and implementing its policies/and plans effectively, through committees, constituted by the GB, teaching and non-teaching staff and students. All the stake holders- students, local community govt. / non-govt. bodies the college is affiliated /attached to-participate in institutional plans abiding by the stipulated norms and conditions.

#### **CRITERION VII: INNOVATIONS AND BEST PRACTICES**

The college organizes seminars/ lectures on contemporary environmental issues and environmental health awareness camps to increase the environmental awareness of the students. Innovative practices cover the use of ICT in teaching-learning. The model questionnaire issued by the NAAC serves as the basis for obtaining feedback about teaching –learning opportunities offered by the college

from students. Field work is conducted by the Dept. of History, Economics, Education and Sociology.

An exemplarily warm relation is shared between the staff and the taught. This boarding makes the youngsters come up with their personal problems for counseling to the staff members who are their guardians in the institution, just as their parents at home.

\*\*\*\*\*

## B. Profile of the Affiliated /~~Constituent~~ College

### 1. Name and address of the college:

Name: TENGAKHAT COLLEGE
Address: P.O.TENGAKHAT, DIST- DIBRUGARH, ASSAM
PIN-786103, STATE- ASSAM

### 2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Kiran Hazarika		9859973647		hazarikakiran68@gmail.com
Vice-Principal	Dr. Kumud Chandra Gogoi		9435270371		
IQAC Coordinator	Mr. Pranjal Bhuyan		9435673088		pranjalbhuyan59@yahoo.com

### 3. Status of the of Institution :

<b>Affiliated College</b>	✓
Constituent College	
Any other (specify)	

**4. Type of Institution:**

**a. By Gender**

i. For Men	
ii. For Women	
<b>iii. Co-education</b>	✓

**b. By shift**

<b>i. Regular</b>	✓
ii. Day	
iii. Evening	

**5. Is it a recognized minority institution?**

Yes	
No	✓

If yes specify the minority status (Religious/linguistic/ any other) and provide Documentary evidence

**6. Source of funding:**

Government	
<b>Grant-in-aid</b>	✓
Self-financing	
Any other	

**7. a. Date of establishment of the college: 26/07/1967 (dd/mm/yyyy)**

**b. University to which the college is affiliated /or which governs the college**

(If it is a constituent college) **DIBRUGARH UNIVERSITY**



**c. Details of UGC recognition:**

<b>Under Section</b>	<b>Date, Month &amp; Year (dd-mm-yy)</b>	<b>Remarks</b>
<b>i. 2(f)</b>	<b>2(f) /98/342 23/7/98</b>	
<b>ii. 12(B)</b>	<b>12(B)/2007/436 27/9/2007</b>	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

**d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)- NOT APPLICABLE**

<b>Under Section/clause</b>	<b>Recognition/Approval details Institution/ Department/ Programme</b>	<b>Day, Month and Year (dd-mm-yyyy)</b>	<b>Validity</b>	<b>Remarks</b>
i				
ii				
iii				
iv				

(Enclose the recognition/approval letter)

**8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?**

Yes  No

**If yes, has the College applied for availing the autonomous status?**

Yes  No

**9. Is the college recognized ?**

**a. by UGC as a College with Potential for Excellence (CPE)?**

Yes  No

If yes, date of recognition: ..... (dd/mm/yyyy)

**b. for its performance by any other governmental agency?**

Yes  No

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/mm/yyyy)

**10. Location of the campus and area in sq.mts:**

Location *	Rural & Tribal
Campus area in sq. mts.	7.38 acres
Built up area in sq. mts.	3929.86 sq. mts.

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

**11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.**

• Auditorium/seminar complex with infrastructural facilities : Yes

• Sports facilities

- play ground : Yes ✓
- swimming pool
- gymnasium

• **Hostel**

➤ Boys' hostel : No

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

➤ Girls' hostel : Yes ✓

i. Number of hostels- 1

ii. Number of inmates-20

iii. Facilities (mention available facilities)- Running water,  
Electricity, Cook, Cleaner

➤ Working women's hostel : No

i. Number of inmates

ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise) : No
- Cafeteria :Yes
- Health centre – Yes, Only First aid facility.

**First aid**✓, **Inpatient** ✓, Outpatient, Emergency care facility, Ambulance...

➤ Health centre staff : No

- Qualified doctor                      Full time            Part-time
- Qualified Nurse                      Full time            Part-time

- Facilities like banking, post office, book shops : **No**
- Transport facilities to cater to the needs of students and staff : **No**
- Animal house : **No**

- Biological waste disposal : **No**
- Generator or other facility for management/regulation of electricity and voltage : **Yes ✓**
- Solid waste management facility : **No**
- Waste water management : **No**
- Water harvesting : **Yes ✓**

12. Details of programmes offered by the college (Give data for current academic year)

A. Regular courses offered by the college under Dibrugarh University, 2014-2015

### **B.A. MAJOR Courses in**

<b>Sl. No.</b>	<b>Programme Level</b>	<b>Name of the Programme/ Course</b>	<b>Duration</b>	<b>Entry Qualification</b>	<b>Medium of instruction</b>	<b>Sanctioned /approved Student strength</b>	<b>No. of students admitted</b>
1	Under Graduate	B.A. Major in Assamese	3 Years (Total 6 Semester)	40% in aggregate & 45% in subject	Assamese	90 (30 seat for each class)	66
2	-do-	B.A. Major in Education	-do-	-do-	Assamese & English	60 (20 seat for each class)	61
3	-do-	B.A. Major in Economics	-do-	-do-	Assamese & English	30 (10 seat for each class)	10
4	-do-	B.A. Major in Sociology	-do-	-do-	Assamese & English	90 (30 seat for each class)	62
5	-do-	B.A. Major in Political Science	-do-	-do-	Assamese & English	90 (30 seat for each class)	82

### **B.A. GENERAL COURSE**

<b>Sl. No.</b>	<b>Programme Level</b>	<b>Name of the Programme/ Course</b>	<b>Duration</b>	<b>Entry Qualification</b>	<b>Medium of instruction</b>	<b>Compulsory subject</b>	<b>Sanctioned /approved Student strength</b>	<b>No. of students admitted</b>
1	Under-Graduate	B.A. General	3 years (6 semester)	Passes H.S. or Equivalent Exam.	Assamese & English	Assamese & English*	450 (150 seat for each class)	425

- \* Environmental Studies and Multi-Disciplinary are compulsory for 4<sup>th</sup> semester students.

**13. Does the college offer self-financed Programmes?**

Yes  No

If yes, how many?

**14. New programmes introduced in the college during the last five years if any?**

Yes  No  Number - 2

**15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)**

Particulars	UG	PG	Research
Science	NA	NA	NA
Arts	(Major & General) - Assamese, Education, Sociology, Political Science, Economics, History	NA	NA
Commerce	NA	NA	NA
Any other not covered above	Distance Education (Major & General) - Assamese, Education, Sociology, Political Science, Economics	NA	NA

**16. Number of Programmes offered under (Programme means a degree course like B.A., B.Sc., M.A., M.Com.)**

a. annual system	<input type="checkbox"/>
<b>b. semester system</b>	<input checked="" type="checkbox"/>
c. trimester system	<input type="checkbox"/>

**17. Number of Programmes with**

a. Choice Based Credit System

**b. Inter/Multidisciplinary Approach- 01**

c. Any other ( specify and provide details)

**18. Does the college offer UG and/or PG programmes in Teacher Education?**

Yes

No

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: .....

Date: ..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher

Education Programme separately?

Yes

No

**19. Does the college offer UG or PG programme in Physical Education?**

Yes

No

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: .....

Date: ..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes

No

**20. Number of teaching and non-teaching positions in the Institution**

Positions	Teaching faculty						Non-teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government Recruited			5	2	3	4	6	0		
Yet to recruit					1		1			
Sanctioned by the Management/ society or other authorized bodies Recruited					2	6	3	2	2	0
Yet to recruit										

\*M-Male \*F-Female

**21. Qualifications of the teaching staff:**

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent teachers</b>							
D.Sc./D.Litt.							
Ph.D.			1			1	2
M.Phil			2		2	1	5
PG			3	2	1	3	9
<b>Temporary teachers</b>							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							
PG					1	2	3
<b>Part-time teachers</b>							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.					1	1	2
PG					1	4	5



**22. Number of Visiting Faculty /Guest Faculty engaged with the College. : NIL**

**23. Furnish the number of the students admitted to the college during the last four academic years.**

Categories	Year 1		Year 2		Year 3		Year 4	
	2011-2012		2012-2013		2013-2014		2014-2015	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	12	8	5	4	8	2	6	2
ST	42	68	40	57	24	59	31	76
OBC	190	178	159	152	109	131	100	145
General	35	32	10	15	10	17	8	19
Others	----	----	----	----	2	13	2	9

**24. Details on Students enrollment in the college during the current academic year: 2015-2016**

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	425				442
Students from other states of India					
NRI students					
Foreign students					
Total	425				

**25. Dropout rate in UG and PG (average of the last two batches)**

UG	<input type="text" value="25% (approx.)"/>	PG	<input type="text"/>
----	--	----	----------------------

**26. Unit Cost of Education 2014-2015**

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )

(a) including the salary component	<input type="text" value="Rs. 28649.53"/>
(b) excluding the salary component	<input type="text" value="Rs. 3884.90"/>

**27. Does the college offer any programme/s in distance education mode (DEP)?**

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---	-----------------------------

**28. Provide Teacher-student ratio for each of the programme/course offered**

**B.A. Programme**

Sl. No.	Programme/ course offered	Student Teacher Ratio		
		Part I	Part II	Part III
		Sem. – I & II	Sem. –III & IV	Sem. –V & VI
1	Education- Major	30:1	18:1	13:1
2	Education- General	54:1	72:1	12:1
3	Economics- Major	7:1	7:1	7:1
4	Economics- General	2:1	2:1	2:1
5	Sociology- Major	27:1	26:1	25:1
6	Sociology- General	55:1	45:1	25:1
7	Political Science- Major	35:1	27:1	20:1
8	Political Science- General	80:1	40:1	12:1
9	History - General	6:1	4:1	2:1
10	Assamese- Major	23:1	37:1	19:1

**29. Is the college applying for**

Accreditation :      Cycle 1  Cycle 2  Cycle 3  Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: ...**02/02/2006**..... (dd/mm/yyyy) Accreditation Outcome/  
Result...**B (73.95%)**

Cycle 2: ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

\* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year. **230 Days**

32. Number of teaching days during the last academic year. **180 Days**

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC ...26/10/2012..... (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 2010-2011      10/09/2015

AQAR (ii) 2011-2012      10/09/2015

AQAR (iii) 2012-2013      10/09/2015

AQAR (iv) 2013-2014      10/09/2015

35. Any other relevant data (not covered above) the college would like to include.

(Do not include explanatory/descriptive information) : No

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# **CRITERION - I**

## **CURRICULAR ASPECTS**

### **1.1 CURRICULUM PLANNING AND IMPLEMENTATION**

#### **1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.**

Tengakhat College was established in 1967 in Tengakhat, Dibrugarh to enable the students of the adjacent areas of Tengakhat, to pursue higher education. The College still upholds the ideals of its founders with the following aims:

**Vision:** The vision of the institution is to achieve excellence in higher education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development.

**Mission:** The mission of the institution is:

- To equip and empower students with relevant knowledge, competence and creativity to face global challenges.
- To achieve innovations in teaching-learning, research and extension activities to realize national goals, including the adoption and promotion of knowledge output for human development.
- To promote women's education.

- To facilitate optimum use of human and limited infrastructural facilities available for quality sustenance and improvement.
- To promote participation of all the stakeholders in the development of the College.
- To promote and practice inclusive growth.
- To create awareness of human rights, value system, culture, heritage, scientific temper and environment.

These are communicated through the official website of the College at [www.tengakhatcollege.in](http://www.tengakhatcollege.in), the College *prospectus* published every year at the time of admission, and through various meetings with the students, staff and other stakeholders (Teachers' Unit, Non-Teaching Staff Association, Students' Union, Parents, Alumni).

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

The institution follows the curriculum designed by the Dibrugarh University. At the beginning of every academic year, all the departments chalk out an academic calendar which includes lecture hours, topics to be taught and other co-curricular activities to be conducted during the year. The heads of the departments distribute the syllabi among the faculty members of their departments. The faculty members are also given academic diaries, in which they chalk out their teaching plans for the term, to complete the syllabi within stipulated time. If, for any reason, a faculty fails to finish his/her syllabi within the stipulated time, he/she arranges extra classes for his/her subject.

**1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

- The College prepares an Academic Calendar that specifies the curriculum to be taught by a teacher, duration of the session, the date of commencement of internal and external examination and the like. The institution receives regular circulars, letters and emails from the university, regarding the changes or modifications in the curriculum. The Principal informs the concerned teachers about the change and gives them a copy of the same. Thus the faculty members receive all sorts of support from the university and institution to understand the curriculum properly.
- When university implements new patterns of the syllabi, the University organises workshops for effective implementation of the curriculum for the teachers. The institution encourages its faculty to participate in such workshops.
- Moreover, the faculty members of the institution are allowed to place orders or purchase books, reference books, journals of their subject as per their requirement. Moreover, the faculty members can also avail the facilities such as computer, internet, xerox, printing, scanning etc. available in the college.

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.**

- The Academic Calendar has the detailed programme of the lesson plans for every subject (Major, General & Compulsory), including distribution of the

syllabi among the teachers, enabling the teachers and the taught to prepare themselves for the lectures (including revision) and examinations.

- The progress is regularly monitored by the Head of the Department to facilitate effective curriculum delivery and transaction of the Curriculum provided by the affiliating University.
- Some class rooms of the College building are furnished with audio system. Computer facility is also provided to all departments so that faculty members can keep themselves updated in their respective subject.
- Courses in all the subjects offered by the College have been updated and made relevant in consonance with the University curriculum (both theoretical and practical components) which ensure the development of practical skills based on theoretical knowledge. Problem solving exercises, field studies/visits, case studies, surveys and excursions including industrial visits, hands-on experience, and project works ensure skill development in relevant subject-areas of study.

#### **1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?**

The institution constantly keeps in touch with its affiliated university. Regular formal and informal meetings are conducted throughout the academic sessions to keep abreast with the latest trends in their fields of study. Professors from the University are invited for discussions, workshops and for professional interactions with the faculty members in the University. Moreover, most of our faculty members participate in workshops, seminars and conferences at State, National and International levels, thereby inculcating the ability for curriculum development and



its effective operationalisation. The College collaborates with NGOs, other Institutions and the University in organizing seminars and workshops which address the curriculum, directly or indirectly. The departments and the Career Counselling Cell of the College organize programmes related to various disciplines with different agencies.

**1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Boards of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)**

The College cannot design the curriculum, being a college affiliated to the Dibrugarh University, the curricula are framed by the UG Boards of Studies of different subjects and approved by the Academic Council of the University. The institution has to abide by and follow the curriculum designed by the University. The university organizes workshops, and seminars with all faculty members in different capacities from different colleges affiliated to the university, where information and feedback for appropriate inclusion is also discussed.

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.**

The college is introducing career oriented Job Courses/ Vocational Courses, to enable the students to face the global requirements successfully.

**1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

- The main mission of the institution is to impart higher education to all sections of the society of the surrounding area irrespective of caste, creed and gender. The College provides ample opportunities particularly to the weaker and economically backward class. The College has tried to provide relevant courses which can develop skills or practical knowledge. Some of the students have achieved glorious results in their examinations. Some of the faculty members of our college take active part in the Boards of Studies and contribute towards modulating and revising the new syllabi. The teachers of this college impart necessary value-based education to the students to inculcate moral values among them through classroom-teaching and interaction with them.
- The feed-back is taken from students and concerned persons like parents of the students, alumni and others. Based on this feedback, valuable suggestions are made to the teaching faculty, as well as Boards of Studies of different departments. Academic-result-graph over the years (academic sessions) also depicts the picture. Views of people related to this institution also contribute significantly in this sphere. The views of teaching faculty at the College level have a considerable weightage in this regard.
- The College constantly endeavours to develop the overall personality of the students through various extracurricular activities such as sports, cultural programmes and health-awareness projects. The College undertakes many

extension activities besides the teaching and learning process. The College fulfils its social obligations by conducting some community-oriented programmes and collecting relief funds in time of social needs.

## **1.2 ACADEMIC FLEXIBILITY**

### **1.2.1 Specifying the goals and objectives; give details of the certificate/diploma/skill development courses etc., offered by the institution.**

**Goals and objectives:** Keeping in view the challenges posed by the global environment, the institution endeavours to equip its young students with well developed personality by not only enhancing their academic and intellectual acumen but also polishing their talents in multidimensional activities. The College offers a wide range of course-options at the undergraduate level. Keeping in view the growing needs at state, national and global levels and considering the unprecedented need of making the environment eco-friendly, the College imparts education at undergraduate level in Arts.

### **1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.**

No

**1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.**

**Range of Core/ Elective options offered by the University and those opted by the college-**

Sl. No.	Degree	Subjects	Elective Combination (Any One)	Compulsory Subjects
1	<b>B.A Major</b>	Assamese	History, Sociology, Political Science, Economics, Education	English, Environmental Studies, Multi-Disciplinary, Computer Skill
2		Education	History, Sociology, Economics, Political Science	Assamese, English, Environmental Studies, Multi-Disciplinary, Computer skill
3		Political Science	Sociology, History, Education, Economics	Assamese, English, Environmental Studies, Multi-Disciplinary, Computer skill
4		Economics	Education, History, Sociology, Political Science	Assamese, English, Environmental Studies, Multi-Disciplinary, Computer skill
5		Sociology	Education, Political Science, History, Economics	Assamese, English, Environmental Studies, Multi-Disciplinary, Computer skill
6	<b>B.A General</b>		History, Education, Political Science, Sociology, Economics, (Any Two)	Assamese, English, Environmental Studies, Multi-Disciplinary, Skill- Based courses, Computer skill

**Credit transfer and accumulation facility:** No credit transfer and accumulative facility exists.

**Lateral and vertical mobility within and across programmes and courses:** A student admitted to a particular course is permitted to change the subject/course within a stipulated time on payment of fees as fixed by the affiliated University. UG programme/course in semester system of 3 years duration has to be completed within 5 years of admission by a student. The College offers Undergraduate Programmes in Arts. The Undergraduate Council of Dibrugarh University devises the programmes and guidelines. The University allows the students who fail to qualify in any semester (Major and General courses) to sit for the next semester and at the same time reappear and qualify in the subjects which they had failed to qualify in the previous examination.

**Enrichment courses:** The curricula are designed/framed by the Boards of Studies of the Dibrugarh University. There is not much scope for the College for course enrichment as such. The College facilitates innovative teaching-learning process through seminars/workshops based on the curriculum, audio-visual mode of teaching, study tour/excursion/field-work, project-work, survey-work, up-gradation of ICT based learning resources, use of library and modernization and up gradation of laboratories.

**1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

Yes

**Distance Education Mode :** The College has a Study Centre under the Directorate of Distance Education, Dibrugarh University. The programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary are designed and rules are framed by the Directorate of Distance Education, Dibrugarh University and the College strictly follows the rules.

**1.2.5 Does the College provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.**

- **Generally the courses of Arts Faculty-** i.e. humanities and social sciences- inculcate soft values of life- morality, truth, honesty, sincerity, loyalty, mercy, nobility, courage, charity and other basic values without which the world would become barbaric and chaotic.
- **The study of literature-** English, Assamese develops four basic skills— listening, reading, writing and speaking. These four skills serve the purpose of effective communication.
- **Vocational Courses:** Vocational and Career Oriented Course programmes, relevant to regional and global employment markets.
- **Distance Education:** A number of courses are taught at Dibrugarh University Distance Education Study Centre through Distance Education mode aims at over-all development of the student. Such study helps them contest confidently in present competitive trend. Such knowledge stimulates the mind of the students and encourages them to undertake challenging tasks.

**1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?**

Yes, the University provides for the flexibility of combining the Conventional and Distance Modes of Education for students to choose the

courses/combination of their choice. The institution has a Study Centre of the Distance Mode of Education offered by the Dibrugarh University to provide opportunity to higher education for economically weak, dropped-out students from the general courses, & adult earning students.

### **1.3 CURRICULUM ENRICHMENT**

#### **1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?**

Since the curricula for different courses are framed by the Boards of Studies with the approval of the Academic Council of the University, this affiliated college has to abide by and adopt these curricula. However, the academic programmes are in line with the institution's goals and objectives. The College aims to impart such knowledge as may be necessary for the all round development of the character of students thereby making them capable of being better employed and at par with the highly competitive job markets. The curricula adopted, and developed address the needs of the society and have relevance to the regional / national and global trends and developmental needs in the following ways:

- All the UG courses in Humanities have the components related to gender studies, gender sensitization and participation. Thrust has also been given to the national expectations, development studies, unity and integrity of nation, value-based education and so on.

- Provisions for NSS, NCC, Eco-Club, Health Unit, Women's Cell, as forums for community development and extension activities.
- Inculcation of the practice of dignity of labour, sustainable development, Value orientation through NSS forums, camps, special lectures, workshops.
- Liaison with NGOs, Semi-Govt. Organizations and Govt. Organizations for community and national development projects and programmes.
- Curriculum-Based field-work and Study tours organized by the departments of Economics, Sociology and History for enrichment of the curriculum and experiential teaching. Project based work offered by the departments of Education.
- There is a well-designed modern Central Computing Laboratory with advanced audio-visuals multi-media.
- Innovative Teaching-Learning Procedure for most subjects with ICT based teaching aids like audio-visual mode of teaching (Flow Charts, Overhead Projector, LCD Projector, and Laptop) which is a part of today's teaching learning process.
- Faculty Exchange Programmes/Extension Lectures are organized in the institution. They stimulate the minds of the learners and thus help them in uplifting their intellectual standard. The College provides ample opportunities for their career advancement by arranging career oriented lectures and counselling sessions.



**1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?**

**Self Development:**

- Deputation of the faculty members to orientation/refresher courses, workshops on curriculum development, examination reforms, quality initiatives, and management issues.
- Deputation of teachers for personality development and capacity building programmes.
- Short-term training programmes to non-teaching staff on computerization.
- Organizing seminars, project-works and Counselling on curriculum and employability options for students.

**Employment, Global and National demands:**

- B.A. in Arts & Social Science subjects have relevant topics suited to global trends and have relevant thrust towards communication skills including acquaintance with the use of computers.
- Distance Education mode enables working students to pursue higher studies and certificate & vocational courses and economically backward and dropout students to continue or renew their studies.
- All courses ensure both knowledge and skill development leading to global competence.

### **Introduction of ICT:**

- Provision of computer education, usage of ICT tools in teaching–learning and evaluation works.

### **1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum.**

- The Women’s Cell of the College takes care of the rights of ladies—both students and staff.
- Environmental Studies is a compulsory subject of 100 marks for inculcating Environmental awareness, Climate Change etc. Besides, the Eco-Club & NSS Units offer platforms for awareness regarding Climate Change and Environmental Education.
- The Grievance Redressal Cell caters to the issues regarding Human Rights violations. Contributing to National Development: Seats are reserved for SC, ST, & OBC candidates according to norms laid down by the Government of Assam and the University, serving the cause of social justice, ensuring equality, and increasing access to higher education.

### **1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

**Moral and ethical values:** The value-orientated curricula of the humanities give the students opportunities of self development and lead to their awareness of self-respect, their potentialities, sincerity, honesty and hard-work.

**Better career options:** Introducing career oriented Vocational Courses, which can be pursued simultaneously with the regular undergraduate programmes to encourage skill development among students to face the global requirements successfully. Distance Mode of Education facility Under Dibrugarh University to provide opportunity for higher education to economically weak/dropped out students from the general courses & adult earning students. All courses ensure both knowledge and skill development for enhancing competence to face the global scenario.

**Community orientation:** For serving the community and the nation our college NSS volunteers participate in various social-welfare activities. Extension lectures are also organized for community orientation. Tengakhat College Eco-Club works around the clock organizing environmental awareness and other community development and extension programmes.

#### **1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum.**

- **Students'-Feedback** on Curriculum is obtained by the College from each student after the completion of the course, in a definite format every year.
- **Alumni:** The Alumni Association of the College obtains feedback on curriculum from the alumni members during the meetings.
- **Parents:** The College obtains feedback on curriculum from the Parents at the time of the parents-teachers meetings organized by each department regularly.

- **Employers/Industries:** Career and Counselling Cell organizes seminars, counselling programmes with different companies and job-oriented peer groups who give feedback on the curriculum.
- **Academic peers:** The College obtains feedback on curriculum from those who visit the College from time to time. In 2012 and 2014 the Higher Education Department of the Government of Assam visited the College.
- **Community:** The Institution takes part in different community programmes and social services through its NSS Unit, Health Unit and Eco-Club. Here the students and teachers interact directly with different members in the community where they get feedback on the curriculum.

### **1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

The Principal, with the help of IQAC members forms various committees to take care of its enrichment programmes. The conveners of all enrichment programmes conducted during the academic year present the report annually to the Principal. The institution thus, makes sure that the programmes offered and other extra-curricular and co-curricular activities bear the relevance to some important regional, global, national issue and thus, inculcate moral and ethical values among learners. Moreover feedback from the stakeholders helps in monitoring and evaluating the quality of the enrichment programmes.

## **1.4 FEEDBACK SYSTEM**

### **1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

The College cannot design the curriculum, as it is an affiliated college under the Dibrugarh University. The curricula are framed by the UG Boards of Studies of different subjects and approved by the Academic Council of the University. As an affiliated college, the institution has to abide by and follow the curriculum designed by the University. However, assessment and development of information database is possible with participation of the faculty members from the affiliated colleges. Some teachers of College take active part in framing and modifying and the implementation of the university syllabi of the degree courses.

**1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If ‘yes’, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**

Yes there is a formal mechanism to obtain feedback from students and stakeholders on Curriculum. The feedback thus obtained by the College is analyzed and the suggestions that are obtained after analyses for continuous improvements to the affiliating university for appropriate inclusion.

**1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?**

- Initiatives to develop skill-oriented training by introducing career oriented Job Courses, Vocational Courses, which can be pursued simultaneously with the above undergraduate programmes to encourage skill development among students to face the global requirements successfully.

**Any other relevant information regarding curricular aspects which the College would like to include.**

Keeping the recommendations in mind of the NAAC Peer Team the following initiatives were taken up by the institution for curriculum enrichment:

- Innovative teaching-Learning Procedure for all subjects with ICT based teaching aids like audio-visual mode of teaching (Flow Charts, Overhead Projector, LCD Projector, and Laptop), field work and study tour organized for enrichment of the curriculum and experiential teaching.
- Teachers take active part in framing and modifying and the implementation of the university syllabi of the degree courses.
- Distance Education: A number of courses are taught at Dibrugarh University Study Centre through Distance Education mode aims at over all development of the student.

## **CRITERION - II**

### **TEACHING-LEARNING AND EVALUATION**

#### **2.1 STUDENT ENROLMENT AND PROFILE.**

##### **2.1.1 How does the College ensure publicity and transparency in the admission process?**

There is 100% transparency in the admission. The college ensures publicity in admission in the following ways:-

- (a) Advertisement:- The college gives advertisement in the local news papers both in English and Assamese regarding the programmes in the college. Immediately after the publications of the results of +2 courses or H.S. Courses the news papers carry the details of the programmes.
- (b) Prospectus: - The College provides prospectus carrying all information about admission process with a printed application form. This is distributed to the aspirant students at a reasonable rate.
- (c) Web site:- The college has developed its own website of its [www.tengakhatcollege.in](http://www.tengakhatcollege.in)

in which some important aspects of UG programmes are being updated. College ensures publicity in the admission process by notification hosted on College website to provide ready and relevant information to stakeholders regarding admission. (Eligibility criteria, intake capacity, rules and regulations, fee structure, courses offered, all admission related information, list of candidates selected for admission according to merit, etc.).

(d) A team of teachers visit secondary schools around the college every year and explain to the students there in detail about the programmes available in the institution. The college conducts essay competition and quiz programme and thereby attracts the school students for admission.

**Notice Board:-** Every year the college has displayed about the admission of H.S. and B.A. programme in the notice Board.

**2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) Common Admission Test conducted by state agencies and national agencies (iii) Combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

- (i) Students who have good marks in the +2 level are admitted both in major and core course.
- (ii) No CAT is conducted by state and national agencies.
- (iii) A written test and personal interview is conducted for admission to the different major courses.
- (iv) The financially backward students are provided with concessions by the institutions. Besides that teachers also helps the poor student by providing admission fees books etc.

**Distance Education Mode of Teaching:** The College offers studies in under graduate courses in a few subjects in the Distance Education mode, under the Directorate of Distance Education, Dibrugarh University.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide**



**a comparison with other colleges of the affiliating university within the city/district.**

The B.A. programme have minimum 40% of marks for admission in major courses and 35% of marks for admission in core/ General courses .

**2.1.4. Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’ what is the outcome of such an effort and how has it contributed to the improvement of the process?**

YES. The admission committee reviews the admission process of the previous years and student profiles annually and accordingly takes necessary steps for qualitative improvement of the admission process. Accordingly, this year also the admission committee took certain measures to give quality service to students and ensure a smooth and transparent admission process in this current academic session 2013-14.

At the time of admission in the B.A. 1<sup>st</sup> Semester the admission committee verifies the original marksheet and Certificates of the selected candidates by comparing with the results booklet of Higher Secondary examination.

**2.1.5. Reflecting on the strategies adopted to increase/ improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/ reflect the National commitment to diversity and inclusion**

- \* SC/ST
- \* OBC
- \* Women
- \* Differently abled
- \* Economically weaker sections
- \* Minority community
- \* Any other

The admission policy of the institution is to follow strictly the Government guidelines as given below-

ST-10%

SC-7.5%

ST hills -5%

OBC, MOBC-27%

Disabled-3%

**Women:** For women, there is no reservation for admission but the women candidates are provided with equal opportunity. However, one of the objective of the institution is to spread female education. The number of female students far exceeds that of the male students. This clearly indicates that the College is playing an important role in female education.

No discrimination is done on religious ground in the college.

The college admission committee has followed the guidelines on differently abled students.

**Economically-weaker sections:** Every year the college authority receives about 40 to 50 applications from the admitted students to waive their college tuition fees whose family income is below Rs 3000 per month. The college authority after verifying the applications with the help of students union and teaching and non-teaching staff waive about 15-20 students.

**2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. I.e. reasons for increase/ decrease and actions initiated for improvement.**

Programmes	No. of applications				No. of Students Sanctioned				No. of Students selected			
	11-12	12-13	13-14	14-15	11-12	12-13	13-14	14-15	11-12	12-13	13-14	14-15
Under Graduate												
Arts	285	200	200	180	150 + 150	150 + 150	150 + 150	150 + 150	255	168	178	159

## **2.2 Catering to Diverse Needs of Students**

**2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?**

- The College does not have the facilities to cater to the needs of differently-abled students except a wheel chair.
- The differently abled students are given their full quota in the admission but as far as this college is concerned very few students apply for the seats reserved for them.
- For differently abled students classrooms is allotted on the ground floor.
- For this purpose a wheel chair is available in the college.

**2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes' give details on the process.**

- Before the commencement of the programme the institution does not have a definite plan for assessing the students needs in terms of knowledge and skills.
- Interaction of the teachers with the students before the commencement of the teaching programme helps in understanding of the knowledge base and skills of the students. The merit and performance of students in qualifying examinations and their early career also helps in assessing the students' knowledge and skills before the commencement of the programme.

- For the newly admitted students in B.A. 1<sup>st</sup> Semester an orientation programme is conducted at the first day of their college where the new students are informed in detail about their academic calendar, sessional examination, Home Assignment Group Discussion, Seminar, Internal Assessment etc.

**2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice?**

**(Bridge/ Remedial/ Add-on/ Enrichment Courses etc.?)**

To bridge the knowledge gap of the enrolled students and to enable them to cope with the programme of their choice, the following strategies are drawn and deployed by the institution:

- Slow learners are identified.
- Bilingual explanations in classroom lectures and discussions.
- Concept clarification and problem solving exercises.
- Remedial classes are organized for such slow learners.
- Simplified versions of books are recommended to them.
- Revision of topics & special tests are conducted for them.
- Special theoretical, tutorial & practical classes are arranged by each department.

**2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc?**

- There is a women cell which conducts programmes on women empowerment, participation of women in panchayat, election etc.

- NSS and Health Unit of the College sensitize staff and students on various socio-cultural issues and health awareness programmes.
- Staff and students give much importance to cleanliness and greenness of the college campus.
- A paper on Environmental Science has been introduced by the University which is a Compulsory paper.

### **2.2.5 How does the institution identify and respond to special educational/ learning needs of advanced learners?**

The institution identifies special educational/learning needs of advanced learners through direct interaction with advanced learners and on the basis of feedback of the teacher concerned. The institution responds to their special educational/learning needs by taking the following measures:

- Special books of more advanced level are recommended to them.
- Special coaching classes are organized to remove their doubts and difficulties.
- Assignment preparation on current and latest topics based on reference books and Internet surfing.
- Student Project Work based on theoretical data/practical work/survey data/ case studies are arranged by those departments in whose syllabi these are included.
- Student Seminars on selected reference topics are organized by some departments.
- Encouraging students for Participation in Quiz, Debate and Problem Solving–Decision Making Exercises.

### **2.2.6 How does the institute collect, analyze and use the data and information on the academic performance ( through the programme duration) of the students at risk of drop out ( students from the disadvantaged sections of**

**society, physically challenged, slow learners, economically weaker sections etc.**

The College collects data and information on the academic performance of the students at risk of drop out from class lectures, class tests, mid-term and Test examinations. Such data is used to make strategies to improve the academic performance of the disadvantaged sections of society, slow learners, economically weaker sections and minimize their dropout rate by taking following measures:

**Disadvantaged sections of society**

- There is a provision of Government Scholarship for them.
- Concessions of tuition fees are also provided.

**Slow learners**

- Bilingual explanations and discussions.
- Personal, academic and social counselling.
- Tutorial, special and remedial classes are organized for such slow learners.
- Their daily homework is checked to monitor their progress.

**Economically weaker sections**

- Free-ships and other concessions are available to them.
- Free books, scholarships, student welfare fund and financial assistance are provided.
- Liberal concessions are given depending on their merit.

**2.3. Teaching Learning Process.**

### **2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching, plan evaluation blue print etc.)**

- The academic calendar prepared by Dibrugarh University is distributed to the teaching and non-teaching staff. All the Heads of Departments, in consultation with all faculty members, schedule an academic calendar before the commencement of the session.
  - The detailed layout of the teaching plan is offered in the Academic Calendar. The plans generally highlight the content and time schedule for completion of the chapters. This enables the students to know the academic programme and the components to be learnt and to give examination. Moreover, the teachers would know the time frame for teaching-learning process and ensure the total attention for the completion of syllabi and possible revision.
  - Every teacher draws his/her teaching plan, broadly taking into consideration, the ability of his/her students. Monitoring and necessary mid-term corrections are made primarily by the Heads of the departments in consultation with respective teachers in the departmental meetings.
- Examination Sub-Committee based on their logistics, prepare the time frame for conducting the internal mid-term & test examinations (exam schedule, evaluation schedule, result announcement schedule, marks submission schedule). This enables the examiners and examinees to know the time frame for completion of the process of evaluation and results. Regular notification regarding examination is also a feature of the teaching-learning and evaluation process of the institution.

There are two sessional examinations before end semester examination. Total Internal Assessment marks is 20. Out of 20 marks, 16 marks comes from two sessional examination and 4 marks from Group Discussion, Home Assignment, seminar etc.

### **2.3.2. How does IQAC contribute to improve the teaching –learning process?**

IQAC contributes to improve the teaching – learning process by:

- Planning and introducing more teaching aids to improve the teaching-learning process and encourage innovative practices.
- It supports the organization of more seminars, workshops etc. to spread awareness on academic and social issues.
- It arranges for improving the system of teachers' evaluation by students with respect to improving the overall quality of the College.
- It plans and actively participates in enhancing the infrastructural facilities in terms of space, equipment, laboratories, libraries etc.
- It facilitates support for inter-disciplinary programmes, faculty development programmes and research activities.

### **2.3.3. How is learning more student centric? Give details on the support structures and system available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

All possible efforts are made to ensure their fullest growth and development in a safe and congenial environment. Right from the time a student enters the College he/she is guided, inspired, motivated and corrected, thereby channelizing his/her energy in the best possible manner. Learner-centric education approaches are followed through appropriate methodologies. The support structures and systems



available for teachers to develop skills like academic calendar, interactive & instructional techniques like audio-visual mode of teaching, projector & computer-based teaching-learning method and smart-classroom, This is accompanied by experiential teaching like projects-based learning, Field work, surveys, experiments and practical classes, etc.

### **(1) Interactive learning**

The faculties are permitted to attend seminars, workshop and conferences in different universities and colleges and there by they develop their interactive learning skills.

### **(2) Collaborative learning**

The college arranges for historical visit for students accompanied by the teachers.

### **(3) Independent Learning**

In the laboratory and in the library students are given full freedom to do their work independently.

### **2.3.4. How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life long learners and innovators?**

- The College provides open access to educational and life-long learning opportunities by inculcating healthy habits like, discipline, leadership, entrepreneurship, etc. thereby contributing to the social, cultural, and economic development of our region.
- The college has a library. The Teachers encourages the students to utilize the library facilities in the college. They are motivated to contribute articles

publish in the news papers and college magazines. They are encourages to read the news papers in the library.

**2.3.5. What are the technologies and facilities available and used by the faculty for effective teaching? Eg., virtual laboratories resources from National Progarmme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT) open educational resources, mobile education etc.**

- **Assamese & English:** Lecture method, interactive method, audio-visual mode of teaching and organizing seminars based on the curriculum.
- **History, Political Science, Economics & Sociology:** Lecture method, interactive method, audio, organizing seminars based on the curriculum, project-based learning with study oriented tour/field work, socio-economic surveys based on the syllabus.
- **Education:** Lecture method, interactive method, audio-visual mode of teaching, also correlate theoretical and practical classes with project-based learning and experiential learning like field work included in the curriculum.

**2.3.6. How are the student and faculty exposed to advanced level of knowledge and skill (blended learning, expert lecture, seminars, workshop etc)?**

- Seminars and extension lectures are organized on regular basis by all the departments to update their knowledge. This helps them gather information about the latest developments in their fields. Seminars on current issues are organized from time to time in the college. Prominent scholars and people from corporate circles are invited to share their knowledge for the benefit of the students.
- Students are assigned various creative tasks, such as writing articles and matter for wall magazine and college magazine, interacting with resource

persons during seminars, workshops etc. The students are encouraged to present seminars on recent developments. Such interactions are mutually beneficial to the students and the faculty.

- The faculty members are deputed to undergo refresher courses in academic staff college.

**2.3.7. Detail (process and the number of students benefited) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/ academic advice) provided to student?**

Given below is detail on the academic, personal and psycho-social support and guidance services provided to students:

**Academic support is provided to students by:**

- Academic support is provided to the students who appeared before the Admission Committee.

**Personal and psycho-social support is provided to students by:**

- Providing them with financial help.
- A part-time psychologist counsels the students who might need psychological need.
- There is a placement cell in the college.
- Professional counseling is also offered to Alumni to attend competitive examinations.

**2.3.8. Provide details of innovative teaching approaches /methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative**

**approaches and the impact of such innovative practices on student learning?**

- Project-based learning and experiential learning like field work, visits to industries, socio-economic surveys, health survey & organizing student seminars based on the curriculum.
- Interactive method, audio, organizing seminars based on the curriculum, project-based learning with study oriented tour/field work, socio-economic surveys based on the syllabus.
- A recent effort made by the institution to encourage the faculty to adopt new and innovative approaches is the introduction of smart board, Computer and Internet, LCD Projects, OHP, field work, visit to industries, socio-economic surveys, health survey and the impact of such innovative practices on student learning lies in their being enthused into smart classrooms and participate interactively.

**2.3.9. How are library resources used to augment the teaching learning process?**

- Books and magazines are purchased by the College on regular basis for knowledge up-gradation.
- Old question papers of midterm, tests and final exams in all the subjects are made available to the students.
- Almost all departments have Departmental Libraries for the benefit of faculty and students.

**2.3.10. Does the institution face any challenges in completing the work within the planned time frame and calendar? If yes, elaborate the challenges encountered and institution approaches to overcome these.**

- Due to shortage of staff the departments face problems in completing the syllabi. The institution has recruited part-time and guest teachers to meet the staff shortage to some extent and thus help to complete the syllabi in time.
- To hone skills and develop holistic personality of its students, the institution encourages students to participate in co-curricular and extra-curricular activities and, thus, face challenges in completing the curriculum within the planned time frame and calendar. However, the faculty members take special classes to complete the curriculum in time.
- The Teachers complete their class within the planned time frame. If there are unexpected “*Bandh*” the teacher take extra classes to complete the syllabus.

**2.3.11. How does the institute monitor and evaluate the quality of teaching learning?**

- The institute monitors and evaluates the quality of teaching learning through IQAC which collects feedback from all stakeholders and on the basis of such feedback, monitors and evaluates the quality of teaching-learning. These analyzed and evaluated, reports are perused by the Principal. In turn the outcome of the feedback analysis is informed to each teacher for future improvement and encouragement. The outcome of the evaluation and its analysis are intimated to the individual teachers to understand their strength and weaknesses, leading to overall improvement of the teaching-learning process.
- The Principal also regularly meets the Heads of Departments and takes feedback on the teaching-learning progress of each department.

**2.4. Teaching Quality**

**2.4.1. Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human recourse (qualified and competent teachers) to meet the changing requirement of the curriculum.**

Highest qualification	Professor		Associate Professor		Assistant professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers D.Sc/D Litt Ph.D M.Phil PG			5	2	3	4	14
Temporary Ph.D M Phil, PG					1	2	3
Part time teachers Ph.D , M.Phil PG					1	3	4

The regular faculty is employed strictly as per UGC, Assam Government and University rules and conditions. The same eligibility conditions apply to Part-Time and Guest faculty. Appointment of teachers, whole-time including Principal of affiliated colleges is made in accordance with the provisions of the Govt. Act. However, if in any subject where faculty strength falls due to retirement of any teacher and the recruitment of new teacher does not take place in time, then the authority takes initiatives to appoint Part-Time Teachers/ Guest Faculty according to the rules and norms laid down by the Department of Higher Education, Government of Assam.

**2.4.2. How does the institution cope with the growing demand/Scarcity of qualified senior faculty to teach new programmes /modern Areas (emerging areas) of study being introduced (Biotechnology, IT, Bio**

**informationics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

The College has the freedom to provide competent faculty to the students as per the demands of respective courses.

**2.4.3. Provide details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

The institution has sent the following number of faculty for enhancing the quality in the Faculty development programmes during the last four years

<b>Academic staff Development Programmes</b>	<b>Number of Faculty Nominated</b>			
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
Refresher courses	3	1	2	1
Orientation Courses		2		

The faculty member participated in workshop, seminar, conferences in national and international level.

**2.4.4 What policies /system are in place to recharge teachers? (e.g. providing research grouts study leave, support for research and academic publication, teaching experience in other national institution and specialized programmes industrial engagement, etc.)**

- The College encourages research aptitude among teachers and students in all possible ways. There is a Research Cell which motivates the teachers for academic advancements, and helps them to apply to UGC, ICSSR, ICHR, etc. for research projects.
- The management has encouraged and has given enough opportunities by providing study leave to complete Ph. D & M. Phil. research work.

- Leave to participate and present papers in national/international conferences/seminars, training programmes.
- Adjustments are made in their time table and they are exempted from co-curricular and cultural work of the College.

**2.4.5. Give the number of faculty who received awards /recognition at the state, national and international level for excellence in teaching during the last four years. Emaciate how the institutional culture performance/achievement of the faculty**

**Nil**

**2.4.6. Has the institution introduced evaluation of teachers by the students and external If yes, how in the evaluation used for improving the quality of the teaching learning process?**

**Evaluation of teachers by the students**

- The College has introduced evaluation of the teachers by the students. The feedback from the students is obtained teacher-wise and course-wise. The model questionnaire issued by the NAAC is used as a model to prepare the feedback form for this purpose. IQAC analyses these feedback forms and gives the analyzed evaluative report teacher-wise to the Principal.
- These analyzed evaluated, reports are perused by the Principal. In turn the outcome of the feedback analysis is informed to each teacher for future improvement and encouragement. The outcome of the evaluation and its analysis are intimated to the individual teachers for their understanding of their strength and weaknesses.

**2.5 Evaluation Process Reforms:**



**2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

- Detailed information about the evaluation methods and the Examination schedule is given in the Prospectus from the time of their admission in a course and also in the Academic Calendar at the beginning of a session.
- The evaluation methods are displayed in the departmental notice board for different subjects. Regular notification regarding examination is also a feature of the teaching-learning and evaluation process of the institution.

**2.5.2. What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

- The College, in itself, cannot actively implement any examination reforms although inputs are given regularly to the University which in turn helps the authorities to reshape the system.
- The college is affiliated to Dibrugarh University. D.U. introduced semester system in under graduate level from 2011. In this system there are total no semester is six. Each paper has 20 marks in IA and 80 marks in end semester examination.

**2.5.3. How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

- Detailed information about the evaluation methods and the Examination schedule is given in the Prospectus from the time of their admission in a course and also in the Academic Calendar at the beginning of a session.

**2.5.4. Provide details on the formative and summative evaluation approaches adapted to measure student achievement cite a few example which have positively impacted the system.**

**The following formative and summative evaluation approaches are adopted at curricular, co-curricular and extra-curricular front to measure student achievement:**

**1. Curricular front:**

**Formative evaluation approaches**

- Special tests for advanced of slow learners are arranged.
- Class Tests, Mid-term and Test Examinations are conducted.

**Summative evaluation approaches**

- Assignment-based internal assessment is taken.
- University Exams are conducted.

**2. Co-curricular front (debates, elocution, quiz)/ Extra-curricular front (Cultural level)**

**Formative evaluation approaches**

- Students selected are trained.

**Summative evaluation approaches**

- Trained students appear in competitions at district, state and national levels.

**3. Extra-curricular front (Sports level)**

**Formative evaluation approaches**

- Sports Trials are conducted.

**Summative evaluation approaches**

- Students trained appear in competitions at district, state and levels.

**Examples which have positively impacted the system:**

Pass percentage have increased over the years:

**2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.**

**Monitoring of the progress of the Students is done by:**

- The institution monitors the progress and performance of students throughout the duration of the course/programme through classroom lectures and internal (Class tests, Unit tests, Half-yearly, Annual and Test examinations) assessment method.
- Parents—Teachers meetings.

**The progress of the students is communicated to the students and their parents by:**

- Student – Teachers Interaction in the class and outside the class take place.
- Parents – Teachers Meetings are organized.

**Programme wise details Pass Percentage**

<b>Programme</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-2014</b>	<b>2014-2015</b>
B.A. (Assamese Major)	100%	80%	80%	69.23%
B.A. (Pol. Sc. Major)	93.75%	90%	11.76%	33.33%
B.A. (Sociology Major)	96%	90.48%	93.33%	52.38%
B.A. (Economics Major)	100%	80%	50%	16.67%
B.A. (Education Major)	100%	100%	100%	83.33%
B.A. General	94.44%	90.68%	50%	32.43%

**2.5.6. Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last for years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)**

- Results of class tests, Mid-term and Test Examination and annual examination are regularly displayed in the College notice board and also in the departmental notice board.
- The students are addressed individually regarding their performance in internal examinations of the College.
- The answer scripts are shown to the students to let them see their drawbacks and mistakes and suggestions are given to improve their performance.

**2.5.7. What are the graduates attributes specified by the college/afflicting university? How does the college ensure the attainment of these by the students?**

Yes, the institution and individual teachers use the following assessment / evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning:

- Marks in internal exams
- Classroom performance
- Behavioural aspects
- Activities and performance in NSS, Sports, Cultural activities
- Certificate & cash/book/kind reward received by students for good performance

**2.5.8. What are mechanisms for redressal of grievances with reference to evaluation both at the college and university level?**

- Students are addressed individually regarding their performance for internal examinations of the college.

- The answer scripts are shown to the students to let them see their drawbacks and mistakes and suggestions are given to improve their performance.
- The students can apply to the University for Re-examine or Re-evaluation the answer script, if they are not satisfied with their marks in the Final Examinations. The students have to apply only through the principal of the college

## **2.6. Student performance learning outcomes**

### **2.6.1. Does the college have clearly stated learning outcomes? If yes gives details on how the students and staff are made aware of these?**

- Yes, the college has clearly stated learning outcome which is put up on the notice board.
- The answer script of two sessional exams are distributed to the students and returned back to the teachers.
- The IA marks are entered in the Record book kept for the purpose in the department
- The advanced learners and slow, learners are identified by their marks obtained in the two sessional exams.
- For slow learners remedial classes are arranged in the college

### **2.6.2. How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcome?**

The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcomes through:

- Well-equipped laboratory

- Library
- Spacious, well-ventilated classrooms
- Audio-visual teaching aids
- Class tests, written assignments, unit tests, group discussions & interactive sessions

Mid-term and Test Examinations

**2.6.3. What are the measures/ initiatives taken up by the institution enhance the social and economic relevance (student placement, entrepreneurship, innovation and research aptitude developed among students etc) of the courses offered?**

- The College laboratory and libraries help the students inculcate innovation by allowing them to explore and experiment innovatively
- The College magazines provide them platform to give expression to their innovative and creative flight.
- The College NSS Wings regularly organize programmes to enhance the social relevance of the courses.

**2.6.4. How does the institution collect and analyze data on student performance and leaning outcomes and use it for planning and overcoming barriers of learning**

The College has formed IQAC to collect and analyze data on student learning outcomes. The College uses this data:

- To find advanced & slow learners and plan separate strategies for them
- To improve learning outcomes of both the categories

- To remove their learning barriers by providing them remedial classes, peer learning, etc.

**2.6.5. How does the institution monitor and ensure the achievement of learning outcomes?**

The College monitors the achievement of learning outcomes through IQAC and Academic Sub-Committee which ensure the achievement of learning outcomes by:

- Conducting class tests.
- Holding class discussions.
- Organizing seminars etc.
- Taking remedial classes

**2.6.6 What are the graduate attributes specified by the college/affiliating university? How does the College ensure the attainment of these by the students?**

The College tries to enable the students to mould their personality by developing their talents and skill. All the faculty members of the institute are also aware of their responsibilities and obligations to the society and nation. They work hard to impart moral, cultural, intellectual, social and spiritual knowledge among the students. All the activities of the institute bear some social, cultural, moral, spiritual or national relevance.

**Any other relevant information regarding Teaching-Learning and Evaluation which the College would like to include.**

- Wide publicity is given to the academic programmes offered by the College, along with the infrastructure and support services and facilities available to the students for their all-round development.

- A transparent admission policy is practiced where meritorious students as well as disadvantaged sections get their due.
- Special facilities, incentives and coaching classes are provided for slow and advanced learners.
- To make teaching/learning effective and enjoyable, a combination of traditional and innovative methods is practiced, depending on the requirement of the subject and the mental ability of the learners and making changes according to the latest developments in all the subjects.

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## **CRITERION - III**

### **RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 PROMOTION OF RESEARCH**

##### **3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**

No, the College does not have any recognized research centre.

##### **3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

Yes, there is a Research Sub-Committee in the College comprising the following members-

1. Principal- Convener
2. Heads of each Department
3. Ph.D. Holders of the college
4. Coordinator, IQAC
5. Accountant
6. Minor Research Project Holders

The Research Sub-Committee of the College facilitates and monitors research activities of the College. The committee holds meetings in order to discuss various plans to promote research and motivate the faculty for an academic advancement.

**Few recommendations made by the committee for implementation and their impact:**

- The committee recommended that the research Scholars should work in coordination with the management of the College so that the financial records and papers are handled properly and submitted within the timeframe set by the funding agency.
- The committee provides necessary help to the interested faculty members to apply for research grants from different sponsoring agencies and also guide them, wherever required, to carry out research projects.
- The committee also recommended that the research scholars should be given infrastructural facilities by the College authority as required, according to the space available and the priority of the requirements.
- The committee recommends to the Governing Body the grant of Study Leave to complete Ph. D work.
- The committee provides guidelines to the faculty for applying/doing Ph. D and M.Phil and other Faculty Development Programmes according to UGC norms.
- It also Encourages Research Publications.

### **Impact of the recommendations**

- **Creating Minimum Infrastructure to carry out research initiatives**

The college authority has provided space in each department to carry out research activities for the faculty. Provided computer facilities for all departments. Purchased books according to the needs of the faculty. Have taken the initiative to create Research.

- **To apply for different research proposals to various funding agencies like UGC, ICHR, ICSSR etc.**

Received funds from UGC for running 1 Minor Research Projects in the Post accreditation period.

- **Bringing Out Research Publications**

The Teacher's Unit of the college published annually a magazine "*Pratyasha*".

- **To apply for organizing seminars, workshops and conferences & To invite eminent research scientists for various workshops.**

No

**Recommends the Governing Body for granting Study leave to complete Ph.D. work**

In last four years 3 faculty members have taken statutory study leave for completing their Ph. D work

- **Applying for the Ph.D. enrolment**

At present 3 faculty members are enrolled in different universities of the state for their Ph. D work.

### **3.1.3. What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?**

**Autonomy to the Principal Investigator:** Full autonomy is given to the Principal Investigator by the institution to facilitate smooth progress and implementation of research schemes/projects.

**Timely availability or release of resources:** The Institution makes all necessary arrangements for timely availability or release of resources for smooth progress and implementation of research schemes/projects.

**Adequate infrastructure and human resources:** Adequate infrastructure and human resources are provided by the institution for smooth progress and implementation of research schemes/projects. The college authority has provided space in each department to carry out minor research projects and research activities for the faculty. Provided computer facilities for all departments. Purchased books according to the needs of the faculty.

- **Time-off, reduced teaching load, special leave etc. to teachers**

Due to shortage of staff almost in every department, the institution cannot afford to reduce teaching load for the sake of the students. However special leave is granted when and where it is necessary.

- **Facilitate timely auditing and submission of Utilization Certificate to the funding authorities:**

The institution monitors and facilitate timely auditing and submission of Utilization Certificate to the funding authorities.

- **Any other:**

The institution encourages and extends all help possible to promote research activities in the institution.

**3.1.4 What are the efforts made by the institution in developing scientific temper and Research culture and aptitude among students?**

No Research Students as such in the Institution as it is an undergraduate Institution.

**3.1. 5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/ collaborative research activity, etc).**

**a) Faculty involvement in guiding student research:**

**Dr. Monjula Gogoi, Dept.of English guided one M.Phil. Scholar.**

**b) Faculty involvement in leading Research Projects:**

**Mr. Pranjal Bhuyan, Asst. Professor, Dept. of History,** doing a Minor Research Project entitled ‘Social Change Among the Moran Tribe of the Tinsukia District of Assam’ and got financial assistance of Rs. 1,50,000/- from UGC (2013-2014)

**c) Faculty involvement in individual/ collaborative research work, etc.**

<b>Faculty Pursuing Ph. D Programme in Different Universities</b>		
<b>Name of the Faculty</b>	<b>Department</b>	<b>University</b>
Pranjal Bhuyan	History	Dibrugarh University
Sonali Chetia	Education	Dibrugarh University
Hiramoni Gogoi	Sociology	Dibrugarh University

**Dr. Kumud Chandra Gogoi has been awarded Ph.D. Degree by Dibrugarh University in 2010.**

**3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

- Seminars, sensitizing programmes on issues related to health and environmental awareness and gender sensitization programmes are organized by various Departments, the NSS Unit, NCC unit, Eco-Club and Women Cell of the College with focus on capacity building in terms of research and imbibing research culture among the staff and students.
- Workshop on Earthquake mitigation and Disaster Management was organized in the college.
- Workshop on Entrepreneurship Awareness Programme was organized by the College with focus on capacity building among the students.

- Two-day National Seminar on “**Understanding the Tribes of North-East India**” organized by the IQAC, Tengakhat College on 29<sup>th</sup>&30<sup>th</sup> January, 2014.

**3.1.7 Provide details of prioritised research areas and the expertise available with the institution.**

- **Priority areas of Research** are Women’s Studies, Indian Political system, Panchayat and Rural Development, Ethics and Religious Studies, Ancient & Cultural History, Eco-Tourism, Post-Colonial English Literature, Indian Drama, Drama in English Literature, Assamese Literature & Theatre, Educational and Economical Status.

**3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

The Institution regularly organizes conferences, seminars and workshops in order to rope in researchers of eminence to visit the campus and interact with teachers and students.

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

The Sabbatical leave for research activity has not been utilized by any faculty. In fact, it has not been demanded by any faculty. However, the institution often sanctions leave to those who are pursuing their Ph. D or working on research projects.

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)**

- Encourages and leave are sanctioned for presenting research paper in different International and National Conferences by faculty.
- Encouraging Publication by faculty in different International and National refereed journals, books, articles in edited volumes, seminar proceedings etc.

**3.2 RESOURCE MOBILIZATION FOR RESEARCH**

**3.2.1 What percentage of the total budget is earmarked for research?**

**Give details of major heads of expenditure, financial allocation and actual utilization.**

As has been mentioned above, the institution does not have any specific research centre so there is no provision of budget allotment for research. However, the individual researcher usually mobilizes his/her financial resources from UGC, ICHR, ICSSR, etc. The institution provides him/her necessary help as required and permitted within the rules.

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

There is no provision in the institution to provide seed money to the faculty for research.



**3.2.3 What are the financial provisions made available to support student research projects by students?**

There is no provision in the institute to provide financial help to support research projects by students.

**3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research.**

The various departments and staff of the institute interact with each other in undertaking inter-disciplinary research.

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

The institution ensures optimal use of various equipment and research facilities of the institution by its staff and students.

**3.3 INFRASTRUCTURE FOR RESEARCH**

**3.3.1 What are the research facilities available to the students and research scholars within the campus?**

The following research facilities are available for active research work within the college campus:

- Space/Enclosures to carry out Minor Research Projects.
- Funding for Publications of Edited Books with Research Papers of the faculty and to organize Research oriented Seminars.

- Adequate literary facilities are provided to meet the needs of researches especially in new and emerging areas of research.

**3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

The College has set up Research Sub-committee to chalk out institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers. It has stipulated the following strategies:

- Keeping track of the various research projects funded by UGC, ICHR, ICSSR, etc.
- Updating the teachers regarding the various fellowships and facilitate in applying for the same.
- Recommended for Leave to present research papers in seminars, conferences and workshops by the faculty members.
- The college authority has also funded to organize Research oriented Seminars.

**3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments/ facilities created during the last four years.**

No, the institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facilities.

**3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**

- This is an Under Graduate College hence the Students' do not visits the campus to avail research facilities.

**3.3.5 Provide details on the library/ information resource centre or any other facilities**

- The following facilities are available specifically for the researchers:
- Internet facility.
- Funding to organize Research oriented Seminars.
- General/Departmental Library,
- Laboratory for Education Department with Latest equipment.

**Available specifically for the researchers?**

- General/Departmental Library, Departments are well-equipped with LCD, printers, scanners, and Internet facilities etc. are provided.

**3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc. :**

**No**

### **3.4 RESEARCH PUBLICATIONS AND AWARDS**

**3.4.1 Highlight the major research achievements of the staff and students in terms of :**

**No**

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database? :**

**No**

**3.4.3 Give details of publications by the faculty and students: October 2005- June 2013**

**1. Mr. Pranjal Bhuyan,**

- a. Published a chapter in a book with ISBN entitled "*Globalization and Higher Education in India*" published by Unika Prakashan, Jorhat, 2013
- b. Published a paper entitled "*Neo- Vaishnavite Movement and the Ahom state in the 16<sup>th</sup> century- A study*" in the Proceedings (ISBN) of the National Seminar "*Neo-Vaishnavite Satras of Assam in 21<sup>st</sup> Century.*" Published by Dhing College, 2013
- c. Published a Paper entitled "*Aniruddhadeva and Growth and development of the Mayamara satra*" in the Research Journal "*Chirantan Chintan*" (ISSN), published by ACTA, Dibrugah Zone, 2013

- d. Contributed two chapters in a book entitled '*Mayamara Satrar Aitihāsik Sthan Aru Satra Samuh*' published by Dept. of History, Dibrugarh University.
- e. Published a paper entitled "*Post-Sankaradeva Vaishnavite Movement in Assam, Emergence of sectarian division* " in a book (ISBN) Published by Dibru College, 2014
- f. Published a Paper entitled "*Origin and Evolution of the Satra Institution of Assam*" in the Research Journal "*Chirantan Chintan*" (ISSN), published by ACTA,Dibrugarh Zone, 2014
- g. Published a Paper entitled "*Historical Background and the Role of various socio-political organizations of the Moran tribe of Assam*" in the Research Journal "*BEACON*" (ISSN), published by Moridhal College, Dhemaji, 2014
- h. Published a chapter in a book with ISBN entitled "*Issues and Challenges of Teacher Education*" published by Unika EBH Publishers, Guwahati, 2015
- i. Published a paper entitled "*Status and Prospects of Cultural Tourism in Majuli Island*" in the Proceedings (ISBN) of the National Seminar "*Development of Tourism Industry and Socio-Economic Activities of the North-East India*" Published by OPD College, N.Lakhimpur, 2014

2. Mr. Moheswar Saikia contributing in writing 3 books of B.A. standard, published by the Directorate of Distance Education, Dibrugarh University
3. Ms. Hiramoni Gogoi published a paper in the Departmental Journal of the Department of Sociology, Dibrugarh University.
4. Mr. Mridul Bania, contributed two Research paper.
5. Dr. Monjula Gogoi contributed one Research paper in a book with ISBN standard.

#### **3.4.4 Provide details (if any) of**

- Research awards received by the faculty- **Dr. Kumud Chandra Gogoi has been awarded Ph.D. Degree by Dibrugarh University in 2010.**
- Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally : **No**
- Incentives given to faculty for receiving state, national and international recognitions for research contributions. : **No**

### **3.5 CONSULTANCY**

#### **3.5.1 Give details of the systems and strategies for establishing institute-industry interface?**

The following systems and strategies are adopted for establishing institute-industry interface:

- Students of the College are provided counselling for different job.
- Seminars and Workshops are held in the college under the Career and Counselling Cell.

**3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

- To promote consultancy, the stated policy of the institution ensures that the benefits of the knowhow, skills/expertise and exceptional gifts of the faculty reaches the maximum number, irrespective of creed, religion or nationality to local schools, colleges, university, Govt. agencies, NGOs, neighbouring villages, institutions for disadvantaged sectors of the society. Mostly the services are rendered without the expectation of any remuneration.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

- The institution publicizes the expertise available for consultancy services through its official Website, the Prospectus, Annual Report.
- By giving incentives such as Duty Leave to faculty for their contributions in consultancy services

**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

- The consultancy services of the institution benefit the universities, colleges and schools of the region as well as Govt. agencies and NGOs.

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

- Consultancy is provided by the College faculty only on the gratuitous basis and no revenue is generated from the same. The College does not take any share of the honorarium of the faculty offered by the beneficiary agencies as the faculty members do offer their services after doing their due duties of the institution.

### **3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)**

#### **3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

- The institution promotes institution-neighbourhood-community network and student engagement in various ways.
- A neighbouring village has been adopted by the NSS Units of the college.
- After the adoption of this area, the NSS Units of the College have bonded with the villagers and given their best to uplift them socially as well as educationally. Right from working for their hygienic awareness to making them economically self sufficient, our students have changed the face of the place.
- The Eco-Club of the College Conducts community health movement. The purpose of the nutrition programmes is to aware the parents about the health of their child and also of the female members of family which also include proper cooking procedure through demonstration as it helps to frame a healthy society. The aim is to inculcate change of life-style through low-cost nutrition and hygiene awareness among the slum dwellers.
- The College has the fine practice of raising funds and collecting other valuable materials to help the victims of natural calamities.
- Community Orientation activities are reflected through Blood Donation Camps, AIDS Awareness Programmes, Nutrition Awareness Programmes. Literacy Awareness programme, etc.



**3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

There are the following institutional mechanisms to track students' involvement in various social movements / activities which promote citizenship roles:

- NSS
- NCC
- Tengakhat College Eco Club
- Women Cell
- Students' Union

**3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

The institution solicits stakeholder perception on the overall performance and quality of the institution through students, Parents, and Alumni.

- The College solicits students' perception through their feedback every year.
- The College solicits Parents' perception through interaction with them in the Parents-Teacher meeting.
- The College solicits Alumni's perception through interaction with them at Alumni Meets etc.

**3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

The institution plans and organizes its extension and outreach programmes through the

- NSS Units of the College,
- NCC
- Tengakhat College Eco-Club,
- Women Cell,
- Student Union

**Community Service provided by College NSS Units:**

**Programme Officers:**

- Mr. Moheswar Saikia, Associate Professor in Sociology ( 1992-2007)
- Mr. R. Boruah, Associate Professor in Sociology ( 2009-2013)
- Mr. M. Phukan, Assistant Professor in Political Science ( 2007-2009 & 2013-2014)
- Mrs. S. Chetia, Assistant Professor in Education from 2014 onwards.
- **NSS Unit was established in 1992** with the objective of personality development of the students through community service.

- During the last academic year (2012-2013) the NSS Unit is working with 100 volunteers
- The NSS units of the College actively participated in the following community services: (1) Cleaning the environment, (2) Plantation (3) Literacy mission, (4) Community health programmes, (5) Blood donation camps, (6) Prevention of drug addiction and rehabilitation of victims, (7) Welfare of women and childcare, and (8) HIV/AIDS Awareness programmes etc. (9) *Sadbhavana* rally, (10) National Youths' Day, (11) Seminars, Workshops, Lectures, and Cultural Activities, (11) Relief work

During, 2011-2012, 2012-2013, 2013-2014 & 2014-2015 special camps were organized to undertake various activities.

**NCC-** The NCC unit of the college was established in 2006 under the 10<sup>th</sup> Assam Bn NCC, Dibrugarh. Lt. J.N.Gogoi is the ANO of the NCC unit. Through NCC students participate in various camps like NIC, RDC, TSC, ATC, CATC, BLC, AAC etc.

**Health and hygiene awareness campaign Service provided by the Eco-Club of the College: Health and hygiene awareness**

Conducts surveys-cum nutrition awareness programmes that are below the poverty line in different areas and tea gardens of Tengakhat area. The aim is to inculcate change of life-style through low-cost nutrition and hygiene awareness among the villagers.

### **Service Learning Through Blood Donation:**

- Students Union & Eco- Club of Tengakhat College organizes Blood Donation Camp every year.
- NSS Units of the College organize blood donation camps.

### **Gender Sensitization through the Women's Cell**

A Cell for addressing issues related to women staff & students is constituted by the Governing Body of the College in 2012 following the guidelines of the Supreme Court and UGC. The cell encourages students & staff to participate in all cultural activities. It inspires them for empowerment socially and financially. The cell makes women students aware of their social responsibilities and gives them mental support to fight against sexual harassment of women. This cell takes initiatives for guidance and counselling of women students.

### **Impact of Extension and Outreach Programmes**

Extension and outreach programmes instill the urge for volunteer service and philanthropy in the students.

- A deeper understanding of and commitment to the community is developed in the students.
- Experience gained through extension and outreach programmes helps students make better decisions, adapt to change, improve their self-esteem and better prepare for their career, among other benefits.

Such programmes encourage students to develop an enduring ethics of service to society.

### **3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

- At the time of admission of the students, the Admission Committee, comprising teachers in charge of various committees, asks students about their interest in extension activities including participation in NSS and encourages them accordingly.
- The College monitors that a student enrolls in the extension activities right after the admission. The NSS Unit undertakes drive to enroll for membership in their units after admission in the 1st year. The NSS unit has 100 members. The Prospectus disseminates information regarding all the extension activities to facilitate them in their choice of activity.
- This is supplemented by the counseling provided by the teachers during the time of admission and also after.
- The faculty has meetings with Principal in which it is asked to mention its interest in extension activities including participation in NSS and other agencies and is assigned duties accordingly.
- The College has the Eco Club, Health Unit, and Women's Cell to promote students' involvement in extension activities.
- The institution promotes these extension activities by extending help in the form of manpower, funds, refreshment and transport. The achievements of the teachers and students are acclaimed and highlighted in the college publications and college website, thus promoting their participation.
- Keeping in view the social needs and responsibilities students from all Department are enrolled for N.S.S (National Services Scheme) for

performing various social activities in terms of blood donation Camps, extension lectures, skill development programmes etc.

**3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

The following social surveys and research are undertaken by the College to ensure social justice and empower students from under-privileged and vulnerable sections of society:

**The Department of Sociology, Education and Economics** conducts surveys and research in the villages. The Department promotes participation of students in research through field work basis in the field of occupational Health, Economic standard, Ways of living, importance of Education, Environmental Awareness etc.

**3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

**Objectives:** The college encourages extension activities to promote social-justice, social responsibilities and good citizenship amongst its students. The students of the institution has been highly benefitted by the extension activities organized by college in time to time. It increases the competency of the students and builds self confidence in their academic learning process and the values and skills inculcated in their individual development.

**Outcomes of the extension activities:**

- The local community benefitted immensely through the work put in by our students.
- In the nutrition awareness camps mothers of the slums attend each camp along with their children and adolescent daughters to learn proper cooking procedure through demonstration and change life-style through low-cost nutrition and hygiene awareness.
- Organizing free Medical Check-up Camps, providing free medicines and vocational training workshops have brought about a noticeable difference in the lives of the community.
- The Blood Donation Camps organized by the NSS Units, the Students' Union and Staff form another significant contribution to the community

#### **Students' academic learning experience**

- The surveys conducted by the departments and involvement in extension activities also develop a practical approach in their academic pursuits.
- Participating in the Environmental awareness programmes increase the environmental awareness of the students.

#### **Values and skills inculcated**

- Involvement in extension activities develop community orientation, community leadership, and may produce philanthropists and social workers in future. This also leads to Creation of awareness and scientific rationale about blind beliefs, blind faiths dogmas, negative traditions, hygiene/health and sustainable development.
- The experience gained through extension and outreach programmes helps students make better decisions, adapt to change, improve their self-esteem and better prepare for their career, among other benefits.

- The such programmes encourage students to develop a lifelong ethic of service to society

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

The institution involved the community in its extension activities independently related to different issues to the local community to ensure the involvement of the community in its reach out activities and contribute to the community development through its NSS Units, Eco-Club and Health Unit of the college.

- Promotion of National Integration, AIDS Awareness and Health Awareness Camp among women by the NSS Unit.
- Blood Donation Camp organised every year by the NSS Units, Non Teaching Staff and Students' Union of the College.

**3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

No

**3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

No



### **3.7 COLLABORATION**

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc. :**

No

**3.7.2 Provide details on the MOUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/ Corporate (Corporate entities) etc. and how they have contributed to the development of the institution. :**

No

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc. :**

No

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the College during the last four years. :**

Some academicians, poets, historians have contributed to the events of national and local conferences organized by the College during the last four years.

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries**

**and cite examples (if any) of the established linkages that enhanced and/or facilitated :**

**No**

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.**

The College is ever-ready to make the systemic efforts in planning, establishing and implementing the initiatives of the linkages/collaborations. The College plans and establishes the linkages/collaborations with national, state, local bodies, industries and research institutes to boost research, consultancy and extension tasks.

**Any other relevant information regarding Research, Consultancy and Extension which the College would like to include.**

- **Research**

The College encourages Research activities in the institute

Members of the Research Sub Committee of the College keep track of UGC Projects and Projects funded by other agencies. They guide the faculty through all the stages, namely, applying for grant, grant of study leave, adjustment in time-table, exemption from extra-curricular work, TA & DA for travel, etc.

**Consultancy:**

- The institution has no policy within the Assam Higher Educational Guidelines, and Affiliated University to utilize the revenue generated through consultancy services. Still the institution has taken the following

initiatives to encourage the faculty members involved in consultancy services:

- by giving them duty leave and honouring them for their efforts.
- The College ensures that the benefits of the knowhow, skills/expertise and exceptional gifts of the faculty reach the maximum numbers, irrespective of creed, region or nationality.
- Mostly, the services are rendered without the expectation of any remuneration.

### **Extension**

- The College boasts of excellent record of accomplishment with respect to extension activities in the different categories like Community development, Social work, Health and Hygiene Awareness, Health Camp, Adult Education and Literacy, Blood Donation Camp, Environment Awareness, Gender Sensitization, etc. through National Service Scheme Unit of the College, Eco-Club of the College, Health Unit of the College, in Collaboration with NGOs, and Women's Cell constituted for prevention of harassment of women.

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## **CRITERION - IV**

### **INFRASTRUCTURE AND LEARNING RESOURCES**

#### **4.1 PHYSICAL FACILITIES**

##### **4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The policy of the institution for creation and enhancement of infrastructure to facilitate effective teaching and learning is chalked out by the Governing Body of the college for in consultation with the Finance Committee and Building Construction Committee. Keeping in view the current dynamics of effective teaching and learning and demands of new courses, the Governing Body makes a policy to create and enhance new infrastructure and renovate the existing infrastructure. The policy is implemented by the Building Construction Committee.

##### **4.1.2 Detail the facilities available for**

**a) Curricular and co-curricular activities:** Classrooms, technology enabled learning spaces, conference room, tutorial spaces, seminar libraries, laboratories, specialized facilities and equipment for teaching, learning and research etc.

- **Classrooms:** There are **15 class** rooms apart from the departmental rooms, seminar cum conference room, library and Psychological laboratory and computer laboratory for practical classes. Each big classroom can accommodate approximately about 150 students. The big classrooms are well ventilated, with lots of sunlight, ideal for a crowded classroom.

- **Central Library:** The College Library utilizes a space of 6000sq. ft. with a Reading Room for free access of students and Teachers. The area of the library has been expanded to accommodate more books and journals. Significant initiatives have been implemented by the committee to render the library, student/user friendly. One photocopier (Xerox Machine) with printing facilities is available. Information on Competitive Examinations are the unique facilities for career planning and development programmes.
- **Central Computer Laboratory:** There is a well-designed central Computer Laboratory. There a staff to maintain the laboratory and to provide assistance to the faculty members and students.
- **Laboratories:** There is one Laboratory for the subject Education. The laboratory is upgraded with advanced Laboratory equipments and have given enough space to carry out practical classes effectively.
- **Specialized facilities and equipment for teaching, learning and research** etc are available. The classrooms well equipped audio facilities and some are equipped for visual teaching aids with OHP and LCD Screen. The Teachers engaged in Research activities, with Minor Research Project funding, have a separate space within each department for research activities.
- **Conference room:** The College has a conference room with advanced **audio-visuals multi-media facilities like LCD Projector, Laptop, and Computer** to organise seminars, lectures and other academic activities and administrative meetings.

- **Auditorium:** The College has an auditorium.( under construction)

**b) Extra-curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

➤ **Sports, outdoor and indoor games:**

- Tengakhat College is well known for its sports activities. Students take part in Inter-college, district, State Level competitions for different events. The College has one big play ground of its own where our students can practice football, volleyball and cricket.
- The Boy's Common Room equipped for Indoor Games like Chess, Ludo and Carrom
- Girl's Common Room equipped for Indoor Games like Chess, Ludo and Carom

**The auditorium:** The auditorium (under construction) which is unique of its kind with a stage for cultural activities and is also used for- Academic purposes; conducting Seminars, Counselling for admission to Degree & Higher Secondary Courses etc.

**The NSS & NCC Unit & Eco-club (Environment Awareness Cell)** have individual place in a room to keep their papers and equipment and from there they can carry out their extension activities.

**Public speaking system:** Almost every classroom and the college also has public speaking system.

**Yoga-** The college has one yoga centre.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansions if any).**

The limited infrastructure of the college caters to the growing needs of our students and faculty. The class rooms are occupied from early morning to evening for teaching programmes. The facilities developed/augmented during the last four years are:

- There is one Laboratory for the subject Education. The laboratory extended and are upgraded with advanced Laboratory equipments and have given enough space to carry out practical classes effectively.
- New Departmental rooms for each department with library.
- A well-designed modern central Computing Laboratory is built with advanced audio-visuals multi-media facilities
- The College has a conference room with advanced audio-visuals multi-media facilities like LCD Projector, Laptop, and Computer to organise seminars, lectures and other academic activities and administrative meetings.
- The college auditorium is constantly used for academic functions, Conferences, Cultural Programmes for University and State level festivals,

stage rehearsals and interactive sessions of the students and the faculty with eminent educationists from within and outside the state.

- Common Rooms for boys and girls and all toilets for students and staff have been renovated. One new toilet for students two for staff has been constructed.
- The student canteen has been renovated.
- Principal's room and college Office has been renovated.
- Keeping in mind of the limited infrastructural facilities available the administration ensures that the available infrastructure is optimally utilized and efforts were made for funds for infrastructural development.

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities**

- No facility for Physically Challenged students. But there is a wheel chair for physically disabled students.

**4.1.5 Give details on the residential facility and various provisions available within them:**

- Not Applicable

**4.1.6 What are the provisions made available to students and staff in terms of health care on**

- **Health Centre:** The Health Unit has made great progress in monitoring the health of the students, teachers and non-teaching staff. There is a



separate room for the Health Unit with all first aid equipments, a separate emergency bed and other equipments to carry out emergency and first aid providing activities for the students and staff. Monitoring the health of the students, teachers and non-teaching staff are done regularly. The unit provides provision for blood pressure check up and height and weight measuring instruments are present. Rest Room with a single bed arrangement is present. The unit organizes an annual health camp for physical check-up, which includes pressure, height, weight and general check up & blood group test of all students.

**4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

After the first assessment IQAC was established on 26/10/2012 within the limited resources provided by the college. Initially the cell has been functioning with full vigor and enthusiasm from the very beginning with the Total Quality Management (TQM) approach for quality sustenance and quality improvement in academic & administrative activities of the institution. In 2013, it has been provided with a separate room, adequate technological support to carry out its work by the college. Its main objective is to plan and implement quality initiatives and evaluate. It follows its calendar for meetings, quality agenda and maintains its proceedings. It supports to conduct workshops, awareness programmes, special lectures on quality innovations, Curricula, Teaching-Learning & Evaluation, Research oriented

seminars, applying for research grants and project managing, plans and implementation of advanced Learning Resources, ICT management and suggestions for empowerment of staff, kind of Leadership, governance pattern and in strategic perspective planning. It Plans and Supports effective implementation for Total Quality management, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders. It collects, maintains and analyses documents and document evidences directly or through the College Office. It prepares the Annual Quality Assurance Report (AQAR). It analyses the feedback received from all stakeholders and inform the concerned about its outcome for correction and amelioration. It also appreciate & encourage and provide support required by all staff for their and quality sustenance and quality improvement in teaching, Research and administration.

- **Grievance Redressal unit:** The College has a “Grievance Redressal Cell” to redress the grievances of the stakeholders. The students approach the Cell for their grievances regarding academic matters, financial matters, health services, library and other central services. The committee sorts out their problems promptly and judiciously. The committee also redresses the grievances of the stakeholders as and when required.

- **Women’s Cell:** The Governing Body of the college constituted the **Women Cell** for addressing issues related to women staff & students & Gender Sensitization. The cell encourages students & staff to participate in all cultural activities. It inspires them for empowerment socially. The cell makes women students aware of the social responsibilities and gives them mental support to fight against sexual harassment of

women students and for other women of the society. This cell takes initiatives for guidance and counselling of female students.

- **Counselling and Career Guidance: Career and Counselling Cell of the College:**

The Career and Counselling Cell of the college was formally constituted in the year 2012. The cell is created in order to lend a helping hand to the students so that they can cope better with the demands and pressures of increasingly competitive surroundings.

- **Health Centre:** The Health Unit has made great progress in monitoring the health of the students, teachers and non-teaching staff. There is a separate room for the Health Unit with all first aid equipments, a separate emergency room and other equipments to carry out emergency and first aid providing activities for the students and staff. Monitoring the health of the students, teachers and non-teaching staff are done regularly. The unit provides First Aid Treatment for students and staff. Provision for blood pressure check up and height and weight measuring instruments are present. Rest Room with a single bed arrangement is present. The unit organizes an annual health camp for physical check up, which includes pressure, height weight and general check up & blood group test of all students.

- **Canteen:**

- **Students' canteen:** There is a students' canteen which is attach to student canteen in the College. Quality food, tea and snacks are served from the canteen at a subsidized rate.

- **Staff-canteen** : There is also a staff canteen in the College. Quality food, tea and snacks are served from the canteen.
- **Recreational spaces for staff and students:** There is a spacious staff room for teachers & a Recreational Room for students.
- **Safe drinking water facility:** Safe drinking water facility is provided for all staff and students. Aqua Guard with Purifiers is installed in a open verandah.
- **Conference room** with multimedia enabled facilities is made available to organise seminars, lectures and other academic activities.
- **Auditorium-** The College has a auditorium (under construction). The accommodation which is unique of its kind with a stage for cultural activities and an accommodation for about 200 people is used for Cultural Programme, Academic purposes; conducting Seminars, Counselling for admission to Degree & Higher Secondary Courses etc.

## **4.2 LIBRARY AS A LEARNING RESOURCE**

### **4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?**

- Yes. The college has a Library Advisory Committee which considers the development proposals of the library and budget allocations and policy decisions. It also provides directions for a structured and balanced growth of the library and to provide improved facilities and innovative services. Allocation and utilization of funds and introduction of developmental programs and requirements of the users are addressed and approved by the Library Advisory Committee.

#### **Composition-**

- a) Principal- Chairperson
  - b) Heads of all Department- Member
  - c) Co-ordinator, IQAC – Member
  - d) Librarian - Member
  - e) One Senior Teacher- Member Secretary
  - f) Accountant- Member
  - g) General Secretary, Student Union- Member
- Significant initiatives have been implemented by the committee to render the library, student/user friendly.
  - **The area of the Library has been extended** for book stacking purpose.
  - **Provide details of the following:**
    - ❖ **Total area of the library (in Sq. Mts.) : 6000 Sq. ft.**
    - ❖ **Total seating capacity: 50**

**Working hours (on working days, on holidays, before examination days, during examination days, during vacation) -** Working hours on working days, before examination days, during examination days are from **9:30 am to 4.30 pm**. During vacation & holidays, the library remains closed.

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

The library has evolved a system to ensure purchase and use of current titles, important journals etc. The teachers put up their demand for the latest material, the principal recommends it and quotations and catalogues are invited from the

publishers at the beginning of the year. Sometimes, teams of teachers are even sent to publishing houses or book fairs to procure new books.

Library Holdings	2011-2012		2012-2013		2013-2014		2014-2015	
	No	Cost	No	Cost	No	Cost	No	Cost
Text books & Reference Books	110	16,500/-	425	95,000/-	2176	1,03,231/-	97	19,393/-
Journals/ Periodicals	4	800/-	5	1000/-	4	800/-	5	1000/-
e-resources/ CDs/DVDs								

**4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

**The College has no any ICT facilities.**

**4.2.5 Provide details on the following items: (2014-2015)**

**Average number of walk-ins - 150 per day**

**Average number of books issued/returned - 40 per day**

**Ratio of library books to students enrolled - 1:15**

**Average number of books added during last three years - 650**

**Average number of login to OPAC - No**

**Average number of login to e-resources - No**

**Average number of e-resources downloaded / printed - No**

**Number of information literacy trainings organized - No**

**Details of “weeding out” of books and other materials - Some books are preserved.**

#### **4.2.6 Give details of the specialized services provided by the library**

##### **Manuscripts**

The college doesn't provide this service

##### **Reference**

The college provides this service

##### **Reprography**

The college doesn't provide this service

##### **ILL (Inter Library Loan Service)**

The college doesn't provide this service

##### **Information deployment and notification**

The college doesn't provide this service

##### **Download**

The college does not provide this service.

##### **Printing**

The college provides this service.

**Reading list/ Bibliography compilation**

The college provides Reading list only

**In-house/remote access to e-resources**

The college does not provides this service.

**User Orientation and awareness**

The college provides this service

**Assistance in searching Databases**

The college doesn't provide this service

**INFLIBNET/IUC facilities**

The college doesn't have this facilities.

**4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**

- Library staff to help readers trace the books
- Display of new arrivals, are arranged to encourage readers to use existing and new arrivals.
- The new additions to the library are informed to the Departments.
- Maintaining peaceful and academic environment.

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

There are no special facilities offered by the library to the visually/physically challenged persons.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed**



**by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)**

Yes, the library gets the oral feedback from its users in the form of complaints, suggestions and recommendations. The Library Committee analyses these complaints & suggestions and forwards them to the principal for appropriate action. Such feedback is used for rendering the library student/user friendly.

### **4.3 IT INFRASTRUCTURE**

**4.3.1. Give details on the computing facility available (hardware and software) at the institution.**

- Number of computers-30
- Total number of computers in the teaching departments: 5

**Printers/Scanners- 5**

**4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

- Faculty and students can avail of the facility of ultra-modern central computer laboratory equipped with 20 machines
- No facility is set up yet for off-campus

**4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

The college has no facility of IT infrastructure except computer facility and very limited internet facility.

**4.3.4 Provide details on the provision made in the annual budget for procurement, Upgradation, deployment and maintenance of the**

**computers and their accessories in the institution (Year wise for last four years)**

The college aims to prepare to use of Information and Communication Technology (ICT) optimally. Conscious effort is also being made to invest in hardware, and to orient the faculty suitably whenever is required.

The college has no fixed budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution. College has been adding new computers for the last 3 years due to manifold increase in requirements by different departments and also for administrative work. The number of computers has increased from 2 to 40 in last 3 years. More additions are forthcoming.

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

The computers are interfaced with LCDs to train and develop Power Point presentations for the research papers to be presented in conferences/symposia/workshops.

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

The corresponding changes in the use of new technologies for any Higher Education Institution are now become almost essential for teaching – learning and governance. Technological advancement and innovations in educational transactions have been undertaken by the College to make a visible impact on academic development as well as on administration & governance of the college.

Traditional methods of delivering higher education have become less motivating to the large number of students. To keep pace with the developments in other spheres of human endeavor, the college has enriched the learning experiences of their students by providing them with computer-aided teaching/ learning materials.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

No, the Institution does not avail of the National Knowledge Network connectivity directly or through the affiliating university.

**4.4 MAINTENANCE OF CAMPUS FACILITIES**

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

	2011-2012	2012-2013	2013-2014	2014-2015
Building	Rs.2,50,000	Rs.4,00,000	Rs.74,49,611	Rs.20,67,176
Furniture	Rs. 1,00,000	Rs. 1,00,000	Rs. 1,16,050	Rs. 1,06,725
Equipment	Rs. 20,000	Rs. 30,000	Rs. 60,500	Rs. 67,000

Computers	Rs. 50,000	Rs. 90,000	Rs. 1,22,805	Rs. 1,44,711
Vehicles	_____	-----	_____	_____
Any other : Office Expenses Electric Charges				

**4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

There is a Building Construction Sub-Committee and Maintenance Sub-Committee for construction and maintenance of physical infrastructure (buildings, water supply, and power supply and supervision). These committees not only supervise construction of new infrastructure, but also of maintenance of it.

- There is a full time campus caretaker cum electrician to attend to the minor faults, repairs on a regular basis.
- The college has its own a stand-by silent generator system.

**4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?**

- Annual maintenance and repair of the infrastructure is taken care by the college in a systematic manner. Day to day maintenance is carried out by the staff appointed for cleaning and maintenance of the building.

**4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?**

The college electrician and the supporting staff is responsible for the upkeep of electrical equipments and their maintenance.

**Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

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## **CRITERION - V**

### **STUDENT SUPPORT AND PROGRESSION**

#### **5.1 STUDENT MENTORING AND SUPPORT**

**5.1.1 Does the institution publish its updated prospectus/handbook annually? If ‘yes’, what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes, the institution publishes its updated Prospectus annually. The following information is provided to students through these documents:

**PROSPECTUS:** The institution publishes its updated Prospectus annually where the Institution provides clear information to students about admission procedures, requirements for all programmes (eligibility and documents necessary), the fee-structure and refund policies, financial aid and student-support services. Besides, it contains information like the history of the College, College Staff (Faculty and Non-teaching Staff), courses offered and subject combinations allowed, Registration rules, Attendance rules, rules for change of subject combinations, instructions for Examinations, rules regarding payment of fees, Library facilities and rules, Scholarships available, rules regarding concession of fees, Canteen facilities, excursions, medical facilities, co-curricular activities, Anti-Ragging Cell & Rules of conduct and discipline, details of fees structure, etc.

**WEBSITE:** The Institution has moved towards electronic data management and have official institutional website *www.tengakhatcollege.in* to provide ready and relevant information to stakeholders. .

**5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

Years	Institutional Scholarships / Free ships		
	Type of Aid	No. of Students	Amount of Aid
2011-2012	College Merit cum means freeship	xxx	xxx
	State Govt. Merit Scholarships		
	State Govt. Scheduled Caste & Backward Class Scholarships	228	Rs 8,76,715/-
2012-2013	College Merit cum means freeship	xxx	xxx
	State Govt. Merit Scholarships		
	State Govt. Scheduled Caste & Backward Class Scholarships	20	84,460/-
2013-2014	College Merit cum means freeship	xxx	xxx
	State Govt. Merit Scholarships		
	State Govt. Scheduled Caste & Backward Class Scholarships	3	14,500/-
2014-2015	College Merit cum means freeship	xxx	xxx
	State Govt. Merit Scholarships		
	State Govt. Scheduled Caste & Backward Class Scholarships	110	4,34,080/-

**5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?**

Approximately **7.92%** of the students receive financial assistance from state government, central government and other national agencies.

**5.1.4 What are the specific support services/facilities available for Students from SC / ST, OBC and economically weaker sections**

- Scholarship is given by the state government,
- Reservation in admission is provided
- Free-ship and half free-ship for tuition fees are provided on merit-cum-means basis
- The College has a student welfare fund for needy students for books, tuition fees and also for medical help

**Students with physical disabilities**

- There is a wheel chair to meet the needs of the students with physical disabilities.

**Overseas students**

- No Overseas students are admitted

**Students to participate in various competitions/National and International**

- Students are participated in various competitions in Regional and state level.



### **Medical assistance to students: health centre, health insurance etc.**

- In case of emergencies, the patient is taken to the Tengakhat Model Hospital.
- Health Camps are organized for health checkups for students

### **Organizing coaching classes for competitive exams**

- Special coaching classes are taken and guidance is given
- Career coaching classes are taken
- Competitive books & magazines facility is provided

### **Skill development (spoken English, computer literacy, etc.,)**

- Exposure given to Computer learning , Spoken English and Beauty care.

### **Support for “slow learners”**

- Remedial classes & Tutorials are organized for such slow learners
- Their daily homework is checked to monitor their progress
- They are guided to take coaching from specialists in the field
- Simplified versions of books are recommended to them
- Special tests are conducted for them & Trial tests and mock examinations
- Bilingual explanations and discussions
- Concept clarification and problem solving exercises & Provision of simple but standard lecture notes/course material.
- Revision of topics.

- Personal, academic and social counseling

**Exposures of students to other institution of higher learning/corporate/business house etc.**

- Career Oriented workshops with corporate/business house by the career counselling cell
- Job Training Programmes are organized by the career counselling cell & the NSS Unit

**Publication of student magazines**

- The College annually publishes a magazine for students. It is an ideal platform for students to realize their creative potential and hone their writing skills.

**5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

The Institution encourages innovative, creative and entrepreneurial in their approach, to ensure skill development amongst the students.

- Job Training Programmes organized by career counselling cell & the NSS Unit
- Career Oriented workshops with corporate/business house by the career counselling cell

**Impact of these efforts**

- Our students have been employed in public and private sector

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

- **Additional academic support, flexibility in examinations**
- **Special dietary requirements, sports uniform and materials**
- **Any other**

To promote participation of students in extra-curricular and co-curricular activities, the Sports Wing, NSS Unit and Student Union of the College chalk out the policies and strategies. Competitions are organized for all the freshers which are ways of showcasing the singing, dancing, aptitudes for debates, elocution, quiz and theatrical skills of the students. For this purpose, the institution avails of the services of the extremely talented faculty.

**Additional academic support:** Certification, felicitation. Special coaching classes and guidance, Reservation in admission, remedial coaching & peer learning

**Flexibility in examinations:** Exemption from the house tests and attending classes.

**Special dietary requirements:** The College arranges for special meals during their practice and performance in competitions.

**Sports uniform and Materials:** Sports kit with uniform & Sports Material for sports like Cricket, Carom Board, Football etc are provided.

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of**

**students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.**

This is an undergraduate college. The College presently doesn't have the provision of post-graduate courses.

The institution is proud enough to boast about students who have graduated from this institution and successfully passed out in these examinations.

1. Sujit Sonowal qualified in UGC-NET & SLET
2. Mr. Prasanta Das, Rajib Sonowal, Bhupen Borah, Lambodar Sonowal, Jayanta Gogoi, Sarat Konwar qualified for Defense services.

#### **5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)**

**Academic counselling:** The Admission Committee conducts academic counseling at the time of entry into the College regarding the choice of stream and subjects. Academic counseling is given to the students through various seminars and workshops organized for them.

**Personal counselling:** Personal counselling is received by the students through teachers. Principal and other Persons of the authority are available in their free time to listen to the various problems of students.

**Career counselling:** Career counselling is also handled by the Career Counselling Cell through seminars, workshop and interaction with various entrepreneurs and professionals from different field. Career/course counselling begins right at the time

of admission through the Admission Committee. The teachers guide and direct the students regarding the choice of stream / subjects. Seminars and Career Fairs are other ways of disseminating information among the students and counselling them regarding career options

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

**Career and Counselling Cell of the College:**

The Career and Counselling Cell of the College was formally constituted in the year 2012.

The Career and Counselling Cell is set up in order to lend a helping hand to the students so that they can cope better with the demands and pressures of increasingly competitive surroundings and prepare them for their future career, & for that the cell organizes campus and seminars as required regularly.

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

Yes. The College has a “Grievance Redressal Cell” to redress the grievances of the stakeholders. The students approach the Cell for their grievances regarding

academic matters, financial matters, health services, library and other central services.

The committee sorts out their problems promptly and judiciously. The committee also redresses the grievances of the stakeholders as and when required. As a result of this mechanism, the University has pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the stakeholders.

Composition of the students' Grievance Redressal cell is as under:

- ❖ Principal - Chairman
- ❖ Teachers' Unit Secretary - Members
- ❖ Secretary of the Non-Teaching Staff Associations - Members
- ❖ Convener of the Women Cell – Member
- ❖ Coordinator of the IQAC- Member
- ❖ General Secretary of Students' Union--Member
- ❖ A Teacher (Nominated) – Convener of the cell

**Grievances redressed during the last two years of Students:**

1. New Class Rooms for Arts Departments.
2. New Girls Common Room with proper facilities.
3. Computer for students.
4. More books according to new syllabus in the central library.

5. Career and Counselling for students.
6. Canteen Renovations improvement of canteen facilities.
7. Improvement of toilet facilities for students
8. Improvement of drinking water facilities for students.
9. Facilities for sports and indoor games.
10. Generator for continuous power supply.

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

The Governing Body of the College constituted the **Women Cell**, in 2010 for addressing issues related to women staff & students & Gender Sensitization. The cell encourages students & staff to participate in all cultural activities. It inspires them for empowerment socially and financially. The cell makes women students aware of the social responsibilities and gives them mental support to fight against sexual harassment of Girls students and for other women of the society. This cell takes initiatives for guidance and counselling of female students.

**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

Ragging is banned in the college. The College has adopted the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 & has constituted an Anti-Ragging Committee governed by the senior staff

members of our college. No instances of ragging have been reported during the last four years.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

Yes, there is a provision for welfare schemes for students. Prominent among them are:

**I. Academic**

- Tutor mentorship.
- Remedial Teaching for slow learners.
- Career and Counselling.
- Training for Competitive Examinations.

**II. Cultural**

- Organization of cultural and sports events / activities.
- Youth festivals.
- Encouragement for participation in intra & inter-college debates sports etc.
- Promotion of Performing Art.

**III. Social, and Financial**

- Ensuring Reservation.
- Scholarships and Free-ships.

**IV. Infrastructure**



- Students' canteen & food at subsidized rate.
- Common Room (Boys & Girls separately)
- Gents and Ladies Toilets for Students
- The college has a big play ground so that the students can play and practice when they requires.

## **V. Health**

Health and hygiene awareness campaign provided by College Health Unit:

The different activities organised by the Health Unit of the College:

- Monitoring the health of the students, teachers and non-teaching staff is done regularly.
- The unit provides First Aid Treatment for students and staff.
- Provision for blood pressure check up and height and weight measuring instruments are present.
- Rest Room with a single bed arrangement is present.

**5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?**

**Yes.**

**Activities during the last two years**

The Alumni meet was held in **2011-12/ 2012-2013/2013-2014/2014-2015**

The alumni give their valuable inputs regarding improvement in the infrastructure and administration.

- The College is proud to have distinguished alumni like – Dr. Dipak Gogoi, Mr. Kushal Chutia, Mr. Raju Sing, Mr. Sujit Sonowal, Mr. Pankoj Sonari, Ms Jutika Rajkhowa etc

## **5.2 STUDENT PROGRESSION**

### **5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

Progressing to higher education - 10% (approx.)

Progressing to higher employment - 15-20% (approx.)

**The trends observed: the trend that has been observed is that in the last four batches a Satisfactory Percentage progress from the UG to the PG courses. Many have joined service sectors (Both Private and public) but as this is under graduate college students passed out do not report about the services that have joined and therefore exact figures are not available.**

### **5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.**

The students of the college gets good pass percentage and also 1st classes in the University Exams. We also have better results in comparison not only to other institutions but also our average pass percentage is better than the University Pass percentage in B.A. Majors and General Courses. The table provided here is an ample proof of the scholastic level of our students.

### Programme wise details Pass Percentage

Programme	2011-12	2012-13	2013-2014	2014-2015
B.A. (Assamese Major)	100%	80%	80%	69.23%
B.A. (Pol. Sc. Major)	93.75%	90%	11.76%	33.33%
B.A. (Sociology Major)	96%	90.48%	93.33%	52.38%
B.A. (Economics Major)	100%	80%	50%	16.67%
B.A. (Education Major)	100%	100%	100%	83.33%
B.A. General	94.44%	90.68%	50%	32.43%

The Pass percentage is quite higher than the University pass percentage

#### 5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

- The Institution supports and encourages Sustainable good practices, which effectively support the students and facilitate optimal progression
- Personal Counselling by the faculty to help to choose the right path.
- The Career and Counselling Cell is set up in order to lend a helping hand to the students so that they can cope better with the demands and pressures of increasingly competitive surroundings and prepare them for their future career, & for that the cell organizes campus and seminars as required regularly.

#### **5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

The following special support is provided to students who are at risk of failure and drop out:

- Concessions are offered to economically backward students in order to minimize the dropout rate and encourage them to pursue their studies.
- Tutorials, discussions, interactions and remedial coaching.
- Personal, academic and social counselling.
- Concept clarification and problem solving exercises.
- Bilingual explanations and discussions.
- Provision of simple but standard lecture notes/course material.

### **5.3 STUDENT PARTICIPATION AND ACTIVITIES**

#### **5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.**

##### **Cultural and Extra-curricular activities:**

- **Fresher's Welcome:** At the beginning of the Academic Session, after admissions are complete, the Students' Union organizes Freshers' Welcome for the newly admitted students.
- **Cultural Activities:** The students of this College are enthusiastic about active participation in cultural activities like theatre, dance-drama, singing competitions etc.

- College week-

**Sports Facilities Available in the Institution and Sports Activities:**

The college has a playground since its establishment in 1967.

**5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/ State/ Zonal/ National/ International, etc. for the previous four years.**

The Chart of the participation of students during in the last two years at the university, state, regional, national and international meets.

**5.3.3 How does the College seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions? :**

No

**5.3.4 How does the College involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

The institution involves and encourages students to publish materials like wall magazines, college magazine, and other material in the following ways:

- A faculty member is given charge of guiding and supporting students in the publishing of a college magazine. College magazines, published annually, give opportunities to students to express their literary skills.
- The College publishes an annual magazine for students. It is an ideal platform for students to realize their creative potential and hone their

writing skills. The students' contributions include poems, stories, articles that reflect their ideas and aspirations.

**5.3.5 Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

**Students' Union** - The College has a Students' Union.

**Constitution:** The Students' Union has own constitution where it lays down the objectives, role regarding the functions, election of its body and names and number of portfolios.

**Major activities:** The Students' Union is an active and constructive body in the College managed democratically by the students themselves. They organize a spectrum of activities. A summary of the annual activities is given below:

- **Annual activities :** Fresher's Welcome; Inter Class Cultural Competition; Inter Class Sports Competition; Annual Sports; Students Festival; Publication of College Magazine; Saraswati Puja; Organizing debates & quiz competition; Participations in seminars of the college; Organizing Career Counseling; etc.
- It maintains an atmosphere of unity and brotherhood and promotes a academic environment in the College campus.
- Create a link between administration & students.

**Funding:** Most of the financial requirements of the students' union are met by the college. The Annual activities of the students Union and budgetary allocations are made for that at the beginning of each financial year.

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

There is a student representative in every important academic and administrative body and also in every extension unit of the college. The institution encourages participation of the students in all college development activities including planning and implementation. There are representatives of the Students' Union in important academic and administrative bodies for college development for quality sustenance & quality enhancement like the Academic Sub-Committee; Internal Quality Assurance Cell; Routine Sub-Committee.; Examination and Result Sub-committee.; Computer/ICT Development Sub-Committee; Grievance Redressal Cell; Anti-Ragging & Disciplinary Sub-Committee; Women Cell

**5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

- The institution networks and collaborates with former faculty and the Alumni through the Alumni Association, and Alumni Meets.
- The former faculty members are invited in all functions and celebrations of the college.

**Any other relevant information regarding Student Support and Progression which the College would like to include.**

## **CRITERION - VI**

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.1 INSTITUTIONAL VISION AND LEADERSHIP**

**6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

**Vision:**

The vision of the institution is to achieve excellence in Higher Education, empowerment through knowledge, inclusive Growth for Socio-Economic Change and Sustainable Development.

**Mission:**

- To equip and empower students with relevant knowledge, competence and creativity to face global challenges.
- To achieve innovations in teaching-learning, research and extension activities to realize national goals.
- To facilitate optimum use of human and natural resources for sustainable development.
- To promote participation of all the stakeholders in the development of the College.
- To promote and practice inclusive growth.



- To adopt and promote the knowledge output for human development.
- To create awareness on human rights, value system, culture, heritage, scientific temper and environment.

**The following strategies/mechanisms defines how the institution tries to implement its missions and addresses the needs of the society, students, the institution's traditions value orientations and future vision:**

- Strategies has been adopted by institution is to satisfy the needs of the students from diverse backgrounds including socio-economic backward community complying with all the norms of the Government.
- Mechanisms to adopt Learner-centric education approach, academic planning, improved and use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcome.
- Mechanism for the upkeep of the infrastructure facilities and promote the optimum use of the same to maintain the quality of academic and other programmes on the campus.
- Mechanism to introduce skill -oriented Vocational Courses, opportunity of higher education to adult earning students to achieve core competencies & develop entrepreneurial approach to face the global requirements successfully.
- Mechanism to promote research culture, research publications, & professional development faculty members for quality enhancement of the teaching community.

- Mechanism for promotion of participation in community services through extension Programmes to develop innovative, creative, value-based education for inculcating social responsibilities and good citizenry amongst its student community.
- Mechanism for participation of the students in various cultural and sports activities to foster holistic personality development of students
- Facilitating mechanisms like Career and Counseling Cell, Remedial-coaching Classes for socio-economically backward students, Grievance Redressal Cell and welfare measures to support students.
- Future vision is to expand the campus and introduce Post Graduate and relevant skill oriented courses.

### **6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

For designing and implementing its quality policy and plans effectively Tengakhat College has an efficient co-ordination and internal management system under the leadership of the Principal. The Governing Body, the principal, the IQAC and all staff are always stepping in together for designing and implementation of quality policy. Several committees are constituted by the Governing Body of the College for overall management of the admission, academic coordination, conduction of examinations, promotion of research and extension activities, development of infrastructure-facilities, appointment of staff, maintenance of service records, encouraging cultural activities, maintenance of healthy campus life and inculcation of the spirit of National Integrity. The Governing Body forms the

Committees under the Convener-ship of a Teacher with members from Teaching Staff, Non-Teaching Staff & Students for monitoring and decision making process. The Principal communicates the decision of the governing body to the respective person regarding the responsibilities and their assigned duty by a letter defining and also by notification for knowledge of all. Any difficulty faced by the Committees is amicably settled in a Governing Body meeting.

### **6.1.3 What is the involvement of the leadership in ensuring the policy statements and action plans for fulfillment of the stated mission**

Through orientation programme conducted by the Head of the institution in the beginning of the academic session, the faculty is given instructions regarding the new programmes and projects adhering to the quality policy of the institutions.

Facilitated by the Management and supported by the staff, the Head of the institution is at the helm of the affairs and plays the leading role in governance and management of the institution. It is he who communicates the vision and mission to the faculty and plans accordingly with the help of the governing body and other sub-committees. It is he who ensures transparency in the functioning of the college and maintains core values. He also monitors the step wise implementation of the institutional plans.

The Head is the unifying force and coordinating link among the various internal and external agencies, holds meetings with the individual members of the staff and various departments from time to time for the better working of the college.

**Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan-**

While formulating the action plans, the institution takes care of all its thrust areas. Meeting the academic demands, the college plans its academic terms, phases out teaching and examination programmes. Similarly sports and cultural programmes are planned and executed as per the rules and regulations of the university. However the institution always takes initiative to run innovative programmes.

**Interaction with stakeholders**

- All the stakeholders - students, parents, local community, governments and non-governmental bodies the college is affiliated or attached to, participate in institutional plans within the stipulated norms and conditions. Students are active participants through the Students' Union of the college. They daily interact with the faculty as well as the principal, while the parents are invited, when need be. The feedback from society is taken and demands of the governmental and nongovernmental are well taken care of.
- The institution ensures involvement of all stakeholders for effective improvement of the quality of the institution, internal coordination and monitoring mechanisms.
- Co-ordination between the administrative staff and teaching staff of the College is maintained.
- Co-ordination between the above two systems and the taught (the students) is well coordinated throughout the year.

### **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

Head of the institution gets feedback from the Head of the department of all subjects are taught about the progress of the teaching-learning process and functioning of the department. Teamwork for the implementation of each strategy that includes planning, resource mobilization, capacity building, monitoring and evaluation are practiced & lead to the institutionalization of the best practices of the institution. The College has established an effective monitoring mechanism through the co-ordination between the Teaching & Non-teaching staff under the leadership of the Principal.

### **Reinforcing the culture of excellence**

- The institution reinforces the culture of excellence through workshops, awareness programmes, special lectures on quality innovations, Curricula, Teaching-Learning & Evaluation, Research oriented seminars, applying for research grants and project managing, plans and implementation of advanced Learning Resources, ICT management and suggestions for empowerment of staff, kind of Leadership, governance pattern and in strategic perspective planning. It Plans and Supports effective implementation for Total Quality management, Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders. Effective mechanism is used for library with ICT & Customize Library management software

### **Champion organizational change**

- Implementing bodies - Committee System for academic & administration.
- Effective mechanisms to provide, modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcome.
- Introduction of skill -oriented Vocational Courses, opportunity of higher education to adult earning students to achieve core competencies & develop entrepreneurial approach to face the global requirements successfully.
- Feedback from Stakeholders (students, parents, staff and alumni).
- Programmes on competence development.
- Promotion to Research activities.
- Encouragement to organize seminars, workshops etc.
- Pedagogy innovations – Learner Centric methods.
- Linkage with UGC/OIL/NGOs and several other industries and organizations for Research, Consultancy and Extension activities.
- Total implementation of reservation policy, wide publicity, awareness to students and parents, transparent open admission policy, provision of all facilities, (academic & financial), counselling and attitudinal change.
- Promote social-justice and good citizenship amongst its students and staff through the Community development & Social work through Health and hygiene awareness & Health camp, Environment awareness & Health camp, Adult education and literacy & Blood donation camp, Gender sensitization and empowerment of women students and staff.

**6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

As the institution works on the participative and democratic principle of management, it frames all its plans & policies with consultation of the Governing Body Council, IQAC and other committees. At the time of the execution of its policies & plans, all the staff members & students are involved. Outcomes & reviews are studied and changes for the improvement where required are incorporated in the system.

**6.1.5 Give details of the academic leadership provided to the faculty by the top management?**

- Through open discussions held during its meetings with the head of the institution and time to time interaction of its members with the faculty, the top management enthuses dynamism among the faculty and creates an environment conducive for the academic growth.
- The head and faculty of different departments are empowered to hold seminars, debates and quiz competition etc.
- To conduct field-studies and to train the students in practical knowledge.
- To prescribe and purchase the books according to the needs of the concerned department.

**6.1.6 How does the college groom leadership at various levels?**

- The most important quality of leadership management is empowerment. Successful leaders multiply their leadership by empowering others to lead. Empowerment means to giving authority and responsibility to others.

Involving others in decision making by the Head of the institution of Tengakhat College has led to empowerment & creation of leaders at every level of an organization.

- Total Decentralizations of the Administrative System are groomed for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty. Several committees are constituted by the Governing Body of the College for overall management of the admission, distribution of syllabi, conduction of examinations, promotion of research and extension activities, development of infrastructure-facilities, encouraging cultural activities, maintenance of healthy campus life, and maintenance of service records. The Governing Body forms the Committees under the Convener-ship of a Teacher or a Non-teaching Staff with members from TS, NTS & students for monitoring and decision making process.

**6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

- Yes. The college delegates authority and provides operational autonomy to the Departments. The head and faculty of different departments are empowered to develop the departments on modern lines with consultation to the Principal under set Govt. Rules.
- Other units of the institution like NSS, NCC, Eco-Club, Women Cell and Other committees are constituted by the Governing Body of the College for overall management of the admission, distribution of syllabi, conduction of examinations, promotion of research and extension activities, development of infrastructure-facilities, encouraging cultural activities, maintenance of healthy campus life and work towards decentralized governance system.



**6.1.8 Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.**

Yes. The college promotes a culture of participative management. The college constitutes committees for general and academic development includes faculty, non-teaching staff and students’ participation. The principal welcomes the innovative idea, concepts and thoughts from the different committee members and involve them in decision making processes.

The **GOVERNING BODY** is the highest decision making authority with the **PRINCIPAL** as the **SECRETARY**. There are several Sub-Committees to run the administration formed by the **GOVERNING BODY**. The Administration has opted a decentralized mode for smooth and effective functioning. The sub-committees are Academic Committee, Admission Committee, Routine Committee, Examination Committee, Purchase Committee, Anti-Ragging Committee, Leave Record Committee, Income Tax Committee, Grievance Committee, Library Committee, Women cell, Disciplinary Committee, Redressal cell Committee, etc.

**6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT**

**6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

YES. The plan for the developing activities of the college are initiated by the Governing body of the college and are also driven, deployed and reviewed by the college Governing Body.

**6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

YES. The institutional development particularly infrastructure development is looked after by the management. It comprises- extension of building, providing additional facilities, introduction of new courses, establishment of new faculty,

employing visiting teachers etc. The management forms several committees for further academic growth and infrastructure development of the college. The members of these committees consider several factors while preparing future plans. The factors that they keep in mind are:-

- The changing scenario in the field of education.
- The needs of students /society.
- The conditions of time and place.
- The economic factors
- The relevance and usefulness of plan.

**The college intends to:**

- Introduce viable and relevant carrier oriented / skill developmental courses.
- Expand its buildings.
- Ensure audio-visual teaching in all departments.
- Purchase more Books, Journals and modern Laboratory equipments
- Intends to install smart board in all departments, and purchase more computers for a much better ratio in computer application based courses.
- Move forward to INTERNET Connection in the campus.
- Promotion of research and publications.
- More value oriented extension activities
- Digital Classroom

### **6.2.3 Describe the internal organizational structure and decision making processes.**

The college has developed efficient internal coordinating and monitoring mechanisms. In cognizance with the educational needs and demands of the nation in general and beneficiaries of the college in particular, the goals are set through collaborative and collective efforts of various components of the institution. Thereafter, the responsibilities are assigned to individual teachers and departments. At this juncture, the head of the departments, the conveners of different sub-committees constituted for planning and implementation for quality sustenance and improvement play significant role along with the principal to monitor the progress and carry out the work. Wherever required, the information and expertise from external agencies is sought by the head of the department/convener. In fact, the resources of the college, both human and infrastructural, are readily made available for the head of the department/convener and the teachers concerned to carry out the programme/project successfully. After the target is achieved by the dedicated effort of the faculty involved and intensive monitoring by the administration, the response of the beneficiaries of that project is taken as a measure of its success. The college has a democratic set-up, where each unit is given fullest freedom to innovate and plan its perspectives of development, yet it operates through a structured organization for disciplined and smooth functioning. The line of hierarchy is maintained and the code of conduct is implemented to bring harmony and unity in its various cells.

#### **Organizational structure:**

##### **Organization of Teaching Staff**

1. Principal
2. Vice-Principal

3. Head of each Department

4. Faculty of each Department

### **Organization of Non-Teaching Staff**

1. Principal

2. Vice-Principal

3. Head Assistant (UDA)

4. L.D.A.

5. Accountant

6. Grade-IV

### **6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following**

#### **Teaching & Learning**

- Mechanisms to adopt Learner-centric education approach, academic planning, improved and use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcome.
- Learner-centric education approach through appropriate methodologies like Academic Calendar, Interactive instructional techniques, use of debates, projects, presentations, Field work, surveys, experiments and practical classes, Lectures by experts from other colleges & Inter-departmental lecture exchange

- Academic calendar ensures clarity, co-ordination, planning and distribution of classes properly.
- Use of Audio-Visual mode of teaching aids for all departments with Blackboard, Flow Charts, Overhead Projector, LCD Projector, Laptop, ICT as teaching aids & use Computers, Generator for continuous power supply for effective teaching learning process & research work for faculty.

### **Research & Development**

- Mechanism to promote research culture, research publication, & professional development faculty members for quality enhancement of the teaching community.
- The research Committee encourages the research activities of the college and monitors the research activities, infrastructure provided and required by the faculty members to carry out research activities
- Full autonomy is given to the principal investigator by the institution to facilitate smooth progress and implementation of research schemes/projects
- The Institution makes all necessary arrangements for timely availability or release of resources for smooth progress and implementation of research schemes/projects
- Conferences and Seminars organized by the Departments to attract researchers of eminence to visit the campus and interact with teachers and students

- Encouraging and leave for Paper presentations by faculty in different International and National Conferences
- Encouraging Publication by faculty in different International and National refereed journals, books, articles in edited volumes, seminar proceedings etc.

### **Community engagement**

- The institution promotes Community engagement through the participation of students, faculty and staff.
- Community development & Social work by NSS Unit and NCC Unit of the College.
- Environment awareness Tengakhat College Eco-Club.
- Health and hygiene awareness & Health camp. Provided by College Students' Union.
- Sensitizing & awareness of women against exploitation and abuse of any kind -through the Women Cell
- Promotion of Cultural activities and developing Creative instinct of the students.

### **Human resource management**

- Welfare measures for the staff and faculty
- Mechanisms for performance assessment (teaching, research, service) of faculty and staff
- The institution use the evaluations to improve teaching/ research of the faculty and service of the faculty by other staff

- The strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills
- Employing part-time/adhoc faculty
- the institution support and ensure the professional development of the faculty through budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations
- Facilities provided to faculty to carry out their work effectively

### **Industry interaction**

Counselling services are provided to the students through the Career & Counseling Cell which also helps to provide information about employment opportunities and the placement of the students.

### **6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?**

The head of the institution and the stakeholders—students, teachers and non-teaching, parents etc. are always in interactive mode with each other. He gathers information from students, parents, faculties and the public with regards to the teaching quality, extracurricular activities and infrastructural facilities etc. In the meeting of the management the information gathered from different sources are discussed among the members. After thorough discussion and deliberation the existing systems and activities of the college are reviewed and decisions regarding the implementation of new policies are taken.

**6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

The Management is always encouraging and supporting the involvement of the staff in improving the institutional process. The management, through the Principal, involves the staff members in various activities and decision making process related to the curricular, extra-curricular and administrative development of the college. The staff members involve themselves through various committees such as Admission Committee, Women cell Counseling and Placement Committee, Discipline Committee, Anti-ragging Committee, Sports Committee, etc. The representatives of each committee are free to give suggestions and opinions during the meetings with the Management. These suggestions are taken in to consideration before making any decisions.

**6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

The Management of the College keeps on working for the betterment of the education in the campus. The management last year, in their meeting passed the following resolutions-

1. Management to lay down procedures for recruitment to teaching and non-teaching posts (Temporary Positions) Two. Part-time Teachers Appointed and appointment of Non-Teaching Staff is in process
2. LOI for reaccreditation to be sent- On Process
3. Old College Building renovation --Discussed and renovated



4. Construction of 5 new Departments cum classroom -Completed
5. Library Roof Renovation - Completed
6. Construction of conference Room and Interior Decoration -Completed
7. Renovation and Interior Decoration of Principal's Room and Office Room- Completed

**6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?**

Yes. No efforts are made by the institution in obtaining autonomy

**6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

- Yes. The College has a "Grievance Redressal Cell" to redress the grievances of the stakeholders. The students approach the Cell for their grievances regarding academic matters, financial matters, health services, library and other central services.
- The committee sorts out their problems promptly and judiciously. The committee also redresses the grievances of the stakeholders as and when required. As a result of this mechanism, the college has pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the stakeholders.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?**

- No, there had not been any instances of court cases against the institution

**6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?**

- Yes. The college has introduced evaluation of the teachers and on the overall institutional performance by the students. These analyzed evaluated, reports are perused by the Principal. In turn the outcome of the feedback analysis is that necessary actions and initiatives are taken for further improvement of the quality improvement of the institution

### **6.3 FACULTY EMPOWERMENT STRATEGIES**

**6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?**

- Efforts are made so that the faculty adopt Learner-centric education approach, academic planning, improved and use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcome.
- Promotes research culture, research publication by creating infrastructure to carry out research work and run projects, funding to

publish edited volumes on research article & necessary permission to participate in Faculty development Programmes for quality enhancement of the teaching community.

- Support to participate in faculty improvement programmes like Refresher Courses, Orientation programmes and short term courses.
- Organizing inter-disciplinary lectures among faculty members for promoting co-operation, sharing of knowledge and innovations.
- Promoting the participation of students, faculty and staff in all co-curricular, extra-curricular, Community development & Social work. Supporting membership and active involvement in local, state, national and international professional associations

**6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

- Provide, infrastructure and other space to carry out their work effectively
- Permission to participate in Refresher courses/Orientation programmes/Short Term Courses to the teaching staff for professional development.
- Sponsoring to organize in seminars, conferences, workshops, etc.
- Decentralized structure of the administrative system of the college in planning and implementation in all activities has developed an atmosphere of co-operation, sharing of knowledge, innovations and empowerment of all the staff.

**6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

- Each teacher submits self-appraisal reports for each academic session.
- Teachers fill up self-assessment forms while placement is done at higher scales. Accordingly the Expert Committee for promotion interviews the teacher candidate and recommends for promotion. Necessary improvements in wanting areas are advised by the members of the Expert Committee.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

The authority makes an assessment of these feedback forms and accordingly apprises the teachers about the outcome and communicated to the appropriate stakeholders the necessary steps to be adopted for overall improvement of the academic atmosphere.

**6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

**Welfare schemes available for teaching and non-teaching staff**

- Group Insurance Policy for all staff and Faculty.
- Funds are also collected to facilitate any individual member of the staff in his/her emergency.
- Teachers' Common Room

- Canteen Facility for staff

**Percentage of staff have availed the benefit of such schemes in the last four years: 100%**

**6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?**

- Those who are employed on adhoc and contractual basis are offered better pay scales and assurance of job.
- Decentralization of the Administrative System for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty

**6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION**

**6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

As per the need of each unit of the college, the funds are allocated or grants are applied for as per UGC schemes for the building/development projects of the institution. Income/expenditure are closely monitored by the Accountant headed by the Principal. The institution is liberal yet follows the strategy of restraint as far as the expenditure is concerned. Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The institution has formed a purchase committee for the purpose. The regular audit of the budget also exercises check on the expenditure.

#### **6.4.2 What are the institutional mechanisms for internal and external audit?**

**When was the last audit done and what are the major audit objections?**

**Provide the details on compliance.**

The College has a mechanism for internal and external audit. The internal audit is carried out by the Governing Body of the College.

The external audit is carried out by a Government auditor as per the provisions of the Assam Government Rules & Dibrugarh University Act every year. The Governing Body contacts the authorized Chartered Accountant of the Government who along with his team conducts external audit regularly.

The external audit is up to date. It has been completed for the last financial year 2012-13. Internal audit report of 2012-13 and external audit report is awaited.

There were no significant objections raised by the auditors. Some minor mistakes were found, which were sorted out.

#### **6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

Fees/dues from the students are the major sources of institutional receipts. The deficit grant-in-aid scheme and various grants under the UGC schemes are other sources of receipts.

The deficit is managed by the Governing Body by taking administrative decision on case to case merit basis. Minor deficit are generally made up by surplus amount in any other head. However, for major deficit, if any, the governing body of the college approaches the appropriate authorities of the government for necessary grants.

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any). :**

No.

**6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)**

**6.5.1 Internal Quality Assurance Cell (IQAC)**

**a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

After the first assessment, wherein the College was accredited at the B Grade & institutional score of 73.95%, IQAC was established on 26.10.2012. Internal Quality Assurance Cell of the College has developed several quality assurance mechanisms within the existing academic and administrative system. These are as follows:

1. A High Power Committee for Planning, Implementation, Monitoring and Evaluation Board for UGC Grants and the IQAC Coordinator is the Assistant Convener of the Board.
2. Implementing bodies - Committee System for academic & administration.
3. Coordination with all stakeholders.
4. Suggests Academic Audit and Administrative Audit under the supervision of the Governing Body of the College.

5. Its main objective is to plan and implement quality initiatives and evaluate. It follows its calendar for meetings, quality agenda and maintains its proceedings.
6. It circulates its plan and takes steps for implementation.
7. It supports to conduct workshops, awareness programmes, special lectures on quality innovations, Curricula, Teaching-Learning & Evaluation, Research oriented seminars, applying for research grants and project managing, plans and implementation of advanced Learning Resources, ICT management and suggestions for empowerment of staff, kind of Leadership, governance pattern and in strategic perspective planning. It Plans and Supports effective implementation for Total Quality management, Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders.
8. It collects, maintains and analyses documents and document evidences directly or through the College Office. It prepares the Annual Quality Assurance Report (AQAR) and submits it to NAAC.
9. It analyses the feedback received from all stakeholders and inform the concerned about its outcome for correction and amelioration. It also appreciate & encourage and provide support required by all staff for their and quality sustenance and quality improvement in teaching, Research and administration.

**b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?**

Decisions of the IQAC have been approved by the management and implemented



- **Physical Infrastructural Development** — Separate departments for all Subjects; Gents & Ladies Toilet, Drinking water.
- **Renovation** of Students Canteen and Common Rooms, Principal's office, Student toilet of the college building.
- Construction of a modern Central Computer Laboratory.
- Construction of a Conference Room.
- Extension, renovation and purchase of modern and necessary equipments for teachers common room...
- Transparent and Technology oriented Admission Procedure
- Promotion of Research and Publication by Faculty
- Promotion of Extension activities

**c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

Prof. Sristidhar Dutta, Retd. Dean, Rajiv Gandhi University, Arunachal Pradesh, Mr. Prabhat Phukan, Retd. Vice- Principal, Duliajan College, Dibrugarh and Mr. Mohan Sonowal, Retd. Principal, Tengakhat H.S. School iare external member of IQAC of Tengakhat College. We are enriched by their valuable guidance to prepare for the re-accreditation process by NAAC.

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

The students play the role of active learners who help in creating systems according to their needs and requirements. They make suggestions regarding improvement in teaching-learning process, examination system, day-to-day facilities

like library services, leisure or canteen services etc. they are also informed about the decisions taken or policies made by IQAC for their welfare through notices & announcements etc. As far as the alumni of the college are concerned, IQAC makes special efforts to involve them in the college programme.

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

- Representatives of all stakeholders—Teachers, Students, Non-Teaching Staff, Alumni association and Management---- are present in the IQAC team who give their opinions and also convey the work, plan and activities of IQAC to their communities.
- It has been earlier stated that all strategies of IQAC are formulated with consultation of other faculty members. Further at the time of execution of the plans, the staff members and students are involved. As they are with IQAC from the seeding, planting, and cultivating process, this association contributes to the effective functioning of the college

**6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization. :**

'Yes'

- Strategies has been adopted by institution is to satisfy the needs of the students from diverse backgrounds including socio-economic backward community complying with all the norms of the Government.

- Mechanisms to adopt Learner-centric education approach, academic planning, improved and use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcome.
- Mechanism for the upkeep of the infrastructure facilities and promote the optimum use of the same to maintain the quality of academic and other programmes on the campus.
- Mechanism to introduce skill -oriented Vocational Courses, opportunity of higher education to adult earning students to achieve core competencies & develop entrepreneurial approach to face the global requirements successfully.
- Mechanism to promote research culture, research publication, & professional development faculty members for quality enhancement of the teaching community.
- Mechanism to participate in community services through extension Programmes to develop innovative, creative, value-based education for inculcating social responsibilities and good citizenry amongst its student community.
- Mechanism for participation of the students in various cultural and sports activities to foster holistic personality development of students
- Facilitating mechanisms like Career and Counselling Cell, Remedial-coaching Classes for socio-economically backward students, grievance redressal cell and welfare measures to support students.

**6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.**

The institution has not provided any training to its staff for effective implementation of the Quality assurance procedures yet. However, the IQAC members are deputed to participate in IQAC related workshops, short term trainings and seminars.

**6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?**

- ‘Yes’ the institution undertake Academic Audit. After thorough analysis by IQAC and academic subcommittee of the college, strategies are evolved to raise the graph of achievements and widen the horizons.
- The outcomes — such as student intake, results, research etc are analyzed and adequate measures are taken to the institutional activities for the betterment of the institution.
- This audit definitely improves the quality of the institutional programmes. They are geared up toward their goals, for example the review of results brings out the low, average and high performance. Thereafter each student is taken care of according to her capacity. Remedial courses are conducted for the weak students
- Many times new additions are made in the infrastructure to improve the teaching learning process. Every department keeps on adding equipment, books, journals, software for the benefit of the students.

**6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

The college follows all university rules, UGC guidelines and DPI instructions and maintains standards in teaching-learning process, conduct of examination & evaluation. It also avails many welfare schemes offered by these agencies, conducts academic and co-academic programmes as per the calendar of the University.

**6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

- **Academic calendar & Teaching Plan:** The detailed layout of the teaching plan is offered in the Academic Calendar. The plans generally highlight the content and time schedule for completion of the chapters. This enables the Students to know the academic programme and the components to be learnt and to give examination. Moreover, the teachers should know the time frame for teaching – learning process and ensure the total attention for the completion of syllabi and possible revision. The Head of the Department distributes syllabus of the University for each subject taught in the College among the teachers in the respective department. Monitoring and necessary mid-term corrections are made primarily by the Head of the department in consultation with respective Teachers in the departmental meetings.
- Learner-centric education approach through appropriate methodologies like Academic Calendar, Interactive & instructional techniques like audio-visual

mode of teaching, ICT based learning, organizing seminars, debates, Lectures by experts from other colleges & University, Inter-departmental lecture exchange, & presentations. This is accompanied by experiential teaching like projects-based learning, Field work, surveys, experiments and practical classes, etc.

- Detail information about the evaluation methods and the Examination schedule is given in the Prospectus from the time of their admission in a course and also in the Academic Calendar at the beginning of a session
- The Principal regularly meet the HOD and take feedback on the teaching learning progress of each department.

Thus, the systematic planning, organization and implementation of teaching – learning – evaluation is possible within the total scheme of university schedule. It is rational, realistic and scientific.

#### **6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The institution communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders through:-

- Regular notification
- The progress of the students is communicated to the students and their parents
- Detail information are given in the Prospectus
- Through the institutional official website *www.tengakhatcollege.in*

- Policies and plans regarding the quality assurance are communicated to the faculty members, especially the newly appointed ones, in the beginning of the session through meetings with the Principal.
- Policies and plans regarding the quality assurance are also communicated in meetings of the different sub-committees and in the meetings with the teacher's Council, Non-teaching staff and students.
- Students are also made aware of such policies through orientation programmes conducted by the administration and by the heads of departments.
- Policies and plans regarding the quality assurance are communicated to the alumni in the meeting with the alumni.
- Policies and plans regarding the quality assurance are communicated to the University, State Government and NAAC through different reports submitted annually. [Annual Academic Report, Performance Statement and Annual Quality Assurance Reports (AQAR)]

**Any other relevant information regarding Governance Leadership and Management which the college would like to include.**

- The college promotes a culture of participative management. Several committees are constituted by the Governing Body of the College for overall management of the admission, distribution of syllabi, conduction of examinations, promotion of research and extension activities, development of infrastructure-facilities, encouraging cultural activities, maintenance of healthy campus life.

- The college delegate authority and provide operational autonomy to the Departments.
- Involving others in decision making by the Head of the institution of Tengakhat College has lead to empowerment & creation of leaders at every level of an organization.
- Practice performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.
- After the first assessment, wherein the College was accredited at the B Grade & institutional score of 73.95%. IQAC was established on 26.10.2012. Internal Quality Assurance Cell the College has developed several quality assurance mechanisms within the existing academic and administrative system.
- The College has a mechanism for internal and external audit. The internal audit is carried out by the Governing Body of the College.
- The institution undertakes Academic Audit to improve the institutional activities.

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## **CRITERIA - VII**

### **INNOVATIONS AND BEST PRACTICES**

#### **7.1 ENVIRONMENT CONSCIOUSNESS**

##### **7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?**

The college has eco-club. **The club undertakes various activities relating to Environment Consciousness** in the college campus. There is no formal mechanism for Green Audit. The institution takes all possible steps to make the campus eco-friendly. The students and staff has planted more than 500 tree saplings during various tree plantation programmes organized by the institution and all these trees are taken care of and maintained by the institution.

##### **7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?**

- Energy conservation
- Plantation
- Water harvesting

**The initiatives taken by the college to make the campus eco-friendly under the leadership of the eco-club are:**

➤ **Energy conservation**

The college classrooms are airy and well lighted. The institution strictly observes to see that no electric equipments run unnecessarily. Thus enough measures are taken to use electricity carefully. In order to reduce electricity

consumption the corridors of the college have been provided with CFLs in place of the traditional tube lights and bulbs.

➤ **Plantation**

The eco-club often organizes tree-plantation & maintenance programmes in and outside the campus. These planted trees are also maintained carefully by the college authorities. There is enough scope for further plantations inside the campus.

➤ **Other activities undertaken by the Eco Club for creation of Environment awareness are:**

- Organizes seminars & lectures on contemporary environmental issues to increase the environmental awareness of the students.
- **The Eco-Club of the College** conducts surveys-cum nutrition awareness programmes who are below the poverty line in different areas of the Tepakhat. The aim is to inculcate change of life-style through low-cost nutrition and hygiene awareness among the villagers.

## **7.2 INNOVATIONS**

### **7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

- **Use of ICT in Teaching-learning:** Almost all Department of the college have been equipped with all LCD projectors.
- **Infrastructural Innovations:** Three separate staff enclosures cum classrooms are made for Departments of Education, History and Economics. This change in the sitting arrangement of the faculties has provided the faculties an opportunity to utilize their time in the best possible way.

- **Website:** To meet the requirement of the time, the institution too has launched its website *www.tengakhatcollege.in*. All the relevant information of the institution is made available on it.
- **Feedback Mechanism:** Students give the feedback about the teachers at the end of each session. The feedback from the students is obtained teacher-wise and course-wise. The model questionnaire issued by the NAAC is used as a model to prepare the feedback form for this purpose. IQAC analyses these feedback forms and gives the analyzed evaluative report teacher-wise to the Principal. These analyzed evaluated, reports are perused by the Principal. In turn the outcome of the feedback analysis is informed to each teacher for future improvement and encouragement. The outcome of the evaluation and its analysis are intimated to the individual teachers for their understanding of their strength and weaknesses.
- **Teacher-Student Interaction:** Informal interaction between the students and the concerned teachers are encouraged. The Principal and Head of the department of all the departments also interact with students. Besides, the principal also conducted routine check of the departments and the attendance registers of the students. The Principal, pertaining to teaching quality encouraged the HODs and teachers for improvement. All efforts are made to provide latest teaching skills.
- **Audio System for Teaching:** All big classrooms have audio facilities.
- **Public Address System** has been installed to make important and urgent announcements to the students

➤ **Academic Innovations:** The College is trying its best to introduce many innovations which improve academics as well as moral excellence among students.

- Lectures, Seminars etc. organized by various departments.
- Field work by the Department of History, Economics, Sociology and Education
- Health Awareness Field Work by the NSS Units and Health Unit of the college
- Transparent Admission Procedure
- Laboratory Up gradation
- Research Promotion
- Career Counselling Programmes by the Career and Counselling Cell of the college.
- Coaching Classes to appear for competitive examination for Entry into Govt and Non Govt Services for the students of SC/ST/OBC students particularly poor and financially weak students.
- Gender sensitization programmes organized by the Women Cell and GSCASH cell.

### **7.3 BEST PRACTICES**

**7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.**

**1. Promotion of Research Culture in the College**

**2. Community health movement for better way of living through Low-cost Nutrition and Hygiene Awareness programmes in the local villages by the Eco-Club and NSS unit of the College.**

- Two best practices as per the annexed format are attached

## **BEST PRACTICE 1**

### **1. Title of the Practice: Promotion of Research Culture in the College**

#### **2. Goal**

- To encourage and inculcate a Research Culture among the faculty of a UG College.
- Develop scientific temper and acquire research skill among the faculty.
- Encourage faculty to undertake research projects both major and minor and publish books and also research papers in national and international journals.
- Provide Funding to publish edited volumes with research articles.
- Encourage and providing necessary supports to the faculty to present papers and attend national and international conferences and seminars.
- Encourage faculty to pursue M.Phil/Ph.D. programmes and organize college/regional/ state/national/international level seminars and workshops.

#### **3. The Context**

The college has an extremely talented faculty who are hugely interested to pursue their academic endeavor and research activities in the college. The College has set up Research Sub-committee to chalk out institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers. It has stipulated the following strategies:

- Keeps track of the various research projects funded by UGC, ICHR, ICSSR, etc.

- Updating the teachers regarding the various fellowships and facilitate in applying for the same.
- Monitor that infrastructural facilities are provided in the College premises to carry out Major and Minor Research Projects.
- Recommends for Leave to present research papers in seminars, conferences and workshops by the faculty members.
- Based on the suggestions of the committee the college authority has provided Computer with Internet, Procurement research oriented journals.
- Promotes to organize interdisciplinary programmes related to research of the faculty and exchange of ideas.
- Encourage to publish Research journal.

#### **4. The Practice**

- The institution encourages and extends all help possible to promote research activities in the institution
- Full autonomy is given to the Principal Investigator by the institution to facilitate smooth progress and implementation of research schemes/projects. The Institution makes all necessary arrangements for timely availability or release of resources for smooth progress and implementation of research schemes/projects.
- Adequate infrastructure and human resources are provided by the institution for smooth progress and implementation of research schemes/projects and other research initiatives. The college authority has provided space in each department to carry out minor research projects and research activities for the faculty.

- Provided computer for all departments.
- Purchased books and journals according to the needs of the faculty.
- Other research facilities are available for active research work within the college campus are: Central computing facility, Internet Connections, General/Departmental Library, Departments are well-equipped with LCD, printers, scanners, and Internet facilities, etc.
- Promoting Publications as Edited Volumes on research articles
- Conducting National/State/Regional level workshops/seminars/conference.
- Encourages and leave are sanctioned for presenting research paper in different International and National Conferences by faculty.
- Teachers are motivated in the department to pursue at least one minor/major research project in their area of specialization or one that is inter-disciplinary in nature.
- Teachers who have not started their M.Phil. /Ph.D. work are also motivated to register for such programmes.
- Due to shortage of staff almost in every department, the institution cannot afford to reduce teaching load for the sake of the students. However special leave is granted to the faculty for paper presentations or for Ph.D. work when and where it is necessary.
- The various departments, Units and staff of the institute interact with each other in undertaking inter-disciplinary research.



- The institutions also felicitate the faculty for their achievement in research activities and research outputs.
- By arranging seminars and conferences whereby students have ample opportunities to interact with eminent researchers.

## 5. Evidence of Success

The impact of the above practice to inculcate a Research Culture among the faculty of a UG College and also among the students is evident in the following data given below:

- The college authority has provided space in each department to carry out research activities for the faculty.
- Provided computer and internet facilities for all departments.
- Purchased books and journals according to the needs of the faculty.
- Received funds from **UGC for running one Minor Research Project** in the Post accreditation period

Amount allocated is

Allocated- 1, 50,000/-

Received- 1, 25,000/-

- At present **5 faculty members are enrolled** in different universities of the state for their Ph.D. work.

## 6. Problems Encountered and Resources Required

- Non availability of enough financial resources.
- The college does not have space to allocate separate enclosure for each faculty

- Time for research activities becomes a problem due to shortage of teaching staff.
- Problem of writing and publishing of papers because of more number of teaching hours for UG programmes.
- It is UG College so the student cannot directly get involve in research projects.
- Generosity of time and effort by individuals to facilitate better functioning in organizing of seminars/workshops. To a large extent there is an improvement but this needs to be strengthened.
- More journals and e-journals required.
- Constant and regular motivation by the Research Committee and IQAC towards enhancing teacher registration for Ph.D. programmes and applying for major and minor research projects.

### **7. Notes (Optional)**

Interest in research of the faculty has motivated the college authority to promote research culture in the institution. Within the limited resources and space available the college always stays besides the faculty to pursue active research in the institution.

### **8. Contact Details**

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## **BEST PRACTICE 2**

**1. Title of the Practice: Community health movement for better way of living through Low-cost Nutrition and Hygiene Awareness and Literacy Awareness programmes in the local villages by the Eco-Club and the NSS unit of the College.**

**2. Goal:** Nutrition component is one of the most important aspects both for physical and mental growth for children. For the last two decades a large number of people in villages and slums living under the poverty line are suffering from mal nutrition due to scarcity of proper food and illiteracy particularly for developing countries. The Eco-Club and the NSS unit of the College undertakes community health and literacy movement among the some villages and Tea gardens of the Tengakhat block of Dibrugarh district every year. Most of the people in these areas are poor and illiterate, living below the poverty line. They are deprived of the basic human living conditions of health, hygiene and food. They are generally unaware of the type of nutrition they require particularly for pregnant & lactating mother & children from 0 to 7 years. The aim is to inculcate better way of living through nutrition and hygiene awareness among the villagers.

**3. The Context:** Working with people of the villages the volunteers and teacher members of the Eco-Club the NSS unit of the College observed that the adult males of these areas are either farmers or daily wage labourers, *and* the adult females, work as maid servants etc. daily, struggling to make both ends meet. They are generally unaware of the type of nutrition they require for a child or for an adult. The food they consume and the method adopted for cooking are also faulty and

consequently they are prone to suffer from various diseases. At the same time most of the people are illiterate. The students and teachers felt responsible as sincere citizens to apply their education and values imbibed at the college to serve their community. Therefore the purpose of the awareness programmes is to make aware the parents about the health and education of their child and also of the female members of family which also include proper cooking procedure through demonstration as it helps to frame a healthy society. The objective of the practice is to maintain hygienic environment and take nutritious and balanced diet by using low cost indigenous food and to increase literacy rate in the study areas. After extensive meetings, discussions and deliberations with the nutrition experts, medical experts, local authorities and others, a plan of action was drawn up.

**4. The Practice:** Nutritionists have discovered that weight for age has been one of simplest characteristics to reflect relative importance of deficiencies of protein and energy in a community survey. The eco-club and NSS unit have utilized this method in their surveys-cum nutrition and literacy awareness programmes. The teachers and the student volunteers of the Eco-Club and NSS unit cover nearly 30-35 families who live below the poverty line in every camp. 30-35 mothers attended each camp along with their children and adolescent daughters. The theme that is usually discussed is that the traditional food is better than the fast food and preparation of modern health drinks and importance of education are discussed among them along with active demonstration. The volunteers and the teachers teach how to cook low cost food for nutritious and balanced diet maintaining hygiene like 1) washing vegetable before cutting to avoid the insecticides and germs, 2) not to wash them after cutting to maintain the water-soluble vitamins & minerals, 3) use mix

vegetable curry, 4) use rice mart as food, 5) intake of spices daily, 6) concept of safe drinking water, 7) reading books and newspaper etc. These are participatory programmes with a complete mood of picnic. The club prepares a special questionnaire sheet to know the food habits of the families. Through health and weight checkup they are made aware of their poor health, especially about their children, pregnant & lactating mother by inviting the local doctors who willingly participate these programmes.. These programmes have the following important components:

1. Proper cooking demonstration of low cost food for nutritious and balanced diet maintaining proper hygiene while cooking.
2. Process of cooking for retaining the nutritional value in a scientific manner.
3. Measuring the weight of the children according to age and suggesting low cost traditional nutritive diet for them.
4. Questionnaire sheet to know the food habits of the families.
5. Literacy programmes regarding health and hygiene.
6. Awareness about the bad effect of the preservative, used in costly tinned food.
7. Importance of education in present day context.
8. Reduce the dropout students.
9. Reduce child labor

**5. Evidence of Success:** After the camps the volunteers and teacher members of the Eco-Club and NSS unit of the College frequently visits those areas and monitor and tries to investigate whether at all some impact have been resulted from their effort of the community health movement. It has been found that the dwellers have adopted

some methods of cooking low cost food for nutritious and balanced diet. They are now more concerned about the health and hygiene of the children. The villagers now use mix vegetables. The health and cleanliness standards have improved life-style. They also know the importance of education. They even request to organize for more such programmes. Therefore more than 5 programmes have been organized. The students are seen to have matured into more sensitive human beings with right attitude for dignity of labor and towards other human beings. Teachers are now feeling more equipped to groom their students into better citizens. The college and also its surroundings have benefited immensely. The surroundings are much cleaner and neater and the activities have improved the ambience of the college. These camps are now a popular extension and community development activity of unique kind in the locality.

**6. Problems Encountered and Resources Required:** Initially it is tough to convince student volunteers every to attend the camp regularly although later they get interest and attend willingly. The volunteers are need to be trained every year for this purpose and so they are required to attend these training programmes after their classes which sometimes becomes hectic for them. Only one camp can be arranged in a year for lack of funds. Moreover some resistance is faced from the inhabitants in the area where the camps are organized. The females are mostly maid servant and cannot attend the camp for the whole day.

**Resources Required:**

- More Fund to organize such camps at least 2/3 times in a year
- Special classes can be arranged for the students to inculcate the necessity of such programmes and the importance of their participation

- Inviting the parents to the college and the teachers explaining the importance of this project for the community and how the same would enhance the personality of their wards, grooming them into more sensitive and responsible adults.
- More involvement of the stakeholders and local authorities required

## **8. Contact Details**

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## **D. POST-ACCREDITATION INITIATIVES & SWOC ANALYSIS**

### **Post-accreditation Initiatives:**

Keeping the recommendations in mind of the NAAC Peer Team of the First (Cycle 1) the accreditation process by NAAC in 2005 the college have taken the following initiatives for quality sustenance and quality enhancement in the last eight years (Post NAAC Period ( 2006-2013) which is highlighted through the seven criterions of NAAC:

### **CRITERION I: CURRICULAR ASPECTS**

- Career Oriented Certificate Courses is opened which can be pursued simultaneously with the above undergraduate programs to encourage skill development among students to face the global requirements successfully.
- Distance Mode of Education facility Under Dibrugarh University to provide opportunity to higher education by introducing and economically weak dropped out students from the general courses.

Other initiatives taken by the institution for curriculum enrichment are:

- Innovative teaching-Learning Procedure for almost all subjects with ICT based teaching aids like audio-visual mode of teaching, Psychological Laboratory with modern and advance equipments, Computers and Internet, curriculum Based Field work and Study tour organised for enrichment of the curriculum and experiential teaching.
- There is a well-designed modern Central Computing Laboratory with advanced audio-visuals multi-media, and computers with Internet connections which equip the students to compete in the global employment markets.



- Teachers take active part in framing and modifying and the implementation of the university syllabi of the degree courses.
- Distance Education: A number of courses are taught at Tengakhat College Study Centre (under Dibrugarh University Distance Education) through Distance Education mode aims at over all development of the student.

## **CRITERION II: TEACHING-LEARNING AND EVALUATION**

- The detailed layout of the teaching plan is offered in the Academic Calendar.
- IQAC Plans and Supports effective implementation for Total Quality management like Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders.
- The college made 8 appointments to provide competent faculty to the students as per the demands of respective courses.
- On the issues such as handling new curriculum, content/knowledge management, selection, development and use of enrichment materials, assessment, teaching learning material development, selection and use, heads of departments provide informal orientation to their newly-recruited staff. Regarding use of audio visual aids/multimedia etc, technical assistance is provided by the college to operate ICT tools.
- Learning made more student-centric. A recent effort made by the institution to encourage the faculty to adopt new and innovative approaches is the introduction of smart board, Computer and Internet, LCD Projects, OHP, field work, visit to industries, socio-economic surveys, health survey and the

impact of such innovative practices on student learning lies in their being enthused into smart classrooms and participate interactively.

- Library resources used to augment the teaching-learning process
- Evaluation of teachers by the students: The College has introduced evaluation of the teachers by the students. The feedback from the students is obtained teacher-wise and course-wise. IQAC analyses these feedback forms and gives the analysed evaluative report teacher wise to the Principal.
- Detail information about the evaluation methods and the Examination schedule is given in the Prospectus from the time of their admission in a course and also in the Academic Calendar at the beginning of a session.
- The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcomes through:
  - a) Well-equipped laboratory ( only for the Dept. of Education)
  - b) Library
  - c) Classrooms
  - d) Audio-visual equipment
  - e) Class tests, written assignments, unit tests, group discussions & interactive sessions
  - f) Mid-term and Test Examinations
- Academic support is provided to students
- Personal and psycho-social support is provided to students
- Guidance services are provided to students

- The college NSS & NCC Units regularly organizes programmes to enhance the social relevance of the courses.
- Organizing seminars, project work and Counselling on curriculum and employability options for students.

### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

#### **Research**

College encourages Research activities in the institute and the impact of the Research Culture among the faculty of a UG College and also among the students is evident in the following data given below:

- The college authority has provided space in each department to carry out research activities for the faculty.
- Provided computer and internet facilities for some selected departments.
- Purchased books and journals according to the needs of the faculty.
- Received funds from UGC for running **1 Minor Research Projects** in the Post accreditation period.
- At present **3 faculty members are enrolled** in different universities of the state for their Ph.D. work.
- More than **8 faculty members have presented papers** national and international conferences and seminars
- Faculty have published and presented a large number of research papers in various National/International seminars in their individual capacity and in collaboration with associates- leading to publication of **research papers, in**

**books, chapters in books and articles are published in proceedings of seminars and as other publication, etc.**

- One Faculty Members have been awarded Ph.D. Degree by Dibrugarh University in the post-accreditation period.

**Consultancy:**

The institution has no policy within their guidelines to utilize the revenue generated through consultancy services. Still the **institution has taken the following initiatives** to encourage the faculty members involved in consultancy services by giving them duty leave and honouring them for their efforts:

- The college ensures that the benefits of the knowhow, skills/expertise and exceptional gifts of the faculty reach the maximum numbers, irrespective of creed, region or nationality.
- Colleges, university, Govt. agencies, NGOs, neighbouring villages, institutions for disadvantaged sectors of the society, national & international Publication House are our beneficiaries.
- Mostly, the services are rendered without the expectation of any remuneration.

**Extension Activity:**

- The college boasts of excellent record of accomplishment with respect to extension activities in the different categories like Community development, Social work, Health and hygiene awareness, Health camp, Adult education

and literacy, Blood donation camp, Environment awareness, Gender sensitization etc through National Service Scheme Unit of the College, Eco-Club of the College, Health Unit of the College, in Collaboration with NGOs. The Women Cell constituted for prevention of harassment of women.

- The NSS Unit has been approved and affiliated with the University of Dibrugarh, and is actively involved in Community development through Social work.
- The NCC unit has been approved by the 10<sup>th</sup> Assam Bn. and is actively involved in Community development through Social work.
- Eco-Club of the College undertakes extensive programmes relating to environment awareness programmes and a unique practice of community health movement -- Health and hygiene awareness in the villages of the district.
- Health Unit of the College organizes health checkup for students and health awareness seminars and workshops.
- Gender Sensitization through the Women's Cell of the College organizes counseling programmes, workshops and interactive sessions for women students to ensure social justice and empowerment for all women in the institution and society.

#### **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

##### **Measures Undertaken:**

##### **Physical Infrastructures:**

- **Floor area of 400 sq. mt. has been expanded** in the building by constructing new classrooms, departmental rooms and Central computer laboratory.

- The Psychological laboratory is **extended and upgraded** with advanced Laboratory equipments and have given enough space to carry out practical classes effectively.
- New Departmental rooms for some department is made available.
- The old college building has been constructed for class rooms.
- **A well-designed modern central Computing Laboratory is built** with advanced audio-visuals multi-media facilities.
- The **college library is extended and renovated** to ensure enough and optimum stacking of the books and journals for students.
- The College now has a **conference room** with advanced audio-visuals multi-media facilities like LCD Projector, Laptop, and Computer with Internet connections to organise seminars, lectures and other academic activities and administrative meetings.
- The college **auditorium is constantly** used for academic functions, State and National Conferences, Cultural Programmes for University and State level festivals, stage rehearsals and interactive sessions of the students and the faculty with eminent educationists from within and outside the state.
- **Common Rooms for boys and girls and all toilets for students and staff have been renovated.** One new toilet for students two for staff has been constructed.
- **The student canteen has been renovated.**
- **Principal's room and college Office has been renovated**

- **Separate, new and more spacious area** for the college NSS & NCC Units, Eco-club and the Health Unit and Recreational facilities for non-teaching staff have been created.

### **Library**

- The library has been rebuilt and the area has been expanded to accommodate more books and journals. Library floor area have been increased considerably.
- Total Library Books now stands at **10542**.
- **One Computers has been installed in the library.**
- **One photocopier** and printing facilities is available.
- Books and Journals on Competitive Examinations are the unique facilities for career planning and development programs.

### **ICT Developments:**

- In all there are around **40 computers in the college**. Thus Computer facility is extended to all students and staff. During the Ist accreditation in 2005 there were only 2 computers in the college.
- At present there are **6 internet connections** which was only **one** in 2005.
- **Multimedia enabled modern Central Computing Laboratory** provides excellent academic computing facilities to the faculty and students.
- The library also extends computers and Internet facility through networked computer system (1 system is available).

- The College also has **back-up facilities with generator** and UPS for uninterrupted power supply.

**Maintenance:**

- Adequate funds have been allocated in the budgetary provision for maintenance of infrastructure every year.
- The college aims to prepare and make use of Information and Communication Technology (ICT) optimally.
- There is a full-fledged **Maintenance Sub-Committee** for maintenance of physical infrastructure.
- There is **deployment of an electrician** for location, upkeep and maintenance of sensitive equipment
- There is installation of voltage stabilizers and transformers for equipment to control voltage fluctuations.
- Equipments are placed at proper & safe places.
- There is an overhead water tank with submersible water pump for constant supply of water.

**CRITERION V: STUDENT SUPPORT AND PROGRESSION**

The evaluative observations made under Infrastructure and Learning Resources in the previous NAAC assessment report and the way they have been acted upon:

**Measures Undertaken:**



**Career and Counselling Cell:** The Career and Counselling Cell of the College was formally constituted in the year 2012 as advised by the NAAC Peer Team in 2005. The Career and Counselling Cell is set up in order to lend a helping hand to the students so that they can cope better with the demands and pressures of increasingly competitive surroundings and prepare them for their future career, & for that the cell organizes campus and seminars as required regularly.

Exposures of students to other institution of higher learning/corporate/business house etc.:

- Career Oriented workshops with corporate/business house by the career counselling cell
- Participation in Seminars in & inviting experts on various subjects other institution of higher learning
- Interactive sessions with faculties from different professionals are organized to ignite the students' desire for new ventures.
- Job Training Programmes and organized by the career counselling cell & the NSS Units.

**Coaching for Entry Level Examinations** in different Government and Non-Government Service especially for the SC/ST and economically backward families. Competitive books & magazines facility are also provided.

- **Promotion of Performing Arts:** The College, initiated on the suggestions of the NAAC Peer Team in 2005, and always encourages cultural activities for a significant contribution to the cultural heritage of the College. The Students'

Union of the College has organized a Cultural Competition in 2012 and other cultural programmes from time to time and has catered to the talents in cultural activities, especially in the Performing Arts.

- Other initiatives taken up by the institution for student support and progression are:
  1. The institution publish its updated prospectus annually to disseminate information regarding admission Procedures financial aid and student support services, History of the College; College Staff (Faculty and Non-teaching Staff); Courses offered, infrastructural additions, results, aids and incentives to the needy and meritorious, sports achievements, achievements of NCC, NSS, Eco-Club, Health Unit, Welfare schemes etc.
  2. The Institution has moved towards electronic data management and have official institutional website *www.tengakhatcollege.in* to provide ready and relevant information to stakeholders.
  3. The specific support services/facilities available for Students from SC/ST, OBC/Physically Challenged and economically weaker sections in the Post accreditation period are-
    - Skill development (spoken English, computer literacy, Beauty care etc.)
    - Exposure given to Computer with net facilities
    - Health Camps are organized for health checkups for students
    - Efforts to promote participation of students in extra-curricular and co-curricular activities, Competitions are organized for the entire fresher, which is

another way of showcasing the speaking, singing, dancing and theatrical skills of the students.

- Efforts to promote participation of students in Sports additional academic support, flexibility in examinations, special dietary requirements, sports uniform and Materials are provided by the college
- Although this is an undergraduate college it encourages the students for competitive examinations.
- The Women Cell invites resource persons from various fields for professional as well as psychological counselling of the student The Governing Body of the college formally constituted the **Women Cell**, which has started its actual journey from 2010 for addressing issues related to women staff & students & Gender Sensitization. The cell encourages students & staff to participate in all cultural activities. It inspires them for empowerment socially and financially. The cell makes women students aware of the social responsibilities and gives them mental support to fight against sexual harassment of women students and for other women of the society. This cell takes initiatives for guidance and counselling of female students.
- The College has a “Grievance Redressal Cell” to redress the grievances of the stakeholders.
- The college has adopted the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 & has constituted an Anti-

Ragging Committee governed by the senior staff members of our college. No instances of ragging have been reported during the last four years.

- The College gets good pass percentage and also 1st classes in the University Exams. We also have better results in comparison not only to other institutions but also our average pass percentage is better than the University Pass percentage in B.A. Honors and General Courses.
- Many students have joined service sectors (Both Private and public) but as this is under graduate college students passed out do not report about the services that have joined and therefore exact figures are not available.
- The college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions
- The college involve and encourage students to publish materials like wall magazines, college magazine etc.
- The college has a Students' Union which is an active and constructive body in the college managed democratically by the students themselves.
- There is a student representative in every important academic and administrative bodies and also in every extension unit of the college.
- The institution networks and collaborates with former faculty and the Alumni through the

Alumni Association, and Alumni Meets. The present day student of this College can boast the splendor of its past and the glory of its Alumni. The

contribution of this Institution to the Society in the form of Politicians, Physicians, Educationists, Bureaucrats, Sports personalities, Social service workers.

#### **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

- The college promotes a culture of participative management. Several committees are constituted by the Governing Body of the College for overall management of the admission, distribution of syllabi, conduction of examinations, promotion of research and extension activities, development of infrastructure-facilities, encouraging cultural activities, maintenance of healthy campus life.
- The college delegate authority and provide operational autonomy to the Departments.
- Efforts made by the institution to enhance the professional development of its teaching and non-teaching staff
- Support to participate in faculty improvement programmes like Refresher Courses, Orientation programmes and short term courses.
- Skill Development and Training for non-teaching staff.
- Practice performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.
- Welfare schemes available for teaching and non-teaching staff.

- The institution monitor effective and efficient use of available financial resources The College has a mechanism for internal and external audit. The external audit is carried out by a Govt. auditor as per the provisions of the Assam Government Rules & Dibrugarh University Act every year.
- After the first assessment, wherein the College was accredited at the B Level & institutional score of 73.95%. IQAC was established on 26/10/2012. Internal Quality Assurance Cell the College has developed several quality assurance mechanisms within the existing academic and administrative system.
- Decisions of the IQAC have been approved by the management for implementation. The institution has an integrated framework for Quality assurance of the academic and administrative activities.
- Mechanisms to adopt Learner-centric education approach, academic planning, improved and use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcome.
- Mechanism for the upkeep of the infrastructure facilities and promote the optimum use of the same to maintain the quality of academic and other programmes on the campus.
- Mechanism for participation of the students in various cultural and sports activities to foster holistic personality development of students

- The institution undertakes Academic Audit to improve the institutional activities.

## **CRITERIA VII: INNOVATIONS AND BEST PRACTICES**

### **Environment Consciousness**

- The college has eco-club. The club undertakes various activities relating to Environment Consciousness in the college campus such as Energy conservation, Plantation in its own ways. The eco-club often organizes tree-plantation programme in and outside the campus.
- Organizes seminars & lectures, Scientific Exhibition and Environmental & health awareness camp, Nutrition awareness camp, Documentary film Show.

### **Innovations**

- Development of ICT in Teaching-learning and Administration.
- Website: To meet the requirement of the time, the institution too has launched its website *www.tengakhatcollege.in*
- Feedback Mechanism from students
- Audio-Video System for Teaching: All big classrooms have audio facilities.
- Public Address System has been installed to make important and urgent announcements to the students
- Academic, Research and Extension Innovations:
  - Lectures, Seminars etc. organized by various departments

- Field work by the Department of History, Economics, Sociology and Education
- Literacy Awareness programme by the Department of Education
- Health and Literacy Awareness programme organized by the Eco Club and NSS unit.
- A study circle organized by the Teacher's Unit of the college – and platform to exchange ideas among teachers.
- Career Counselling Programmes
- Eco-Club to promote environmental awareness programmes
- Gender sensitization programmes organized by the Women Cell and GSCASH cell.

### **BEST PRACTICES**

- Promotion of Research Culture in the college by the Research Sub Committee
- **Community Health Movement** by the Tengakhat College Eco-Club & NSS unit.
- The institution is aware that much is to be done in the limited set up which it have and will continue its journey to achieve the best for quality sustenance and quality enhancement.

### **SWOC ANALYSIS OF THE INSTITUTION**



## **STRENGTHS**

- Democratic working atmosphere
- Learner centric teaching approach are practiced and ICT usage for teaching
- Efficient and dedicated teaching staff
- Encouraging trends of students applying for different courses and increasing student strength over the years.
- Positive College result. More than 80% subject wise pass percentage.
- The number of publications by the faculty members in the last four years has been increased.
- Upgraded laboratory with modern equipments
- An auditorium ( under construction)
- Extensive and effective extension activities through NCC & NSS. Both the wings of the College have been very active and have participated with great enthusiasm in activities like blood donation, first aid training, health awareness survey etc.
- Environment awareness programmes lead by Eco-Club of the college
- Gender sensitization through the women cell
- College caters to students from all sections of society.
- Remedial coaching classes, coaching classes for competitive exams, Career and counselling cell for students.

- Needy students provided fee concession
- Teachers have personal contact with students rendering a Humanistic touch.
- Lot of motivation and encouragement given to students to participate in co-curricular activities
- Magazine/Prospectus always carry a message for the society.
- Well maintained Health Unit for First Aid facilities.
- College strives to inculcate moral values and Indian culture in our students.

### **WEAKNESSES**

- Lack of enough Buildings space.
- No Indoor stadium.
- Shortage of Teaching and Non-Teaching staff.
- The College has not been able to enter into either faculty exchange or student exchange
- Programmes due to structural and governmental policy limitations.
- The socio-economic background of many of the students (some of them are first and second generation learners) admitted in the College is responsible for poor language competence (both in their mother tongue as well as English). This leads to an unsatisfactory level of comprehension and communication, particularly in the first year.
- Within the existing structure the College finds it difficult to respond to the varied needs of its students coming from different socio-economic and cultural background.

- Less number of courses offered.
- Office outlook to be changed.
- Lack of man power.

### **OPPORTUNITIES**

- Humanistic approach of dedicated staff.
- Efficient teaching staff.
- Opportunities to carryout research projects and any other research initiatives
- Co-operative/Supportive Management.
- Safe campus for girls.
- UGC offering number of grants.
- The vision of the College makes it imperative to engage in socially relevant programmes such as organizing voluntary blood donation camps, AIDS awareness programmes, and Disaster management skills.

### **CHALLENGES**

- The challenge involves getting permission from the Government to fill up the vacant posts of the administrative support staff.
- Increase finance availability.
- Efforts to pull out/change mind set of conservative parents and students.
- Improve upon communication skill and develop global competencies of our rural based students.

## **FUTURE PLANS**

- Construction of new buildings.
- Widen Scope of subjects by introducing new subject like Geography, Computer Applications and Journalism.
- Open Major Course in English
- Introduce ICT teaching technology enabled system for all classrooms.
- Plantation
- Environmental Consciousness and Development of Renewable energy and energy conservation
- Organize national seminars

\*\*\*\*

## **E. EVALUATIVE REPORTS OF THE DEPARTMENTS**

### **EVALUATIVE REPORT OF THE DEPARTMENT OF EDUCATION**

**1. Name of the department: DEPARTMENT OF EDUCATION**

**2. Year of Establishment:** Introduction of Intermediate/ H.S. Course – 1967

Introduction of B.A. Pass Course – 1967

Introduction of B.A. Major Course – 2004

**3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D. etc.)** B.A. Major & General Course, Higher Secondary Course

**4. Names of Interdisciplinary courses and the departments/units involved:**

Multidisciplinary Course in B.A. 4<sup>th</sup> Semester

**5. Annual/ semester/choice based credit system (programme wise):** Semester system

**6. Participation of the department in the courses offered by other departments:**

Nil

**7. Courses in collaboration with other universities, industries, foreign institutions etc:** Nil

**8. Details of courses/programmes discontinued (if any) with reasons:** Nil

**9. Number of teaching posts**

<b>Teaching posts</b>	<b>Sanctioned</b>	<b>Filled</b>
<b>Professors</b>		
<b>Associate Professors</b>		1 (Through CAPS)
<b>Asst. Professors</b>	2	1

**10. Faculty profile with name, qualification, designation, specialization  
(D.Sc./D.Litt. /Ph.D./M. Phil. etc.)**

Name	Qualification	Designation	Specialization	D.Sc./D.Litt. /Ph.D./M. Phil. etc.)	No. of Ph.D Students guided for the last 4 years
Mrs. Phuljyoti Chetia	M.A.	Associate Professor	School Organization and Administration		No
Mrs. Sonali Chetia	M.A. M.Phil	Asst. Professor	Educational Psychology	M.Phil.	No

**11. List of senior visiting faculty: Nil**

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 40%**

**13. Student -Teacher Ratio (programme wise):**

Intermediate/ H.S. Course- 1:80

B.A. Pass Course- 1:50

B.A. Major ----- 1:20

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil**

**15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./MPhil./PG.:**

SONALI CHETIA- M.A. M.Phil

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil**

**18. Research Centre /facility recognized by the University: Nil**

**19. Publications: October 2005-June 2013**

a. Publication per faculty: Nil

- b. Number of papers published by faculty and students in peer reviewed journals (b 1: national / b 2: international)-Nil
- c. Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)- Nil
- d. Monographs- Nil
- e. Chapter in Books:- Mrs. S Chetia contributed a chapter in a book entitled “Skilled Based Courses” With ISBN Standard.
- f. Books Edited : Nil
- g. Books with ISBN/ISSN numbers with details of publishers:
- h. Citation Index: Citation Range
- i. SNIP Range
- j. SJR Range
- k. Impact factor Range
- l. h-index

**c. Publications in seminar Proceedings- Nil**

**d. Other publications- Nil**

**20. Areas of consultancy and income generated: Nil**

**21. Faculty as members in**

**a) National committees – Nil**

**b) International Committees**

**c) Editorial Boards:** Member of a Journal with ISSN Standard entitled “Journal of Humanities and Social Science Research”

**22. Student projects:**

- a. Percentage of students who have done in-house projects including inter departmental / programme:

**Compulsory Paper for 4<sup>th</sup> Semester Students on Environmental Studies: 100%**

- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: Nil

**23. Awards/ Recognitions received by faculty and students: Nil**

**24. List of eminent academicians and scientists/visitors to the department**

(a) Dr. K.K. Borgohain, Dept. of Education, Dibrugarh University

(b) Dr. P.K. Gogoi, Dept. of Education, Dibrugarh University

(c) Dr. Runuma Sarma, Dibru College

(d) Mr. Paresh Rajkhowa, Naharkatiya College

**25. Seminars/ Conferences/Workshops organized & the source of funding- Nil**

**26. Student profile programme/course wise: 2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
B.A. 1 <sup>st</sup> Sem.(Major)	30	23	8	15	78.26%
B.A. 2 <sup>nd</sup> Sem.(Major)		20	7	13	90%
B.A. 3 <sup>rd</sup> Sem.(Major)		13	7	6	23.07%
B.A. 4 <sup>th</sup> Sem.(Major)		13	7	6	38.46%
B.A. 5 <sup>th</sup> Sem.(Major)		18	4	14	83.33%
B.A. 6 <sup>th</sup> Sem.(Major)		18	4	14	83.33%
B.A. 1 <sup>st</sup> & 2 <sup>nd</sup> Sem. (General)		46	20	26	100%
B.A. 3 <sup>rd</sup> & 4 <sup>th</sup> Sem. (General)		116	40	76	95%
B.A. 5 <sup>th</sup> & 6 <sup>th</sup> Sem. (General)		60	22	38	85%



## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.A. Major	100%	-----	-----
B.A. General	100%	-----	-----

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : Nil

## 29. Student progression:

Student progression	Against % enrolled
UG to PG	33%
PG to M.Phil.	-----
PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
<b>Employed</b> • Campus selection • Other than campus recruitment	14%
Entrepreneurship/Self-employment	-----

## 30. Details of Infrastructural facilities

- a) Library: Apart From the Central Library the department has its own library which is quite rich in collection of books.
- b) Internet facilities for Staff & Students: Computers and internet facility in the Department.
- c) Class rooms with ICT facility: Audio mode of teaching present in some classrooms.
- d) Laboratories: One Psychological laboratory.

**31. Number of students receiving financial assistance from college, university, government or other agencies:** All SC/ST/OBC/Minority students receive scholarships from the state Government. One student receives financial assistance from the college.

**32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:** Nil

**33. Teaching methods adopted to improve student learning:**

- Traditional Lecture Method with Blackboard and chalk
- Audio- Visual classes
- Field Study
- Practical Classes
- Organizing Seminars
- Project work
- Special Classes, tutorials etc.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

The Students and the Faculty members regularly participate in the Institutional Social Responsibility and Extension activities organized by the college NSS Unit, the Eco-Club and the Health Unit of the College.

**35. SWOC analysis of the department and Future plans:**

**Strength:**

- The main strength of the department is the demand for the subject in the present context.
- With acute shortage of full time faculty (only two sanctioned post) the department is moving forward imparting quality teaching and striving hard to complete syllabus in time.
- Satisfactory results in the final year examinations.

**Weakness:**

- Acute shortage of full time faculty (only two sanctioned post) in the department.
- Visual Mode of Teaching method also needs to be adopted.
- More books are required for the departmental library.
- Shortage of laboratory technician.

**Opportunities:**

- The subject has opportunities in teaching profession—both school and higher education level

**Challenges:**

- Two more substantive full time teaching posts creation is the need of the hour.
- To make the subject more attractive and interesting by adopting modern teaching aids—like audio-visual mode, more field work and surveys etc.

**Future Plans:**

- Improve the Teaching and Research Possibilities of the department.
- To start Montessori teaching course in future
- To publish a wall magazine.

## EVALUATIVE REPORT OF THE DEPARTMENT OF HISTORY

**1. Name of the department: DEPARTMENT OF HISTORY**

**2. Year of Establishment:** Introduction of Intermediate/ H.S. Course – 1967

Introduction of B.A. General Course – 1967

Introduction of H.S. Course \_\_\_\_\_1967

**3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D. etc.):** B.A. General Course & Higher Secondary Course

**4. Names of Interdisciplinary courses and the departments/units involved:**

Multidisciplinary Course in B.A. 4<sup>th</sup> Semester

**5. Annual/ semester/choice based credit system (programme wise):** Semester system

**6. Participation of the department in the courses offered by other departments:**

Nil

**7. Courses in collaboration with other universities, industries, foreign institutions etc.:** Nil

**8. Details of courses/programmes discontinued (if any) with reasons:** Nil

**9. Number of teaching posts**

Teaching posts	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	2	1

**10. Faculty profile with name, qualification, designation, specialization (D.Sc./D.Litt. /Ph.D./M. Phil. etc.)**

Name	Qualification	Designation	Specialization	D.Sc. /D.Litt. /Ph.D. /M. Phil. etc.)	No. of Ph.D. Students guided for the last 4 years
<b>PRANJAL BHUYAN</b>	M.A., B.Ed., M.Phil.	<b>Asst. Professor</b>	Medieval India & Cultural History of Assam	M.Phil.	No

**11. List of senior visiting faculty: Nil**

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil**

**13. Student -Teacher Ratio (programme wise):**

Intermediate/ H.S. Course- 1:40

B.A. Pass Course- 1:5

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil**

**15. Qualifications of teaching faculty with D.Sc. /D.Litt. /Ph.D. /MPhil. /PG.:**

PRANJAL BHUYAN- M.A. B.Ed. M.Phil.

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: 1 (one)**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: UGC, Total grant received- 1, 25,000/-**

**18. Research Centre /facility recognized by the University: Nil**

**19. Publications: October 2005-June 2015**

a. Publication per faculty: Mr. Pranjal Bhuyan-9

- (a) Published a chapter in a book with ISBN entitled “*Globalization and Higher Education in India*” published by Unika Prakashan, Jorhat, 2013
- (b) Published a paper entitled “*Neo- Vaishnavite Movement and the Ahom state in the 16<sup>th</sup> century- A study*” in the Proceedings (ISBN) of the National Seminar “*Neo-Vaishnavite Satras of Assam in 21<sup>st</sup> Century.*” Published by Dhing College, 2013
- (c) Published a Paper entitled “ *Aniruddhadeva and Growth and development of the Mayamara satra*” in the Research Journal “*Chirantan Chintan*” (ISSN), published by ACTA,Dibrugah Zone, 2013
- (d) Contributed two chapters in a book entitled ‘*Mayamara Satrar Aitihāsik Sthan Aru Satra Samuh*’ published by Dept. of History, Dibrugarh University.
- (e) Published a paper entitled “*Post-Sankaradeva Vaishnavite Movement in Assam, Emergence of sectarian division* ” in a book (ISBN) Published by Dibru College, 2014
- (f) Published a Paper entitled “ *Origin and Evolution of the Satra Institution of Assam*” in the Research Journal “*Chirantan Chintan*” (ISSN), published by ACTA,Dibrugah Zone, 2014
- (g) Published a Paper entitled “ *Historical Background and the Role of various socio-political organizations of the Moran tribe of Assam*” in the Research Journal “*BEACON*” (ISSN), published by Moridhal College, Dhemaji, 2014

(h) Published a chapter in a book with ISBN entitled “*Issues and Challenges of Teacher Education*” published by Unika EBH Publishers, Guwahati, 2015

(i) Published a paper entitled “*Status and Prospects of Cultural Tourism in Majuli Island*” in the Proceedings (ISBN) of the National Seminar “*Development of Tourism Industry and Socio-Economic Activities of the North-East India*” Published by OPD College, N.Lakhimpur, 2014

b. Number of papers published by faculty and students in peer reviewed journals  
(b 1: national / b 2: international)-Nil

c. Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)- Nil

d. Monographs- Nil

e. Chapter in Books:-3

f. Books Edited:

g. Books with ISBN/ISSN numbers with details of publishers:

h. Citation Index: Citation Range

i. SNIP Range

j. SJR Range

k. Impact factor Range

l. h-index

**c. Publications in seminar Proceedings- 5**

**d. Other publications- 4**

**20. Areas of consultancy and income generated: Nil**

**21. Faculty as members in**

- a) **National committees – Life Member of North Eastern History Association (NEIHA)**
- b) **International Committees**
- c) **Editorial Boards:**

**22. Student projects:**

- a. Percentage of students who have done in-house projects including inter departmental / programme:

**Compulsory Paper for 4<sup>th</sup> Semester Students on Environmental Studies: 100%**

- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: Nil

**23. Awards/ Recognitions received by faculty and students: Nil**

**24. List of eminent academicians and scientists/visitors to the department**

- (a) **Prof. D.Nath, Chair Professor, Sri Sri Aniruddhadeva Chair, Dibrugarh University**
- (b) **Prof. S.Dutta, Retd. Dean, Rajiv Gandhi University, Itanagar**
- (c) **Prof. J.Gogoi Nath, Dept. of History, Dibrugarh University**
- (d) **Prof. B.Boruah, Dept. of History, Dibrugarh University**
- (e) **Dr. K.K. Borgohain, Dept. of Education, Dibrugarh University**
- (f) **Dr. P.K. Gogoi, Dept. of Education, Dibrugarh University**

**25. Seminars/ Conferences/Workshops organized & the source of funding- Nil**



**26. Student profile programme/course wise: 2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
B.A. Sem. 1	6	6	4	2	100%
B.A. Sem. 3	3	3	0	3	100%
B.A. Sem. 5	2	2	2	0	100%
H.S.	41	41	18	23	100%

**27. Diversity of Students**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.A. General	100%	-----	-----
H.S.	100%	-----	-----

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : Nil**

**29. Student progression:**

Student progression	Against % enrolled
UG to PG	-----
PG to M.Phil.	-----
PG to Ph.D	-----
Ph.D. to Post-Doctoral	-----
<b>Employed</b> • Campus selection	-----

• Other than campus recruitment	
Entrepreneurship/Self-employment	-----

### **30. Details of Infrastructural facilities**

- a) Library: Apart From the Central Library the department has its own library which is quite rich in collection of books.
- b) Internet facilities for Staff & Students: Computer and internet facility in the Department.
- c) Class rooms with ICT facility: Audio mode of teaching present in some classrooms
- d) Laboratories: Not Applicable

**31. Number of students receiving financial assistance from college, university, government or other agencies:** All SC/ST/OBC/Minority students receive scholarships from the state Government.

**32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:**

**33. Teaching methods adopted to improve student learning:**

- Traditional Lecture Method with Blackboard and chalk
- Audio- Visual classes
- Field Study
- Maps study
- Organizing Seminars
- Special Classes, tutorials etc.

### **34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

The Students and the Faculty members regularly participate in the Institutional Social Responsibility and Extension activities organized by the college NSS Unit and the Eco-Club and the Health Unit of the College.

### **35. SWOC analysis of the department and Future plans:**

#### **Strength:**

- The main strength of the department is the demand for the subject in the present context.
- With acute shortage of full time faculty (only one out of the two sanctioned post) the department is moving forward imparting quality teaching and striving hard to complete syllabus in time.
- Satisfactory results in the General Course and in the H.S. in the final year examinations.

#### **Weakness:**

- Acute shortage of full time faculty (only one out of the two sanctioned post) in the department.
- Visual Mode of Teaching method also needs to be adopted.
- More books are required for the departmental library.

#### **Opportunities:**

- In an ever widening world, knowledge in history can equip a person to feel the temper of any event that is taking place.
- The subject has opportunities in teaching profession—both school and higher education level.
- It is an important subject for any competitive exam for higher degree or for Governmental jobs.

**Challenges:**

- Two more substantive full time teaching posts creation is the need of the hour.
- To make the subject more attractive and interesting by adopting modern teaching aids—like audio-visual mode, more field work and surveys etc.

**Future Plans:**

- Improve the Teaching and Research Possibilities of the department.
- To start major course in future
- To publish a journal.

## **EVALUATIVE REPORT OF THE DEPARTMENT OF ECONOMICS**

- 1. Name of the department: DEPARTMENT OF ECONOMICS**
- 2. Year of Establishment:** Introduction of Intermediate/ H.S. Course – 1967  
Introduction of B.A. Pass Course – 1967  
Introduction of B.A. Major Course – 2004
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D. etc.)** B.A. General & Major Course, Higher Secondary Course
- 4. Names of Interdisciplinary courses and the departments/units involved:** Multidisciplinary Course in B.A. 4<sup>th</sup> Semester
- 5. Annual/ semester/choice based credit system (programme wise):** Semester system
- 6. Participation of the department in the courses offered by other departments:** Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions etc.:** Nil
- 8. Details of courses/programmes discontinued (if any) with reasons:** Nil
- 9. Number of teaching posts**

<b>Teaching posts</b>	<b>Sanctioned</b>	<b>Filled</b>
<b>Professors</b>		
<b>Associate Professors</b>		2
<b>Asst. Professors</b>	2	2

- 10. Faculty profile with name, qualification, designation, specialization (D.Sc. /D.Litt. /Ph.D. /M. Phil. etc.)**

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of years of Experience</b>	<b>No. of students guided for the last 4 years</b>
<b>PRADIP GOGOI</b>	M.A.	<b>Associate Professor</b>	Demography	29 years	Nil
<b>DIPALI SARMAH</b>	M.A.	<b>Associate Professor</b>	Demography	25 years	Nil
<b>LATARANI SARMA</b>	M.A.	<b>Asstt. Professor</b>	Demography	<b>15 years</b>	<b>Nil</b>

**11. List of senior visiting faculty: Nil**

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil**

**13. Student -Teacher Ratio (programme wise):**

Intermediate/ H.S. Course- 1:80

B.A. Pass Course- 1:5

B.A. Major- 1:7

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil**

**15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./MPhil./PG.:**

**All teaching faculties are PG degree holders.**

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:**

**18. Research Centre /facility recognized by the University: Nil**

## **19. Publications: October 2005-June 2013**

- a. Publication per faculty: Nil
- b. Number of papers published by faculty and students in peer reviewed journals  
(b 1: national / b 2: international)-Nil
- c. Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)- Nil
- d. Monographs- Nil
- e. Chapter in Books: - Nil
- f. Books Edited: Nil
- g. Books with ISBN/ISSN numbers with details of publishers: Nil
- h. Citation Index: Citation Range
- i. SNIP Range
- j. SJR Range
- k. Impact factor Range
- l. h-index

**c. Publications in seminar Proceedings- Nil**

**d. Other publications**

## **20. Areas of consultancy and income generated: Nil**

### **21. Faculty as members in**

**a) National committees:**

**b) International Committees**

**c) Editorial Boards:**

### **22. Student projects:**

- a. Percentage of students who have done in-house projects including inter departmental / programme:

**Compulsory Paper for 4<sup>th</sup> Semester Students on Environmental Studies: 100%**

- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: Nil

**23. Awards/ Recognitions received by faculty and students: Nil**

**24. List of eminent academicians and scientists/visitors to the department**

- a) Prof. J.K. Gogoi, Dept. of Economics, Dibrugarh University  
 b) Mr. K. Saikia, Dept. of Economics, Dibrugarh University  
 c) Mr. A. Ahmed, D.H.S.K. College, Dibrugarh

**25. Seminars/ Conferences/Workshops organized & the source of funding- Nil**

**26. Student profile programme/course wise: 2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
B.A. 1 <sup>st</sup> Sem. (Major)	10	7	1	6	100%
B.A. 2 <sup>nd</sup> Sem. (Major)		7	1	6	100%
B.A. 3 <sup>rd</sup> Sem. (Major)		7	5	2	100%
B.A. 4 <sup>th</sup> Sem. (Major)		7	5	2	100%
B.A. 5 <sup>th</sup> Sem. (Major)		7	3	4	100%
B.A. 6 <sup>th</sup> Sem. (Major)		6	3	3	20%
B.A. 1 <sup>st</sup> & 2 <sup>nd</sup> Sem. General		2	0	2	100%
B.A. 3 <sup>rd</sup> & 4 <sup>th</sup> Sem. General		2	0	2	100%
B.A. 5 <sup>th</sup> & 6 <sup>th</sup> Sem. General		4	2	2	100%



## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.A. Major	100%	-----	-----
B.A. General	100%	-----	-----
H.S.	100%	-----	-----

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : Nil

## 29. Student progression-

Student progression	Against % enrolled
UG to PG	14%
PG to M.Phil.	-----
PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
<b>Employed</b> • Campus selection • Other than campus recruitment	-----
Entrepreneurship/Self-employment	-----

## 30. Details of Infrastructural facilities

- a) Library: Apart From the Central Library the department has its own library which is quite rich in collection of books.
- b) Internet facilities for Staff & Students: Computers facility in the Department.

c) Class rooms with ICT facility: Audio mode of teaching present in some classrooms

d) Laboratories: Not Applicable

**31. Number of students receiving financial assistance from college, university, government or other agencies:** All SC/ST/OBC/Minority students receive scholarships from the state Government.

**32. Details on student enrichment programmes (special lectures /workshops/ seminar) with external experts:** The department organizes seminars and lectures on topic related to the syllabus and excursions/study tours/ Field work/ Survey work as part of enrichment programmes for students.

**33. Teaching methods adopted to improve student learning:**

- Traditional Lecture Method with Blackboard and chalk
- Audio- Visual classes
- Field Study
- Organizing Seminars
- Special Classes, tutorials etc.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

The Students and the Faculty members regularly participate in the Institutional Social Responsibility and Extension activities organized by the own department, the college NSS Units and the Eco-Club and the Health Unit of the College.

**35. SWOC analysis of the department and Future plans:**

**Strength:**

- The main strength of the department is the demand for the subject in the present context.
- With acute shortage of full time faculty (only two sanction post) the department is moving forward imparting quality teaching and striving hard to complete syllabus in time.
- Satisfactory results in the final year examinations.

**Weakness:**

- Visual Mode of Teaching method also needs to be adopted.
- More books are required for the departmental library.

**Opportunities:**

- In an ever widening world, knowledge in economics can equip a person to feel the temper of any event that is taking place.
- The subject has great employment opportunity in finance, audit and statistical area.
- It is an important subject for any competitive exam for higher degree or for Governmental jobs.

**Challenges:**

- Two more substantive full time teaching posts creation is the need of the hour.
- To make the subject more attractive and interesting by adopting modern teaching aids—like audio-visual mode, more field work and surveys etc.

**Future Plans:**

- Improve the Teaching and Research Possibilities of the department.
- Improve the ICT facility.

## **EVALUATIVE REPORT OF THE DEPARTMENT OF ASSAMESE**

- 1. Name of the department: DEPARTMENT OF ASSAMESE**
- 2. Year of Establishment:** Introduction of Intermediate/ H.S. Course – 1967  
Introduction of B.A. Pass Course – 1967  
Introduction of B.A. Major Course – 1989
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D. etc.)** B.A. General & Major Course, Higher Secondary Course
- 4. Names of Interdisciplinary courses and the departments/units involved: It is a compulsory subject for all students.**
- 5. Annual/ semester/choice based credit system (programme wise):** Semester system
- 6. Participation of the department in the courses offered by other departments:** Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions etc:** Nil
- 8. Details of courses/programmes discontinued (if any) with reasons:** Nil
- 9. Number of teaching posts**

<b>Teaching posts</b>	<b>Sanctioned</b>	<b>Filled</b>
<b>Professors</b>		
<b>Associate Professors</b>		2
<b>Asst. Professors</b>	3	1+ 1= 2

- 10. Faculty profile with name, qualification, designation, specialization (D.Sc./D.Litt. /Ph.D./M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of students guided for the last 4 years
<b>Dr. Kumud Chandra Gogoi</b>	<b>M.A. M.Phil., Ph.D.</b>	<b>Associate Professor</b>	Literature	34 years	Nil
<b>Deepali Deka Boruah</b>	<b>M.A.</b>	<b>Asst. Professor</b>	Language	27 years	Nil
<b>Jatindra Nath Gogoi</b>	<b>M.A.</b>	<b>Associate Professor</b>	Literature	22 years	Nil
<b>Kanaklata Sonowal</b>	<b>M.A.</b>	<b>Asstt. Professor</b>	Language	2 years	Nil

**11. List of senior visiting faculty: Nil**

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil**

**13. Student -Teacher Ratio (programme wise):**

Intermediate/ H.S. Course- 1:150

B.A. Pass Course- 1:150

B.A. Major- 1:20

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil**

**15. Qualifications of teaching faculty with D.Sc. /D.Litt. /Ph.D. /MPhil. /PG.:**

**Dr. K.C. Gogoi, M.A., M.Phil., Ph.D.**

**Other teaching faculties are PG degree holders.**

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:**

**18. Research Centre /facility recognized by the University: Nil**

**19. Publications: October 2005-June 2015**

- a. Publication per faculty:
- b. Number of papers published by faculty and students in peer reviewed journals (b 1: national / b 2: international)-Nil
- c. Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)- Nil
- d. Monographs- Nil
- e. Chapter in Books:-
- f. Books Edited:
- g. Books with ISBN/ISSN numbers with details of publishers:
- h. Citation Index: Citation Range
- i. SNIP Range
- j. SJR Range
- k. Impact factor Range
- l. h-index

**c. Publications in seminar Proceedings**

**d. Other publications**

**20. Areas of consultancy and income generated: Nil**

**21. Faculty as members in**

- a) National committees –**
- b) International Committees**
- c) Editorial Boards:**

**22. Student projects:**

- a. Percentage of students who have done in-house projects including inter departmental / programme: **Nil**
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: **Nil**

**23. Awards/ Recognitions received by faculty and students: Dr. K.C. Gogoi has been awarded Ph.D. degree by Dibrugarh University in 2010.**

**24. List of eminent academicians and scientists/visitors to the department-**

- a) **Prof. B.K. Borua, Dept. of Assamese, Dibrugarh University**
- b) **Mr. Tapan Baruah**

**25. Seminars/ Conferences/Workshops organized & the source of funding- Nil**

**26. Student profile programme/course wise: 2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
B.A. Major (1 <sup>st</sup> Sem)	30	22	01	21	90.90%
B.A. Major (2 <sup>nd</sup> Sem)	-	22	01	21	90.90%
B.A. Major (3 <sup>rd</sup> Sem)	-	29	05	24	89.65%
B.A. Major (4 <sup>th</sup> Sem)	-	29	05	24	72.40%
B.A. Major (5 <sup>th</sup> Sem)	-	12	03	09	83.33%
B.A. Major (6 <sup>th</sup> Sem)	-	09	02	07	100%
B.A. General (MIL) 1 <sup>st</sup> Sem	140	140	52	88	99.28%
B.A. General (MIL) 2 <sup>nd</sup> Sem	-	124	37	87	96.77%
B.A. General (MIL) 4 <sup>th</sup> Sem	-	30	08	22	100%

## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.A. Major	100%	-----	-----
B.A. General	100%	-----	-----
H.S.	100%	-----	-----

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : Nil

## 29. Student progression

Student progression	Against % enrolled
UG to PG	-----
PG to M.Phil.	-----
PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
<b>Employed</b> <ul style="list-style-type: none"><li>• Campus selection</li><li>• Other than campus recruitment</li></ul>	-----
Entrepreneurship/Self-employment	-----

## 30. Details of Infrastructural facilities

- a) Library: Apart From the Central Library the department has its own library which is quite rich in collection of books.
- b) Internet facilities for Staff & Students: Computers facility in the Department.



c) Class rooms with ICT facility: Audio mode of teaching present in some classrooms

d) Laboratories: Not Applicable

**31. Number of students receiving financial assistance from college, university, government or other agencies:** All SC/ST/OBC/Minority students receive scholarships from the state Government.

**32. Details on student enrichment programmes (special lectures/workshops seminar) with external experts:**

**33. Teaching methods adopted to improve student learning:**

- Traditional Lecture Method with Blackboard and chalk
- Audio- Visual classes
- Organizing Seminars
- Special Classes, tutorials etc.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

The Students and the Faculty members regularly participate in the Institutional Social Responsibility and Extension activities organized by the college NSS Unit and the Eco-Club and the Health Unit of the College.

**35. SWOC analysis of the department and Future plans:**

**Strength:**

- With acute shortage of full time faculty (only three sanction post) the department is moving forward imparting quality teaching and striving hard to complete syllabus in time.
- Satisfactory results in the General Course and in the H.S. in the final year examinations.

**Weakness:**

- More books are required for the departmental library.

**Opportunities:**

- The subject has great employment opportunity in newspaper, press and publication area.
- It is an important subject for any competitive exam for higher degree or for Governmental jobs.

**Challenges:**

- Two more substantive full time teaching posts creation is the need of the hour.

**Future Plans:**

- Improve the Teaching and Research Possibilities of the department.
- To publish departmental journal.

## EVALUATIVE REPORT OF THE DEPARTMENT OF SOCIOLOGY

**1. Name of the department: DEPARTMENT OF SOCIOLOGY**

**2. Year of Establishment:** Introduction of Intermediate/ H.S. Course – 1967  
 Introduction of B.A. Pass Course – 1967  
 Introduction of B.A. Major Course – 2001

**3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D. etc.)** B.A. General & Major Course, Higher Secondary Course

**4. Names of Interdisciplinary courses and the departments/units involved:**  
 Multidisciplinary Course in B.A. 4<sup>th</sup> Semester

**5. Annual/ semester/choice based credit system (programme wise):** Semester system

**6. Participation of the department in the courses offered by other departments:** Nil

**7. Courses in collaboration with other universities, industries, foreign institutions etc.:** Nil

**8. Details of courses/programmes discontinued (if any) with reasons:** Nil

**9. Number of teaching posts**

Teaching posts	Sanctioned	Filled
<b>Professors</b>		
<b>Associate Professors</b>		2
<b>Asst. Professors</b>	2	1

**10. Faculty profile with name, qualification, designation, specialization (D.Sc./D.Litt. /Ph.D./M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of students guided for the last 4 years
<b>MOHESWAR SAIKIA</b>	<b>M.A., M.Phil.</b>	<b>Associate Professor</b>	Urban and Industrial Sociology	30 years	Nil
<b>RUHIT BARUAH</b>	<b>M.A.</b>	<b>Associate Professor</b>	Theoretical Perspective	28 years	Nil
<b>HIRAMINI GOGOI</b>	<b>M.A.</b>	<b>Asstt. Professor</b>	Economic Development	<b>12 years</b>	<b>Nil</b>
<b>GITAMONI HAZARIKA</b>	<b>M.A.</b>	<b>Asstt. Professor</b>	Rural Sociology	<b>2Years</b>	<b>Nil</b>

**11. List of senior visiting faculty: Nil**

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil**

**13. Student -Teacher Ratio (programme wise):**

Intermediate/ H.S. Course- 1:150

B.A. Pass Course- 1:50

B.A. Major- 1:30

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil**

**15. Qualifications of teaching faculty with D.Sc. /D.Litt. /Ph.D. /MPhil. /PG.:**

**All teaching faculties are PG degree holders.**

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:**

**18. Research Centre /facility recognized by the University: Nil**

**19. Publications: October 2005-June 2013**

a. Publication per faculty:

1. Mr. Moheswar Saikia contributing in writing 3 books of B.A. standard, published by the Directorate of Distance Education, Dibrugarh University.

2. Ms. Hiramoni Gogoi published a paper in the Departmental Journal of the Department of Sociology, Dibrugarh University.

b. Number of papers published by faculty and students in peer reviewed journals (b 1: national / b 2: international)-Nil

c. Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)- Nil

d. Monographs- Nil

e. Chapter in Books:-

f. Books Edited:

g. Books with ISBN/ISSN numbers with details of publishers:

h. Citation Index: Citation Range

i. SNIP Range

j. SJR Range

k. Impact factor Range

l. h-index

**c. Publications in seminar Proceedings-**

**d. Other publications-**

**20. Areas of consultancy and income generated: Nil**

**21. Faculty as members in**

**a) National committees –**

**b) International Committees**

**c) Editorial Boards:**

**22. Student projects:**

a. Percentage of students who have done in-house projects including inter departmental / programme:

**Compulsory Paper for 4<sup>th</sup> Semester Students on Environmental Studies: 100%**

b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: Nil

**23. Awards/ Recognitions received by faculty and students: Nil**

**24. List of eminent academicians and scientists/visitors to the department**

**Dr. D. Doley, Dept. of Sociology, Dibrugarh University**

**Dr. S.C. Sarmah, Dept. of Sociology, Dibrugarh University**

**Dr. M. Hussain, Academician**

**25. Seminars/ Conferences/Workshops organized & the source of funding: Nil**

**26. Student profile programme/course wise: 2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
B.A. 1 <sup>st</sup> Sem(Major)	30	27	09	18	92.6%

B.A. 2 <sup>nd</sup> Sem(Major)		24	07	17	91.67%
B.A. 3 <sup>rd</sup> Sem(Major)		24	10	14	91.7%
B.A. 4 <sup>th</sup> Sem(Major)		23	10	13	100%
B.A. 5 <sup>th</sup> Sem(Major)		25	9	16	100%
B.A. 6 <sup>th</sup> Sem(Major)		25	9	16	100%
B.A. 1 <sup>st</sup> & 2 <sup>nd</sup> Sem General		105	38	67	85%
B.A. 3 <sup>rd</sup> & 4 <sup>th</sup> Sem General		92	26	66	88%
B.A. 5 <sup>th</sup> & 6 <sup>th</sup> Sem General		28	14	14	85.7%

### 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.A. Major	100%	-----	-----
B.A. General	100%	-----	-----
H.S.	100%	-----	-----

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : Nil**

### 29. Student progression:

Student progression	Against % enrolled
UG to PG	15%
PG to M.Phil.	-----

PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
<b>Employed</b> • Campus selection • Other than campus recruitment	-----
Entrepreneurship/Self-employment	-----

### 30. Details of Infrastructural facilities

- a) Library: Apart From the Central Library the department has its own library which is quite rich in collection of books.
- b) Internet facilities for Staff & Students: Computers and internet facility in the Department.
- c) Class rooms with ICT facility: Audio mode of teaching present in some classrooms.
- d) Laboratories: Not Applicable

**31. Number of students receiving financial assistance from college, university, government or other agencies:** All SC/ST/OBC/Minority students receive scholarships from the state Government.

**32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:**

**33. Teaching methods adopted to improve student learning:**

- Traditional Lecture Method with Blackboard and chalk
- Audio- Visual classes
- Field Study
- Organizing Seminars
- Special Classes, tutorials etc.



### **34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

The Students and the Faculty members regularly participate in the Institutional Social Responsibility and Extension activities organized by the college NSS Unit, the Eco-Club and the Health Unit of the College.

### **35. SWOC analysis of the department and Future plans:**

#### **Strength:**

- The main strength of the department is the demand for the subject in the present context.
- Open to feedback, Innovative, Team spirit and encourages interdepartmental programmes.

#### **Weakness:**

- About 10% students have language problems, shortage of class room and faculty members, overstretched teaching and evaluation workloads

#### **Opportunities:**

- One to one interaction is possible and teacher can guide and encourage students.
- It is an important subject for any competitive exam for higher degree or for Governmental jobs.

#### **Challenges:**

- Skewed Teacher – student ratio based on university norms, early marriage in rural area which increases drop-out percentage and limitation of scope for corporate life as arts stream

#### **Future Plans:**

- Plan to introduce P.G. in Sociology and Master of Social Work
- Improve the ICT facility.

## EVALUATIVE REPORT OF THE DEPARTMENT OF ENGLISH

**1. Name of the department: DEPARTMENT OF ENGLISH**

**2. Year of Establishment:** Introduction of Intermediate/ H.S. Course – 1967

Introduction of B.A. Pass Course – 1967

**3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D. etc.)** B.A. General & Major Course, Higher Secondary Course

**4. Names of Interdisciplinary courses and the departments/units involved: It is a Compulsory Subject.**

**5. Annual/ semester/choice based credit system (programme wise):** Semester system

**6. Participation of the department in the courses offered by other departments:** Nil

**7. Courses in collaboration with other universities, industries, foreign institutions etc:** Nil

**8. Details of courses/programmes discontinued (if any) with reasons:** Nil

**9. Number of teaching posts**

Teaching posts	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	2	3

**10. Faculty profile with name, qualification, designation, specialization (D.Sc./D.Litt. /Ph.D./M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of students guided for the last 4 years
<b>BASANTI GOGOI</b>	<b>M.A.</b>	<b>Assistant Professor</b>	Literature	32 years	Nil
<b>Dr. MONJULA GOGOI</b>	<b>M.A. Ph.D.</b>	<b>Assistant Professor</b>	Literature	18 years	Nil
<b>TEMS CHUTIA</b>	<b>M.A.</b>	<b>Assistant Professor</b>	Literature	<b>13 years</b>	<b>Nil</b>

**11. List of senior visiting faculty: Nil**

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil**

**13. Student -Teacher Ratio (programme wise):**

Intermediate/ H.S. Course- 1:150

B.A. Course- 1: 150

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil**

**15. Qualifications of teaching faculty with D.Sc. /D.Litt. /Ph.D. /MPhil. /PG.:**

**All teaching faculties are PG degree holders.**

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil**

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:**

**18. Research Centre /facility recognized by the University: Nil**

## **19. Publications: October 2005-June 2015**

- a. Publication per faculty: Nil
- b. Number of papers published by faculty and students in peer reviewed journals (b 1: national / b 2: international)-Nil
- c. Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)- Nil
- d. Monographs- Nil
- e. Chapter in Books:-
- f. Books Edited:
- g. Books with ISBN/ISSN numbers with details of publishers:
- h. Citation Index: Citation Range
- i. SNIP Range
- j. SJR Range
- k. Impact factor Range
- l. h-index

### **c. Publications in seminar Proceedings-**

### **d. Other publications-**

## **20. Areas of consultancy and income generated: Nil**

## **21. Faculty as members in**

- a) National committees - Nil**
- b) International Committees- Nil**
- c) Editorial Boards- Nil**

**22. Student projects:**

- a. Percentage of students who have done in-house projects including inter departmental / programme:
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: Nil

**23. Awards/ Recognitions received by faculty and students: Nil****24. List of eminent academicians and scientists/visitors to the department**

- a) Dr. K.K. Borgohain, Dept. of Education, Dibrugarh University
- b) Mr. P. Choudhury, Dept. of English, D.H.S.K. College, Dibrugarh

**25. Seminars/ Conferences/Workshops organized & the source of funding- Nil****26. Student profile programme/course wise: 2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
B.A. 1 <sup>st</sup> Sem	140	140	52	88	80.48%

**27. Diversity of Students**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.A. Major	100%	-----	-----

B.A. General	100%	-----	-----
H.S.	100%	-----	-----

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : Nil**

**29. Student progression-**

<b>Student progression</b>	<b>Against % enrolled</b>
UG to PG	-----
PG to M.Phil.	-----
PG to Ph.D	-----
Ph.D. to Post-Doctoral	-----
<b>Employed</b>	-----
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurship/Self-employment	-----

**30. Details of Infrastructural facilities**

- a) Library: Apart From the Central Library the department has its own library which is quite rich in collection of books.
- b) Internet facilities for Staff & Students: Computers and internet facility in the Department.
- c) Class rooms with ICT facility: Audio mode of teaching present in some classrooms.
- d) Laboratories: Not Applicable

**31. Number of students receiving financial assistance from college, university, government or other agencies:** All SC/ST/OBC/Minority students receive scholarships from the state Government.

**32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:** The department organizes seminars and lectures on topic related to the syllabus and excursions/study tours/ Field work/ Survey work as part of enrichment programmes for students.

**33. Teaching methods adopted to improve student learning:**

- Traditional Lecture Method with Blackboard and chalk
- Audio- Visual classes
- Organizing Seminars
- Special Classes, tutorials etc.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

**35. SWOC analysis of the department and Future plans:**

**Strength:**

- The main strength of the department is the demand for the subject in the present context.
- With acute shortage of full time faculty (only two sanction post) the department is moving forward imparting quality teaching and striving hard to complete syllabus in time.

**Weakness:**

- More books are required for the departmental library.

**Opportunities:**

- In an ever widening world, knowledge in English literature can equip a person to feel the temper of any event that is taking place.
- It is a compulsory subject for any competitive exam for higher degree or for Governmental jobs.

**Challenges:**

- Two more substantive full time teaching posts creation is the need of the hour.

**Future Plans:**

- Improve the Teaching and Research Possibilities of the department.
- To start Major Course.



EVALUATIVE REPORT  
OF THE  
DEPARTMENT OF POLITICAL SCIENCE



TENGAKHAT COLLEGE  
TENGAKHAT, DIBRUGARH-786103

1. **Name of the Department:** Political Science
2. **Year of Establishment:** 1967
3. **Names of programmes/courses offered:** B.A Major in Political Science and B.A General
4. **Names of Interdisciplinary courses and the Department/units involved:**  
Apart from delivering its conventional courses Department of Political Science also involves in various interdisciplinary course. For instance, it involves in the teaching and learning process of Multi-disciplinary courses offered by the Dibrugarh University to its affiliated colleges.
5. **Annual/Semester/CBCS system:** Earlier, the department offered annual system but since 2011, after the adoption of semester system by Dibrugarh University, it offers the same.
6. **Participation of the department in the courses offered by other departments:** The department faculty and the students are always keen to participate in various courses offered by other departments. However, in last four years, there have not been any such kinds of courses offered by other department.
7. **Courses in collaboration with other Universities, Industries, Foreign institutions, etc.:** The department offered Distance Education course in collaboration with Directorate of Distance Education, Dibrugarh University.
8. **Details of courses/programmes discontinued (if any) reasons:** No, Department of Political Science has no record of discontinued of courses.
9. Number of Teaching post:

Designation	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	1.Mr. MonujPhukan	3.Mr. Sujit Kumar Sonowal
	2.Mr. MridulBonia	

**10. Faculty profile with name, qualification, designation, specialization:**

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. Students guided for the last 4 years
Mr.ManujPhukan	M.A	HOD and Assistant Professor	International Relations and Foreign Policy	21	Nil

Mr.MridulBonia	M.A., M.Phil	Assistant Professor	Rural Developmen t	12	Nil
Mr.Sujit Kumar Sonowal	M.A. M.Phil (Pursuing), UGC NET, UGC SET	Assistant Professor (Contractual )	Women Studies and Social Movement	3	Nil

**11. List of senior visiting faculty: Nil**

**12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty:**

i) For the session 2012-2013 (Annual and Semester both)

Name of the Teacher	B.A 1 <sup>st</sup> Sem.	B.A 2 <sup>nd</sup> Sem.	B.A 3 <sup>rd</sup> Sem.	B.A 4 <sup>th</sup> Sem.	B.A. 3 <sup>rd</sup> Year	
	Major	General	Major	General	Major	General
Mr.Sujit Kr. Sonowal	90%	95%	88%	79%	80%	75%

ii) For the session 2013-2014 (Semester)

Name of the Teacher	B.A 1 <sup>st</sup> Sem.	B.A 2 <sup>nd</sup> Sem.	B.A 3 <sup>rd</sup> Sem.	B.A 4 <sup>th</sup> Sem.	B.A. 5 <sup>th</sup> Sem.	B.A 6 <sup>th</sup> Sem.
	Major	General	Major	General	Major	General
Mr.Sujit Kr. Sonowal	96%	80%	81%	98%	94%	88%

iii) For the session 2014-2015 (semester)

Name of the Teacher	B.A 1 <sup>st</sup> Sem.	B.A 2 <sup>nd</sup> Sem.	B.A 3 <sup>rd</sup> Sem.	B.A 4 <sup>th</sup> Sem.	B.A. 5 <sup>th</sup> Sem.	B.A 6 <sup>th</sup> Sem.
	Major	General	Major	General	Major	General
Mr.Sujit Kr. Sonowal	95%	88%	89%	96%	98%	92%

However, this list comprise only theoretical classes and the percentage provides are approximately.

- 13. Student-Teacher Ratio:** Number of Faculties- 3, Number Students- 69 (Major) and 310 (General)
- 14. Number of academic support staff (Technical) and administrative staff:**  
There is no technical branch and separate administrative branch of the department and administrative works of every department done by the college administrative staffs.
- 15. Qualification of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG:**
- i) Mr.ManujPhukan, HOD and Assistant Professor, M.A
  - ii) Mr.MridulBonia, Assistant Professor, M.A, M.Phil.
  - iii) Mr.Sujit Kr. Sonowal, Assistant Professor (Contractual), M.A, M.Phil. (Pursuing), UGC NET, UGC SET
- 16. Number of faculty with on-going projects from a) National, b) International funding agencies and grant received:** Till now the department faculties are not involved in such kind of projects.
- 17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc. and total fund received:** So far the department has not received any of these funds but the department is always connected specially with UGC and ICSSR and it done its homework to get project funds from these organizations.
- 18. Research Centre/Facility recognized by the University:** No, the department yet to get research centre or some more facility recognized by the university.
- 19. Publications:** There are various articles and research papers were published in different national and international journals written by the department faculties. They also involved as writers of different text books and self-learning materials. However, the department is in the process of launching their own research journal. The faculties of the department are also going to collaborate with some other writers to write text books or other reference books.
- 20. Areas of consultancy and income generated: The department faculties are involved in various consultancy programme.** In last four years the department faculties were invited in some consultancy programmes. For instance, Mr.MridulBonia was invited as a resource person in the 19<sup>th</sup> Assam Battalion Camp in the year 2012. Another faculty Mr.Sujit Kr. Sonowal was also invited as a resource person by Nehru Yuba Kendra, Dibrugarh Region for its Youth Initiative Camp.
- 21. Faculty as members in a) National committees, b) International committees, c) Editorial boards.... : Nil**

## 22. Student project/home assignment/seminar:

Session	Number of in-house project/HA/Seminar (Class wise)	Percentages of participated students (Class wise)		
		B.A 1 <sup>st</sup> Year	B.A 2 <sup>nd</sup> Year	B.A 3 <sup>rd</sup> Year
2009-2010	Project-Nil, HA- 3, Seminar-1	82%	79%	92%
2010-2011	Project-1, HA-3, Seminar-1	74%	88%	87%

### In Semester system

Session	Number of in-house project/HA/Seminar (Class wise)	Percentages of participated students (Class wise)					
		B.A 1 <sup>st</sup> Sem.	B.A 2 <sup>nd</sup> Sem.	B.A 3 <sup>rd</sup> Sem.	B.A 4 <sup>th</sup> Sem.	B.A 5 <sup>th</sup> Sem.	B.A 6 <sup>th</sup> Sem.
2011-2012	Project-Nil, HA- 6, Seminar-2	85%	80%	89%	95%	NA	NA
2012-2013	Project-1, HA-6, Seminar-2	94%	88%	88%	95%	87%	NA
2013-2014	Project-1, HA-6, Seminar-2	86%	90%	97%	85%	NA	95%
2014-2015	Project- 1, HA-6, Seminar-2	82%	97%	96%	84%	90%	93%

## 23. Awards/Recognitions received by faculty and students: The faculty of

this department are very active especially on the works for social causes and various organizations recognized and felicitated them for their work. The students of the department are also very competitive in nature they won various prizes and awards in different criteria in time to time.

## 24. List of eminent academicians and scientist/visitors to the department:

The Department of Political Science always welcomes eminent academicians or famous personals to visit the department. The department even sometimes invites such persons to give their knowledge and share their experience with the students of the department. Dr.ThaneshwarLahon, retired Professor of Dibrugarh University already visited this department.

Mr.RudreshwarSonowal, former DPI, and also the President of the Governing body of Tengakhat College also visited this department.

Mr.GuneshwarSonowal, retired teacher and famous literature also visited this department and share his experience and valuable knowledge.

## 25. Seminar/Conference/Workshops organized and source of funding: In

last four years, the department organized various workshops and other

programmes. Some programmes funded were self-financed, some were funded by the college authority, and some were funded by other organizations or authority. In 8<sup>th</sup> November, 2012 the department organized an one day workshop on 'Earthquake Risk Mitigation and Management' with collaboration with District Disaster Management Authority. It also organized a Quiz Competition on the occasion of Gandhi Jayanti where various schools and colleges were participated.

## 26. Students profile programme/course wise :

### B.A General Course (Annual System)

Session	Number of total appeared candidate		Pass		Pass Percentage	
	Male	Female	Male	Female	Male	Female
2009-2010	18	28	14	15	77.78%	53.57%
2010-2011	12	28	12	25	100%	89.29%
2011-2012	14	25	13	22	92.86%	88%
2012-2013	26	36	24	35	92.30%	97.22%

### B.A Major Course (Annual System)

Session	Number of total appeared candidate		Pass		Pass Percentage	
	Male	Female	Male	Female	Male	Female
2009-2010	3	10	3	10	100%	100%
2010-2011	5	4	5	4	100%	100%
2011-2012	2	10	0	7	0.00%	70%
2012-2013	9	7	8	7	88.89%	100%

### B.A Major Course (semester)

Session	Class	Number of total appeared candidate		Pass		Pass Percentage	
		Male	Female	Male	Female	Male	Female
2012-2013	1 <sup>st</sup> Sem.	11	12	6	7	54.55%	58.33%
	3 <sup>rd</sup> Sem.	7	12	4	9	57.14%	75%
	5 <sup>th</sup> Sem.	11	10	6	7	54.55%	70%
2013-2014	2 <sup>nd</sup> Sem.	11	12	10	10	90.90%	83.33%
	4 <sup>th</sup> Sem.	7	12	11	12	58.33%	100%
	6 <sup>th</sup> Sem.	11	10	5	8	45.45%	80%
2014-2015	1 <sup>st</sup> Sem.	16	14	10	11	62.50%	78.57%
	3 <sup>rd</sup> Sem.	11	12	10	12	90.90%	100%
	5 <sup>th</sup> Sem.	7	11	5	7	71.42%	63.63%

B.A General Course (Semester)

Session	Class	Number of total appeared candidate		Pass		Pass Percentage	
		Male	Female	Male	Female	Male	Female
2012-2013	1 <sup>st</sup> Sem.	39	29	35	28	89.74%	96.55%
	3 <sup>rd</sup> Sem.	17	30	15	30	88.23%	100%
	5 <sup>th</sup> Sem.	12	28	12	28	100%	100%
2013-2014	2 <sup>nd</sup> Sem.	39	29	32	27	82.05%	93.10%
	4 <sup>th</sup> Sem.	17	30	15	29	88.23%	96.66%
	6 <sup>th</sup> Sem.	12	28	9	27	75%	96.42%
2014-2015	1 <sup>st</sup> Sem.	52	79	44	67	84.61%	84.81%
	3 <sup>rd</sup> Sem.	35	25	26	23	74.28%	92%
	5 <sup>th</sup> Sem.	15	30	11	30	73.33%	100%

**27. Diversity of students:** There were no students from other states or abroad in these course.

**28. How many students have cleared national and state competitive examinations such as NET, SLET, Civil Service, Defense Service etc.?**

The department has a very good record regarding national and state competitive examinations. Mr.Sujit Kr. Sonowal, former student of this department has cleared UGC NET examinations in the year 2012 and also cleared SLET in the year 2013. He also cleared Assam Public Service Commission examination in the year 2014.

There are other students who also cleared other competitive examinations. In last two years 12 students of this department cleared Teacher Eligibility Test (TET) and 4 students cleared Defense Service examinations.

**29. Students' progression:** The progression of students of this department is increasing day by day. In last 4 years, the number of students who progress to Post Graduate is increased. However, there is no campus selection yet. But the students of this department employed in different field after completing his/her course. The former students of this department now employed in Assam Secretariat, employed as a professor in various colleges, employed as teacher in various schools etc.

**30. Details of Infrastructure facilities:**

a) **Library:** The department has its own library and almost all the departmental text books and other reference books are available in the library.

b) **Internet facilities:** So far the department use pocket internet and other 3g equipment for internet connection. However, the college authority is trying

to have its own broadband connection and it will be used by every department in future.

- c) **Classroom with ICT facility:** The department has classroom with ICT facility where students are guided by audio-visual equipment. The department faculties are the expertise of computer and recent technological knowledge, so it is easy for department to retain their classes.
- d) **Laboratories:** The department won't have its laboratory because it doesn't handle any practical classes.

**31. Number of students receiving financial assistance from college, university, government or other agencies:** In last 4 years, 4 students of the department were received financial assistant from college and 25 students received scholarship from universities.

**32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:** The department is organized different student enrichment programmes with the help of external experts. In last four years, number of such programmes is increased. In 2012, it organized a one day workshop on 'Earthquake Risk Mitigation and Management' with collaboration with District Disaster Management Authority, where various resource persons were invited.

**33. Teaching Methods adopted to improve student learning:** Apart from applying conventional teaching method such as Blackboard and general teaching process, the department also use contemporary methods like audio-visual method, skill based methods etc.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** The department faculty and the students are always keen to participate in social responsibility programmes and other extension services. In 2013, it participated in the 'Run for Nation' programme initiated by Vivekananda Kendra on the occasion of 150<sup>th</sup> birth anniversary of Swami Vivekananda.

**35. SWOC analysis of the department and future plans:**

The department has following strengths-

- i) The faculties of the department are very active in their work and they are aware of recent developmental changes in teaching-learning method.
- ii) The department always maintain its record of good result and in last four years it increasing day by day.
- iii) Another important strength of the department is that it continuously improves the qualities of its students. It is a record of the department where students enrolled with low or minimum percentage are coming out with better result and increased their percentage.



The department has following weaknesses-

- i) The number of faculties is very less in the department. So, it is difficult to maintain the perfect student-teacher ratio. Thus, available faculties have to do over duty to maintain the regular classes.
- ii) The department has its own library but it is not well equipped to compete with recent development in higher education system.

The department has following opportunities:

- i) The students of this department have better chance in competitive examinations like IAS, APSC etc. Because its students aware of the knowledge of Indian Polity which are necessary for better results in such competitive examinations.
- ii) The students of this department find different and board scope after completing their courses.

The department has following challenges-

- i) Since the adoption of semester system the number of classes is increasing in the department but number of faculties remains the same.
- ii) Another challenge is that availability of text books and other reference books in the market is very less or it is published very lately. Thus, the faculties and the students of the department facing problems to finish their curriculum in a perfect way.

The department has following future plans-

- i) To improve the quality as well as the quantity of the students.
- ii) To publish departmental research journal.
- iii) Having its own seminar hall
- iv) Having a digital classroom.

## **F. DECLARATION BY THE HEAD OF THE INSTITUTION**

I certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

**Signature of the Head of the institution with seal:**

## **G. CERTIFICATE OF COMPLIANCE**

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that **TENGAKHAT COLLEGE** (Name of the institution) fulfils all norms

1. Stipulated by the affiliating University and/or ✓
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and x
3. The affiliation and recognition [if applicable] is valid as on date. ✓

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

**Date:**

**Principal/Head of the Institution**

**Place: Tengakhat, Dist: Dibrugarh, Assam.**

(Name and Signature with Office Seal)

# **SELF STUDY REPORT - 2015**

**In respect of Second Cycle Re-Accreditation**

## **ASSESSMENT & RE-ACCREDITATION**

*Submitted to*

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

**P.O.Box: 1075, Nagarbhavi, Bangaluru- 560072**



*Submitted by*

**TENGAKHAT COLLEGE  
TENGAKHAT, DIBRUGARH, ASSAM  
PIN-786103**

**(Affiliated to the Dibrugarh University and Accredited by NAAC, B, 2006, Cycle 1)**