

ANNUAL QUALITY ASSURANCE REPORT

(2016-17)

SUBMITTED
TO
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL (NAAC)
BANGALORE-560072
ON
25-06-2018



Submitted by

INTERNAL QUALITY ASSURANCE CELL

BAJALI COLLEGE, PATHSALA

P.O.: BAJALI COLLEGE,

DIST-BARPETA, ASSAM, PIN-781325

Email: bajalicollege@yahoo.co.in

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	BAJALI COLLEGE
1.2 Address Line 1	P.O. BAJALI COLLEGE
Address Line 2	PATHSALA
City/Town	PATHSALA
State	ASSAM
Pin Code	781325
Institution e-mail address	bajalicollege@yahoo.co.in
Contact Nos.	9435083589 9401159186
Name of the Head of the Institution:	DR. MANOJ KUMAR MAHANTA
Tel. No. with STD Code:	03666266423
Mobile	9435083589

Name of the IQAC Co-ordinator: **DR. SAJAL KUMAR DAS**

Mobile: **9401159186**

IQAC e-mail address: **bajalicollegeiqac@gmail.com**

1.3 NAAC Track ID (For ex. MHCogn 18879) **ASCOGN10474**

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

**EC (SC)/21/A&A/31.2 dt. January 23
2017**

1.5 Website address: **www.bajalicollege.ac.in**

Web-link of the AQAR: **www.bajalicollege.ac.in/AQAR2016-17.pdf**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	80.7	2004	5 Years
2	2 nd Cycle	A	3.05	2017	5 Years
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC : DD/MM/YYYY **18 / 03 / 2007**

1.8 AQAR for the year (for example 2010-11) **2016-17**

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

- i. AQAR -(2010-11) submitted to NAAC on 11-12-2014
 ii. AQAR-(2011-12) 19-12-2014
 iii. AQAR-(2012-13) 24-12-2014
 iv. AQAR-(2013-14) 31-12-2014
 v. AQAR-(2014-15) 05-02-2016
 vi. AQAR-(2015-16) 16-11-2016

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BMC (Bachelor of Mass Communication and Journal)

1.12 Name of the Affiliating University (*for the Colleges*)

GAUHATI

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

--

University with Potential for Excellence

--

UGC-CPE

--

DST Star Scheme

--

UGC-CE

--

UGC-Special Assistance Programme

--

DST-FIST

--

UGC-Innovative PG programmes

--

any other (*Specify*)**DBT**

UGC-COP Programmes

--

2. IQAC Composition and Activities

2.1 No. of Teachers

16

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

NIL

2.4 No. of Management representatives

01

2.5 No. of Alumni

NIL

2.6 No. of any other stakeholder and
community representatives

05

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

NIL

2.9 Total No. of members

25

2.10 No. of IQAC meetings held

14

2.11 No. of meetings with various stakeholders:

No. 14

Faculty

07

Non-Teaching Staff Students

04

Alumni

01

Others

01

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

Does not arise

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	Nil	International	Nil	National	Nil	State	Nil	Institution	2
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Level

(ii) Themes

- Workshop on mentor-mentee relationship development.
- Programme on Role of internal complain committee vi-avis sexual herasment at work place.

2.14 Significant Activities and contributions made by IQAC

Preparation of college prospectus, academic calendar, class routine, college examination programmes. Preparation of admission schedule, organization of seminars, workshops and training programme. Students feedback.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To conduct cleanliness drive in the campus.	1. Cleanliness drive was conducted on 30th January, 2017 in College campus.
2. College office automation.	2. College office automation is completed.
3. Students' Mentoring is decided to initiate.	3. Mentoring process is initiated.
4. Green and Gender audit to be conducted.	4. Internal Green audit has been conducted.

* Academic Calendar (2016-17) attached (**Annexure Ia**)

2.16. Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Approved with minor correction for onward transmission to NAAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	04		04	
UG	04		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	08		06	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Does not arise

1.5 Any new Department/Centre introduced during the year. If yes, give details.

The programme of Bachelor of Mass Communication has been introduced

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	60	32	28	NA	--

2.2 No. of permanent faculty with Ph.D.

23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	13	-	-	-	-	-	-	01	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

02 NIL 16

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	25	14
Presented papers	--	06	
Resource Persons	--	06	05

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

IQAC Objective-

Bajali College has been using innovative teaching learning methods not only to improve education but also to empower people, strengthen governance and galvanise the effort to achieve the human development goal for the country. The following methods of teaching and learning are being adopted in the college for making teaching and learning method learner centric, participatory and effective.

1. Case study method
2. Project based learning.
3. Skill based learning.
4. Form teams and groups.
5. Use of creativity tools in teaching.
6. Improvement of ICT based method.
7. Development of more Smart Class rooms.
8. Up gradation of Library.

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

197

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

10		
----	--	--

2.10 Average percentage of attendance of students

82

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	466	--	18.1	53.4	NIL	71.5
BSC	181	--	28.7	33.7	NIL	62.4
B.COM	44	--	NIL	34.1	NIL	34.1
PG (ASSAMESE)	30	--	3.3	96.7	NIL	100
PG (GEOGRAPHY)	21	--	100	NIL	NIL	100
PG (ZOOLOGY)	16	--	68.8	31.2	NIL	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC plays crucial role in the development of teaching and learning processes. In this context, IQAC has taken the following efforts for students and teachers.

For faculty:

- Encourage and help faculty to use modern techniques of teaching using ICT based method.
- Prepare an academic calendar to convey the examination schedule, teaching days, celebrations, holidays, vacations etc to the faculty, students and parents. To ensure maintenance of daily progress report, monthly progress report of teaching and other academic activities by the department.
- Carrying out evaluation of the faculties from respective students by taking regular feedback.

For the students-

The progress of the students is monitored through unit tests, home assignment, seminars, etc. For the development of soft skills, group discussion, seminar presentation by the students is being encouraged.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--

HRD Programmes	--
Orientation Programmes	--
Faculty exchange Programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	03
Others	05

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	10	NIL	08
Technical staff	--	--	--	02

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

To inculcate the climate of research, college has constituted a research committee. The main objective of this committee is to encourage and help the faculty and the students to undertake the research projects. As a result, Three minor research projects are going on. One Research Journal with ISSN number has been regularly published by IQAC.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	03	03	Nil
Outlay in Rs. Lakhs	--	--	7.15	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	05	18
Non-Peer Review Journals	--	--	17
e-Journals	03	--	--
Conference proceedings	--	01	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	02	UGC	7.15 lakh	6.62 lakh
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	01	--	--	--
Sponsoring agencies	--	DBT	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognition received by faculty and research fellow of the institute in the year

Total	International	National	State	University	Dist	College
zero	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides

01

and students registered under them

05

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

Nil

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

JRF

Nil

SRF

Nil

Project Fellows

Nil

Any other

Nil

3.21 No. of students Participated in NSS events:

University level

15

State level

Nil

National level

Nil

International

Nil

level

3.22 No. of students participated in NCC events:

University level

Nil

State level

42

National level

08

International level

Nil

3.23 No. of Awards won in NSS:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.24 No. of Awards won in NCC:

University level

Nil

State level

02

National level

Nil

International level

Nil

3.25 No. of Extension activities organized

University forum

College forum

10

NCC

√

NSS

√

Any other

Assam Science Society

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

- A programme on Womens' empowerment was organized in the college on 11-02-2017 by the Women's Cell of Bajali College Teachers' Association (BCTA).
- National Science Day (28th February, 2017) was organised by Extension Education Cell in collaboration with Bajali Branch of Assam Science Society at Paka Sarih Higher Secondary School, Lesera. Students exhibited models of Rickshaw and bike by using waste materials. Popular Talk and plantation programme were features of the celebration.
- The World Environment day on 5th June, 2017 was organised by Extension Education Cell in collaboration with Bajali Branch of Assam Science Society at Uttar Bajali High School Popular Talk, Quiz Competition, Art Competition and plantation programme were organized to mark the occasion.
- No vehicle day is celebrated on 5th June and 17th September in the college as a rank of solidarity to environment protection.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.64 Acres	--	--	15.64 Acres
Class rooms	57	00	UGC & College fund	57
Laboratories	31	00	DBT & College fund	31
Seminar Halls	04	00	UGC & College fund	04
No. of important equipments purchased (\geq 1.0 lakh) during the current year.	03	00	DBT & College fund	03
Value of the equipment purchased during the year (Rs. in Lakhs)	13.125	00	DBT & College fund	13.125
Others	--	--	--	--

4.2 Computerization of administration and library

Yes, completed

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20336	97.71 lakh	300	1 lakh	20636	98.71 lakh
Reference Books	15586	70.84 lakh	426	2.36 lakh	16012	73.10 lakh
e-Books	2,32,000 Vide INFLIBNE T	--	00	--	2,32,000 Vide INFLIBNET	--
Journals	610	0.4683 lakh	00	--	610	0.4683 lakh
e-Journals	6000	Vide INFLIBNE T	6,000	Vide INFLIBNE T	12,000	Vide INFLIBNE T
Digital Database	--	---	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	Departments have their own seminar library					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	66	03	66	03	01	08	21	00
Added	26	02	26	02	01	01	00	00
Total	92	16	92	05	02	09	21	00

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

The computer with internet access is made available to almost all the teachers in their departments and even to non-teaching staff in the office.

A special training programme on Computer Application and use of Internet had been organised for non-teaching staff of the college.

The automation process of college office has been completed and a necessary computer training programme has been organised for non-teaching staff on April 2016.

Most of the teachers give power point presentation in smart class rooms.

The college has four seminar halls well equipped with interactive boards etc.

4.6. Amount spent on maintenance in lakhs :

i) ICT	6.73
ii) Campus Infrastructure and facilities	30.15
iii) Equipments	5.78
iv) Others	19.77
Total :	62.43

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The efforts taken by the IQAC for enhancing the student support services are as follows.

- Through prospectus and academic calendar.
- Assignment to Professor in charges to monitor the student support services effectively.
- Arrangement of orientation lectures from time to time to make students aware about support services
- Providing guidance to needy students.
- Different programmes regarding social awareness are organised by NSS in and outside the college campus.

5.2 Efforts made by the institution for tracking the progression

The attempts made by the institution for tracking the progression are as follows

- The Principal /Vice –Principal meet the students of different classes on some convenient dates and time during the academic session to make first hand assessment and analysis of the academic progress and problems related to teaching and learning.
- Students of Degree Semester course I, II, III, IV, V and VI semester major classes will have to participate at the seminars held departmentally.
- Students' academic progress of study is being continuously evaluated through unit tests, sessional examinations, Home assignments, projects assignments, participation in Group Discussion etc.
- Participation of the students in various levels of competitions is encouraged and necessary help and guidance are provided to them.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2770	149	-	--

(b) No. of students outside the state

13

(c) No. of international students

NIL

Men		Women	
No	%	No	%
1675	57	1244	43

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1649	228	192	480	--	2594	1885	284	203	547	--	2919

Demand ratio

Programme	Ratio
UG	2.3:1
PG	5.7:1

Dropout %

Programme	%
UG	1.32
PG	NIL

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

Nil

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

The career counselling cell, ICCGC, and some departments arranged special awareness programme, counselling sessions, interactive meet for the benefit of students.

- One Day Workshop on CBCS on 13th August 2016
- One Day Workshop on Job and Self employment opportunities on 6th September 2016.
- Financial literacy Camp on 23rd September 2016
- One Day Workshop on RTI Act and its application in higher educational institutions on 26 October 2016.
- 5 Day Montessori teacher training programme from 24th October to 28th October 2016.

No. of students benefitted

350

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	--

5.8 Details of gender sensitization programmes

- The College has a functional Women's Cell which looks after various aspects of gender sensitisation programmes relating to gender sensitive issues among the students.
- We also organized various awareness camp, meeting among the nearby villages.
- A programme on Womens' empowerment was organized in the college on 11-02-2017 by the Women's Cell of Bajali College Teachers' Association (BCTA). Mrs Purna Sarma, IAS, SDO Civil Bajali Subdivision and Mrs Aparna Natarajan, IPS, SDPO Bajali Subdivision graced the occasion as chief guests.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	08	Rs 35,220/-
Financial support from government	378	Rs 13,69,772/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **Nil**

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision:

Plan for action to achieve the pre-determined objectives of developing the college as an Institution of Excellence and upgrading it to the status of a full fledged Post-Graduate college.

Mission:

Initial mission of the college was to spread the ray of higher education in preservation and creation of knowledge and to inculcate scientific temperament among the rural populace besides providing accessibility of higher education to women of the area. But in course of time, it became one of the leading co-educational institutions imparting education right from HS to PG level. Now it aspires to take the front line in the over-all development of higher education in the form of teaching, training, consultancy, research, and extension services to the stakeholders. To meet the challenges of Globalisation of Education of Education, the college strives to re-orient and reshape its programmes and to make the present system more relevant and career oriented focusing on quality and excellence. Our endeavour is to create competent and responsible citizens by optimum utilisation of the existing resources, up-gradation of the professional skills and mobilisation of additional resources with special emphasis on quality and quantitative expansion.

6.2 Does the Institution has a management Information System

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Arrangement of Workshops of various subjects for discussing revised syllabi.
- Discussion on curriculum development in academic council meeting.

6.3.2 Teaching and Learning

- Preparation of Teaching plan and execution of the plan.
- Preparation of academic calendar.
- Adoption of modern teaching learning method in class rooms.
- Conducting unit tests, group discussion and home assignments etc.
- Arrangement of educational excursion, camps etc.
- Motivating students for research activities through projects.
- Providing study materials particularly on subjects where text books are scarce.

6.3.3 Examination and Evaluation

- Examinations are conducted as per schedule and guidelines of Gauhati University. The college holds Sessional examinations and marks are sent to university. Besides additional class test are also held in major classes.

6.3.4 Research and Development

- Constitution of Research committee for inculcating research atmosphere.
- Motivating teachers to take research projects.
- Guiding teachers for improving API through participation in conferences and through publishing of research papers, articles, books, chapter in books etc.
- Publication of one Peer reviewed Research Journal with ISSN number
- Teachers have been encouraged to apply for Teachers fellowships to undertake research work.
- Teachers are encouraged to undertake research Projects both Major and Minor projects. Three minor projects are going on in the session 2015-16.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Free access of internet facility for teachers in departments and for students in central library.
- Digital library section has been added to central library.
- Renovation of open section to CAROL section.
- No. of book shelf increased.

6.3.6 Human Resource Management

- A Student being as a prime HR, the college strives to develop this resource through variety of activities like N.S.S., N.C.C., social and cultural activities and skill development programmes. Besides regular teaching the college provides a number of other support services which contribute significantly in the development of Human Resource.

6.3.7 Faculty and Staff recruitment

- The recruitment of the faculty and non teaching staff is done on the basis of type of post created, strictly by following the rules and regulations laid down by the government, university and UGC.

6.3.8 Industry Interaction / Collaboration

- Formal collaboration with some industries has been established.

6.3.9 Admission of Students

The admission committee conducts a mandatory meeting with the parents before the commencement of admission. In that meeting, the Head of the institution highlights the overall development of the college. The purpose of the parent meeting is to inform the parents and their wards about ethics, rules and regulations of the college and of the affiliating University. In addition counselling is done for proper subject and career selection. Admission to the college is strictly on merit basis subject to the verification of testimonials in original. Reservation of seats for candidates is as per government guidelines and few seats are reserved for candidates having outstanding proficiency in the field of sports and other co curricular activities.

6.4 Welfare schemes for

Teaching	a.Assistance to avail bank loan. b..Loan through BCEMAF c.Canteen facilities. d. Free health check up camps are organised. e. Group insurance
Non teaching	a.Assistance to avail bank loan. b..Loan through BCEMAF c.Canteen facilities. d. Free health check up camps are organised. e. Group insurance
Students	Admission fees in instalment, free admission toTDC 1 st semester class for students with outstanding merit in plus II stage, free dmission for poor students by government, Sponsorship for higher studies to students securing outstanding rank at TDC final examinations.

6.5 Total corpus fund generated

2.6 lakhs

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	Yes	IQAC
Administrative	--	--	Yes	IQAC

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Does not arise

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Does not arise

6.11 Activities and support from the Alumni Association

- Two sets of hot & cold drinking water are donated.
- Poetical and literary assemblies at the college was organized.

6.12 Activities and support from the Parent – Teacher Association

- Parent-teachers meet are held to discuss the aspiration and experiences of the parents and teachers to strengthen the teaching-learning process .

6.13 Development programmes for support staff

The support staff plays an important role in the development of the institution. Taking into consideration their health and recreation following activities have been introduced.

- Time bound allotted duties.
- Advance payment in emergency.
- Participate in the training programme.
- Annual meeting of staff.
- Free Medical Camp.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- A good number of saplings are planted every year.
- Cleanliness drive conducted twice a year.
- The college campus has been declared as Plastic Free Zone.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The following innovative measures are taken by the authority:

- Use of ICT facility in teaching-learning process
- Cleanliness drive to ensure eco-friendly campus.
- Observance of no vehicle day on 5th June and 17th September.

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

- Preparation and publication of Prospectus and Academic calendar.
- Completion of Administrative process.
- Collection of teacher wise class allotment and subject wise teaching plan.
- Ensuring conduct of College examination in time.
- Departmental seminar, home assignment, class tests are held routinely.
- Students participation in Youth Festival and other sports events (tournament) were ensured.
- Financial audit for the year was completed.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Enclosed in Annexure III

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- The college has adopted the following steps for environmental awareness /protection.
- The beautification committee of the college looks after the beautification of the campus.
 - The college has been monitoring and maintaining one floriculture garden,one departmental botanical garden and one botanical garden with shed house.
 - The college has been observing awareness programmes like World Environment Day, World Tourism Day, Vanmahotsava,World wildlife week annually.
 - The college is providing safe drinking water to the students by adequate purification process in its water treatment plant.
 - Cleanliness in the campus is ensured through NSS, NCC, participation of students with volunteery service
 - Efforts have been made for minimum emission of Carbon monoxide, carbon di oxide and other harmful gases by replacing fossil fuel by use of LPG
 - Efforts have been initiated to make science laboratories fireless to ensure an eco friendly campus.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Up gradation of library infrastructure and library automation.
- Digitalization of conference cum seminar hall.
- Vermicompost plant has been initiated in the campus.
- Rain water harvesting.

8. Plans of institution for next year

- Introduction of Inter Library Loan facility
- Up gradation more classroom to digital classroom.
- Construction of new classrooms.
- Face upliftment of college campus.
- Construction of a video conferencing cum seminar hall.
- Construction of a new computer laboratory.
- Improvement of disaster management facilities
- Up gradation / modernization of the College Auditorium.

Name : Dr. Sajal Kr. Das



Signature of the Coordinator, IQAC

Name: Dr. Manoj Kr. Mahanta



Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I**Abbreviations:**

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

Annexure IaACADEMIC CALENDER OF BAJALI COLLEGE FOR THE SESSION
2016-17

JULY- 2016

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	FRI		Summer vacation
02	SAT		
03	SUN		
04	MON		
05	TUE		
06	WED	Id-ul-fitre(Holiday)	
07	THU		
08	FRI		
09	SAT		
10	SUN		
11	MON		
12	TUE		
13	WED		
14	THU		
15	FRI		
16	SAT		
17	SUN		
18	MON		
19	TUE		
20	WED		
21	THU		
22	FRI		
23	SAT		
24	SUN		
25	MON		
26	TUE		
27	WED		
28	THU		
29	FRI		
30	SAT		
31	SUN		

AUGUST 2016

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	MON		Commencement of odd semester classes from 1st August
02	TUE		
03	WED		
04	THU		
05	FRI		
06	SAT		
07	SUN		
08	MON		
09	TUE		
10	WED		
11	THU		
12	FRI		

13	SAT	
14	SUN	
15	MON	INDEPENDENCE DAY HOLIDAY
16	TUE	COLLEGE FOUNDATION DAY
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	TITHI OF SRI SRI MADHAB DEV (HOLIDAY)
23	TUE	
24	WED	
25	THU	JANMASTOMI HOLIDAY
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	

SEPTEMBER 2016

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	THU		SESSIONAL I EXAM TO BE COMPLETED BY 1 ST WEEK
02	FRI		
03	SAT	TITHI OF SRIMANTA SANKAR DEV HOLIDAY	
04	SUN		
05	MON		
06	TUE		
07	WED		
08	THU		
09	FRI		
10	SAT		
11	SUN		
12	MON	ID-UZ-ZUHA (HOLIDAY)	
13	TUE		
14	WED		
15	THU		
16	FRI		
17	SAT		
18	SUN		
19	MON		
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN		
26	MON		
27	TUE		
28	WED		
29	THU		
30	FRI		

OCTOBER 2016

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	SAT		BCSU ELECTION TO BE HELD BY PUJA VACCATION
02	SUN	GANDHI JAYANTI, MUHARRAM (HOLIDAY)	
03	MON		
04	TUE		
05	WED		
06	THU		
07	FRI	KATI BIHU, DURGA PUJA & LAKSHMI PUJA HOLIDAYS	
08	SAT		
09	SUN		
10	MON		
11	TUE		
12	WED		
13	THU		
14	FRI		
15	SAT		
16	SUN		
17	MON		
18	TUE		
19	WED		
20	THU		
21	FRI		
22	SAT		
23	SUN		
24	MON		
25	TUE		
26	WED		
27	THU		
28	FRI		
29	SAT	KALI PUJA, DIWALI (HOLIDAYS)	
30	SUN		
31	MON		

NOVEMBER 2016

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	TUE		
02	WED		
03	THU		
04	FRI		
05	SAT		
06	SUN		
07	MON		
08	TUE		
09	WED		
10	THU		
11	FRI		
12	SAT		
13	SUN		
14	MON	GURUNANAK'S BIRTH DAY (HOLIDAY)	
15	TUE		
16	WED		
17	THU		
18	FRI		

19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	GURU NANAK'S BIRTH DAY HOLIDAY
24	THU	
25	FRI	
26	SAT	
27	SUN	
28	MON	
29	TUE	
30	WED	

DECEMBER 2016

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	THU		End semester Exam (for odd semester) to completed by 15 th December as per GU Accademic calendar and will be followed by 15 days evaluation period up to 30 th Dec
02	FRI	Asom divas/ sukapha divas (holiday)	
03	SAT		
04	SUN		
05	MON		
06	TUE		
07	WED		
08	THU		
09	FRI		
10	SAT		
11	SUN		
12	MON		
13	TUE		
14	WED		
15	THU		
16	FRI		
17	SAT		
18	SUN		
19	MON		
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN	CHRISTMAS DAY HOLIDAY	
26	MON		
27	TUE		
28	WED		
29	THU		
30	FRI		
31	SAT		

JANUARY 2017

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	SUN	WINTER VACATION	
02	MON		

03	TUE		
04	WED		
05	THU		
06	FRI		
07	SAT		
08	SUN		
09	MON		
10	TUE		
11	WED		
12	THU		
13	FRI		
14	SAT	MAGH BIHU HOLIDAY	
15	SUN		
16	MON		
17	TUE		Commencement of even semester classes from 16th January
18	WED		
19	THU		
20	FRI		
21	SAT		
22	SUN		
23	MON		
24	TUE		
25	WED		Annual College Week be held in the last part of January
26	THU	REPUBLIC DAY HOLIDAY	
27	FRI		
28	SAT		
29	SUN		
30	MON		
31	TUE		

FEBRUARY 2017

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	WED		
02	THU		
03	FRI		
04	SAT		
05	SUN		
06	MON		
07	TUE		
08	WED		
09	THU		
10	FRI		
11	SAT		
12	SUN		
13	MON		
14	TUE		
15	WED		
16	THU		
17	FRI		
18	SAT		
19	SUN		
20	MON		
21	TUE		
22	WED		

**Sessional exam I
(for even
semester) to be
completed by 3rd
week of February**

23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	

MARCH 2017

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	WED		
02	THU		
03	FRI		
04	SAT		
05	SUN		
06	MON		
07	TUE		
08	WED		
09	THU		
10	FRI		
11	SAT		
12	SUN		
13	MON		
14	TUE		
15	WED		
16	THU		
17	FRI		
18	SAT		
19	SUN		
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN		
27	MON		
28	TUE		
29	WED		
30	THU		
31	FRI		

APRIL 2017

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	SAT		Sessional II exam (for even semesters) to be completed by 1st half of April
02	SUN		
03	MON		
04	TUE		
05	WED		
06	THU		
07	FRI		
08	SAT		
09	SUN		
10	MON		
11	TUE		
12	WED		
13	THU		

14	FRI		
15	SAT	BOHAG BIHU HOLIDAYS	
16	SUN		
17	MON		
18	TUE		
19	WED		
20	THU		
21	FRI		
22	SAT		
23	SUN		
24	MON		
25	TUE		
26	WED		
27	THU		
28	FRI		
29	SAT		
30	SUN		

MAY 2017

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	MON	MAY DAY HOLIDAY	
02	TUE		
03	WED		
04	THU		
05	FRI		
06	SAT		
07	SUN		
08	MON		
09	TUE		
10	WED		
11	THU		
12	FRI		
13	SAT		
14	SUN		
15	MON		
16	TUE		
17	WED		
18	THU		
19	FRI		
20	SAT		
21	SUN		
22	MON		
23	TUE		
24	WED		
25	THU		
26	FRI		
27	SAT		
28	SUN		
29	MON		
30	TUE		
31	WED		

JUNE 2017

DATE	DAY	Class Days / Working Days/ Examination Days / Holidays	Academic and other activities
01	THU		End Semester

02	FRI	Exam. by 15 th June
03	SAT	
04	SUN	
05	MON	
06	TUE	
07	WED	
08	THU	
09	FRI	
10	SAT	
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	

Note - In the event of any change in the Holidays mentioned in the Academic Calendar, the

University Holiday list be followed

Salient Features

- 1. Summer vacation : 1st July 2016 to 31st July 2016**
- 2. Winter Vacation : 1st January 2017 to 10 January 2017**
- 3. Educational field trip be arranged in the first week of October 2016**
- 4. Publication of College Magazine be made before the Puja holidays**

Annexure II**Feedback Analysis (Parents, Students)**

Analysis of the feedback from stake holders.

Parents and guardians (In an informal way)

1. Feedback from the parents went in favour of introducing more skill development and applied courses.
2. There was plea for reduction of tuition fees.
3. They opined that college should take measures for improvement of age old infrastructure and at the same time college should construct new academic buildings and hostels etc.
4. The college management should take immediate measures for filling up of vacant post of teachers, employees.
5. They suggested that the parents-teacher meet should be regularly organised.
6. They also advised to take measures of disaster relief facilities and health facilities.

Students

1. Asked for specific and elaborate arrangements at the time of form fill-up for university examinations.
2. Pleaded for increase of poor student fund, improvement of book bank facility.
3. Reading hours in the library to be increased and issue limit for library books to be revised. Reprographic facility in the library needs to be improved.
4. More internet access should be provided to them through wi fi facilities.
5. Improvement of sports facilities.
6. They suggested to device bulk sms facility from the principal's office.

Students feedback on (1) Course and Studies, (2) Quality of Teachers, (3) Attitude of the College Office Staff, (4) College Library Services, (5) Facilities in College Campus, Labs and Hostels and also on (6) the Activities of the Principal were sought. Students gave their views confidentially to the authority by filling in a feed back printed proforma (**Annexure-IIa**) prepared by the authority on the basis of 10 point rating scale and their feed back later on was analysed by an external agent. The outcome of the feedback report was already conveyed to the concerned persons from the side of the authority. The detailed report would be produced before the NAAC Team at the time of its visit.

Annexure IIa

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PROFORMA FOR STUDENTS' FEEDBACK
(For U.G MAJOR, VOC & PG Students only)

Session: _____

Name of the Dept.: _____

Date of issue : _____

Signature of the H.O.D. _____

Seal _____

Rate on the following attributes using the 10 point scale as shown:

10	9	8	7	6	5	4	3	2	1	0
----	---	---	---	---	---	---	---	---	---	---

A. Feedback on Courses and Studies:

Attributes	Marks
Its relevance in the context of social utility	
Its relevance in the context of Your personal expertise to face day to day problems	
Its timely completion	
Departmental performance (allotment of topics, monitoring, facilities etc.)	
Quality of evaluation (Examination System)	

B. Feedback on Teachers:

Attributes	Assign marks against your teachers' names that are given in abbreviated forms									
Communicational Skill										
Ability to design assignments/examination to test the understanding of the course										
Ability to demonstrate the topics taught										
Accessibility to the teacher in and out of the class										
Interest generated by the teacher on the subject and other related social affairs.										
Knowledge base of the teacher										
Sincerity/ Commitment										
Overall performance										

C. Feedback on office:

Attributes	Assign marks against the different 'Heads' as stated below			
	Issue of Certificate	Collection of Fees	Issue of Mark sheet etc.	Scholarship
Efficiency in dealing with the allotted job				
Attitude of prompt response to your need				
Helping attitude				
Overall commitment to the profession.				



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D. Feedback on College Library:

Attributes	Marks
The collection of text books	
The collection of reference books	
The collection of magazine/newspaper/ journal etc and Book bank facility	
Reading facilities	
Accessibility to the facilities of the library	
Attitude and sincerity of the Librarian/ Library Assistants	

E. Feedback on Accessory facilities:

Attributes	Marks
Internet Service	
Xerox facilities	
Canteen facility	
Computer education	
Other (specify)	

F. Feedback on Departmental laboratory (*Only for students with practical course*):

Attributes	Marks
Available facilities for conducting the experiments included in the syllabus	
Standard of the Instruments for performing experiment with precision.	
Overall environment of the laboratory	
Attitude and commitment of the laboratory assistant/ bearers	

G. Feedback on College Hostels (*Only for Hostel boarders*):

Attributes	Marks
Accommodation and general environment	
Academic environment	
Food quality	
Game and extracurricular facilities	
General hygiene	
Discipline and congenial atmosphere amongst the boarders	
Service and attitude of the hostel attendants	
Performance of the Superintendent	



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H. Feedback on Campus:

Attributes	Marks
Adequate facilities of Physical infrastructure	
Toilet facilities for Boys & Girls	
Maintenance of Hygiene & Sanitation	
Cleanliness & Discipline of the Campus	



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10 9 8 7 6 5 4 3 2 1 0

Feedback on Principal:

Attributes	Marks
Administrative capability	
Approachability to the Principal	
Ability to motivate students and handle their problems	
Sincerity / Commitment	
Ability to generate discipline within the college campus	

BEST PRACTICE -1**Title:** Ensuring a Clean and Eco-Friendly Campus**Goal:**

- To make the college campus clean, green and eco friendly
- To show through the practice that maintaining a clean and eco-friendly campus is a social responsibility
- To inculcate the habit of cleanliness among the college fraternity.

Context:

“Cleanliness is next to Godliness” Keeping this in mind we have been carrying forward our campaign to keep the College and surroundings clean and green. Our cleanliness campaign got a booster when Prime Minister Narendra Modi launched the “Swach Bharat Abhiyan”. No doubt we have marched forward in many spheres of our life but we still lag behind as far as cleanliness, hygiene and maintenance of an eco friendly campus is concerned.

Practice:

To maintain an eco-friendly campus, we have taken up plantation programme drive for the last few years with the theme “Know Green Think Green”. We have been successful in planting a number of indigenous and medicinal plants like Neem, Amlakhi, Black Berry, Sisoo, Australian Acacia, Debadaro, etc. We have two eco-friendly Botanical gardens. For making a more pollution free zone, the College fraternity makes it a point that we don’t drive in our cars into the College campus twice a year (5th June & 17th September) to contribute a little bit towards pollution control. We also ensure that there is proper waste management and also emissions of hazardous gases from our laboratories is controlled by using electrical heating equipment instead of fuel burners as far as practicable. Already fire woods are replaced by LPG at our hostels which has lowered down the carbon emission. Moreover, our cleanliness drive is carried out twice a year, one of which is done before the commencement of the new session where not only the campus is cleaned, but classrooms, departments, offices, toilets etc are also cleaned. Motivated by this, the students every year organizes another cleanliness drive just before the College Week starts. To encourage our students, awards and certificates of appreciation are distributed amongst them. For outstanding performance students are given special certificate of appreciation. Administration too ensures that cleanliness is maintained at a regular basis. We have been striving to make the college a “No Tobacco and Smoke Free Zone” and a “Plastic Free” zone.

Evidence of Success:

- This is evident from the college campus and its surroundings.
- To keep the college campus clean and not to litter anywhere dustbins are provided and the waste from the dustbins are properly taken away by town committee for recycling.
- We have also been successful in conserving the indigenous varieties of plants.

Problems Encountered:

- As our college is in a low lying area many plants are destroyed due to water logging
- We have been striving to make our college, its surrounding and adjoining areas an eco-friendly zone but we have not been 100 percent successful as we are yet to make the people aware the importance and necessity of a clean and eco-friendly environment.

Best Practice –II

Title: To inculcate Scientific Temperament

Goal:

- To ignite the young minds to acquire efficient and reliable knowledge while making decisions in individual and social life
- To get rid of the irrational and superstitious beliefs.
- To perform our Constitutional Duties.
- To make scientific temper as societal responsibility.

Context:

Scientific temperament represents a spirit of curiosity and as such involves the process of logical reasoning. Scientific temperament always tries to find out the cause and rational justification of an event objectively which is free from all prejudices. It always attempts to explain the cause-effect relationship between the two. That is why, a man with scientific outlook never believes in unjustified things, irrational beliefs and superstitions.

The scientific temper plays a very important role in the progressive development of citizens in particular and the nation in general. According to the Constitution of India, developing scientific temper is one of the fundamental duties of Indian citizens. Developing scientific temper in young minds is required to refine and strengthen the three components such as Knowledge, Experience and Creativity.

Though our country has progressed in various spheres like atomic energy, space and telecommunication, technology, it is a matter of concern that Scientific temper among the general public, more so with the educated public has not progressed to the desirable extent. As a result of which incidents like witch hunting are yet taking place in our society. It should be realized that our education, especially our school education has not generated this critical spirit of scientific temper.

Practice:

- Bajali College is spreading the knowledge of scientific temper to the neighbouring areas through its Extension Education Cell (EEC).
- Every year a number of rural schools are chosen and the teachers of our college deliver lectures on scientific temper amongst the students, teachers, employees of the concerned schools.

- Science exhibitions are organized from time to time in the college campus, where students, teachers, employees of the concerned schools are asked to visit and take part.
- Very often students of neighbouring schools visit our science laboratories. Bajali college authority is encouraging such practice since past several years.
- Extension Education Cell of the Bajali College organizes Popular Science talk in selective schools of the neighbouring area. Primary focus is given in this talks to resist witch hunting and to make the people aware about science and technology

Evidence of Success:

It has been noticed that many schools have now come up with proposals to organize programme for students on scientific temperament in their respective schools. Further the case of superstition, witch hunting particularly in the tribal dominated remote villages are found to be decreasing, though it still prevails in many parts of the state. Several NGO's are coming up in Bajali area to fight against all forms of obscurantisms.

Problems Encountered

- Time constraints of resource persons, because of workload.
- Attitude of certain school authority is not scientific. They think scientific temper is meant for only people with Science background.
- It is not included in the syllabus.
- Financial support is inadequate

Contact Details

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