

# **JAWAHARLAL NEHRU COLLEGE, BOKO.**

## **The Annual Quality Assurance Report (AQAR) of the IQAC**

**SESSION: 2014 - 2015**



**Submitted to the Director**

**National Assessment and Accreditation Council**

**Submitted by:  
Coordinator  
Internal Quality Assurance Cell  
Jawaharlal Nehru College,  
Boko, Kamrup Assam.  
Pin – 781123.**

## **The Annual Quality Assurance Report (AQAR) of the IQAC JAWAHARLAL NEHRU COLLEGE, BOKO.**

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

JAWAHARLAL NEHRU CLLEGE

1.2 Address Line 1

BOKO

Address Line 2

P.O.: – BOKO, DIST:- KAMRUP, STATE:- ASSAM

City/Town

BOKO

State

ASSAM

Pin Code

781123

Institution e-mail address

principaljnc13@gmail.com

Contact Nos.

+91 94352 42784

Name of the Head of the Institution:

Dr. Nripen Goswami

Tel. No. with STD Code:

03623-217366

Mobile:

+91 94352 42784

Name of the IQAC Co-ordinator:

Dr. Susanta Kumar Bhuyan  
Dr. Ranjit Baishya

Mobile:

+91 98640 79796, +91 94351 16765

IQAC e-mail address:

iqacjncb2014@gmail.com

1.3 NAAC Track ID

ASCOGN12128

1.4 NAAC Executive Committee No. & Date:

No. BS (SC)/02/RAR/103, dated July 10, 2014

1.5 Website address:

www.jncollegeboko.com

Web-link of the AQAR:

[www.jncollegeboko.com/iqac/AnnualReport 2014 -15](http://www.jncollegeboko.com/iqac/AnnualReport%202014-15)

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C++	68.25	2004	28-02-2010
2	2 <sup>nd</sup> Cycle	B	2.24	2014	10-07-2019
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

20-06-2006

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

2014 -15

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 2013-14 submitted to NAAC on (26/08/2016)
- ii. AQAR 2014-15 submitted to NAAC on (07/12/2018)

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)

UGC COP on 1. Certificate courses in Mushroom Cultivation (6 Months)  
2. Certificate Course in Montessory Methods (6 Months)

Under GU: PGDCA ( 2 years) and other ODL courses under KKHSOU, Assam

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

Gauhati University

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*)

1. DBT Star College Scheme  
2. DBT Biotech Hub

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held:

2.11 No. of meetings with various stakeholders:  No.

Faculty  Students   
Non-Teaching Staff  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

(i) Two days National seminar was organised by J.N. College Women's Cell on the topic "Society Communities and Contemporary Trends of Culture: Local and Global Perspectives" from 4-5 November, 2014 Sponsored by ICSSR

(ii) Three days Workshop and awareness programme on "Disaster Management" from 6th to 9th June, 2015.

(ii) Skill development Programme on information Technology

2.14 Significant Activities and contributions made by IQAC

- The IQAC has successfully organized one National Seminar and two workshops
- Ensuring the academic quality by means of getting feedback from students
- As part of the Golden Jubilee celebration, the foundation of a guest house from MP fund was laid and the construction work has been going on in full swing.
- Foundation of an Alumni house has been laid with financial assistance from the alumni association and the process has been initiated to complete the work in time.

## 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
<ul style="list-style-type: none"> <li>Initiative taken for funding to strengthen of science stream and proposal for strengthening of science stream for DBT star College Scheme Submitted in the year 2013-14.</li> </ul>	<ul style="list-style-type: none"> <li>Star College Grant received from DBT in 2015.</li> </ul>
<ul style="list-style-type: none"> <li>Construction of boundary Wall</li> </ul>	<ul style="list-style-type: none"> <li>A major part of the boundary wall is constructed.</li> </ul>
<ul style="list-style-type: none"> <li>Implementation of tutorial Wards for students</li> </ul>	<ul style="list-style-type: none"> <li>Tutorial wards implemented in all of the departments.</li> </ul>
<ul style="list-style-type: none"> <li>Augmentation of laboratories</li> </ul>	<ul style="list-style-type: none"> <li>The laboratories are augmented up to a standard level.</li> </ul>
<ul style="list-style-type: none"> <li>Completion of computerization of library</li> </ul>	<ul style="list-style-type: none"> <li>Computerization of the library is in progress . Bar Code method has been installed &amp; entering of books have been started.</li> </ul>
<ul style="list-style-type: none"> <li>Augmentation of IT infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>The IT infrastructure have been developed up to a level.</li> </ul>
<ul style="list-style-type: none"> <li>Organizing skill development programme</li> </ul>	<ul style="list-style-type: none"> <li>Different programmes are organized by IQAC/ Mushroom Cultivation Unit., Montessori training courses and Institutional Biotech Hub of the college.</li> </ul>
<ul style="list-style-type: none"> <li>Youth leadership Training programme under NSS and Ranger team</li> </ul>	<ul style="list-style-type: none"> <li>Organised Road repairing cum cleanliness drive.</li> </ul>
<ul style="list-style-type: none"> <li>Community Service</li> </ul>	<ul style="list-style-type: none"> <li>Organised free health camp organised.</li> </ul>

*The Academic Calendar of the year is attached in Annexure. -I*

2.15 Whether the AQAR was placed in statutory body : Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

- The Governing Body of the College after receiving the Action Plan of the IQAC discussed and authorised the Principal to do the needful in its meeting held on 12-09-2014 vide Resolution No. 4(b).

**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 (Under ODL mode)	-	-	-
UG	02 + 01(ODL)	-	-	-
PG Diploma	01 + 01(ODL)	-	01	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	02	-	-	02
Others	-	-	-	-
<b>Total</b>	11	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02+07(ODL)
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

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

***The analysis of the feedback is attached in the Annexure- II***



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

The revision / update of syllabi are fully under the control of the affiliating University.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	09	35	-	13

2.2 No. of permanent faculty with Ph.D.

16

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	04	00	00	00	00	00	00	01	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

00

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	12	02
Presented papers	03	16	
Resource Persons			

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

- The various department of the college organized popular talk, invited lectures, Seminars etc.
- Organized workshop for both Students & teachers with Resource person from IIT Guwahati, and ASTEC, Guwahati.
- Various Departments conducted Educational Excursion.
- Seminar presentation made mandatory for major student.
- Use of ICT in teaching learning has been made more extensive.

- 2.7 Total No. of actual teaching days during this academic year
- 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
- 2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	262	-	23(8.78)	81(30.92)	131(50)	89.6%
B.Sc.	21	-	01(4.76)	10(47.62)	05(23.8)	76.19%
PGDCA	15	-	01(6.67)	14(93.33)	-	93.33

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

At present IQAC collects feedbacks mainly from students. However at the same time IQAC also discuss various academic problems in open forum with alumni, parents, staff and also with student's Union. IQAC also taken initiative to help the departments to start Tutorial Wards to monitor the Academic as well as overall performance of individual students. More emphasis has been given for maximum use of ICT tools by faculty members in teaching. Remedial classes have been arranged for relatively weaker students.

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	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	08
Others (STC)	15

## 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	11	01	Nil	04
Technical Staff	09	-	-	02

### Criterion – III

## 3. Research, Consultancy and Extension

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

- The IQAC arrange discussion with the Principal Investigator running different Major and Minor Projects and Research Guides to short out the difficulties faced by them to run their research activities and tried to resolve the same by amicable discussion with the authority so that good atmosphere of research prevails in the college campus.
- The under graduate students have been motivated to participate in research work by engaging them in projects and seminar talks in their curriculum activities and advice them to utilise the research facilities available at DBT sponsored Bio-Tech Hub of the college.
- IQAC has also encouraged faculty members to publish at least one paper in a year in any UGC recognised journals.
- To promote research climate in the college campus the IQAC plans to for a research Cell from the next Academic session to help and guide interested faculty members for preparation and submission of research proposal to different Funding Agencies.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		10.05		

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			02	
Outlay in Rs. Lakhs			1,50,000/- 2,00,000/-	

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	01	-
Non-Peer Review Journals	-	-	03
e-Journals	01	-	-
Conference proceedings	-	04	-

### 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(Lakh )	Received
Major projects	3 yrs(2013-16)	UGC	10.058	5.543
Minor Projects	2 yrs(2013-15)	ASTECC	2.00	1.60
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
<b>Total</b>			<b>12.058</b>	<b>7.143</b>

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 Nil

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	-	01	-	-	10
Sponsoring agencies	-	ICSSR		-	DBT, ASTEC, IIE, NIELIT.

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: Nil

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

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

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

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events: **College has applied for the 1<sup>st</sup> Assam BN**  
NCC : **Yet not**

University level  State level   
National level  International level

3.23 No. of Awards won in NSS: **Nil**

University level  State level   
National level  International level

3.24 No. of Awards won in NCC: **Nil**

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

\* **Biotech Hub and Ranger and Rover Team.**

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

- The Women Cell of the college has conducted one day Flood Relief Programme at the Village Hahim nearby Boko on 08/10/2014
- The Women Cell of the college has also conducted Charity Event for the inmates of P.L.Home, Boko on 27/01/2015
- The Biotech hub has conducted outreach programme in the nearby school for promotion of science and Bio-technology based entrepreneurship development on 15/03/2015

#### 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	100 BIGHAS (33 Acre)	Nil	-	100 BIGHAS
Class rooms	24	00	-	24
Laboratories	14	-	-	14

Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		01 35 KV Generator	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)		5.00 Lakh	UGC	5.00 Lakh
Others	-	Construction of Swimming Pool & Indoor Stadium is going on.	UGC	02

#### 4.2 Computerization of administration and library:

##### **Administration:**

The computerization of the administration is partially achieved. Admission process is fully computerized. Automation of the office is under process.

##### **Library:**

- The bibliographical database of the Library books has already been completed using SOUL 2.0.
- The Library also offers computerized Catalogue search service through the OPAC interface Soul 2.0 application Software.
- The membership data are fully computerised.
- Barcode has introduced and process is going on.
- A Local Area Network (LAN) has been set up with four computers in the library. The Library is connected with the high speed internet and library user can avail that facility.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books</b>	16317	1423304.83	327	82046.00	16644	1505350.83
<b>Reference Books</b>	4987	544939.05	33	10027.00	5020	554966.05
<b>e-Books</b>	30,00,000+	-	-	-	-	-
<b>Journals</b>	20	53965.00	6	10400.00	26	64365.00
<b>e-Journals</b>	6000+	-	-	-	-	-
<b>Digital Database</b>	UGC-N-LIST	-	-	-	-	-
<b>CD &amp; Video</b>	05	-	07	-	12	-
<b>Others (specify)</b>	4(Manuscript)	-	-	-	4	-

#### 4.4 Technology up Gradation (overall)

	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Internet</b>	<b>Browsing Centres</b>	<b>Computer Centres</b>	<b>Office</b>	<b>Departments</b>	<b>Others/ Laptops</b>
<b>Existing</b>	58	05	03	02	06	05	21	14
<b>Added</b>	02	-	-	-	-	-	-	02
<b>Total</b>	60	05	03	02	06	05	21	16

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

- A Certificate Course in Office Automation was organized from 24<sup>th</sup> March to 24<sup>th</sup> Dec, 2014 organized by NIELIT in association with Internal Quality Assurance Cell of J. N. College, Boko.
- Faculties were allowed to participate in any IT related Short term Courses/Training.
- The IQAC has established a linkage with NIELIT and IIE, Guwahati to conduct various training programme for both Teachers & Students.

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

i) ICT	<b>0.50</b>
ii) Campus Infrastructure and facilities	<b>7.00</b>
iii) Equipments	<b>0.50</b>
iv) Others	<b>1.00</b>
<b>Total :</b>	<b>9.00</b>

### Criterion – V

#### 5. Student Support and Progression

##### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The following measures have taken by IQAC to aware the student of various support services that are available for the students.
  - a) The college prospectus reflects the different support system available for students.
  - b) Details about the student support systems have been displayed in the prime location of the college campus on hoardings.



- c) At the beginning of every academic session, IQAC organises orientation classes for newly admitted students about different facilities available in the college
- d) The IQAC also organises awareness programme on different additional schemes launches by agencies like State Govt., UGC, DST, DBT etc. for the benefit of students from financially weak category/SC/ST/OBC etc.
- Regular methods like Display / Notice board etc. are used to display various students' support systems.
- The IQAC directs the concerned departments / cells to notify new activities and services for students.

## 5.2 Efforts made by the institution for tracking the progression

- To track the in- house progression of students the following measures have been taken by the college
  - i) Periodical Class Tests, Sessional Examination, Seminar Presentations.
  - ii) Remedial classes for weaker students
  - iii) Tutorial Wards formed by each department
  - iv) Hosted various Olympiad for science students.
- To track student's progression for higher studies, the IQAC and the Academic Cell instruct all departments to keep records of their passed out students.
- The ICGC of the college has a system to keep records of the contact details of the students before sitting of their last exam and subsequently taken the follow up action after declaration of the results.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1051	-	-	35

(b) No. of students outside the state

01
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(c) No. of international students

NIL
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No	%
518	49.29

Men

No	%
533	50.71

Women

Last Year (2013 – 14)						This Year (2014 – 15)						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Minority	Physically Challenged	Total
204	41	529	185	01	<b>960</b>	201	45	530	190	85	Nil	<b>1051</b>

Demand ratio : 1:1

Dropout: 17.98 %

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

- |     |   |
|-----|---|
| i)  | ICGC has conducted Coaching classes for entry to the services for the students of SC/ST/OBC (Non creamy layer) through UGC grant. |
| ii) | Special training on communicative English has been conducted by Language Lab.   |

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

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

#### 5.6 Details of student counselling and career guidance

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Career counselling programme on 21-05-2015 was conducted in association with Vidyarthi Point, Guwahati.</li> <li>• Conducted Awareness programme on skill development on 26-06-2015 in association with IL &amp; FS Skill Dev Corporation, Guwahati.</li> </ul> |
|--|

No. of students benefitted

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

#### 5.8 Details of gender sensitization programmes:

Seminar on "Recent Developments in Gender Issues with the prospective of work place" on 24th June, 2015.
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#### 5.9 Students Activities

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

State/ University level/Inter College  National level  International level

The college has won the Champion Trophy in the Gauhati University's Inter college <b>Kabbadi</b> Competition.
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No. of students participated in cultural events

State/ University level  National level  International level

Sri Ram Kanta Das got first prize in All India Radio Folk Song ( Loka Geet) Competition organised by All India Radio.

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

Sports: State/ University level  National level  International level

- 1.Sri Franchish Boro secured 1<sup>st</sup> position in 1<sup>st</sup> North East All Style Open Martial Arts Championship 2014.
2. Sri Franchish Boro secured 1<sup>st</sup> position (Gold Medal) in 38 th All Assam Open Chinese Shaolin Kung- Fu All style martial Arts Championship ‘2014
- 3.Sri Franchish Boro secured 1<sup>st</sup> position in All Assam All Style Open Martial Arts Championship ‘2015

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	06	17,510/-
Financial support from government	160	3,06,000/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- The major grievances of the Student’s during the session was related to Students’ Union Election, development of play ground, up gradation of toilets , drinking water facilities and other academic activities. The Redressal Committee with the cooperation of college authority was able to redress all those grievances.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **Our Vision:**

To set a hallmark in the field of education and to preserve, create and disseminate knowledge through teaching, learning, innovation and experimentation to mould responsible individuals for leading a society with a desire for progress and prosperity of the human race.

##### **Our Mission:**

The following Mission aim to translating the vision of our college in to action plans-

- To create a healthy academic environment for promotion of quality education to the masses
- To develop a pool of highly educated individual who are not only competent in facing the present but also shaping and future.
- To set an ideal standard for achieving excellence in the field of teaching and research.
- To build competitive infrastructure to attract student, teachers and Researcher seeking to translate dreams in reality.
- To promote innovation in planning, teaching and evaluation to achieve higher scales of perfection.
- To make higher education a part of the social environment through community participation and sustainable development to eliminate social evils that persists in the region and thereby creates social harmony.

6.2 : Does the Institution has a management Information System: Nil.

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

##### 6.3.1 : Curriculum Development

- i) The Curriculum is prepared by the Gauhati University and our institution follows the instruction given by the affiliating university.
- ii) Some of the teachers of our college are the members of the CCS of various Departments and indirectly contributed to the development of undergraduate curriculum.
- iii) Department of Botany and Education have prepared the curriculum for UGC sponsored carrier oriented certificate courses in 'Mushroom cultivation' and 'Montessori Method' which were subsequently approved by Gauhati University.

##### 6.3.2 Teaching and Learning

- Use of Digital Board for effective Teaching & learning.
- In order to develop the potentiality of the student's Classroom Seminar presentation is mandatory for the major Students.

- Students are encouraged to participate in Group Discussion, Seminar, Workshop, Popular Talk etc. to develop their academic potential.
- Departmental Field Study and Educational excursion have been conducted to gather knowledge.
- To enhance the practical skill of the science student's hands on training/workshops have been conducted on different relevant field.

#### 6.3.3 Examination and Evaluation

- Entrance Test for Major Courses, Class Test, Sessional Examination and Semester Examination have been conducted regularly.

#### 6.3.4 Research and Development

- The faculty members are encouraged to carry out Major & Minor Research Project and authority has extended all necessary facilities for the same. A few faculties have been actively involved in research activities and encourage and help the aspiring faculties for the same.
- Computer Lab with internet facilities and online library resources are made available for teachers, researchers and students to carry out their research work.
- The UG students having Major are encouraged to carry out Minor Project works.
- To encourage students, researchers and faculty members towards research work Assamese Department has been publishing a Journal "Asomjyoti" with ISSN No 2319-8559.
- Seminars and conferences are arranged time to time to develop a research atmosphere within the college.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- In this session 327 Text books, 33 Reference Books and 6 Journals were purchased amounting Rs. 1, 02,473.00
- The bibliographical database of the Library books has already been completed using SOUL 2.0.
- The Library also offers computerized Catalogue search service through the OPAC interface Soul 2.0 application Software.
- Barcode technology is functional.
- A Local Area Network (LAN) has been set up with four computers in the library.
- The Library is connected with the high speed internet facility and library user can avail the internet facility.
- New laboratory Equipments purchased for science departments.

#### 6.3.6 Human Resource Management

- The college management always discuss and negotiates on key issues of the college to ensure a healthy relation with the staff. Distribution of works and decentralization of power helps to maintain a friendly relation between management and the staff.
- The college authority encourage faculty members to attend in Refresher Course, Orientation Programme, STC, National Seminar, International Seminars, Conferences, Workshop, FDP and Training Programme etc. for their career development.

- The Principal takes all necessary steps towards the CAS promotion for teaching and non teaching employees.
- The NIELIT Guwahati organized ICT workshop on office automation for Office Staff.
- The college has developed a 'Day Care Centre' within the campus for the benefit of employee's sibling.
- Faculty members are engaged in different administrative and student related works on the basis of their interest as well as their expertise in the concerned field.

#### 6.3.7 Faculty and Staff recruitment

- The management takes necessary steps to fill the vacant permanent faculty and staff position immediately after the creation of vacancy.
- For Faculty and Staff recruitment the institution follows the Rules & Regulation laid down by UGC and State Governments. During the time of recruitment the Roaster system is maintained properly.
- To minimize the work load of employees during the peak season, part time faculties and non teaching staff are recruited.

6.3.8 Industry Interaction / Collaboration: Presently the college doesn't have any collaboration with any industry.

#### 6.3.9 Admission of Students

- Advertisement for admission is done through banners and flexes displayed in prime locations and also published in college notice board.
- Admission procedure is open mode and fully on merit basis.
- Strictly follows the Reservation policy of Government of India.
- Merit List is prepared and published in the College Notice Board before the Admission.
- Financial aid are provided to a few Poor and Meritorious students.

#### 6.4 Welfare schemes for

Teaching	J N College Employees Mutual Aid Fund has a provision of financial aid facility for their employees on medical ground.
Non - Teaching	J N College Employees Mutual Aid Fund has a provision of financial aid facility for their employees on medical ground.
Students	<ul style="list-style-type: none"> <li>• Financial aid are provided to a few Poor and Meritorious students from college fund and from JN College Teachers Association.</li> <li>• Some departments have its own scholarship scheme for their meritorious major students.</li> <li>• Free health check up scheme</li> </ul>

6.5 Total corpus fund generated

50,00,000/-

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Academic Cell, Meeting of HODs
Administrative	No	Local Audit Department, Govt. of Assam	No	Governing Body Of the College

6.8 Does the University/ Autonomous College declare results within 30 days? **NA**

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

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

6.11 Activities and support from the Alumni Association

- The Alumni Association of the College met from time to time and participates in some activities of the college.
- Alumni Association is planning to construct an alumni house and foundation of the same was laid.

6.12 Activities and support from the Parent – Teacher Association

- In various social activities of the college, both Guardians and local elites participated actively and forwarded their suggestions for betterment of the Institution.
- Ahead of the new academic session meeting with the parent and guardians are arranged.
- The members of the teaching Unit also actively participate in all the activities of the college.

6.13 Development programmes for support staff: A three days long workshop on Basic Computer application for office staff was organised.

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

- ❖ Annual plantation programme have been taken and effort have been taken to maintain the existing greenery of the campus.
- ❖ Initiatives has been taken for introduction of e-waste management.
- ❖ Large number of Dustbin have been installed to make the campus clean.

## Criterion – VII

### 7. Innovations and Best Practices

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

- Introduced feedback system on teaching to make teaching learning processes more effective and student friendly.
- Introduction of Tutorial Wards for major students.
- Uses of ICT in teaching learning process.

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

Plan of action at the beginning	Action Taken	Achievements
The college has planning for strengthening the infrastructure facilities of Science department	Subsequently the college has submitted Star college proposal to DBT, Govt. of India	DBT has accepted & approved our proposal for financial assistance.
To equipped the students with advanced instrument and technology.	Bio Tech Hub has organized Hands on Training and workshops.	Nearly 50 students have been trained in different field of Biotechnology.
Planning for introduction of new subject	Submitted a proposal to Govt. of Assam for opening two Subjects viz- Physical Education and Information Technology.	Under process
Planning to complete the construction of swimming pool and indoor sports facilities	Concerned monitoring team constantly monitor the progress	95% work have been completed.
Planning for youth leadership programme	NSS and Ranger Rover Team has taken the responsibility.	Two youth leadership training programme were conducted.
Planning to maintain a eco friendly campus	Authority has banned Plastic material inside the campus, annual plantation drives have been taken during WED and college Establishment day.	Dustbin are installed, fifty tree saplings were planted and maintained.

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

1. Introduction of ICT in the teaching learning processes.
2. Extension of Departmental Library facility to the Students.

*\*Details have been provided in the Annexure - iii*



#### 7.4 Contribution to environmental awareness / protection

Every year on the occasion of World Environment Day, National Science Day, World Wetland Day etc., tree plantation drive and Seminar/ popular talk have been organised in order to create environmental awareness among the Students & others.

7.5 Whether environmental audit was conducted?      Yes        No   

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

SWOT Analysis of the Institution:

**A. Strength:** The strength of the college may be described in terms of

- (i) Physical resources
- (ii) Human resources
- (iii) Learning resources

#### **Physical Resources:**

Physical resources of the college includes its own land measuring 110 bighas (Hundred and ten bighas only) , RCC 3 (three) storied Administrative Block, separate Science and Arts Buildings, Well equipped library, RCC 2 (two) storied Girls' Hostel within the college campus, College Auditorium with capacity approximately 500, modern Digital seminar hall, Teachers' conference hall, meeting hall, college canteen with required facilities , two big size play grounds for outdoor games, mini stadium, Botanical garden with large numbers of medicinal plants, Rubber garden comprising three acres of land, Anthropological Museum, separate well furnished Boys' and Girls' common room, Modern sanitary facilities, indoor stadium and swimming pool (under construction), running cool water facilities, considerable number of teak and Sal trees and a 35 KVA generator for uninterrupted power supply.

#### **Human Resources:**

The college has a good number of competent faculty and a group of non teaching staff.

#### **Learning Resources:**

Learning Resource of the college comprise —

- (a) Modern library with plenty of reference and text books, periodic journals and news papers, separate reading facilities for students and faculty members.
- (b) Central computer laboratory with free internal access for students. Internet facilities are also available in all the departments.
- (c) Language Lab in the Department of English to develop the communicative ability of the students and faculty members. The facility may also be used in research related to comparative language analysis in near future.
- (d) Well equipped Bio Tech-Hub sponsored by DBT, Govt. of India.

- (e) Centralized E- class room consisting computer, LCD over head projector , OHP projector and
- (f) Well equipped GIS laboratory in the Department of Geography.

### **B. Weakness:**

Following are the some weakness in teaching- learning methods in the institution—

- (a) Most of the students are from weak academic as well as social-economic background.
- (b) Insufficient recreation facilities for faculty members
- (c) Incomplete boundary wall throughout the campus
- (d) Unable to provide hostel facilities to all the needy poor students.

### **C. Opportunities:**

- (a) Scope for introduce more job oriented and skill development courses based on local demand.
- (b) To overcome the problems of students progression for higher learning opening of Post Graduate classes in some selected departments.
- (c) Scope for initiation of Research and extension activities in the field of local culture, socio-economic problem and natural recourses.

### **D. Threats (Challenges):**

- (a) Little scope for campus recruitment.
- (b) To provide job opportunities to the degree holders and prepare the students to face the challenges in the present scenario.
- (c) Due to the poor economic back ground of the locality it is difficult to open self-financed job oriented courses
- (d) Lack of industries to have a closed link to open job oriented courses as per industries demand.

## **8. Plans of institution for next year (2015 – 16)**

- Extension of Boundary wall construction.
- Construction of new class room
- Installation of transformer
- Augmentation of laboratories
- Extension of library and administrative building
- Opening of PG courses
- Organisation of workshop/ seminar/ hands on training.
- Improvement of academic environment
- Improvement of drinking water facility
- Installation of solar system.
- Completion of ongoing construction work in stipulated time.



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(Dr. Nripen Goswami)  
*Chairperson,*  
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Principal  
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## Academic Calendar: 2014-2015

Month	Dates	Occasion (Holiday/ Sunday and other activities)	No. of Days	No. of Teaching Days	No. of Working Days
July, 14	1-31 6, 13, 20, 27	Summer Vacation Sundays	31 4	00	27
August, 14	3 15 17 27 10, 17, 24, 31	College Establishment day Independence Day Janmastami Tithi of Sankar Deva Sundays	1 1 1 1 4	23	24
September, 14	13 20 23-26 7, 14, 21, 28	Tithi of Madhab Deva Freshers' Social Sessional Exams. Sundays	1 1 4 4	24	24
October, 14	1-8 15-16 23-24, 5, 12, 19, 26	Puja Vacation J.N.C. Students' Union Election Kali Puja/ Diwali Sundays	8 2 2 4	16	18
November, 14	1 6 3 <sup>rd</sup> week onwards 2, 9, 16, 23, 30	Counting of Votes Nanak Jayanti Semester (Final) Exams. Sundays	1 1 **** 5	23	24
December, 14	1 <sup>st</sup> week onwards 25 7, 14, 21, 28	Semester (Final) Exams. Christmas Day Sundays	**** 1 4	09	25
January, 15	1-10 13-17 24 26 27-31 4, 11, 18, 25	Winter Break Magh Bihu & Shilpi Diwas Sawaswati Puja Republic Day College Week Sundays	10 5 1 1 5 4	05	20
February, 15	17 1, 8, 15, 22	Shivaratri Sundays	1 4	23	23
March, 15	5-6 9-12 1, 8, 15, 22, 29	Dol Yatra Sessional Exams. Sundays	2 4 5	24	24
April, 15	3 14-16 5, 12, 19, 26	Good Friday Bohag Bihu Sundays	1 3 4	19	22
May, 15	1 4 1 <sup>st</sup> week onwards 3, 10, 17, 24, 31	May Day Buddha Purnima 6 <sup>th</sup> Semester (Final) Exam. Sundays	1 1 **** 5	26	26
June, 15	1 <sup>st</sup> week onwards 7, 14, 21, 28	Semester (Final) Exams. Sundays	**** 4	00	26
<b>Total</b>				<b>192</b>	<b>283</b>

### **Analysis of feedback from students**

The structured feedback form for students is prepared covering mainly three dimensions namely Curriculum, Teachers and Library resources. In feedback the statement of curriculum includes the items on curriculum outlines and its coverage, teachers includes the item on the quality of subject knowledge, communication skills, sincerity, ability for broader perceptive, accessibility etc.

The statement is framed in four point Liker respond mode ranging from very good to unsatisfactory. A total of 240 students have participated in the feedback mechanism during the session 2014-2015. The summary of the student feedback is given below.

Regarding the Dimension of curriculum (Curriculum outline and its coverage) 79% students are rated very good 13% students rated good, 6% students rated satisfactory and 2% students rated unsatisfactory.

With regards to the dimension of teachers ( subject knowledge,, communication skills, sincerity , ability for broader perceptive, accessibility etc.), 81% students are rated very good 15% students rated good, 3% students rated satisfactory and 1% students rated unsatisfactory.

With regards to the dimension of Library resources ( Library uses and internet facility), 75% students are rated very good 19% students rated good, 4% students rated satisfactory and 2% students rated unsatisfactory.

\*\*\*\*\*

**Best practice I:**

**i. Title of the practice:** Introduction of ICT in the teaching learning processes.

**ii. Goal:** To acquaint faculty members and students on digital methods of teaching and learning.

**iii. The context:** Conventional class room teaching cannot meet the demand of our students which are exposed to the digital world in a fastest rate. So e-teaching and learning is the utmost demand of the society.

**iv. The practice:** A central e-class room has been constructed with necessary facilities and all departments are made compulsory for utilised the facility. Some individual departments with help of UGC funded courses have developed e-learning facilities for their students. College has conducted hands on training for the faculty members on digital teaching methods to enhanced their skill in the use of digital tools for teaching.

**v. Evidence of success:** Almost all departments have started the practice and students are also learn to present their departmental seminars using digital tools.

**Best Practice II:**

**i. Title of the practice:** Extension of Departmental Library facility to the Students.

**ii. Goal:** To help the poor and meritorious students.

**iii. The context:** Our college is situated in a rural tribal area and most of the students are from SC/ST/Minority and financially weaker section. The college central library provides only two library cards to students which is not sufficient for the students. The departmental libraries of each department help those needy and meritorious students through this noble practice.

**iv. The practice:** Each major student is allowed to receive two books at a time for a period of one week as per their requirement.

**v. Evidence of success:** Poor and needy students have been mostly benefited. A good habit of book reading have been developed among students. Laser time have been properly utilised.

**vi. Contact details:**

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(c) **Accredited status:** Preparation for Third Cycle

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