

# The Annual Quality Assurance Report (AQAR) of the IQAC,2019-20

*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

## **Part – A**

### **Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution JANATA COLLEGE, SERFANGURI

- Name of the Head of the institution : DR. SUBUNG BASUMATARY
- Designation: PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.:
- Mobile no.: 9435511870
- Registered e-mail: janatacollege1977@gmail.com
- Alternate e-mail : bsubung@gmail.com
- Address : SERFANGURI
- City/Town : KOKRAJHAR
- State/UT : ASSAM
- Pin Code : 783346

2. Institutional status:

- Affiliated / Constituent: AFFILIATED
- Type of Institution: Co-education/Men/Women : CO-EDUCATED
- Location : Rural/Semi-urban/Urban: RURAL, TRIBAL
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)  
UGC 2F AND 12 (B)
- Name of the Affiliating University: BODOLAND UNIVERSITY
- Name of the IQAC Co-ordinator : NAYAN JYOTI DAS
- Phone no. :

Alternate phone no.

- Mobile: 9954934342
- IQAC e-mail address: janatacollege1977@gmail.com
- Alternate Email address: ndas68@gmail.com

3. Website address: www.janatacollege.co.in

Web-link of the AQAR: (Previous Academic Year):

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

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: www.janatacollege.co.in

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	C+		2004	from:2004 to: 2009
2 <sup>nd</sup>	B	2.42	2016	from:2016 to: 2021
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 31/05/2005

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
IQAC MEETING	10 <sup>th</sup> AUGUST,19	35
IQAC MEETING	27 <sup>th</sup> SEPTEMBER,2019	28
IQAC MEETING	11 <sup>TH</sup> NOVEMBER,19	39
IQAC MEETING	5 <sup>th</sup> DECEMBER,2019	26
IQAC MEETING	21 <sup>st</sup> JANUARY,2020	32
IQAC MEETING	12 <sup>th</sup> FEBRUARY,2020	22
IQAC MEETING	24 <sup>th</sup> MARCH,2020	20
INTERNAL AUDIT		
FEEDBACK COLLECTED FROM STUDENTS		221

***Note: Some Quality Assurance initiatives of the institution are:  
(Indicative list)***

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**8. Provide the list of funds by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. :

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

INSTITUTION	RUSA 2.0	RUSA	2019	1,00,000,00

**9.** Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

\*upload latest notification of formation of IQAC

**10.** No. of IQAC meetings held during the year: 07

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No YES

(Please upload, minutes of meetings and action taken report)

**11.** Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No NO

If yes, mention the amount:

Year:

**12.** Significant contributions made by IQAC during the current year (maximum five bullets)

1. CHILDRENS DAY CELEBRATION AT TOPOBAN CHILDRENS HOME, 14<sup>TH</sup> NOVEMBER,2019
2. SOCIETY OUTREACH PROGRAMME, 11<sup>TH</sup> SEPTEMBER,2019 AT PADMABIL L.P SCHOOL INDO BHUTAN BORDER
3. SOCIETY OUTREACH PROGRAMME, 29<sup>TH</sup> OCTOBER,2019
4. AITHUN PUBLISHED
5. Conducted society outreach programme at West kalabari LP School
6. Donated and distributed essential goods during lock down at Nabinagar village
7. Donated and distributed essential goods on lock down days at Jaleswari village
8. Conducted society outreach programme
9. Conducted society outreach programme

**13.** Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
i. All the departments be asked to prepare the syllabus	<ul style="list-style-type: none"> <li>• Syllabus allocation and and maintainance of daily Progress Report achieved</li> </ul>

	allocation and to maintain the daily progress report.	<ul style="list-style-type: none"> <li>• Some of the Departments conducted more than two departmental seminar</li> <li>• Internal academic Audit conducted</li> <li>• Expenditure done as per the budget prepared by the IQAC</li> <li>• Faculty members have started using ICT in teaching learning process.</li> <li>• AITHUN published</li> </ul>
ii.	All the departments be asked to conduct atleast two departmental seminar for every semester	
iii.	Internal Academic Audit be conducted	
iv.	Prepare the Budget for the development of the college	
v.	Inspire the faculty members to introduce ICT in teaching Learning Process	
vi.	AITHUN be published	

**14.** Whether the AQAR was placed before statutory body? Yes /No: YES

Name of the Statutory body: GOVERNING BODY Date of meeting(s): 30/11/2021

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**Yes/No:** NO

**Date:**

**16.** Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2019

Date of Submission: 29/06/2020

**17.** Does the Institution have Management Information System?

**Yes**

**No** NO

If yes, give a brief description and a list of modules currently operational.  
(Maximum 500 words)

## **Part-B**

CRITERION I – CURRICULAR ASPECTS						
1.1 Curriculum Planning and Implementation						
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words						
As an affiliated college, the college follows the prescribed curriculum developed by Bodoland University. Being purely an Arts faculty college the college operated both UG and PG Courses keeping in mind the goals and objectives of the college. Faculty members implement the syllabus through various innovative techniques and go beyond the syllabus for the excellence of the students. The college follows the Academic Calender prepared by its Affiliating University. At the beginning of every Academic Year meeting of Academic Council Meeting is held to distribute the syllabus among the faculty members and to prepare the academic time table. Each individual teacher prepares his/her teaching plan keeping in mind the total teaching day and the allotted classes. Daily Progress report is maintained by every individual teacher. Academic Committee prepares the time table for the Sessional Exams and Marks obtained in the Exams are send to the University. Regular class tests are conducted by the Departments. Subject based Seminars, Projects and home assignments are conducted in regular intervals. ICT, laptops and wel equipped Computer and Education Dept. Lab are used for better translation of the syllabus.						
1.1.2 Certificate/ Diploma Courses introduced during the Academic year : NIL						
Name of the Certificate Course(DC A)	Name of the Diploma Courses(P GDCA)	Date of introduction and duration	focus on employability/ entrepreneurship		Skill development	
01	05	12 months	employbility			
1.2 Academic Flexibility						
1.2.1 New programmes/courses introduced during the Academic year : NIL						
Programme with Code		Date of Introduction		Course with Code		Date of Introduction
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. :						
Name of Programmes adopting CBCS		UG	PG	Date of implementation of CBCS / Elective Course System		UG PG
Arts		UG		2019		
Already adopted (mention the year)						
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year : NIL						
	Certificate		Diploma Courses PGDCA			
No of Students			05			
1.3 Curriculum Enrichment						
1.3.1 Value-added courses imparting transferable and life skills offered during the year : NIL						
Value added courses			Date of introduction		Number of students enrolled	

1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Environmental field survey			450		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	No	No	No	No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Analysed by a Committee consisted by all the Hods and tried to find out the regularity, communication skill, completion of syllabus etc and then placed the report at the Governing Body and then necessary instructions are given to the teachers					
<b>CRITERION II -TEACHING-LEARNING AND EVALUATION</b>					
<b>2.1 Student Enrolment and Profile</b>					
<b>2.1. 1 Demand Ratio during the year</b>					
Name of the Programme	Number of seats available		Number of applications received	Students Enrolled	
O1	UG : 400 per Semester		UG : 823	512	
<b>2.2 Catering to Student Diversity</b>					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1144	30	22	NIL	06
<b>2.3 Teaching - Learning Process</b>					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
12		Projector,computer,laptop, Smart Board	03	06	Enlist,INFLIBNET, internate
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
NO					

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	22	02	00	09
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year ) : NIL				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
UG		SEMESTER	20/10/2020	05/12/2020
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
Continuous Internal Evaluation is done through Regular class tests, Home assignments, Seminars, project works, Sessional Exams, Unit Test				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
Academic calendar is prepared before the commencement of every academic year. It is published in the college prospectus and made available in the college website. In the first week after regular class starts every class is given an orientation on the academic calendar. In preparing the academic calendar the academic calendar of its affiliating University is strictly followed.				
2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution				



(to provide the weblink)				
2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	UG	259	134	52
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) Not yet started				
<b>CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION</b>				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL			
Minor Projects	NIL			
Interdisciplinary Projects	NIL			
Industry sponsored Projects	NIL			
Projects sponsored by the University/ College	NIL			
Students Research Projects (other than compulsory by the College)	NIL			
International Projects	NIL			
Any other(Specify)	NIL			

Total	NIL			
<b>3.2 Innovation Ecosystem</b>				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights ( <b>IPR</b> ) and Industry-Academia Innovative practices during the year : Nil				
	Name of the Dept.		Date(s)	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year : Nil				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year : Nil				
Incubation Centre	Name		Sponsored by	
Name of the Start-up	Nature of Start-up		Date of commencement	
<b>3.3 Research Publications and Awards</b>				
3.3.1 Incentive to the teachers who receive recognition/awards : Nil				
State	National		International	
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> ): Not Applicable				
Name of the Department		No. of Ph. Ds Awarded		

3.3.3 Research Publications in the Journals notified on UGC website during the year : NIL								
	Department	No. of Publication		Average Impact Factor, if any				
Natio nal								
Intern ationa l	ENGLISH	02		3.7				
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year								
Department		No. of publication						
ASSAMESE		02						
BODO		05						
ENGLISH		03						
HISTORY		01						
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index : Nil								
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations		
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) : Nil								
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication		
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :								

No. of Faculty	International level	National level	State level	Local level	
Attended Seminars/ Workshops	00	03			
Presented papers	00	12			
Resource Persons					
<b>3.4 Extension Activities</b>					
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year					
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities		
Departmental Seminar On Consumption Behaviour	DEPT. OF ECONOMICS  The Forum of North –East India Development Studies (FNEIDS)***	04	86		
Plantation Programme in the NH-31	Dept. of Economics & the FNEIDS	04	26		
Teacher's Day Celebration	Dept. of Economics and FNEIDS	04	45		

EVS fields study programme	Dept. of Economics	04	45	
Environmental survey	Department of Computer	02	45	
Departmental seminar on Comparative government	Department of Pol science	04	62	
Departmental seminar	Department of Assamese	04	42	
Departmental seminar	Department of Assamese	04	40	
Departmental seminar	Department of Assamese	04	27	
School visit 195 Kolabari LP School	Department of Assamese	04	82	
School visit 175 Nepalpara LP School	Department of Assamese	04	67	
Environmental survey	Department of Assamese	04	45	
Departmental seminar	Department of Bodo	06	92	
Departmental seminar	Department of Bodo	06	80	
Departmental seminar	Department of Bodo	06	62	
Departmental seminar	Department of Bodo	06	104	
Departmental seminar	Department of Bodo	06	102	

Departmental seminar	Department of Bodo		<b>65</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>98</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>92</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>87</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>63</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>102</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>102</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>98</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>78</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>76</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>65</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>72</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>76</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>82</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>90</b>	
Departmental seminar	Department of Bodo	<b>06</b>	<b>98</b>	
Let's go to villages program	Department of Bodo	<b>06</b>	<b>124</b>	
Let's go to villages program	Department of Bodo	<b>06</b>	<b>98</b>	
Let's go to villages program	Department of Bodo	<b>06</b>	<b>123</b>	
Let's go to villages program	Department of Bodo	<b>06</b>	<b>45</b>	
Let's go to villages program	Department of Bodo	<b>06</b>	<b>65</b>	
Let's go to villages program	Department of Bodo	<b>06</b>	<b>89</b>	

Guardians' meet	Department of Bodo		82
National seminar	Department of Bodo in collaboration with Barama College	08	123
Conducted a trip to Longa for the English Major students	Department of English	04	24
Conducted society outreach programme at West Kalabari LP School	Department of English	04	119
Donated and distributed essential goods during lock down at Nabinagar village	Department of English	04	128
Donated and distributed essential goods on lock down days at Jaleswari village	Department of English	04	45
Donated and distributed essential goods during lock down at Rampur village	Department of English	04	110
Conducted society outreach programme	Department of English	04	98
Conducted society outreach programme	Department of English	04	101
3.4.2 Award and Recognition received for Extension activities from Government and other recognized bodies during the year			
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
Swachh Bharat	Extention Activity Cell in collaboration with IQAC	Cleaning Drive in and around college Campus and Market Area	12	78
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year : Nil				
Nature of Activity	Participant	Source of financial support	Duration	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year : Nil				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration <b>(From-To)</b>	participant
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>				
<b>4.1 Physical Facilities</b>				



4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year								
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development					
1,00,000,00.00			1,00,000,27.00					
4.1.2 Details of augmentation in infrastructure facilities during the year								
Facilities				Existing		Newly added		
Campus area				15 Acres		Nil		
Class rooms				34 Nos		04 under construction		
Laboratories				02 Nos		NIL		
Seminar Halls				01 Nos		NIL		
Classrooms with LCD facilities				Nil		NIL		
Classrooms with Wi-Fi/ LAN				08		NIL		
Seminar halls with ICT facilities				01		NIL		
Video Centre				Nil		NIL		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.								
Value of the equipment purchased during the year (Rs. in Lakhs)						2,97,360.00		
Others								
4.2 Library as a Learning Resource								
4.2.1 Library is automated {Integrated Library Management System -ILMS}								
Name of the ILMS software		Nature of automation (fully or partially)		Version		Year of automation		
Soul 02		Partial						
4.2.1 Library Services:								
		Existing		Newly added		Total		
	No.	Value	No.	Value	No.	Value		
Text Books	12087	2786464	102	47104	12189	2833568		
Reference Books	5569	1831680	30	20525	5599	1852205		
e-Books	139309	35406	15000	5903	164309	5903		
Journals	09	6331	00	12272	09	12272		
e-Journals	6094		56		6150			
Digital Database								
CD & Video								
Library automation								

Weeding (Hard & Soft)						
Others (NEWS PAPER)	06	14243	06	15380	06	15380

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	39	16	Available	Nil	Nil	Nil	Computer Application	2MBPS	
Added	01	nil				01		NIL	
Total	40	16						2MBPS	
4.3.2 Bandwidth available of internet connection in the Institution (Leased line) : Available									
02 MBPS /GBPS									
4.3.3 Facility for e-content : Nil									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc : Nil									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		

<b>4.4 Maintenance of Campus Infrastructure</b>			
<b>4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year</b>			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4,46,000.00	1,96,695.00	5,50,000.00	5,50,000.00
<b>4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link) :</b> The College Campus has 05 numbers of bore wells to supply water to the students. The over head tanks supply the water to taps, water coolers and purifiers and these are constantly monitored for their smooth functioning. The Campus is under CCTV surveillance and is monitored regularly. The supportive staff have been appointed to maintain cleanliness in campus and garden. The College Library is equipped with sufficient number of books with semi atomisation. Along with the Central Library every Department maintains a Departmental library. The Library is under CCTV surveillance. Laboratory equipments are maintained in a systematic manner. The hardware and Software technical problems are addressed by the outside technician for the major repairing on call basis			

CRITERION V - STUDENT SUPPORT AND PROGRESSION					
5.1 Student Support					
5.1.1 Scholarships and Financial Support					
	Name /Title of the scheme		Number of students	Amount in Rupees	
Financial support from institution			30	80,000	
Financial support from other sources					
a) National		NSP	1098	DIRECTLY DEPOSITED TO STUDENTS ACCOUNT	
b) International					
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc., NIL					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	CAREER COUNSELLING		35	NIL	35
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
03		03		4 to 7 days	
5.2 Student Progression					
5.2.1 Details of campus placement during the year : Nil					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	20	ARTS	BODO	GAUHATI UNIVERSITY	MA
	00		ENGLISH		
	02		ECO		
	02		EDU		
	01		HISTORY		
	02		POL SCIENCE		
	03		PHILISOPHY		
5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) : Nil					
Items		No. of Students selected/ qualifying		Registration number/roll number for the exam	
NET					
SET					
SLET					
GATE					
GMAT					
CAT					
GRE					
TOFEL					
Civil Services					
State Government Services					
Any Other					
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year					
Activity	Level		Participants		
LITERARY AND CULTURAL	FRESHERS’ DAY CELEBRATION		AROUND 700		
Sports and cultural					
LITERARY AND CULTURAL	ANNUAL COLLEGE WEEK		AROUND 400		
	SATISH CHANDRA BASUMATARU				

	LITERARY DAY CELEBRATION	AROUND 400
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### 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018-19	NIL					

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Union Body organised Freshers' Social Day, College Week, Saraswati Puja, Participated in Inter College Tournament Organised By Gauhati University, published Annual College Magazine, celebrated Satish Chandra Basumatary Literary Celebration, The General Secretary of the Students Union Body is the member of the IQAC, they extended their service during the time of admission, help the administration during the time of form submission and to maintain the discipline and decorum and to prevent the malpractices during the time of examination.

### 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

**No**

5.3.2 No. of ~~registered~~ enrolled Alumni:

**Nil**

5.3.3 Alumni contribution during the year (in Rupees) :

**Nil**

5.3.4 Meetings/activities organized by Alumni Association :

**Nil**

## CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

**The Governing Body of the College is the Apex body of the Institution. The GB gives priority to the suggestions and instructions of the executive authorities. The Principal has been authorised by the Management to utilise the Resources available in the College. The Principal make use of the Resources as per the Budget prepared by the Budget and Planning Committee. The Principal entrusts the responsibility of enrolment to different Programmes, conduction of examinations etc. The overall academic matter is monitored by IQAC**

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial: No

## 6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

- ❖ Curriculum Development : Teachers maintained Individual Progress Report to monitor the Progress of the syllabus. Extra and Remedial classes are conducted
- ❖ Teaching and Learning : Used the ICT tools, PPT other than Lecture Method, Home Assignments were collected, Departmental Seminars were conducted, extra classes were taken for the slow learners, Best graduate Award was distributed
- ❖ Examination and Evaluation : Class tests were conducted, Home Assignments collected, Sessional Examinations were conducted.
- ❖ Research and Development : Multilingual, Multidisciplinary Peer Reviewed AITHUN published from the college. Departmental seminar was organised. Research Papers were collected from the Teachers
- ❖ Library, ICT and Physical Infrastructure / Instrumentation : Semi-automation of the Library was done, Three new Smart Class were introduced.
- ❖ Human Resource Management : Nil
- ❖ Industry Interaction / Collaboration : Nil
- ❖ Admission of Students : Traditional manual admission system was followed.

6.2.2 : Implementation of e-governance in areas of operations:

- ❖ Planning and Development : Nil
- ❖ Administration : Nil
- ❖ Finance and Accounts : Nil
- ❖ Student Admission and Support : Nil
- ❖ Examination : Nil

## 6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year : Nil

Ye ar	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year : Nil

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)
Sl. No.	Name of Faculty	Refresher/Or ientation/ FDP	University/ College	Subject
1	Partha Sarathi Chakroborty	FDP	BN College, Dhubri	LATEX
2		FDP	North Eastern Hill University	Training programme on Re methodology
3	Dr. Mihir Kumar Brahma	Refresher	Ranchi University	RC on Linguistics
4	Rupak Sinha	FDP	Assam Down Town University	Student Induction Program
5	Nayan jyoti Das	FDP	BN College, Dhubri	LATEX
6	Mithun Ch. Roy	FDP	BN College, Dhubri	LATEX
7	Romeo Rwtin Lokbok	FDP	Girls College, kokrajhar	Advance Research Methodology





6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):				
Teaching		Non-teaching		
Permanent Nil	Fulltime Nil	Permanent Nil	Fulltime/temporary Nil	
6.3.5 Welfare schemes for				
Teaching		GIS, Co-operative Society		
Non teaching		GIS, Co-operative Society		
Students		Distress Student Welfare Fund, Govt. Scholarship		
<b>6.4 Financial Management and Resource Mobilization</b>				
6.4.1 Institution conducts internal and external financial audits regularly : The Institution conducts the External Audit Regularly by Chartered Accountant and Govt. Auditor. (with in 100 words each)				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
Nil		Nil		
6.4.2 Total corpus fund generated				
<b>6.5 Internal Quality Assurance System</b>				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
	No	No	Yes	Internal Auditor appointed by the College
Academic				
Administrative	No		No	
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
Nil				
6.5.3 Development programmes for support staff (at least three)				

Two workshop on Office Management				
6.5.4 Post Accreditation initiative(s) (mention at least three) :Library Book Purchased, Library has been upgraded to Semi Automatated Stage				
<b>6.5.5</b> a. Submission of Data for AISHE portal : Yes . b. Participation in NIRF : No c. ISO Certification : No d. NBA or any other quality audit : No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2019-20				
	CHILDRENS DAY CELEBRATION AT TOPOBAN CHILDRENS HOME, 14 <sup>TH</sup> NOVEMBER,2019	14/11/2019	10 AM TO 5 P.M	102
	SOCIETY OUTREACH PROGRAMME, 11 <sup>TH</sup> SEPTEMBER,2019 AT PADMABIL L.P SCHOOL INDO BHUTAN BORDER	07/09/2019	10 AM TO 5 PM	99
	SOCIETY OUTREACH PROGRAMME, 29 <sup>TH</sup> OCTOBER,2019	29/10/2019	10 AM TO 5 PM	98
	AITHUN PUBLISHED	27/02/2020	1 PM TO 3 PM	122
	Conducted society outreach programme at West kalabari LP School	30/10/2019	10 AM TO 5 PM	98
	Donated and distributed essential goods during lock down at Nabinagar village	13/10/2019	10 AM TO 5 PM	58
	Donated and distributed essential goods on lock down days at Jaleswari village	11/04/2020	10 AM TO 5 PM	78
	Conducted society outreach	14/09/2019	10 AM TO 5 PM	111

	programme			
	Conducted society outreach programme	09/10/2019	10 AM TO 5 PM	98

## **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year) NIL

Title of the programme	Period (from-to)	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources

**PLANTATION DRIVE BY ECO CLUB TO CONTINUE THE STATUS OF GREEN CAMPUS**

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	NO	
Provision for lift	NO	
Ramp/ Rails	YES	00
Braille Software/facilities	NO	
Rest Rooms	02	00
Scribes for examination	NO	
Special skill development for differently abled students	NIL	
Any other similar facility	NIL	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year : NIL

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics : NO

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics :				
Activity		Duration (from-----to-----)		Number of participants
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five):				
1. CLEANLINESS DRIVE MADE BY ENVIRONMENT CELL ON 12 <sup>TH</sup> FEB,2019 2. PLANTATION PROGRAMME WAS ORGANISED ON 29 <sup>TH</sup> APRIL,2019 3. THE COLLEGE IS MADE A PLASTIC FREE ZONE 4. OBSERVED WORLD ENVIRONMENT DAY ON 5 <sup>TH</sup> JUNE,2019				
<b>7.2 Best Practices</b>				
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link				
1.Best Practices No 01. :Title of the Practice : Lets go to school  The motto : Better school, Better country  Goal : Awareness for the school students through extension activities  The context : Selected schools will be visited under extension activities and interact with the school students and try to generate awareness regarding health and hygiene and against superstitious believes.  The Practice : Selected faculty of the college will visit several schools located at the Indo-Bhutan Border as the college is located in a very rural and tribal area to generate awareness on health and hygiene, environment and superstitious beliefs and practices  Evidence of success :				
Sl no	Title of the programme	Name of the department involved	No of beneficiaries	
1	SCHOOL VISIT	IQAC	109	
2	SCHOOL VISIT	IQAC	89	
3	SCHOOL VISIT	IQAC	102	
	SCHOOL VISIT	IQAC	112	
4	SCHOOL VISIT	IQAC	67	

5	SCHOOL VISIT	IQAC	87	
6	SCHOOL VISIT	IQAC	98	
7	SCHOOL VISIT	IQAC	115	

## 2. Best Practice No 02.

Title of the Practice : Lets go to the village

The motto : Better village, Better country

Goal : Awareness of the village people through extension activities

The context : Selected faculty along with students go to the villages under extension activities and interact with the villagers and try to generate awareness regarding health and hygiene and against superstitious believes.

The Practice : Selected faculty of the college along with Honours students visited various villages as the college is located in a very rural and tribal area to generate awareness on health and hygiene

Evidence of success :

Sl no	Title of the programme	Name of the department involved	No of beneficiaries	
1	Let's go to villages program	Department of Bodo	112	05/09/18
2	Let's go to villages program	Department of Bodo	78	27/09/18
3	Let's go to villages programme	Department of Bodo	89	17/02/19
4	Let's go to villages program	Department of Bodo	121	13/02/19
5	Let's go to villages program	Department of Bodo	98	20/03/19

### 7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Provide the weblink of the institution in not more than 500 words

**The institution is located in a remote, rural and tribal area. Where in various part of India gender**

discrimination is a prominent issue, Janata College is striving for gender equity. Janata college is a co-educational institution where the girls outnumber the boys or atleast equates in numbers in enrollment. The college is a ragging free, tobacco free, plastic free zone . CCTV cameras were installed to prevent any kind of atrocities, malpractices against women.

#### 8. Future Plans of action for next academic year (500 words)

Minimum of 16 nos of Departmental Seminar be conducted. The process of Introduction of BCA be initiated. Research journal AITHUN be published. Students be assigned Research Paper. New self financing course will be introduced. Faculty be trained for the CBCS Course to be introduced from the new Academic Session. Faculty be trained for the use of ICT

Name: Nayan Jyoti Das

Name Dr. Subung Basumatary



Co-Ordinator  
IQAC  
Janata College, Serfangu

Signature of the Coordinator, IQAC



Principal  
Janata College,  
Serfangu

Signature of the Chairperson, IQAC

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