

# **ANNUAL QUALITY ASSURANCE REPORT**

**2016-17**

**Submitted to:**

Director,  
National Assessment and Accreditation Council (NAAC)  
Bangalore



**Submitted By**

**Principal/Coordinator  
IQAC**

**L.C. Bharali College  
Maligaon, Guwahati-781011  
Assam**



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**LALIT CHANDRA BHARALI COLLEGE**  
**MALIGAON : GUWAHATI-781 011 : ASSAM (INDIA)**

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**Letter No. LCBC/AQAR/2016-17/01**

To,  
The Director,  
National Assessment and Accreditation Council (NAAC)  
Banglore, karnataka.

Dated 05 May 2018

Sub: Submission of Annual Report (2016-17)

Sir,  
We are submitting herewith the Annual Internal Quality Assurance Report of this College for the year 2016-17. Kindly do the needful and keep us obliged.

With regards

Yours faithfully

(Ms. Diba Borooah )  
Coordinator, IQAC  
L.C. Bharali College, Maligaon  
Guwhati-781011, Assam

(Dr. Adison Ali )  
Principal  
Chairperson, IQAC  
L.C. Bharali College, Maligaon  
Guwhati-781011, Assam

## 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

AQAR for the year (for example 2013-14)

2016-17

#### I. Details of the Institution

1.1 Name of the Institution

Lalit Chandra Bharali College

1.2 Address Line 1

Maligaon

Address Line 2

City/Town

Guwahati

State

Assam

Pin Code

781011

Institution e-mail address

lcbcollege.csc@gmail.com

Contact Nos.

03612675259

Name of the Head of the Institution:

Dr. Adison Ali

Tel. No. with STD Code:

03612675259

Mobile:

9435547490

Name of the IQAC Co-ordinator:

Dr. Diba Borooah

Mobile:

9706021470

IQAC e-mail address:

iqac.lcbc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

Lalit Chandra Bharali College

OR

File Name: 2016-17.docx

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)

1.5 Website address:

<http://www.lcbccollege.co.in>

Web-link of the AQAR:

<http://www.lcbccollege.co.in/AQAR/2016-17.pdf>

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	B	NA	2004	2016
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10.09.2004

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

- i. AQAR \_\_\_\_\_ 2016-17 \_\_\_\_\_ (DD/MM/YYYY)<sup>4</sup>  
ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 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  Tribal  Rural

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

DOEACC O'LEVEL, PGDCA

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

GAUHATI UNIVERSITY,  
GUWAHATI

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NA

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

00

2.6 No. of any other stakeholder and  
community representatives

02

2.7 No. of Employers/ Industrialists

01

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   
 Non-Teaching Staff  Students  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

2.14 Significant Activities and contributions made by IQAC

- Student counselling for career opportunities
- Academic calendar
- Review of curricular, extracurricular and extension activities
- Feedback for quality improvement.
- Lecture programmes with a social dimension

2.15 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
<p>➤ To foreground extracurricular activities for inclusive development of students.</p> <p>➤ Thrust on</p>	<p>➤ The objectives have been largely fulfilled</p>

<p>Departmental activities apart from academics.</p> <p>➤ Activities with a social dimension to reflect the vision and mission of the college.</p>	
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*\* Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

The AQAR was placed before the Academic Committee, L.C.B. College.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	05		03	02
PG Diploma	01		01	01
Advanced Diploma				
Diploma	01		01	01
Certificate	00		00	00
Others	00			
<b>Total</b>	<b>07</b>		<b>05</b>	<b>04</b>
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum Core/Elective option

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
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*

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

Being an affiliated college, it follows the syllabi designed by the Gauhati University. In 2011, the syllabi of the undergraduate courses have been revised/ updated by the affiliated University .

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

Two study centres in Education( MA) and PGDCA of IDOL for 2017-18

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	22	09	NA	08

2.2 No. of permanent faculty with Ph.D.

17

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
	03	-	-	-	-	-	-		03

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	25
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		1	
Presented papers	4	7	
Resource Persons			1

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

- Presentation of research paper by the faculty and students on the fourth Saturday of every month
- Departmental seminars and group discussions.
- Educational tours to historical /heritage sites.
- Use of LCD projectors.

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

169

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

None

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

05	05	05
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2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
PGDCA	21		04	14	NA	86%
B.Com 6 <sup>th</sup> sem	33		04	24	NA	85%
BBA 6 <sup>th</sup> sem	11				NA	00%
BSc IT 6 <sup>th</sup> Sem	17		03	11	NA	82.35%
BCA 6 <sup>TH</sup> Sem	15		03	10	NA	86.67%
BA 6 <sup>th</sup> Sem	126		18	94	NA	89%
BSc 6 <sup>th</sup> Sem	114		19	22	NA	36%

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

- Analyses of Student feedback
- Feedback Report circulated among the departments for action plan
- Analyses of Student results
- Analyses of Student enrolment
- Students' career guidance and counselling by professionals
- Regular meetings of IQAC for progress of action plan
- Preparation of the Academic calendar
- Student mentoring, review of performance in internal examinations.
- Documentation of students' results, attendance, performance in all domains.
- Documentation of participation in Staff / Faculty Development programmes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of	Number of	Number of	Number of
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	Permanent Employees	Vacant Positions	permanent positions filled during the Year	positions filled temporarily
Administrative Staff	20	02	-	02
Technical Staff	05	-	-	03

### Criterion – III

### 3. Research, Consultancy and Extension

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

- Encourages teachers to do Minor Research Projects
- Teachers pursuing Ph.D programmes are allowed flexible working hours.
- Faculty motivated to participate/ present papers in seminars /workshops etc.
- Presentation of Research paper by faculty and students on the fourth Saturday of every month organised by the Research Committee of the college.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01		2.10 lac	01
Outlay in Rs. Lakhs			1.60	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1		-
Non-Peer Review Journals		-	2
e-Journals	1	-	-
Conference proceedings	-		-

#### 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	2014-2016			
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					
Sponsoring agencies					

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	UGC	From Management of University/College	
Total	2.10 lacs		

3.16 No. of patents received this year

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

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

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:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="---"/>	State level	<input type="text" value="---"/>
National level	<input type="text" value="---"/>	International level	<input type="text" value="---"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="---"/>	State level	<input type="text" value="---"/>
National level	<input type="text" value="---"/>	International level	<input type="text" value="---"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="02"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="04"/>	Any other <input type="text"/>

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

- In support of the state government's visionary scheme ' **Maitrayee-Ek Gyan Yatra**, the college decided to help five schools in the locality by providing tutorial classes in General English, General Science and Maths by the experienced faculty of the college. The Extension Education and Community Welfare Cell of the college coordinated the task which began from 01/09/2016 and twenty teachers participated in the programme.
- A Workshop cum Awareness Camp on Earthquake was held on 3/11/2016 by the Disaster Management Cell and conducted by experts from different government organisations
- An Awareness programme on Acme was conducted on 05/11/2016 by Dr. Reema Das Mallik, Aesthetic Physician organised by the Health Club of the college.
- An Awareness programme on 'Crime Against Women and Domestic Violence' was organised on 8/11/2016 by the Women's Cell and IQAC in association with the District Social Welfare Office and the NGO, Social Health in India(Assam Branch)
- A Lecture cum interactive session was held on the topic 'Mobile Communication: Present and Future' on 21/02/17.
- A free Health Check-up cum Awareness Camp organised by the Health Club of the college and conducted by Seasons Wellness Nutrition Centre on 22/02/2017
- International Women's Day was celebrated by a lecture on 'Reflections from a Male Perspective' on 08/03/2017 by the Women's Cell and the IQAC.

- A Lecture on the 'Role of Women Commission in Assam' was delivered by Ms. C. Talukdar, Chairperson, Assam State Commission for Women on 24/04/2017.
- A Lecture programme on 'Women in Ethno-Nationalists Conflicts in Assam' was organised by the Women's Cell and the IQAC of the college on 28/05/2017. The lecture was delivered by Dr. Uddipana Goswami, Assistant Professor, Gauhati College and Dr. Polly Vauquiline, Associate Professor and HoD, Department of Women's Studies, GU.
- A two-day Workshop on 'Application of Natural Dye in Textiles' was organised by the Department of Political Science in collaboration with the Handloom Research and Designing Centre, Guwahati from 12/06/2017-13/06/2017.
- Training programme on Yoga on the occasion of International Day of Yoga on 21/06/2017 conducted by Yogaveed Debojit Nath, Purbanchal Yoga Mahavidyalaya, Indian Yoga Culture and Yoga Therapy Centre, Guwahati.
- The Department of Political Science organised a trip to the Assam Legislative Assembly for the students of the department on 12/08/2016 to witness the overall legislative process. The GST Bill was introduced and passed.
- The Departments of Political Science and Economics organised an Awareness Lecture on 'GST: Its implication on Economy of States' on 09/08/2017.
- A motivational talk was delivered by an alumnus from the Department of Electronics, Debarun Chakraborty on the topic 'Think Positive and get motivated' on 12/04/2017.
- A two-day Workshop on 'Matlab and its Application' for the Science students was held in collaboration with the Science Forum, L.C.B. College on 16th and 17th June, 2017. Faculty members of Gauhati University who are also the Alumni of the college participated as Resource persons.

## 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	1.3 acre	-	-	1.3acre
Class rooms	28	-	-	28
Laboratories	05	-	-	05
Seminar Halls	-	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Computer- <b>163</b>	-	-	-
	Generator- <b>02</b>	-	-	-
			Gen.	

	Photocopier- <b>04</b>	<b>02</b>	Fund	156930
	LCD- <b>08</b>	-	-	-
	Visualizer- <b>01</b>	-	-	-
	Water cooler- <b>01</b>	<b>01</b>	Gen Fund	25200
	Digital Classroom - <b>01</b>	-	-	-
	CCTV MONITOR cum TV - <b>01</b>	-	-	-
	Biometric Machine- <b>01</b>	<b>01</b>	Gen. Fund	27790
	Card Printer- <b>01</b>	-	-	-
	CC Camera with DVR- <b>08</b>	<b>06+02</b>	Gen. Fund	63165
	AC	<b>01</b>	Gen. Fund	29255

Value of the equipment purchased during the year (Rs. in Lakhs)	6023369	302340		6325709
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Computerised
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14266	1766267	412	111834	14678	1878101
Reference Books	3579	752653	208	72726	3787	825379
e-Books(under NLIST)	90,000+	-	-	-	90,000+	-
Journals	18	82033	-	4800	18	86833
e-journals(underNLIST)	6000+	5000	-	-	6000+	5000
Digital Database	-	-	-	-	-	-
CD & Video	168	1200	5	-	173	1200
Others (specify)(Magazine, News paper)	12 14	17821	-	28727	12 14	207448

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	163	74	04	-	-	10	30	13
Added	-	-	-	-	-	-	-	-

Total	163	74	04	-	-	10	30	13
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4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Providing Orientation to the library users for searching in library data base through OPAL.

4.6 Amount spent on maintenance in lakhs :

i) ICT	277245
ii) Campus Infrastructure and facilities	1700282
iii) Equipments	147540
iv) Others	220499
<b>Total :</b>	<b>2345566</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Same as in the report of 2015-16

5.2 Efforts made by the institution for tracking the progression

- Continuous monitoring of the student programmes and services
- Students are encouraged to participate in extracurricular activities on /off campus
- Information about various student programmes are updated on the notice board
- Personal contact with students for promptly addressing queries.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1794			41

(b) No. of students outside the state

38

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1127	62.82		667	37.17

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
893	150	137	365	00	1545	995	181	154	421	01	1752

Demand ratio- 2.11:1

Dropout % - 38.29%

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

NA

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Career counselling programme by TIME and Knowledge Cafe on career options after graduation and easy techniques for cracking mathematical problems on 10/11/16
- Tutorial on Big Data Analyses by the faculty from UFABER on 11/11/16
- Counselling session on Present Trend in Software Industry by INUTURE SOLUTIONS on 15/03/17

No. of students benefitted

109

### 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

- An Awareness programme on Crime Against Women and Domestic Violence on 8/11/2016 by the District Social Welfare Office(Kamrup Metro) and NGO Social Health in India (Assam Branch).
- International Women's Day was celebrated on 8/3/2017 by a lecture on 'Reflections from a Male Perspective' by K. Ahmed, Research Scholar, Helsinki University

### 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		

Financial support from government		
Financial support from other sources	03	Rs 5000 each
Number of students who received International/ National recognitions		

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: 02

## Criterion – VI

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

6.1 State the Vision and Mission of the institution

<p><b>Vision</b></p> <ul style="list-style-type: none"> <li>• To translate into a centre of excellence</li> <li>• To provide quality education to students of the peripheral areas</li> <li>• A centre of alternative career oriented education in Science</li> <li>• To promote soft skills as an integral aspect of learning</li> <li>• Knowledge as empowerment.</li> </ul> <p><b>Mission</b></p> <ul style="list-style-type: none"> <li>• To cultivate excellence by identifying and moulding some of the best minds.</li> <li>• To promote empowerment through learning</li> <li>• To equip students to face the challenges of life</li> <li>• To cultivate an academic environment to inculcate and sustain the scholarly temperament in students and faculty.</li> </ul>
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## 6.2 Does the Institution has a management Information System

Same as in the Report of 2015-16

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

### 6.3.1 Curriculum Development

- The college being affiliated to the Gauhati University follows the prescribed syllabi of the same.
- Certificate courses in Computer Science designed by the Department.
- Academic calendar.
- Training programmes related to personality development and career opportunities are organised every year.

### 6.3.2 Teaching and Learning

- The Academic calendar includes the annual activities to be undertaken
- Each Department compiles lesson plans for the academic year
- Participative learning -- group discussions, seminars ,project work
- Personality development programmes
- Extension activities of NSS, NCC.

### 6.3.3 Examination and Evaluation

- Internal and external process of examinations
- Internal Unit tests are conducted by the examination committees
- Class tests and surprise tests
- Provision of re-test
- Question papers are circulated in class and discussed.

### 6.3.4 Research and Development

- In order to sustain an academic climate in the college the Research Committee organises presentation of research papers by the faculty and students on the fourth Saturday of every month.
- The faculty are either engaged in Ph.D work or minor research projects
- Students are encouraged to do projects under the supervision of the faculty
- Seminars, group discussions, interactive sessions are regularly conducted by the

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

#### **Library**

- The Central Library is fully automated
- Additional computers have been provided to facilitate the functioning of the library

#### **ICT**

- LCD projectors in laboratories
- Over Head Projectors available

#### **Physical infrastructure**

- Computer Science and Electronics Departments are equipped with State-of-the-art classrooms and laboratories
- Physical infrastructure are limited for outdoor sports. Such events are conducted at the Gauhati University sports fields, hardly 2 kilometres away from the institute
- Indoor sports activities are conducted at the college campus.

### 6.3.6 Human Resource Management

- The faculty and ministerial/ administrative / technical staff are recruited on the basis of the rules and regulations laid down by the UGC and Directorate of Higher Education, Govt. of Assam.
- The administrative staff are imparted in-house basic computer skills.
- The faculties are given in-house computer skills training. to impart training in the various aspects of the Library.
- The Library conducts an Orientation programme for fresh students on library usage.
- The Department of Computer Science conducts the programmes.

### 6.3.7 Faculty and Staff recruitment

- Faculty and Staff recruitment for all vacant posts of administrative /technical staff and faculty posts are advertised in the leading local newspapers.
- Candidates are selected according to the rules and regulations of UGC and Directorate of Higher Education, Govt. of Assam.

### 6.3.8 Industry Interaction / Collaboration

- The institution does not have a MOU with any industry but the students are taken on industrial visits.

### 6.3.9 Admission of Students

- An admission committee comprising of faculty members processes the submitted admission forms
- Students are given the prospectus along with the admission forms.
- The prospectus contains details regarding courses of study, combinations offered, fee structure, career oriented/certificate courses.
- A minimum cut off mark at entry point
- The Govt. reservation policy is followed
- The State Govt. has made education of the BPL students free. Accordingly a large number of students have been admitted in the college.
- Admission is also on first come first serve basis
- During admission, a counselling session is conducted by faculty members regarding the availability of courses, combination of subjects, suitability of the courses.

### 6.4 Welfare schemes for

#### TEACHING

- Easy accessibility of leave facility such as commuted leave on medical ground, earned leave, casual leave, half day leave etc.
- Duty leave is granted to facilitate participation in seminars, workshops, meetings of teachers' associations
- FIP leave can be accessed after formal clearance by the Governing Body and Govt. of Assam.
- Child Care Leave can be accessed in deserving cases by the female faculty.
- Assistance to avail bank loans
- Assistance to avail advance loan from the college fund on extraordinary grounds.
- Provision of refreshments in all the departments
- Availability of all the local and national newspapers in the library.
- Health awareness camps/talks
- Annual picnic.

NON TEACHING

- Leave facility is available.
- Assistance to avail bank loans.
- Assistance to avail advance loan / festival advance from the college fund.
- Remuneration paid for duty in external examinations/ professional examinations.
- Health awareness camps / talks
- Water coolers
- Annual picnic

STUDENT

- Leave for absence from class is considered on special grounds.
- Quick processing of scholarship forms.
- Redressal of students' complains
- Re-tests allowed on considerate grounds.
- Counselling services
- Personality development programmes
- Encourages student participation in sports / cultural /social events.
- Students are encouraged to join NSS/NCC
- Students' Union
- Annual students' cultural functions
- Medical assistance
- Prompt first aid
- Common rooms
- Canteen

6.5 Total corpus fund generated

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	√	Principal/IQ AC
Administrative	No	NA	√	Principal/IQ AC

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?

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

Same as the report of 2015-16

6.12 Activities and support from the Parent – Teacher Association

- The Principal's office and the faculties are accessible to guardians/ parents on all working days
- Parent- teacher interaction either physically or through phones.
- In matters involving disciplinary actions guardians/parents are intimated or called for.

6.13 Development programmes for support staff

- Hands on training in the use of computers.
- Learn while you earn facility.
- Facility to take undergraduate examinations as private candidates faculty sponsored studies.
- Leave facility available.
- Annual get together.

#### 6.14 Innovations for eco-friendly

- Tree plantation on "Foundation Day of College" in the neighbourhood, schools.
- Annual campus cleaning by students/volunteers.
- Environmental awareness campaigns.
- Dustbins provided for maintaining cleanliness.

### **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

- Use of public announcement system for notifications to all students and teachers including non-teaching staff ,regarding holidays, programmes and in the institution , thus minimising the use of paper.
- MOU was signed between Principal, LCB college and the Headmaster of Madhav Dev Prathamik Vidyalaya, Adingiri on 06.06.2016 to facilitate the process of learning through random classes / special classes being taken up by the college
- Academic audit or class audit in terms of number of classes taken during the day by teachers, with respect to what class has been taken in which semester ( monthly monitoring sheets).
- Two days workshop for high school Science and Mathematics teachers was organised for the teachers of schools in the college by Extension Education and Community Welfare Cell on 28<sup>th</sup> and 29<sup>th</sup> June ,2016 in collaboration with SBI.
- Interface/ interaction with the alumni wherein two alumni are invited to the college, by different departments , to share their experience.
- Term wise / semester teaching plans are made by teachers in all departments at the beginning of every semester to facilitate smooth conduct of classes.

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

- Arrangement of Lectures, Seminars, Awareness Programmes, Career Opportunities programmes.
- Seminar on Career Options after Graduation by TIME and Knowledge Cafe on 10/11/2016
- Seminar on 'BIG DATA ANALYSIS' by the Faculty from UFABER on 11/11/2016
- Seminar on Present Trend in Software Industry by INUTURE LIMITED on 15/3/2017
- A Workshop cum Awareness Camp on Earthquake was held on 3/11/2016 by the Disaster Management Cell and conducted by experts from different government organisations
- An Awareness programme on Acme was conducted on 05/11/2016 by Dr. Reema Das Mallik, Aesthetic Physician organised by the Health Club of the college.
- An Awareness programme on 'Crime Against Women and Domestic Violence' was organised on 8/11/2016 by the Women's Cell and IQAC in association with the District Social Welfare Office and the NGO, Social Health in India(Assam Branch)
- A free Health Check-up cum Awareness Camp organised by the Health Club of the college and conducted by Seasons Wellness Nutrition Centre on 22/02/2017
- International Women's Day was celebrated with a lecture on 'Reflections from a Male Perspective' on 08/03/2017 by the Women's Cell and the IQAC.
- A Lecture programme on 'Women in Ethno-Nationalists Conflicts in Assam' was organised by the Women's Cell and the IQAC of the college on 28/05/2017. The lecture was delivered by Dr. Uddipana Goswami, Assistant Professor, Gauhati College and Dr. Polly Vauquiline, Associate Professor and HoD, Department of Women's Studies, GU.
- Training programme on Yoga on the occasion of International Day of Yoga on 21/06/2017 conducted by Yogaveed Debojit Nath, Purbanchal Yoga Mahavidyalaya, Indian Yoga Culture and Yoga Therapy Centre, Guwahati.
- In support of the state government's visionary scheme 'Maitrayee-Ek Gyan Yatra, the college decided to help five schools in the locality by providing tutorial classes in General English, General Science and Maths by the experienced faculty of the college. The Extension Education and Community Welfare Cell of the college coordinated the task which began from 01/09/2016 and twenty teachers participated in the programme.
- The Department of Political Science organised a trip to the Assam Legislative Assembly for the students of the department on 12/08/2016

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

- A two day Faculty Development Programme was organised on the 28th and 29th of June, 2016 for the High School Science and Maths teachers of the neighbouring schools. A total of 38 teachers from 19 different schools participated.
- In support of the State Government's visionary scheme ' Maitrayee-Ek Gyan Yatra' the college provided tutorial classes to five schools of the locality. A total of 20 teachers took up classes in those schools starting from 1st September,2016.

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

7.4 Contribution to environmental awareness / protection

- Annual Foundation Day of college celebrated by a 'Tree Plantation ' programme in the campus and the neighbourhood.

7.5 Whether environmental audit was conducted?      Yes  No

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

- **Strength**
- Premier Institute in non-traditional career- oriented subjects.
- Prevalence of an academic climate.
- A friendly ambience that facilitates coordination between teachers and students.
- Appointment of a permanent Principal.
- **Weakness**
- Departments lack funds to execute extracurricular/academic activities.
- Deficiencies in the office have not been fully addressed.
- Limited physical infrastructure.
- **Opportunities**
- Scope for very good placements of the students of Computer Science and Electronics. Seven of our alumni are serving as faculty in the G.U.
- The advertisement of the vacant posts have attracted some of the best minds.
- **Threats**
- The railway track poses a great risk to the daily commuters including students and faculty.
- Fear of leopard intrusion into human habitation especially at night.

## 8. Plans of institution for next year

- To sustain the initiatives undertaken in the current year.
- To foreground not only the academic but also the social dimension of the teaching-learning process.
- Adding more subjects in the Distance Learning Programme of IDOL like Assamese, Political Science & Education.
- Upgradation of existing laboratories.
- Renovation of library to digital form.
- Overhaul and repair of infrastructure.

Name Dr. Diba Borooh



Signature of the Coordinator, IQAC

Name: Dr. Adison Ali



Signature of the Chairperson, IQAC

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**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

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## Annexure I

### Academic Diary Lalit Chandra Bharali College, Guwahati-11 Year - 2016-17

Month/Year & date	Class day/Working day/Exam. Day/ Holiday	Academic & Other Activities
<b>July, 2016</b>	Summer Vacation	
<b>August</b>		
1-6	Working days/ Class day	
7	Sunday	
8-13	Working day/ Class day	Foundation day celebrated on 9 <sup>th</sup>
14	Sunday	
15	Independence day (Holiday)	
16-20	Working day/ Class day	
21	Sunday	
22	Madhabdev tithi (Holiday)	
23-24	Working day/ Class day	
25	Janmastami (Holiday)	
26-27	Working day/ Class day	
28	Sunday	
29-31	Working day/ Class day	

<b>September</b>		
1-2	Working day/ Class day	
3	Sankardev tithi (Holiday)	
4	Sunday	
5-10	Working day/ Class day	Teachers day celebrated on 5th
11	Sunday	
12-17	Working day/ Class day	
18	Sunday	
19-21	Working day/ Class day	
22	Working day/Fresher's programme	
23-24	Working day/ Class day	
25	Sunday	
26-30	Working day/ Class day	
<b>October</b>		
1	Working day/ Class day	
2	Gandhi Jayanti	
3	Working day/ Class day	
4	LCBCSU election	
5-6	Working day/ Class day	
7-17	Durgapuja (Holiday)	
18-22	Working day/ Class day	
23	Sunday	
24	Working day/ Class day	
25-28	Sessional Exam.	
29	Diwali (holiyday)	
30	Sunday	

31	Working day/ Class day	
<b>November</b>		
1-5	Working day/ Class day	
6	Sunday	
7-12	Working day/ Class day	
13	Sunday	
14-18	Working day/ Class day	
19-30	3 <sup>rd</sup> sem. Final exam.	
<b>December</b>		
1-2	3 <sup>rd</sup> sem. Final exam.	
3-23	1 <sup>st</sup> & 5 <sup>th</sup> sem. exam.	
24 <sup>th</sup> December -17 January 2017	End semester Vacation	
18-21	Working day/ Class day	
22	Sunday	
23-25	Working day/ Class day	
26	Republic day	
27-28	Working day/ Class day	
29	Sunday	
30-31	Working day/ Class day	
<b>February</b>		
1	Saraswati	
2-4	Working day/ Class day	
5	Sunday	
6-7	Working day/ Class day	
8-13	College week	

14-18	Working day/ Class day	
19	Sunday	
2-23	Working day/ Class day	
24	Shivaratri(Holiday)	
25	Working day/ Class day	
26	Sunday	
27-28	Working day/ Class day	
<b>March</b>		
1-4	Working day/ Class day	
5	Sunday	
6-11	Working day/ Class day	
12	Sunday	
13	Holi	
14-18	Working day/ Class day	
19	Sunday	
20-25	Working day/ Class day	
26	Sunday	
27-28	Working day/ Class day	
29-30	Sessional Test	
31	Local holiday for namami Brahmaputra	
<b>April</b>		
1	Sessional Test	
2	Sunday	
3	Sessional Test	
4-8	Working day/ Class day	
9	Sunday	

10-12	Working day/ Class day	
13-15	Bihu (Holiday)	
16	Sunday	
17-22	Working day/ Class day	
23	Sunday	
24-29	Working day/ Class day	
30	Sunday	
<b>May</b>		
1	May Day (Holiday)	
2-6	Working day/ Class day	
7	Sunday	
8-9	Working day/ Class day	
10	Buddha Purnima(holiday)	
11	Working day/ Class day	
12		

Annexure-II  
Feedback

<b>STUDENTS FEEDBACK ANALYSIS, 2016</b>												
1	3	4	5	6	7	8	9	10	11	12	13	14
SI No	Name	Regularity	Preparedness for Class	Clarity and relevance	Concept on Subject	Presentation Skill	Logical Delivery	Participatory approach	sincerity/Commitment	Ability to design questions	Teacher accessibility	Behaviour of the teacher to students
1	<b>Mrs. Ranjita Das Lahkar</b>	A	A	A	A	A	B	A	A	B	B	A
2	<b>Dr. Nilima Goswami</b>	B	B	B	C	B	C	C	B	B	B	B
3	<b>Mr. Ratneswar Mili</b>	B	B	C	B	C	B	A	B	B	B	B
4	<b>Ms. Nivashree Deka</b>	A	A	A	A	B	B	B	B	B	A	A
5	<b>Dr. Dhiraj Pator</b>	A	A	A	A	A	A	A	A	B	A	A
6	<b>Mrs . Shibani Dey</b>	A	A	A	A	A	A	A	A	A	A	A
7	<b>Mr. Surya Sen Dev</b>	A	A	A	A	A	A	A	A	A	A	A
8	<b>Mrs. Rita Sinha</b>	C	C	C	C	C	D	C	C	B	C	C
9	<b>Mrs . Manisha Deka</b>	B	C	B	B	C	C	C	C	C	C	C
10	<b>Mr. M. Hassan</b>	B	C	B	B	C	D	C	D	C	B	B
11	<b>Mr. P.P.Dev Sarma</b>	A	C	B	B	B	B	B	B	B	B	B
12	<b>Mr. Fakhar Uddin Ahmed</b>	B	C	C	B	D	D	D	D	C	D	D

13	<b>Mr. Saurav Choudhury</b>	A	C	C	B	C	C	C	C	C	B	B
14	<b>Mrs . Silpi Singh</b>	B	D	B	B	C	B	B	B	B	B	B
15	<b>Dr. Anita Bhagawoty</b>	B	B	B	A	A	B	B	A	B	B	A
16	<b>Mrs. Malaya Bhattacharya</b>	B	A	A	B	A	B	B	A	B	B	A
17	<b>Mr. Bikash Kumar</b>	B	B	B	B	A	B	B	A	B	B	A
18	<b>Mrs .Mitamoni Sarma</b>	A	A	A	B	B	A	A	A	A	A	B
19	<b>Ms . Monalisha Goswami</b>	A	B	B	B	A	A	A	A	B	B	B
20	<b>Mrs . Kakoli Kalita</b>	A	B	B	A	B	B	A	A	B	B	A
21	<b>Ms. Hirabala Das</b>	C	C	C	B	B	B	B	B	C	C	A
22	<b>Mrs . Mamoni Sarma</b>	C	C	B	C	B	C	C	B	C	A	A
23	<b>Dr. Indrani Choudhury</b>	B	C	B	C	B	B	C	B	C	B	A
24	<b>Mr. M.R. Barsaikia</b>	C	C	C	B	B	B	B	B	C	A	A
25	<b>Mrs .Nibha Barman</b>	A	A	A	B	B	B	B	A	B	B	A
26	<b>Mr.B.R.Bhuyan</b>	B	C	D	C	C	D	D	C	C	C	B
27	<b>Mrs .Sangita Sarma Baruah</b>	A	D	C	B	C	C	C	B	B	B	B
28	<b>Mr. Bijoy K. Bhattacharyya</b>	A	B	B	B	C	C	C	A	A	B	A
29	<b>Mrs . Nazima H. Borbora</b>	A	A	B	A	A	B	A	A	B	A	A
30	<b>Dr. Namita Sarma</b>	A	B	B	C	B	A	A	B	A	C	B
31	<b>D.P.Baishya</b>	B	B	B	B	C	A	B	C	C	C	B
32	<b>Mr. Dibakar Das</b>	A	A	A	A	A	B	A	B	A	B	A
33	<b>Dr. Gitanjali Devi</b>	A	A	A	A	A	A	B	A	B	A	A
34	<b>Dr. Manisha Phukan</b>	A	A	A	A	B	B	A	A	B	A	A
35	<b>Mrs . Bhaswati Sarma Baruah</b>	C	B	B	C	C	B	B	B	C	C	A
36	<b>Mrs . Diba Baruah</b>	A	A	A	A	B	B	A	B	A	B	D
37	<b>Mrs . Livee D. Baruah</b>	C	B	C	B	C	C	B	B	B	B	B

38	<b>Mr. Sanki Sarkar</b>	B	B	A	B	A	A	A	B	A	B	A
39	<b>Mr. Shiv P.Sharma</b>	C	C	C	B	C	C	C	B	B	C	C
40	<b>Dr.Rijusmita Sarma</b>	A	A	A	A	A	B	B	A	A	A	A
41	<b>Dr. Pranjal Sarma</b>	A	A	A	A	A	B	A	A	B	B	A
42	<b>Dr. Jumi Kalita</b>	A	A	A	A	B	B	A	A	A	A	A
43	<b>Mr. Deepak Goswami</b>	A	A	A	B	A	B	C	B	B	B	A
44	<b>Mr. C. M. Kalita</b>	C	C	C	C	B	C	C	D	C	D	B
45	<b>Mrs . Jublee Goswami</b>	B	B	B	C	B	C	C	B	B	B	B
46	<b>Mrs. Rosy Sarma</b>	C	C	C	C	D	C	C	C	C	B	B
47	<b>Mr.Samar K. Saha</b>	C	C	C	C	C	C	C	C	D	D	D
48	<b>Mr. Ripunjoy Goswami</b>	C	C	D	C	C	C	D	C	C	C	B
49	<b>Mr. Himanku Sarma</b>	B	A	C	C	C	C	D	C	D	D	B
50	<b>Mr. Gargee S. Mitra</b>	C	C	C	D	C	C	C	D	B	B	C
51	<b>Sweta Bhattacharya</b>	B	B	A	B	C	B	B	C	B	A	A