

# **ANNUAL QUALITY ASSURANCE REPORT**

## **2017-18**

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**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)**

website: [www.lbccollege.co.in](http://www.lbccollege.co.in)

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Phone: 9706021470

**Letter No. LCBC/AQAR/2017-18/01**

**To,**

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

Date: 21-12-2018

Sub: Submission of Annual Report (2017-18)

Sir,

We are submitting herewith the Annual Internal Quality Assurance Report of this College for the year 2017-18. Kindly do the needful and keep us obliged.

With regards,

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

Your faithfully

(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)

2017-18

#### 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

principal@lcbcollege.co.in

Contact Nos.

Name of the Head of the Institution:

Dr. Adison Ali

Tel. No. with STD Code:

0361-2675259

Mobile:

9435547490

Name of the IQAC Co-ordinator:

Dr. Diba Borooh

Mobile:

9706021470

IQAC e-mail address:

iqac@lcbcollege.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

Lalit Chandra Bharali College  
File Name: 2017-18.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)

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

1.5 Website address:

Web-link of the AQAR:

<http://www.lcbcollege.co.in/AQAR/2017-18.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	2017
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)

- AQAR \_\_\_\_\_ 2016-17 \_\_\_\_\_ (11/05/2018)
- AQAR \_\_\_\_\_ (DD/MM/YYYY)
- AQAR \_\_\_\_\_ (DD/MM/YYYY)
- 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)

BCA, BSc.(IT), 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	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other ( <i>Specify</i> )	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

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

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="10"/>

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

- i. Road Safety
- ii. Use of ICT and self-profile management in the college website
- iii. Use of computer applications

2.14 Significant Activities and contributions made by IQAC

- Awareness programmes on social and cultural issues
- Research oriented Lecture programmes
- Orientation programmes on use of ICT
- Feedback collected, analysed and applied
- Student counselling for career opportunities
- Academic Calendar
- Review of Extra/curricular, extension activities

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
➤ To foreground Extra/curricular, extension activities for inclusive	➤ The objectives have been largely fulfilled

<p>development of students.</p> <ul style="list-style-type: none"> <li>➤ Thrust on Departmental activities apart from academics.</li> <li>➤ Activities with a social dimension to reflect the mission and vision of the college</li> <li>➤ Upgradation of physical infrastructure</li> <li>➤ Thrust on use of ICT in teaching-learning</li> <li>➤ Formation of Internal Complaints Committee</li> <li>➤ To replace manual work with software applications</li> </ul>	
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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 has been approved by the Governing Body

## 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>	07		05	04

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 syllabus designed by the Gauhati University.

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

One study centre in Education (BA) of IDOL

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	24	08	NA	07

2.2 No. of permanent faculty with Ph.D.

21

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

-

-

21

2.5 Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level
Attended Seminars/	0	0	01
Presented papers	03	07	
Resource Persons			01

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

- Presentation of paper by the faculty and students on the fourth Saturday of every month to sustain a research climate in the institute
- Special Lecture by eminent Academicians & Scientists
- Departmental seminars and group discussions
- Educational tours to historical /heritage/industrial sites
- Use of the conference room for ICT based teaching-learning
- Special Lecture by eminent Academicians & Scientists
- Mentoring System for students
- Semester/stream wise Teacher Coordinators have been appointed to look into the discipline, academics, the smooth running and of classes and monitoring the attendance of students.
- Few departments have initiated the use of email for submission of project work, reports and written assignments semester wise (teachers' email Ids' have been circulated among the students for e-submission of their assignments in major papers)

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

175

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

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA 6th Sem	149		10.06	69.14	NIL	79.2
B.Sc 6 <sup>th</sup> sem	70		20	37.14	NIL	57.14
BCom 6 <sup>th</sup> Sem	18		22.2	38.8	NIL	61.1
BCA 6 <sup>TH</sup> Sem	26		38.46	57.69	NIL	96.15
BSc IT 6 <sup>th</sup> Sem	11		54.54	36.36	NIL	90.9
PGDCA	60		6.6	10	NIL	16.6

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

- Analyses of Student feedback
- Circulation of feedback report among the departments for action plan
- Analyses and documentation of Students' results
- Analyses of Student enrolment
- Students' career guidance and counselling by professionals
- Preparation of the Academic calendar
- Student mentoring, review of performance in internal examinations.
- Documentation of participants in Staff / Faculty Development programmes
- Internal Academic Audit through interaction with all the departments.
- IQAC provides Academic Plan along with activities and programmes to be organized by various committees for the year and regularly monitors the same.
- Encourages faculty members to organize seminars , workshops ,Departmental Quiz & Group discussions
- Parent - Teacher interaction held at least once in an academic year , and necessary steps are taken for improvement

## 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	01
HRD programmes	
Orientation programmes	0
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	17
Others	

## 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	16	02	0	01
Technical Staff	05	01	0	0

## 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.
- Availability of Internet and latest technological facilities are ensured for carrying out research work
- Adequate infrastructural support such as library, laboratory and reprographic facilities are provided by the college authorities.
- Research Committee has been formed in the college
- Publication of Research Journal

#### 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				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	07		01
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	02	-

#### 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				
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  From Management of University/College   
 Total

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   
 National level  State level   
 International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

**15/03/2017:** Career Counselling session on "*Present Trend in Software Industry*" organised by Career Guidance & Placement Cell

**09/08/2017 :** Awareness lecture on *GST, its Implication on Economy of State* organised jointly by the Department of Political Science and Economics, LCB College.

**25/10/2017:** Awareness Programme on "*Tourism and Hospitality*" organised by Career Guidance & Placement Cell

**07/12/2017:** A Day at "*Helping Hands Old Age Home*" organised by the Extension Education Cell & the Department of Political Science

**01/01/2018-31/01/2018:** An NSS volunteer, Sourav Biswas participated in the Republic Day Camp held in Delhi

**08/03/ 2018 :** International Women's Day was celebrated with a lecture on "*Following your Passion*" organised jointly by the IQAC and Women's Cell.

**31/03/2018 :** Awareness programme on "*Nutrition and Exercise*" organised jointly by IQAC and Health Club, LCB College

**24/04/2018 :** Workshop on *Road Safety* organised by IQAC

**19/05/ 2018:** Orientation programme on "*Use of ICT and Self Profile Management in the College Website*" by IQAC

**01/06/ 2018:** Lecture programme on "*Modernisation of Educations* " organised by the IQAC and Teachers' Unit

**08/06/2018 to 17/06/2018:** Orientation programme on *Computer Application* organised by the IQAC

**20/06/2018:** *Inter-college Rabha Sangeet Competition* organised by the Teachers' Unit

**21/06/2018:** *International Day of Yoga* was organised by the Health Club and attended by the students, teaching and non-teaching staff of the college.

## 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	-	1	College Fund	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Computer-163	Computer02	Library and BCA fund	165
	Generator 02	0	-	02
	Photocopier 06	0	-	06*
	LCD- 08	01	BCA	09
	Visualizer 01	0	-	01
	Water cooler& purifier 02	0	-	-
	Digital Class Room set 01	0	-	-
	CC cum			

	Monitor-01	0		01
	Biometrix machine -02	0	-	02
	Card Printer-01	0	General, Library, BCA	01
	CC Camera with DVR-08	21		29
	Air Conditioner-01			
	Inverter-00	01	Science Faculty	01
	UPS 3KVA			01
	UPS 7 KVA	-	Library	01
		-	Library	01
Value of the equipment purchased during the year (Rs. in Lakhs)	63,25,709	7,74,740		71,00,449
Others	-	-	-	-

\* obsolete -03

#### 4.2 Computerization of administration and library

- The Central Library is computerised with the help of SOUL Software
- Access to e-books and e-journals under NLIST
- The College Automation Software is used to document students' records and fees payment.
- The *Students' Record Management System* software was developed by a team of faculty members of the Computer Science department in 2015. The database contains basic information of students like students' profile, examination grades, address, information regarding parents.
- At the initiative of the IQAC a new customized software that goes by the brand name *L.C.B College* has been designed for use by faculty, students, guardians and alumni of the college.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14678	18,78,101	143	34,078	14821	19,12,179
Reference Books	3787	8,25,379	564	2,04,290	4351	10,29,669
e-Books(under NLIST)	90,000	-	-	-	-	-
	+					
Journals	18	86,833	-		18	88,083
e-journals(underNLIST)	6000+	5000			6000+	5000
Digital Database	-	-	-	-	-	-
CD & Video	173	1200			173	1200
Others (specify)(Magazine, News paper)	12,14	2,07,448	*	23,617	12,14	23,1065

#### 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	02	-	-	-	-	01	01	-
Total	163	74	04	-	-	11	31	13

#### 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 OPAC and Digital Library.

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

i) ICT	1,41,834
ii) Campus Infrastructure and facilities	27,20,958
iii) Equipments	25,90,710
iv) Others	40,51,311
<b>Total :</b>	<b>95,04,813</b>

## Criterion – V

### 5. Student Support and Progression

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

- Dissemination of information about free admission to BPL students under govt. policy
- Committees like Disciplinary Committee, Grievance Redressal Cell, Anti ragging & Internal Complaints Committee (ICC) look after the welfare of the students and redress the complaints of the students
- Teachers play the role of mentors & provide psychological support to the students to redress their complaints
- The Career Counselling cell provides necessary information, training and facilitates placements for the students
- In the beginning of the academic year, the library organizes orientation programme for the 1st year students on the usage and of the different curricular & co-curricular activities of the college.
- Honing latent talent for better performance.
- Instilling social responsibility by encouraging extra-curricular activities that reflect the vision and mission of the college.
  - Students are motivated to join NSS & NCC.

#### 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. Departmental records of student's University Results & Achievements. The Alumni Association maintains consistent correspondence with the alumni
- Parent - Teacher Meeting at departmental level

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1441	63		

(b) No. of students outside the state

26
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(c) No. of international students

01
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Men	No	%	Women	No	%
	975	64.95		526	35.04

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
793	114	114	331	01	1353	849	149	120	385	01	1504

Demand ratio- 2.54:1

Dropout % 47.66

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

- Library has an impressive collection of books, journals meant for preparation for competitive examinations
- The Career Counselling & Placement Cell organises counselling and placement for students

No. of students beneficiaries

NIL
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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

- i. Career counselling for BCA and BSc(IT) students by INuture Solutions on "**Present Trend in Software Industry**" on 15/03/2017
- ii. Career counselling for Major students by School of Banking, Guwahati on "**Cracking Banking Exams**" on 28/08/2017 and 25/01/2018
- iii. Career counselling for HS students by Gateway Institute of Hotel Management, Guwahati on "**Scope in Hotel Management**" on 28/10/2017
- iv. Skill Development for computer science students by UNDERSTANDSIMPLE, Guwahati on "**Android Beginners Level**" on 10/03/2018

No. of students benefitted 103

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
05	61	09	

5.8 Details of gender sensitization programmes

- International Women's Day was celebrated with a lecture on "**Following your Passion**" organised jointly by the IQAC and Women's Cell on 08/03/2018

## 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	10 (Student aid fund)	32.000
Financial support from government	14(Scholarship) 381 (Free admission)	1,30,920 18,25,120
Financial support from other sources	03	15000
Number of students who received International/ National recognitions	01(National recognition)	

### 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:

- i. Scarcity of water in the Girls' hostel was met by providing water tanker daily. Boring of the well began and a new motor pump was installed.
- ii. In case of disputes among students the Discipline Committee resolves it.

## 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 to sustain the scholarly temperament in students and faculty.</li></ul>
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6.2 Does the Institution has a management Information System

<ul style="list-style-type: none"><li>• The College Automation Software is used to document students' records and fees payment.</li><li>• The <i>Students' Record Management System</i> software was developed by a team of faculty members of the Computer Science department in 2015. The database contains basic information of students like students' profile, examination grades, address, information regarding parents.</li><li>• At the initiative of the IQAC a new customized software that goes by the brand name <i>L.C.B College</i> has been designed for use by faculty, students, guardians and alumni of the college. This software would facilitate college students, faculty members, and guardians an overview of activities, assignments, departmental programmes, teachers' profile, class lecture-videos and other academic oriented links.</li></ul>
---

### 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 designed and implemented every year.
- ICT programmes for the faculty members are organised.

#### 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, field trips, surveys
- Personality development programmes
- Extension activities of NSS, NCC.
- Thrust on use of ICT

#### 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
- Previous year question papers are discussed.

#### 6.3.4 Research and Development

- The Research Committee endeavours to sustain a research climate by organising Research Paper presentation on the fourth Saturday of every month
- The faculty is encouraged to engage in research work.
- Students are encouraged to do project work under the supervision of the faculty
- Seminars, group discussions, interactive sessions are regularly held by the departments

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

#### **Library**

- All faculty members have been provided with unique user id and password of NLIST (Inflibnet) Digital library to access e resources from anywhere.
- Library Automation System (SOUL)
- Bar coding system is available
- Book Bank
- Institutional Repository under Digital Library
- Rare book in Manuscript form authored by Sri Sri Madhavadeva
- Wi-Fi facility for users on demand
- Periodic Library Orientation Programme for users

#### **ICT**

- LCD projectors in laboratories, some classrooms and seminar hall
- Computer Science and Electronics Departments are equipped with State-of- the- art classrooms and laboratories

#### **Physical Infrastructure**

- Physical infrastructure is 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 administrative staff are imparted in-house basic computer skills.
- The faculties are given in-house computer skills training.
- All the stakeholders are actively engaged in the functioning of the institution.
- All faculty members are involved in different activities of the college.
- The committees serve as effective ways to accomplish specific tasks by honing on staff professional credentials, by recognizing exemplary employees and fostering better communication.

### 6.3.7 Faculty and Staff recruitment

- 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.
- All vacant 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.
- Campus interviews were conducted by ICICI Prudential, Wipro, TCS-BPS, TCS-IT, ICICI Bank

### 6.3.9 Admission of Students

- The college prospectus and forms are available online.
- Online admission is still not mandatory.
- An admission committee comprising of faculty members process the submitted admission forms
- A minimum cut off mark at entry point
- The Govt. reservation policy is followed
- Free admission to BPL students
- Counselling session during admission by the 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, CCL 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.
- Group Insurance
- Provident Fund
- Assistance to avail bank loans
- Availability of all the local and national newspapers in the library.
- Health awareness camps/talks
- Remuneration paid for duty in external examinations/ professional examinations.

##### NON TEACHING

- Leave facility is available.
- Group Insurance
- Provident Fund
- Assistance to avail bank loans.
- Festival Advance
- Remuneration paid for duty in external examinations/ professional examinations.

##### STUDENT

- Leave for absence from class is considered on special grounds.
- Quick processing of scholarship forms.
- Redressal of students' complaints
- Re-tests allowed on considerate grounds.
- Counselling services/Personality development programmes
- Encourages student participation in sports / cultural /social events/NSS/NCC
- Students' Union/ Annual students' cultural functions
- Medical assistance
- Book bank for SC/ST/OBC/BPL students(Arts Stream)
- College Merit Prize
- Students' Aid Fund
- Students' Relief Fund

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

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
Administrative	No	NA	√	Principal

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

- A Symposium on "Recent Trends in Science and Technology" organised by the Alumni Association on 27/06/2018
- A Talk and interactive session "Computer Vision and Its recent applications" by Anjan Kr. Talukdar, Assistant Professor,. Deptt. Of Electronics & Telecommunication Engineering, GUIST on 8/9/2017.
- Talk and interactive session on the topic "Basics of a Presentation" by Mr. Debarun Chakraborty, Alumnus, Ex- teacher, Deptt. Of Electronics, L.C.B. College on 29/01/2018.
- Talk and interactive session on the topic "Soft Skills" by Mr. Nripen Kalita, Alumnus, Deptt. Of Electronics, L.C.B. College on 19/002/2018
- Talk and interactive session on the topic "Antenna Design for Wireless Communication" by Mr. Kumaresh Sarma , Alumnus, Asstt. Prof. Deptt. Of ECT, GU. on 25/6/2018.
- .A two days Workshop on VHDL with the Alumni Association of the Electronics Department, L.C.B. College from 28 to 29<sup>th</sup> of June 2018.

### 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.
- Individual Departments organise meetings whenever required.

### 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
- Leave facility available.
- Annual get together.
- Orientation Programme on Office Maintenance on 12/04/2018

#### 6.14 Innovations for eco-friendly

- Tree plantation on Annual Foundation Day in the neighbourhood, schools by the NSS volunteers.
- Annual campus cleaning by students/volunteers of NSS
- 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.

- Semester/stream wise Teacher Coordinators have been appointed to look into the discipline, academics, the smooth running of classes and monitoring the attendance of students.
- Few departments have initiated the use of email for submission of project work, reports and written assignments semester wise (teachers' email Ids' have been circulated among the students for e-submission of their assignments in major papers)
- Inauguration of the Renovated Central Library on 04/09/2017 by the DHE, Govt. of Assam
- Used Sanitary Pads/ Waste materials are disposed (burnt) in the incinerator that has been installed near the college students' toilet.

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

- Celebration of *National Science Day* on **28/02/2018**
- Celebration of *World Environment Day* **05/06/2018**
- Awareness Lecture on *GST- Effects on the State Economy* by Sri Hiranya Kr. Sarma ,Joint Director, Tax (Assam) on **9/08/2017**
- Commemoration of Dr. Bhupen Hazarika's Birth Anniversary on **8/09/2017**
- Awareness Programme on "*Tourism and Hospitality*" organised by Career Guidance & Placement Cell on **25/10/2017**
- A Day at "*Helping Hands Old Age Home*" organised by the Extension Education Cell & the Department of Political Science on **07/12/2017**
- An NSS volunteer, Sourav Biswas participated in the Republic Day Camp held in Delhi from **01/01/2018 to 31/01/2018**
- Study Tour to Haflong for the "*Study of Sixth Schedule of the Constitution*" from **22/02/2018 – 24/02/2018**.
- International Women's Day was celebrated with a lecture on "*Following your Passion*" organised jointly by the IQAC and Women's Cell on **08/03/2018**
- Awareness programme on "*Nutrition and Exercise*" organised jointly by IQAC and Health Club, LCB College on **31/03/2018**. Mr Universe Mahadev Deka interacted with the participants.
- Workshop on *Road Safety* organised by IQAC on **24/04/2018**
- Orientation programme on "*Use of ICT and Self Profile Management in the College Web-site*" by IQAC on **19/05/2018**
- Lecture programme on "*Modernisation of Educations*" unit organised by the IQAC and Teachers' Unit on **01/06/2018**
- Orientation programme on *Computer Application* organised by the IQAC for the faculty from **08/06/2018-17/06/2018**
- *Inter-college Rabha Sangeet Competition* organised by the Teachers' Unit on **20/06/2018**
- *International Day of Yoga* was organised by the Health Club and attended by the students, teaching and non-teaching staff of the college on **21/06/2018**
- Symposium on "*Recent Trends in Science and Technology*" on **27/06/2018**
- Lecture on "*Twenty first Century Teaching and Learning – Opportunities and Challenges*" by Prof. Jogen Kalita organised by the Department of Education on **30 /06/ 2018**

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

- Digitalization of information. The Department of Computer Science was requisitioned to develop a students' record keeping software at the IQAC office room. Accordingly the *Students' Record Management System* software was developed by a team of faculty members of the Computer Science department in 2015. The database contains basic information of students like students' profile, examination grades, address, information regarding parents.
- A new customized software, the *LCB College App* has been developed for the college and is available across Android, IOS, Microsoft and Apple operating systems. This software would facilitate college students, faculty members, and guardians an overview of activities, assignments, departmental programmes, teachers' profile, class lecture-videos and other academic oriented links. Students can ask teachers questions to clear up ambiguities regarding syllabus, course material, assessments and grading methods and parents can have a clear window into their ward's performance. This software could be easily accessed on the smart phones.
- Biannual visits to Orphanages and Old Age Homes with students, teachers and the Principal. The programme includes interaction with the inmates followed by lunch hosted by the college. The idea behind these visits is to sensitize and inculcate in students ideals of social responsibility.

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

7.4 Contribution to environmental awareness / protection

- Cleanliness drives are organised by NSS volunteers on regular basis to keep the college campus and its surroundings clean.
- Celebration of **World Environment Day** on **5<sup>th</sup> June** at Kamakhya Vidyalaya HS School in the neighbourhood to create awareness among school students of the locality on the harmful effects of Plastics. The Science Forum organised drawing competition, extempore speech followed by lectures on the theme - "**Beat the Plastic**".
- Used Sanitary Pads/ Waste materials are disposed (burnt) in the college incinerator.

7.5 Whether environmental audit was conducted?

No

7.6 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.
- A new Conference Room has been constructed facilitating programmes and activities that are held on a regular basis.
- A new transmitter tower of BSNL has been erected on the roof of the fourth floor providing enhanced mobile and internet connectivity in the college.

**Weakness**

- Lack of funds hamper extracurricular/academic activities
- Vacant posts have not been filled up by Government for both teaching and non-teaching staff.
- Lack of vocational courses.
- Limited publications (research/articles) by faculty members.
- Few student participants at national/ international level (sports events)
- Paucity of water in the campus (low water table)
- 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.
- Scope for improvement of teaching-learning process on the basis of feed – back obtained from students and guardians.
- Scope for opening of some vocational and career oriented courses like Spoken English, Mobile repairing etc with the help of the existing faculties.
- Scope for technical/ professional short term/ diploma courses in collaboration with AMTRON

**Threats**

- The railway track poses a great risk to the daily commuters including students and faculty.
- Shortage of classrooms with respect to the growing demand.
- Extra class load for the teachers teaching at the higher secondary level .
- College teachers are also engaged in non- college work like NRC, Gunotsav and Election duty hampering the regular college routine.

## **8. Plans of institution for next year**

- Completion of new academic block on time
- To complete the construction of the new canteen.
- Start value-added courses.
- To foreground not only the academic but also the social dimension of the teaching-learning process.

*Name :Dr. Diba Borooah*



*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 Calendar July 2017-June 2018

<b>Month/Year &amp; date</b>	<b>Class day/Working day/Exam. Day/ Holiday</b>	<b>Academic &amp; Other Activities</b>
<b>July, 2017</b>	Summer Vacation	
<b>August, 2017</b>		
1-5	Working days/ Class day	
6	Sunday	
7,8	Working day/ Class day	
9	Working day/ Class day	College Foundation day celebration
10-12	Working day/ Class day	
13	Sunday	
14	Working day/ Class day	
15	Independence day (Holiday)	Independence day celebration
16-19	Working day/ Class day	
20	Sunday	
21-22	Working day/ Class day	
23	Sankardev Tithi (Holiday)	
24-26	Working day/ Class day	
27	Sunday	
28-31	Working day/ Class day	
		Working day – 25 Class day-- 25
<b>September, 2017</b>		
1	Working day/ Class day	
2	Holiday(Eid)	
3	Sunday	
4	Working day/ Class day	
5	Working day	Teachers' day celebration
6	Working day	Fresher's Social program
7-9	Working day/ Class day	Dr. Bhupen Hazarika's Birthday celebration
10	Sunday	
11-12	Working day/ Class day	
13	Holiday (Janmastami)	
14-16	Working day/ Class day	
17	Sunday	
18-21	Working day/ Class day	
22	Working Day	LCBCSU Election
23	Working day/ Class day	
24	Sunday	
25	Working day/ Class day	
26-30	Holiday (Durgapuja)	
		Working day – 19 Class day-- 16

<b>October, 2017</b>		
1-5	Holiday (Durgapuja)	
6-7	Working day/ Class day	
8	Sunday	
9-11	Working day/ Class day	
12-14	Working day/ Class day	Sessional( Major) Examination
15	Sunday	
16-17	Working day/ Class day	
18-20	Holiday	
21	Working day/ Class day	
22	Sunday	
23-27	Working day/ Class day	
28-31	Working day/ Class day	Sessional (Gen.) Exam.
29	Sunday	
30-31	Working day/ Class day	
		Working day – 19 Class day – 19
<b>November, 2017</b>		
1-3	Working day/ Class day	
4	Holiday (Gurupurnima)	
5	Sunday	
6-11	Working day/ Class day	
12	Sunday	
13-18	Working day/ Class day	
19	Sunday	
20	Working day/ Class day	Final Exam. Starts as per G.U. Schedule
21-23	Working day/ Final Exam(3 <sup>rd</sup> SEM)	
24	Holiday (Lachit Divas)	
25	Working day/ Exam	
26	Sunday	
27-30	Exam. /working Day	Working days – 24 Class days – 16
<b>December, 2017</b>		
1	Final exam./working day	Final Exam. Contd.
2	Holiday(Sukafa divas)	
3	Sunday	
4-9	Final exam./working day	Old home visit on 7th
10	Sunday	
11-15	Working Day	
16	Working Day	
17	Sunday	
18-22	Working Day	
23 <sup>th</sup> December -17 January 2018	End semester Vacation	Working day – 18  Class day – nil

<b>January, 2018</b>		
17	Working Day /class days	
18-20	Working day/ Class day	Shilpi Divas celebration on 18 <sup>th</sup>
21	Sunday	
22	Holiday	Saraswati puja celebration
23-25	Working day/ Class day	
26	Holiday (Republic day)	Republic day celebration
27	Working day/ Class day	
28	Sunday	
29-31	Working day/ Class day	Working day – 11 Class day – 11
<b>February, 2018</b>		
1-3	Working day/ Class day	
4	Sunday	
5-10	Working days	College week
11	Sunday	
12-13	Working day/ Class day	
14	Holiday (Shivratri)	
16-17	Working day/ Class day	
18	Sunday	
19-24	Working day/ Class day	22 <sup>nd</sup> to 24 <sup>th</sup> FIELD TRIP to Haflong
25	Sunday	
26-27	Working day/ Class day	
28	Working day/ Class day	Science Day celebration
		Working day – 23 Class day – 17
<b>March, 2018</b>		
1-2	Holiday(Holi)	
3	Working day/ Class day	
4	Sunday	
5-7	Working day/ Class day	
8	Working day/ Class day	Womens' day celebration
9,10		
11	Sunday	
12-17	Working day/ Class day	
18	Sunday	
19-24	Working day/ Class day	
25	Sunday	
26,27	Working day/ Class day	
28	Working day/ Class day	Poetry Workshop by Assamese Dept.
29	Working day/ Class day	
30	Holiday (Good Friday)	
31	Working day/ Class day	Programme by Health club on Health Awareness
		Working day – 24 Class day -- 24

<b>April, 2018</b>		
1	Sunday	
2-4	Working day/ Class day	
5-7	Working day/ Class day	Sessional (Major) Exam.
8	Sunday	
9	Working day/ Class day	Sessional (Major) Exam.
10- 13	Working day/ Class day	Sessional (Gen.) Exam.
14-16	Holiday (Bihu)	
17-21	Working day/ Class day	
22	Sunday	
24-28	Working day/ Class day	Road Safety Programme by IQAC
29	Sunday	
30	Holiday (Buddha Purnima)	
		Working day – 22 Class day – 22
<b>May, 2018</b>		
1	May Day (Holiday)	
2-5	Working day/ Class day	Final Exam Starts as per G.U. Schedule
6	Sunday	
7-12	Working day/ Final exam	
13	Sunday	
14-19	Working day/ Exam	
20	Sunday	
21-26	Working day/ Exam	
27	Sunday	
28-31	Working day/ Exam	
		Working day – 26
<b>June, 2018</b>		
1-2	Working day/ Class day	Program by LCBC Teachers' unit, Hindi Divas Celebration
3	Sunday	
4	Working day/ Class day	
5	Working day/ Class day	World Environment Day Celebration
6-7	Working day/ Class day	
8	Working day/ Class day	Orientation program for teachers by IQAC
9	Working day/ Class day	
10	Sunday	
11-15	Working day/ Class day	
16	Holiday (Eid)	
17	Sunday	
18-20	Working day/ Class day	
21	Working day/ Class day	Admission process starts
22,23	Working day/ Class day	
24	Sunday	

25-29	Working day/ Class day	Yoga Day celebration
30	Working day/ Class day	Lecture program by IQAC
		Working day – 25 Class day – 25

**Working Day- 236**

**Class Day- 175**

## Annexure:II

### Feedback System

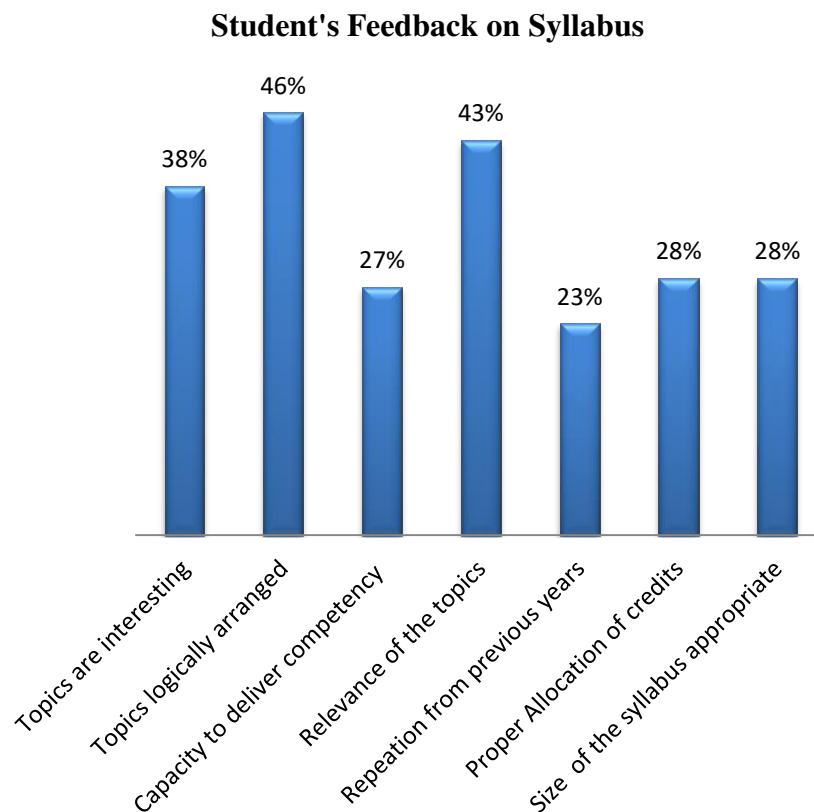
#### Feedback Received for Design and Review of Syllabus

Year	Stakeholder	Structure Feedback Received	Actions Taken
2017 -18	Students	<p>Students' feedback was obtained on whether the syllabus</p> <ul style="list-style-type: none"><li>- is arranged in logical sequence</li><li>- contains optimum content</li><li>- Prepares the student for future</li><li>- should introduce some new topics or delete some existing one etc.</li></ul> <p>Findings:</p> <ul style="list-style-type: none"><li>- topics are logically arranged(46%),</li><li>- topics are relevant to the subject (43%), etc. [Annexure 2.1]</li></ul>	Report placed before IQAC and GB
		<p>Students' feedback on faculty was collected on whether the respective faculty member</p> <ul style="list-style-type: none"><li>- Is punctual,</li><li>- Comes well prepared for class,</li><li>- Delivers effectively,</li><li>- Encourages discussions, etc.</li></ul> <p>Findings: Annexure [2.2]</p>	Reports circulated among concerned departments for necessary action
		<p>A special feedback from fifth semester students were collected on whether they should be groomed with some special facilities like training on</p> <ul style="list-style-type: none"><li>- how to face an interview</li><li>- computer knowledge</li><li>- Spoken English etc.</li></ul> <p>Findings: Students supported for training in different areas as</p> <ul style="list-style-type: none"><li>- Spoken English (41%),</li><li>- face an interview (35%),</li><li>- computer knowledge (24%) etc. [Annexure 2.3 ]</li></ul>	Report reviewed by IQAC for necessary action
	Teachers	Teachers' feedback was obtained on syllabus taught by him/her to observe whether	Report submitted to GB

	<ul style="list-style-type: none"> <li>- the syllabus is arranged in logical sequence,</li> <li>- the syllabus is need based,</li> <li>- Course content is followed by corresponding reference materials,</li> <li>- Prescribed books are relevant, updated and appropriate</li> <li>- Syllabus updating is necessary, etc.</li> </ul> <p>Findings:</p> <ul style="list-style-type: none"> <li>- Quality of the syllabi to be good(73%),</li> <li>- topics are logically arranged(66%),</li> <li>- updating of the syllabi to be necessary (82%) etc. [Annexure 2.4]</li> </ul>	
Alumni	<p>Alumni feedback was obtained on whether the curriculum</p> <ul style="list-style-type: none"> <li>- Is helpful in getting employment,</li> <li>- Has encouraged him/her for learning more,</li> <li>- Has made them confident on the concerned area,</li> <li>- Should include some more topics or any deletion is necessary, etc</li> </ul> <p>Findings:</p> <p>All respondents agreed that syllabi are good enough to make them confident on their areas, they help them in getting employed.</p> <p>They suggested inclusion of some recent topics in their concerned subject . [Annexure 2.5]</p>	Report reviewed by the IQAC
Parents	<p>Parents' feedback was obtained on whether they are satisfied with</p> <ul style="list-style-type: none"> <li>- academic atmosphere of the college,</li> <li>- measures adopted for academic Improvement,</li> <li>- Re-Examination Process,</li> <li>- Extra-Curricular Facilities,</li> <li>- Administration,</li> <li>- Accessibility Of Principal and Staff Members,</li> <li>- any Suggestions for academic improvement etc.</li> </ul> <p>Findings:</p> <ul style="list-style-type: none"> <li>- Regularity in class(55%),</li> <li>- campus environment is satisfactory(100%),</li> <li>- examination procedure is satisfactory [100%] etc. [Annexure 2.6]</li> </ul>	

## Supporting Documents

### Annexure 2.1: student's Feedback on Syllabus:



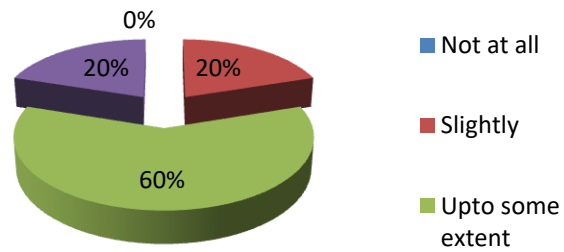
Students' feedback reveals that 38% of the students consider syllabi to be interesting. 46% think that topics are logically arranged. But only 23% of the students feel the syllabi can deliver competency to students, the cause of this opinion needs investigation. 43% of the students think that topics are relevant to the subject.

## Annexure 2.1 (Continued)

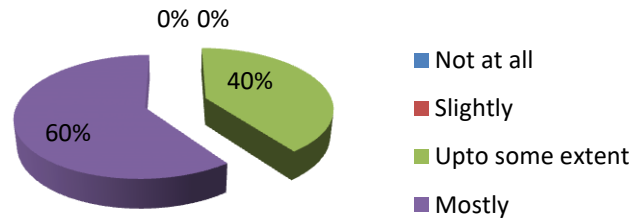
### Department-wise Distribution (Students' Feedback on Syllabus):

Department: Assamese (Total response:) (Based on 50 responses)

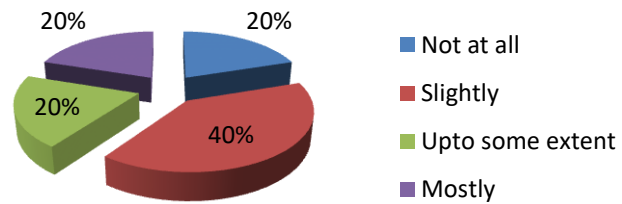
#### 1. Topics are interesting



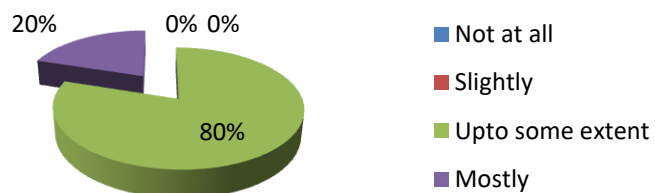
#### 2. Topics are logically arranged



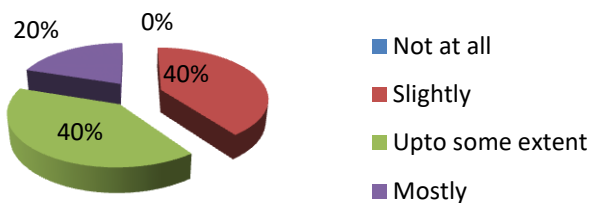
#### 3. Capacity of the syllabus to deliver the expected competency



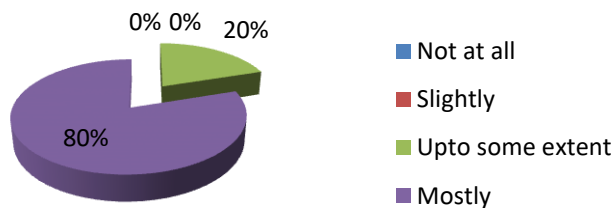
4. Relevance of the topics in the syllabus in relation to the course



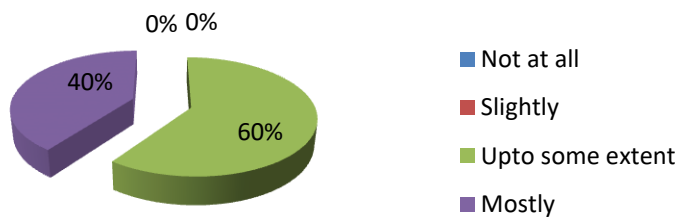
5. Texts studied earlier are repeated



6. Allocation of the credits to the courses are proper



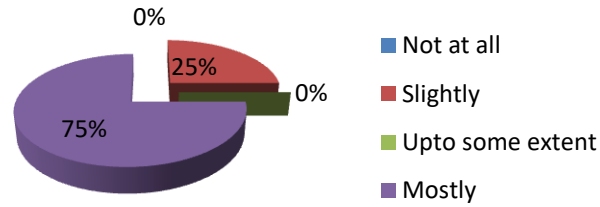
7. Size of the syllabus in terms of the load on the students is appropriate



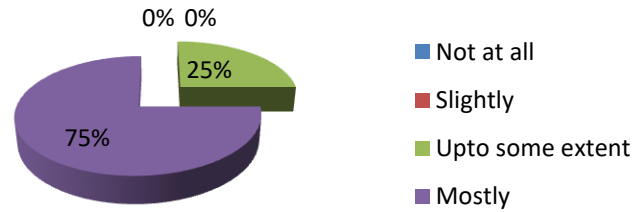
## Department-wise Distribution (Students' Feedback on Syllabus):

Department: Bengali (Total response:) (Based on 10 responses)

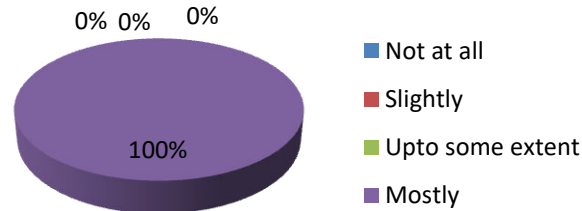
1. Topics are interesting



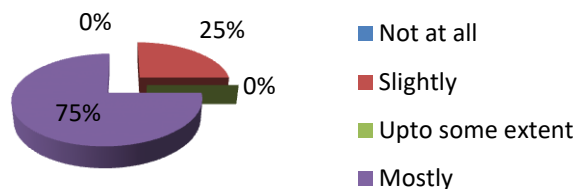
2. Topics are logically arranged



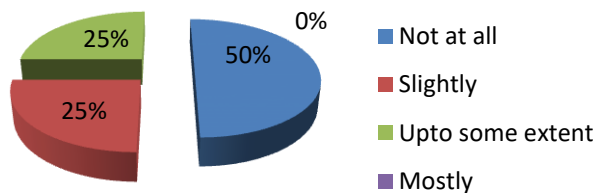
3. Capacity of the syllabus to deliver the expected competency



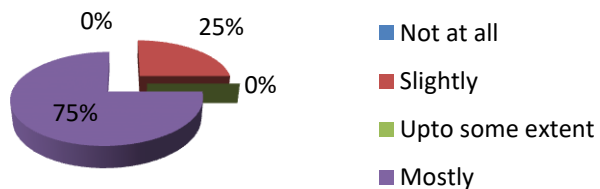
4. Relevance of the topics in the syllabus in relation to the course



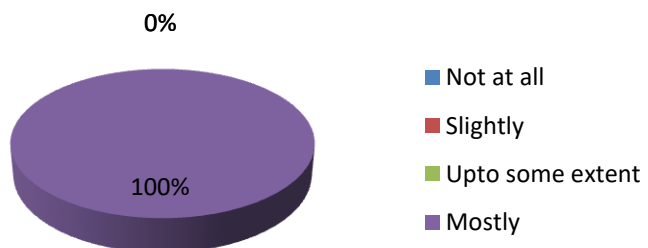
5. Texts studied earlier are repeated



6. Allocation of the credits to the courses are proper



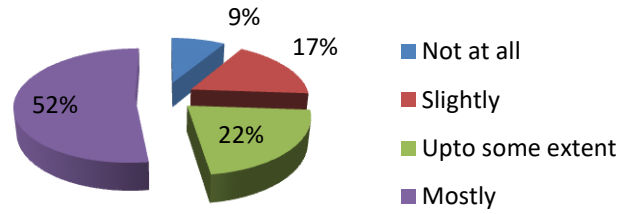
7. Size of the syllabus in terms of the load on the students is appropriate



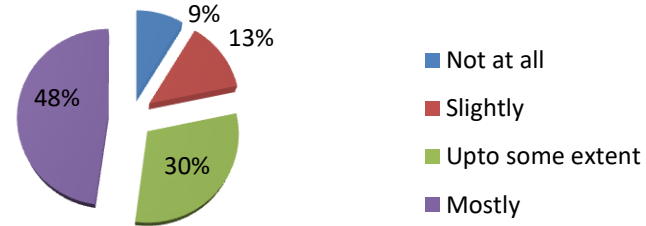
## Department-wise Distribution (Students' Feedback on Syllabus):

Department: Computer Science (Total response:) (Based on 40 responses)

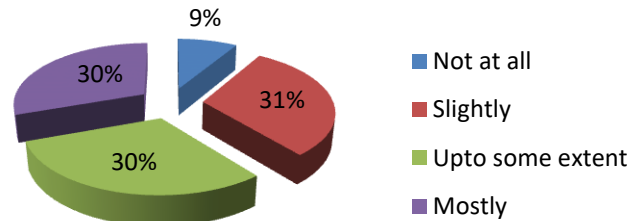
1. Topics are interesting



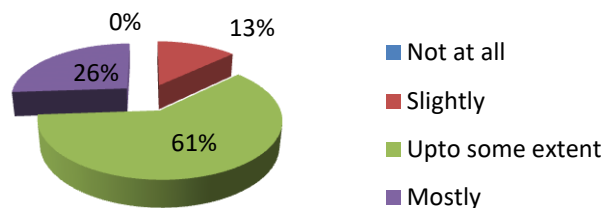
2. Topics are logically arranged



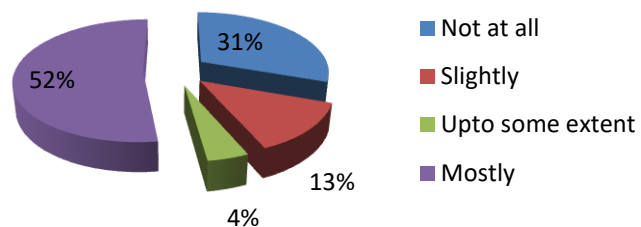
3. Capacity of the syllabus to deliver the expected competency



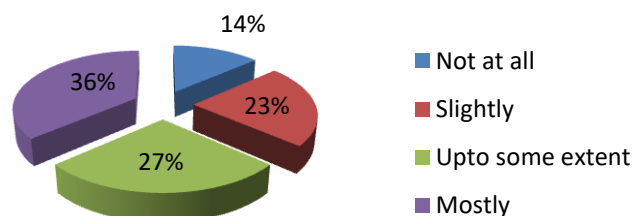
4. Relevance of the topics in the syllabus in relation to the course



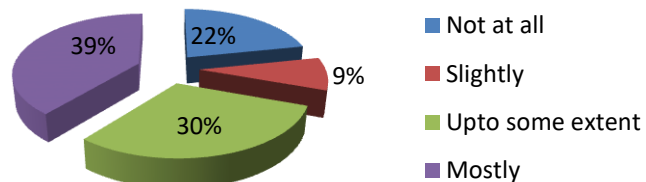
5. Texts studied earlier are repeated



6. Allocation of the credits to the courses are proper



7. Size of the syllabus in terms of the load on the students is appropriate



## **Department-wise Distribution (Students' Feedback on Syllabus):**

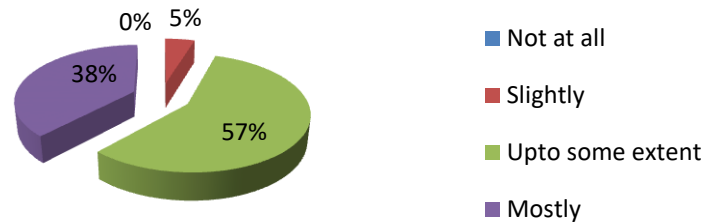
Department: Economics (Total response:)

1. Topics are interesting
2. Topics are logically arranged
3. Capacity of the syllabus to deliver the expected competency
4. Relevance of the topics in the syllabus in relation to the course
5. Texts studied earlier are repeated
6. Allocation of the credits to the courses are proper
7. Size of the syllabus in terms of the load on the students is appropriate

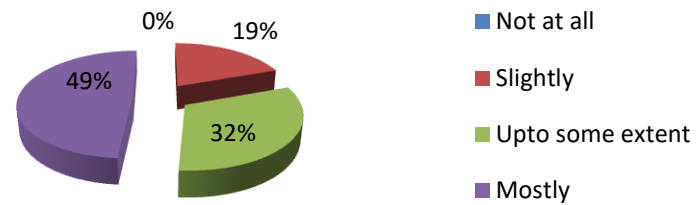
## Department-wise Distribution (Students' Feedback on Syllabus):

Department: Electronics (Total response:)(Based on 25 responses)

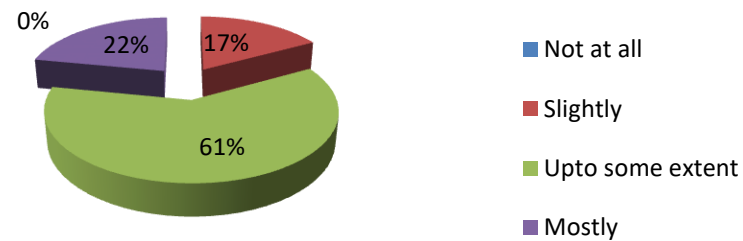
1. Topics are interesting



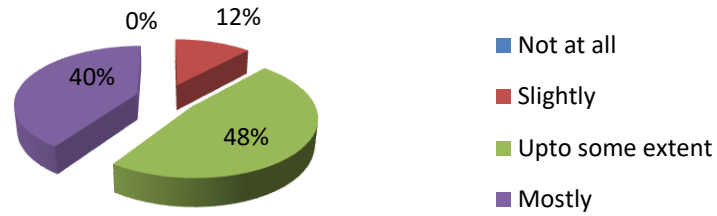
2. Topics are logically arranged



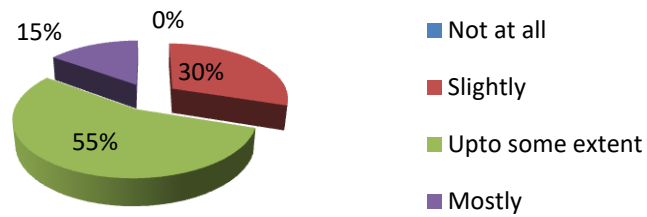
3. Capacity of the syllabus to deliver the expected competency



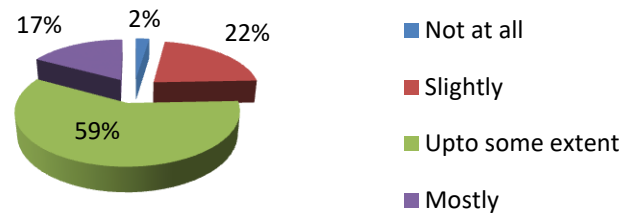
4. Relevance of the topics in the syllabus in relation to the course



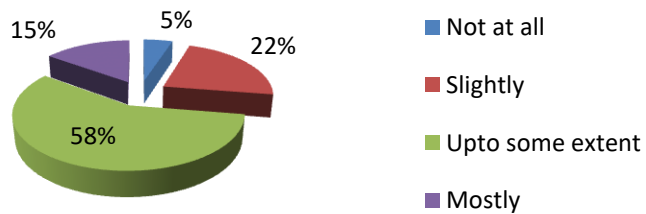
5. Texts studied earlier are repeated



6. Allocation of the credits to the courses are proper



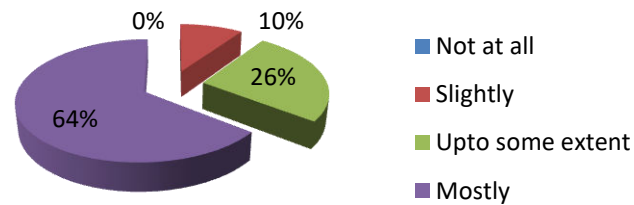
7. Size of the syllabus in terms of the load on the students is appropriate



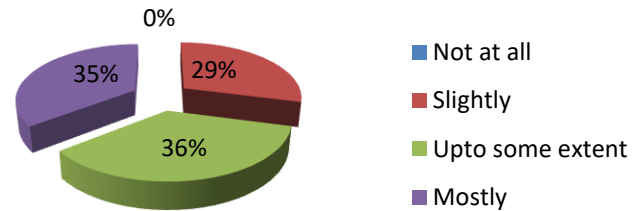
## Department-wise Distribution (Students' Feedback on Syllabus):

Department: English (Total response:) (Based on 40 responses)

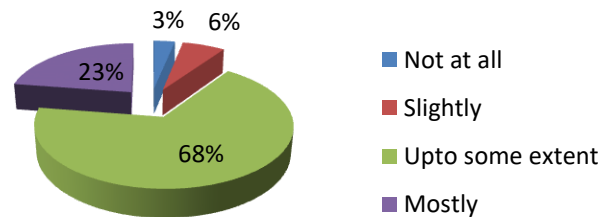
### 1. Topics are interesting



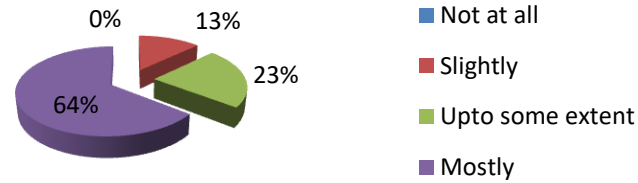
### 2. Topics are logically arranged



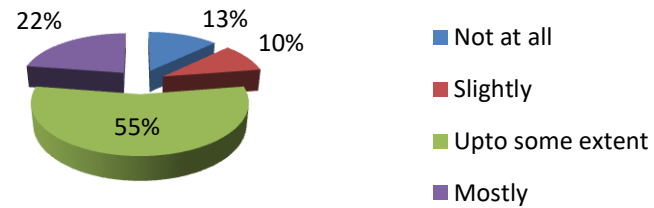
### 3. Capacity of the syllabus to deliver the expected competency



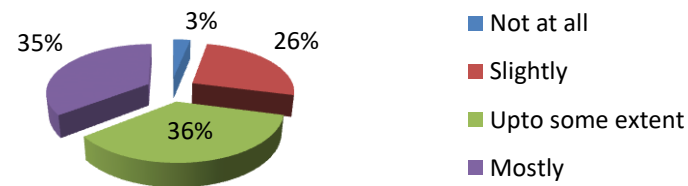
4. Relevance of the topics in the syllabus in relation to the course



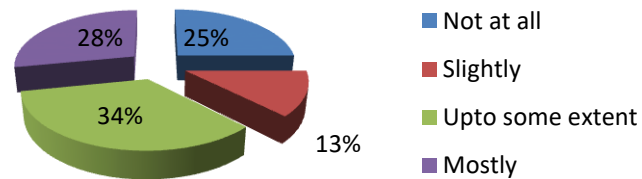
5. Texts studied earlier are repeated



6. Allocation of the credits to the courses are proper



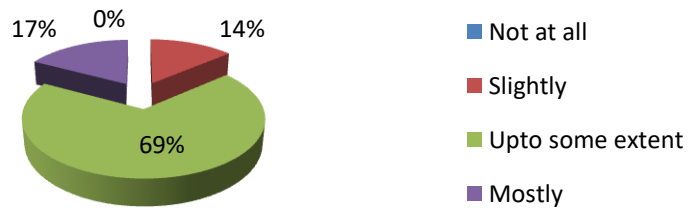
7. Size of the syllabus in terms of the load on the students is appropriate



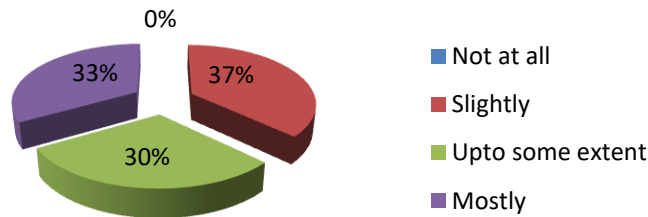
## Department-wise Distribution (Students' Feedback on Syllabus):

Department: Education (Total response:) (Based on 30 responses)

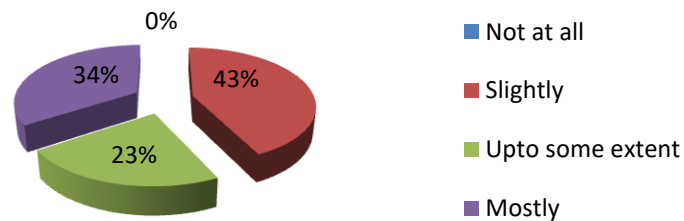
### 1. Topics are interesting



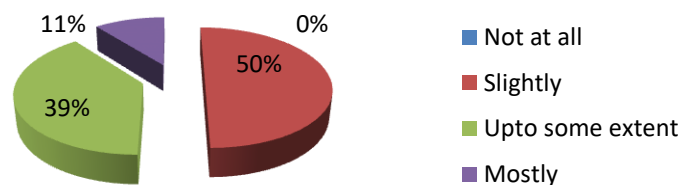
### 2. Topics are logically arranged



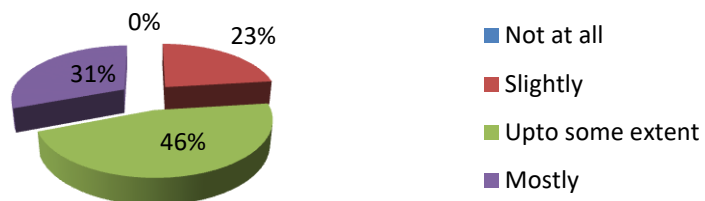
### 3. Capacity of the syllabus to deliver the expected competency



4. Relevance of the topics in the syllabus in relation to the course



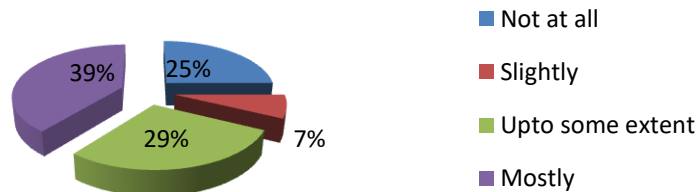
5. Texts studied earlier are repeated



6. Allocation of the credits to the courses are proper



7. Size of the syllabus in terms of the load on the students is appropriate



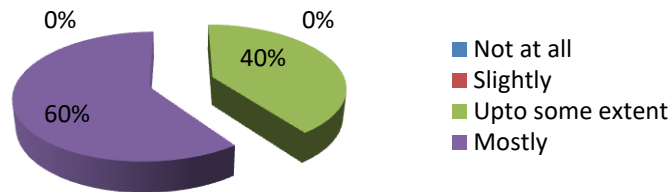
## Department-wise Distribution (Students' Feedback on Syllabus):

Department: Hindi (Total response:) (Based on 10 responses)

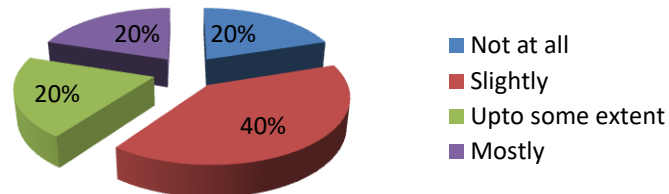
### 1. Topics are interesting



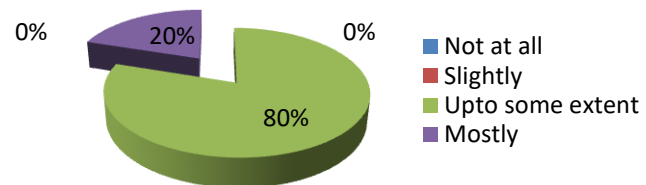
### 2. Topics are logically arranged



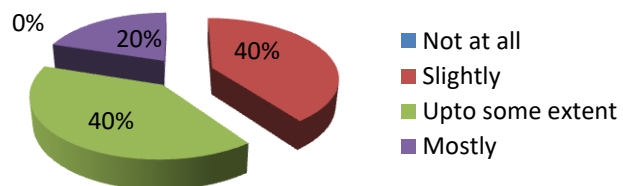
### 3. Capacity of the syllabus to deliver the expected competency



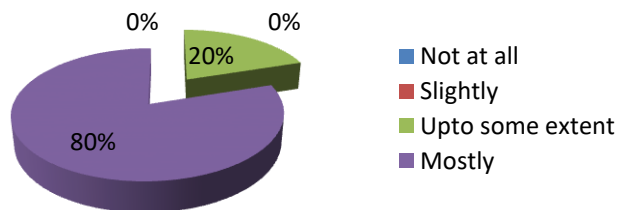
4. Relevance of the topics in the syllabus in relation to the course



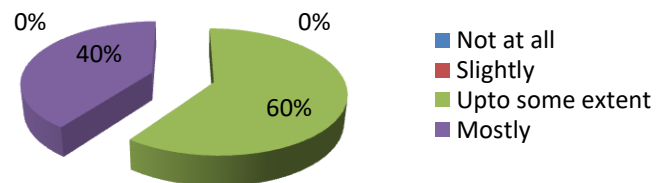
5. Texts studied earlier are repeated



6. Allocation of the credits to the courses are proper



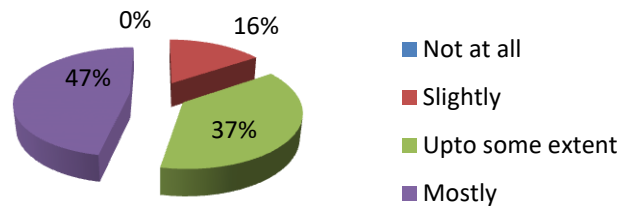
7. Size of the syllabus in terms of the load on the students is appropriate



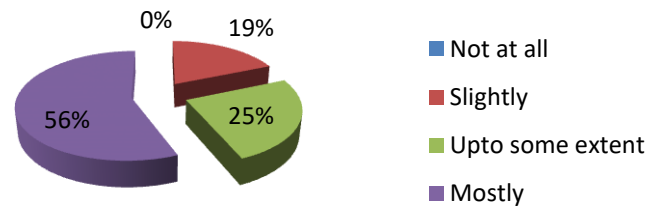
## Department-wise Distribution (Students' Feedback on Syllabus): (Based on 15 responses)

Department: History (Total response:)

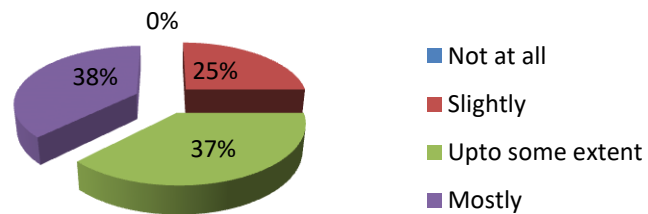
1. Topics are interesting



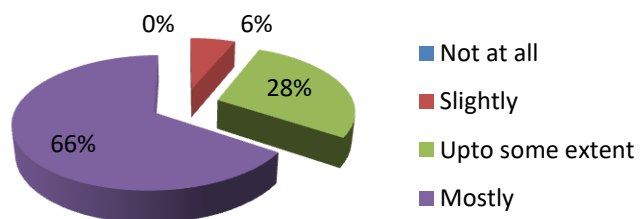
2. Topics are logically arranged



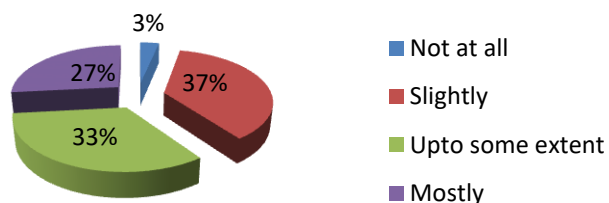
3. Capacity of the syllabus to deliver the expected competency



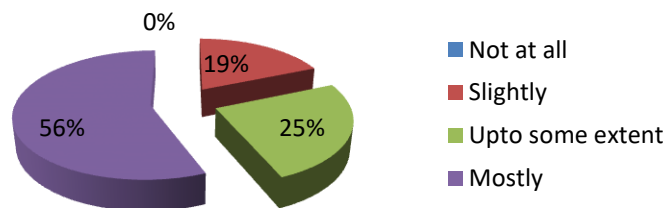
4. Relevance of the topics in the syllabus in relation to the course



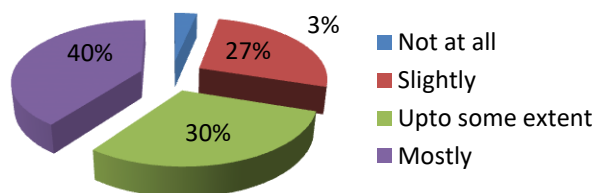
5. Texts studied earlier are repeated



6. Allocation of the credits to the courses are proper



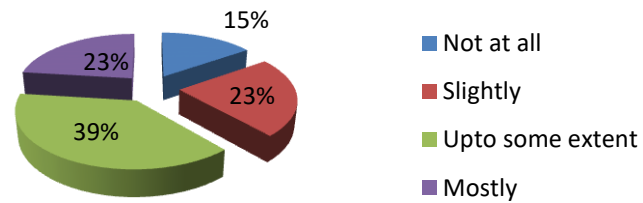
7. Size of the syllabus in terms of the load on the students is appropriate



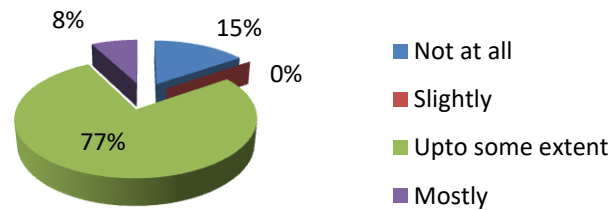
## Department-wise Distribution (Students' Feedback on Syllabus): (Based on 25 responses)

Department: Mathematics (Total response:)

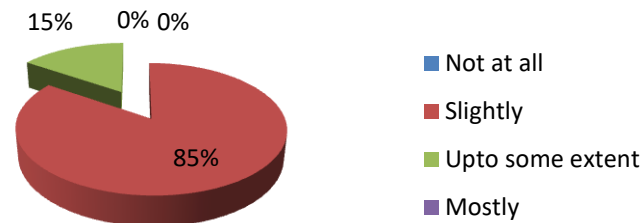
### 1. Topics are interesting



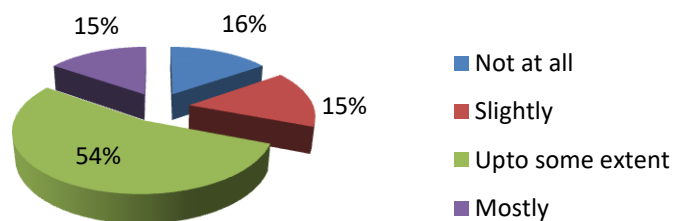
### 2. Topics are logically arranged



### 3. Capacity of the syllabus to deliver the expected competency



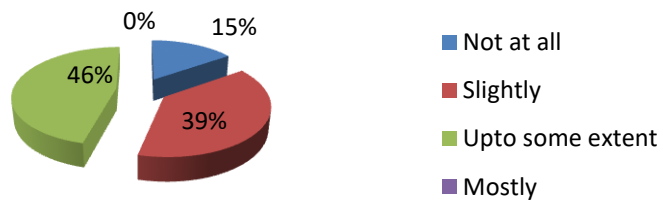
4. Relevance of the topics in the syllabus in relation to the course



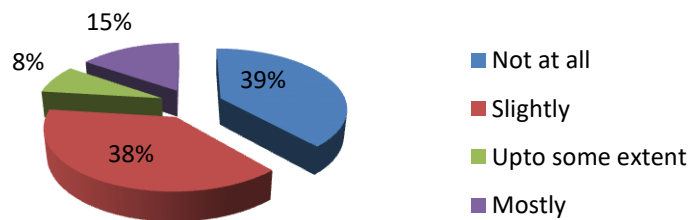
5. Texts studied earlier are repeated



6. Allocation of the credits to the courses are proper



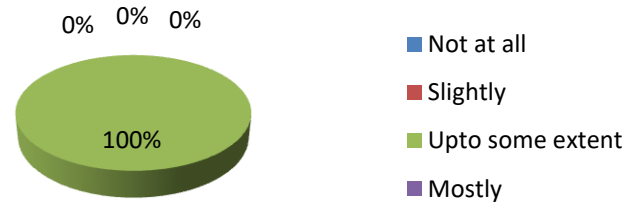
7. Size of the syllabus in terms of the load on the students is appropriate



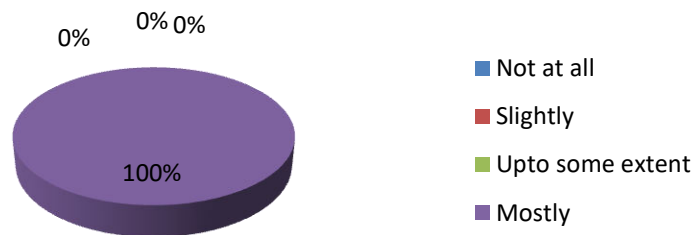
## Department-wise Distribution (Students' Feedback on Syllabus): (Based on 20 responses)

Department: Statistics (Total response:)

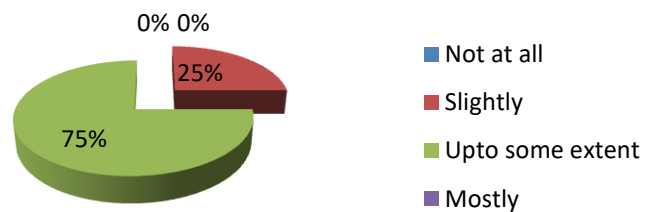
1. Topics are interesting



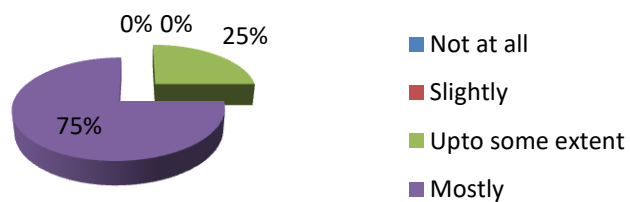
2. Topics are logically arranged



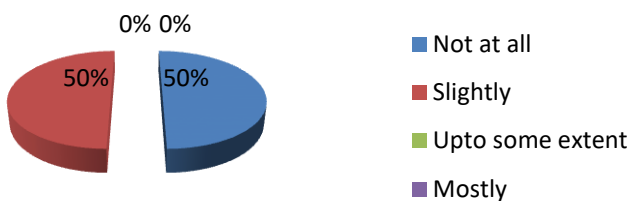
3. Capacity of the syllabus to deliver the expected competency



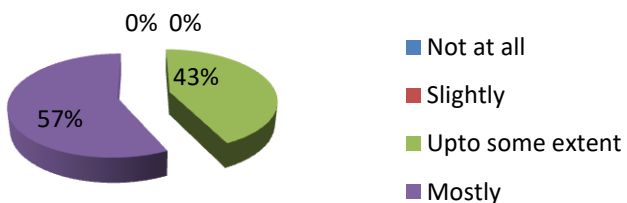
4. Relevance of the topics in the syllabus in relation to the course



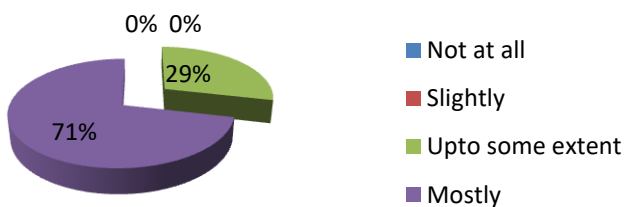
5. Texts studied earlier are repeated



6. Allocation of the credits to the courses are proper



7. Size of the syllabus in terms of the load on the students is appropriate







## Annexure 2.3:

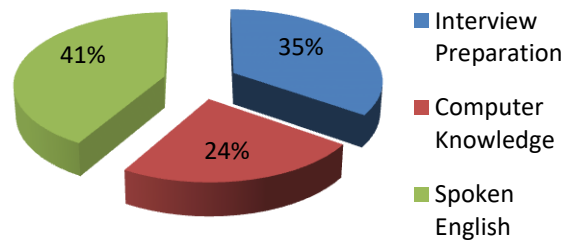
### Special Feedback of Fifth Semester Students on Final Year Student Grooming:

A special feedback from the 5<sup>th</sup> Sem students were conducted to collect information whether they want some special facility from the college authority to develop their soft skills so that they can groom themselves for future academic/professional life.

They were asked whether they want some training on

- Preparation to face interview
- Basic computer applications
- Spoken English

Result:



## Annexure 2.4: Teachers' Feedback on Syllabus:

Table: Teachers' Feedback on Syllabus in Percentage)

	Topics are logically arranged	Course content is followed by corresponding reference materials	Needbased	Suitable to the Course	Availability of books in library	Prescribed books are relevant, updated and appropriate	Syllabus updating is necessary
Strongly disagree	0	0	0	0	7	0	4
Disagree	22	33	33	15	44	26	0
Neither agree nor Disagree	11	15	33	19	7	15	15
Agree	59	44	33	59	37	48	56
Strongly Agree	7	7	0	7	0	7	26

Teachers' feedback on the syllabi was obtained. 73% of the teachers considered the quality of the syllabi to be good. 66% (59+7)2 of the teachers are of the view that the topics are logically arranged and these are suitable for the course. At the same time, 82% of the teachers consider updating of the syllabi to be necessary.

## Annexure 2.5:

### Allumni's Feedback on Syllabus:

Department	Serial No.	Name	Designation	Helped in Employment	Capacity in analysing various facts	Enthusied in Learning	Made confident on the Subject	Necessity of inclusion of new topics/Suggestion	Any deletion necessary
Bengali									
	1	Mamata Das	Student	Yes	Yes	Yes	Yes	Yes ,writing skill (official letters/applications)	No
	2	Pomi dey	Student	Yes	Yes	Yes	Yes	Yes ,writing skill (official letters/applications)	No
Computer Sc.									
	1	Masud Alam Rofi		Yes	Yes	Yes	Yes	Yes ,Java, Python, Computational Thinking	No
	2	Ritam Sarma		Yes	Yes	Yes	Yes	Yes ,Java, Python	No
	3	Bireswar Banik	Guest Lecturer, G.U. (CSc)	Yes	Yes	Yes	Yes	Yes ,Python, Java Programs related to current trends and technology	No
	4	Dhanmani Kalita		Yes	Yes	Yes	Yes	Yes ,Java, Python	No
	5	Satyabrat Das	M. Sc.(CSc), G.U.	Yes	Yes	Yes	Yes	Java	No
	6	Dipankar Deka	M. Sc.	Yes	Yes	Yes	Yes	Yes ,Java	No
	7	Hitesh Saharia		Yes	Yes	Yes	Yes	Yes ,Java	No
	8	Jaya Jaiswal	Student	Yes	Yes	Yes	Yes	Yes ,Java	No



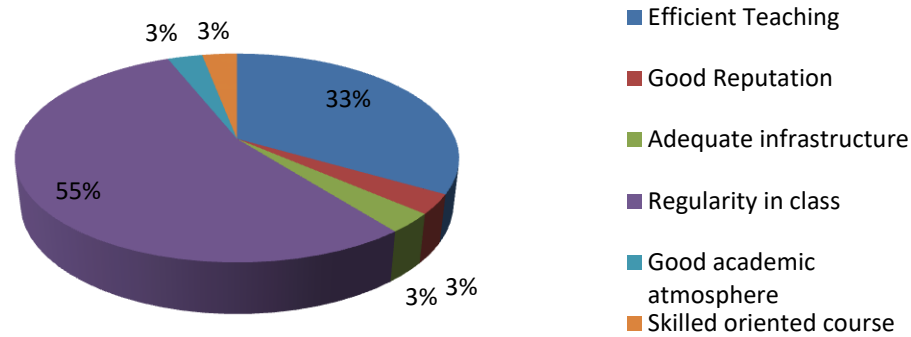
Electronics									
	1	Himangshu Sarma	Student	Yes	Yes	Yes	Yes		No
	2	Debarun Chakrabarty	Student	Yes	Yes	Yes	Yes	Yes(Adv. Microprocessor, MATLAB, DSP or Signal Processing)	No
	3	Dibyajyoti Das	Student	Yes	Yes	Yes	Yes		No
	4	Chiranjeet Chowdhury	Student	Yes	Yes	Yes	Yes	Yes (Latest Development in Electronics)	No
	5	Anamika Deka	Student	Yes	Yes	Yes	Yes		No
	6	Abhilash Goswami	Student	Yes	Yes	Yes	Yes	Yes (IOT)	No
	7	Nripen Kalita	Student	Yes	Yes	Yes	Yes	Yes (Modern Projects should be included)	No
	8	Hirakjyoti Choudhury	Student	Yes	Yes	Yes	Yes		No
English									
	1	Madhurjya Goswami	Asst. Prof.	Yes	Yes	Yes	Yes	Yes (African/ NorthEast Literature/American)	No
	2	Tina Mazumdar	Asst. Prof.	Yes	Yes	Yes	Yes	Yes (African Literature, Linguistic)	No
Statistics									
	1	Mrinmoy Bharadwaj	M.Phil, IIPS,Mumbai	Yes	Yes	Yes	Yes		No
	2	Brajen Bhatta	Teacher	Yes	Yes	Yes	Yes		No

Everyone is agreed that syllabi are good enough to make them confident on their respective areas, and they helped the students in getting employed. They suggested inclusion of some recent topics in their concerned subject

## Annexure 2.6:

### Parents' Feedback : (Based on 50 responses)

1. Why did you choose this college



2. Satisfaction with the subject combination offered by the college ----- 100%
3. Satisfaction with the campus environment and its surroundings -----100%
4. Do you support the special examination followed by the college -----100%
5. Are you satisfied with administration of the college ----- 85%
6. Satisfaction with extra –curricular facilities offered by the college(give suggestion if any) -----67%
7. Accessibility of the Principal and Staff -----100%
8. Satisfied With Measures adopted for Academic Improvement -----85%