



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	LALIT CHANDRA BHARALI COLLEGE
Name of the head of the Institution	Dr.Adisson Ali
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03612675259
Mobile no.	9435547490
Registered Email	principal@lcbcollege.co.in
Alternate Email	iqac@lcbcollege.co.in
Address	LCB College, Maligaon
City/Town	Guwahati
State/UT	Assam
Pincode	781011
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Diba Borooh
Phone no/Alternate Phone no.	03612950040
Mobile no.	9706021470
Registered Email	iqac@lcbcollege.co.in
Alternate Email	principal@lcbcollege.co.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.lcbcollege.co.in/upload/aqar/1578041190.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.lcbcollege.co.in/upload/academiccal/1578041357.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	71.60	2004	08-Jan-2004	08-Jan-2009

6. Date of Establishment of IQAC

10-Sep-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
The IQAC organised a one-day Orientation Programme	26-Sep-2018 1	37

on Higher Education and Curriculum Transaction in Colleges.		
At the initiative of the IQAC an Orientation Programme was organised on the use of a college application.	01-Oct-2018 1	28
A second Orientation Programme on the use of a new college application.	02-Nov-2018 1	21
An Orientation Programme on Intellectual Property Rights	14-Feb-2019 1	50
A meeting of the IQAC was held to facilitate an interaction with the Convenors and members of the seven criterion.	19-Nov-2018 1	21
International Womens' Day was celebrated at the initiative of the IQAC	08-Mar-2019 1	26
An Orientation Programme for recently appointed permanent and temporary teachers by the HoD, Education	09-Mar-2019 1	12
A two-day Workshop on MOOCs was organised	26-Mar-2019 2	26
A seven-day National Workshop on Women's Rights & the Law	27-May-2019 7	36
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	0	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	11

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
International Womens Day was celebrated on 08/03/2019	
An Orientation Programme for recently appointed permanent and temporary teachers by the HoD, Education on 09/03/2019	
A two-day Workshop on MOOCs was organised on 26/03/2019-27/03/2019	
National Seminar on Women Empowerment & Gender Sensitization: Convergences, Divergences and Plurality on 06/04/2019-07/04/2019	
A seven-day National Workshop on Women's Rights & the Law on 27/05/2019-02/06/2019	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
To foreground Extra/curricular, extension activities for inclusive development of students.Thrust on Academic activities like seminars, workshops and lectures. Activities with a social dimension to reflect the mission and vision of the college.Upgradation of Physical infrastructure.Thrust on use of ICT in teachinglearning.Formation of Internal Complaints Committee.To replace manual work with software applications	The objectives have been largely fulfilled
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body, LCB College	06-Jan-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	01-Mar-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>? Management Information Systems (MIS) constitutes a key factor to facilitate and attain efficient decision making in an organization. A management information system, as used by the institution, might be a computerized system consisting of hardware and software that serves as the backbone of information for the institution. ? Lalit Chandra Bharali College has implemented MIS partially. The college has been using customised software namely College Automation Version 9.0 Professional Edition for Admission of students, fee collection, to keep results of students in the database and for maintaining the accounts of the office. ? The software SOUL 2.0 (Integrated Library Management System) 2.0 (Released) Current Version 2.0.0.8 is used in the library for issuing and borrowing of books. ? The GUIUMS portal is used for uploading examination marks of students and students attendance in the Gauhati University Website. ? The office staff use Office automation software for question papers and notices etc. ? The college administration uses www.finassam.in to upload the salaries of employees of the college.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Lalit Chandra Bharali college being affiliated to Gauhati University follows the curriculum provided by the university. The institution follows diverse steps to ensure effective delivery and transaction of the curriculum. The Academic calendar chalks out the curriculum and extra-curricular activities of the college. The departmental calendars are complemented by teaching plans allotting term-wise topics to be taught. The faculties also maintain teaching diaries for effective academic planning, implementation and review of the curriculum. Conventional mode of lecture is supplemented by seminars, special lectures, group discussions, field studies/visits, educational tours, project works, surveys etc to ensure a practical approach to the curriculum. Curriculum implementation can be rendered wholly effective only with technological support. Hence apart from Wi-Fi connectivity throughout the campus a limited number of classrooms and laboratories are also equipped with electronic projection systems such as LCD projectors and sound system. The laboratories are equipped with the latest instruments required for conducting the practical classes. The faculty is encouraged to participate in faculty development programmes for enhancing the teaching-learning process, keeping abreast of the latest academic trends and doing justice to the curriculum. Contractual and guest lecturers are appointed for the timely completion of the syllabus. The institution regularly upgrades the library facilities for the effective delivery of the curriculum. The library is WI-FI connected with online access to INFLIBNET and N List. It is also equipped with UPS systems to ensure uninterrupted library services. The library provides photocopying facility and downloading of e-resources. There is also a book bank for helping the deserving but financially needy students with text books and reference books. Apart from the Central library there are seminar libraries in each department for the students and faculty. The Central library provides 10% of the books to the departmental libraries. Action Plans for Effective Curriculum Implementation ? Teachers' work record is maintained by the college administration. ? Laboratories are regularly upgraded. ? Identification of slow and advanced learners by the departments ? Mentoring system in the college. ? Continuous assessment of students through class tests, mid-term tests by the departments. ? Extension activities are regularly organised to complement the curriculum. ? Parent-Teacher meetings are organised at the departmental level to facilitate feedbacks and suggestions. ? Mandatory Orientation for the fresher's at the Central library for searching in the library data base through OPAL ? The Research Committee of the college organises research paper presentations of the faculty and students. ? The Career Guidance and Placement Cell of the college facilitate campus interviews for placement in different multinational companies. ? Students securing the highest marks in the TDC final examination (Arts, Science, Commerce) are awarded the late Ratneshwar Borooah Memorial Award which carries a cash award of Rupees five thousand and a certificate. ? The Alumni Association also organizes Lectures related to the curriculum. ? Students' feedback on the curriculum is regularly conducted by the IQAC.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Advance Diploma in Computer Hardware	01/06/2019	1095	Employability	Skill Development

Nil	Maintenance. Advance Diploma in Software Technology.	01/06/2019	1095	Employability	Skill Development
Nil	Diploma in ICT Application.	01/06/2019	730	Employability	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ASSAMESE	24/06/2019
BA	ENGLISH	24/06/2019
BA	POLITICAL SCIENCE	24/06/2019
BA	ECONOMICS	24/06/2019
BA	EDUCATION	24/06/2019
BA	HISTORY	24/06/2019
BA	PHILOSOPHY	24/06/2019
BA	BENGALI	24/06/2019
BSc	MATHEMATICS	24/06/2019
BSc	ELECTRONICS	24/06/2019
BSc	COMPUTER SCIENCE	24/06/2019
BSc	STATISTICS	24/06/2019
BSc	PHYSICS	24/06/2019
BCom	COMMERCE	24/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	7

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BSc	Computer Science	37
BSc	Electronics	18
BSc	Mathematics	8
BA	History	11
BA	Assamese	28
BA	Education	15
BA	Bengali	3
BCom	Commerce	24
BCA	Computer Applications	30
BSc	IT	27
PGDCA	Computer Applications	35
BBA	Bachelor of Bussiness Administration	6
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>The feedback on teaching learning process is taken twice a year in our institution by the IQAC. However the process was done manually till 201718. The feedback was taken from students, teachers, parents and alumni. However since the academic session of 201819 the online mode (Student Satisfactory Survey) has been introduced to obtain the feedback. For this purpose a students' data base has been created and emails containing the link to the questionnaire are sent en masse to the students for their feedback regarding the teaching learning process in our institution. A well planned Questionnaire, constructed and approved by the IQAC is displayed on the website of our institution well in advance with a dead line to fill up and submit. This submitted feedback is then analysed by the IQAC and the results are forwarded to the respective Heads of the departments. The HOD s then discusses the same with the teachers of the department and takes necessary action for the same. The analysed results of the feedback are also uploaded on the College website.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled

BA	Assamese, Bengali, English, Hindi, Economics, Education, History, Political Science, Philosophy	300	435	289
BSc	Computer Science, Economics, Electronics, Mathematics, Physics, Statistics	130	311	130
BCA	Computer Science	31	62	31
BSc	IT	30	46	30
PGDCA	Computer Applications	50	35	35
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1113	0	37	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
37	11	2	5	2	3

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

L.C.B. College has a mentoring cell since the year 2010. The first mentoring session was conducted on 14/09/2010 for all the students of the college. A proportionate ratio of mentor: mentee was formed by the cell. All the allotted teachers tried their best not only for the upliftment of the academic career of their students, but also for their holistic development. Mentoring sessions were conducted continuously for the students of the college till the year 2014 according to the format followed in 2010. Additionally on 16/05/2013, an interactive session was organized with noted psychologist Dr. Jayanta Das. All the teachers and students of the college participated in the interactive session with Dr. Jayanta Das who discoursed on various stress related issues of present day youth and the exploration of various stress management skills. Ms Shibani Dey who was appointed as coordinator of the mentoring cell in 2015 has been looking after the cell efficiently. Since 2015 Mr. Anjan Chowdhury, a trained Counselor from Indian Skills Academy has been conducting mentoring sessions on an annual basis for all the mentors of LCB College to familiarize them with the mentoring system. In fact the mentoring cell is always in touch with Mr. Chowdhury and his services are engaged whenever it is required. Mr. Sanjay Kedia, corporate trainer and personality consultant was invited by the mentoring cell for an interactive session especially with the sixth semester students on 20/2/2016. He delivered a special lecture on the topic "Rewriting the Future", which was followed by an interaction. Mentoring sessions for students of the college were held from 6/03/2017 to 10/03/2017 and in 2018 from 12/03 to 15/03/2018. The mentoring sessions were of

45 minutes duration and teacher:mentors were available for their students in the allotted rooms. However the overall response of the students for mentoring sessions was not very satisfactory. On 16/ 03/ 2019 the mentoring cell invited Mr. S M Rahman, retired Director of Hindustan Paper Corporation Ltd. for a motivational session for students. He discoursed on the topic "SubConscious Mind and Success in Life" which was followed by an interaction with the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1113	37	1 : 30

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
37	30	7	0	20

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	((M) (G)	Semester	21/05/2019	10/07/2019
BSc	(M) (G)	Semester	21/05/2019	10/07/2019
BCom	(M) (G)	Semester	21/05/2019	11/07/2019
BSc	IT	Semester	29/06/2019	22/07/2019
BCA	Computer Application	Semester	04/07/2019	31/08/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

L.C.B. college strictly follows the academic calendar of its affiliating university. Generally, semester end examinations are conducted by the college following the rules of the affiliating university. Sessional examinations of all the subjects including major and pass courses are conducted by the respective departments. The blue prints of the sessional examinations are designed and implemented by the HoDs of the respective departments by taking effective measures with the help of the other teachers. However, the college strongly believes in continuous evaluation of the students for their sustained development and performance. For continuous internal evaluation(CIE) of the students, college adopts the following student centric measures: • The departments are given a free hand to maintain a Continuous Internal Evaluation

of the students keeping in mind the schedule of the Academic Calendar. • Two sessional examinations are conducted by most of the departments for each course, as part of evaluation of students. • Students who fail to obtain the desirable marks are given another chance to improve their scores. • Paper presentations are arranged as a mechanism not only to score marks but also to boost their confidence. • Surprise class tests are conducted by the departments • Home assignments are allotted and evaluated • Seminars related to course are organized • Group discussions related to course are organized • 75 attendance out of total classes held is compulsory for all students to appear in the sessional examination. • Vivavoce is also arranged for students, which is considered as an effective measure for CIE

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• The academic calendar of the college for an academic session is prepared by the IQAC with the help of different committees taking into consideration the affiliating university Academic Calendar. • The examination committee conducts all internal examination with the help of HoDs according to the schedule of the Academic Calendar of the college. However since the academic session of 2017 the departments have been authorised to conduct the internal examinations according to their own convenience. The External examinations are conducted by examination committees of the college according to the schedule of the affiliating university. • The Academic Calendar is available for viewing on the college website. All Examination related notices are displayed on the college notice board, the departmental notice boards and the college website. Since the students of each department are always in contact with their teachers, they are informed about the examination directly also. • All kinds of students' events like Freshmen's Social, Annual College week, Elections of the Students' Union, departmental study tours/field trips follow the schedule of the Academic Calendar. • Generally, the college tries to adhere to the academic calendar strictly, except in unavoidable conditions.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Major	98	49	50
UG	BA	General	111	21	18.92
UG	BSc	Major	90	57	63.33
UG	BSc	General	44	8	18.18
UG	BCom	Major	40	19	47.5
UG	BCom	General	15	3	20
UG	BCA	Computer Application	23	23	100
UG	BSc	IT	11	11	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Orientation Programme on IPR	IQAC	14/12/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	1	5.5
International	Economics	1	5.97
International	Statistics	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	3
Bengali	2
Economics	1
History	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	23	0	24
Presented papers	2	5	0	0
Resource persons	0	0	0	1
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Deputed volunteers to participate in GU special camp cum orientation programme	NSS	1	2
Rashtriya Ekta Divas observed (speech competition)	NSS	1	80

SBI vigilance awareness programme	NSS	1	85
Children's Day observed at SOS children village, Borjhar, Guwahati	NSS	1	67
Attended an awareness programme on the topic "Child Marriage" at South Sarania Kasturba Ashram, Guwahati.	NSS	1	40
"World Aids Day" observed at college premises	NSS	1	95
Deputed volunteers for attending awareness	NSS	1	10
Attended National Integration programme at Jamia Milia Islamia University, New Delhi	NSS	1	10
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Prime Minister's "Swach Bharat Yojana"	NSS	"Swachata Pakhawada" was observed	1	100
Prime Minister's "Swach Bharat Yojana"	NSS	NSS, LCB College in collaboration with Govt of India, Ministry of Information Outreach Bureau	1	100
Prime Minister's "Swach Bharat Yojana"	NSS	Art competition was organised for Swachha Abhijan in the	0	25

		college premises.		
World Aids Day"observed at college premises	NSS	Art Competition, Street Drama and talk were observed regarding HIV/AIDs.	1	95
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Document Management System	K.K.H.S.O.U	17/01/2018	15/06/2019	1
Internship	Stock Management System	K.K.H.S.O.U	17/01/2019	15/06/2019	1
Internship	DAK Management SystemNIC	NIC DC Office Kamrup	17/01/2019	15/06/2019	2
Internship	Commissioned Marriage Management System	NIC DC Office Kamrup	17/01/2019	15/06/2019	1
Internship	Stock Management System	NIC DC Office Kamrup Metro	17/01/2019	15/06/2019	1
Internship	Court Case Management System	NIC DC Office Kamrup	17/01/2019	15/06/2019	1
Internship	Employee Management System	AMTRON	17/01/2019	15/06/2019	1
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Assam Electronics Development Corporation Ltd (AMTRON), A Govt of India Undertaking.	29/05/2018	Skill development programmes for students	7
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5140000	3949468

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14821	1912179	124	42677	14945	1954856
Reference Books	4351	1029669	188	77759	4539	1107428
e-Books	90000	0	0	0	90000	0

Journals	18	88083	0	11735	18	99818
e-Journals	6000	5000	1200	5900	7200	10900
CD & Video	173	1200	0	0	173	1200
Others (specify)	26	231065	1	7530	27	238595
Library Automation	16032	0	312	0	16344	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	165	74	4	0	0	11	31	10	13
Added	16	10	0	0	0	1	5	0	0
Total	181	84	4	0	0	12	36	10	13

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
440000	127303	5140000	121517

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

i. Head wise amount is allocated as per annual budget of the College. II. Two cleaners/sweepers are engaged throughout the year to maintain the minimum standards of cleanliness in the campus. III. The college campus is maintained

throughout the year by outsourcing professional security services to monitor the entry and exit of persons and by keeping a tab on the campus. CC Cameras have been fixed at focal points to provide maximum coverage. IV. The services of daily wage earners are engaged for campus beautification. V. The HoD is entrusted with the responsibility of looking after all aspects of the laboratories and any kind of shortcomings/repair/augmentation is reported to the college authority. The college engages the services of a local firm for all kinds of assistance. Further, the Laboratory Assistants/Bearers discharge their requisite supervision of the labs. VI. Regarding library maintenance, a library committee is formed as per the guidelines of DHE, Assam and the Librarian is entrusted with the responsibility of looking into all aspects of the central library important matters are placed before the committee meetings. The resolutions are communicated to the college authority for due implementation. VII. Since the campus of the college is spatially limited for sports activities, the same is conducted at the play grounds of different organisations as and when required. VIII. An AMC has been signed with Elite Computer and Communication Pvt. Ltd., Guwahati for maintenance of ICT facilities, especially the computers in the Computer Laboratories. For other ICT facilities engineers are called for from different local firms for maintenance as and when required. IX. Classrooms are maintained as and when required.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1.Student Aid Fund 2.Ratneswar Borooah Memorial Fund 3.Assam Government Scheme for Free Admission	517	2137598
Financial Support from Other Sources			
a) National	00	0	0
b)International	0	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	12/03/2018	1113	Indian Skill Academy
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive	Number of benefited students by career	Number of students who have passed in the comp. exam	Number of students placed

		examination	counseling activities		
2018	Career Counselling Mela by Inuture Solutions	52	52	0	0
2018	Career Counselling programme by IBS	28	28	0	0
2019	Career Counselling Programme on Mathematical and Aptitude test for various competitive exam by Vidyarthi Point	63	63	0	0
2019	Career Counselling Programme by Jain University	27	27	0	0
2019	Developing Interview Skill by NERIM	14	14	0	0
2019	Campus Recruitment Drive by Tech Booster	15	9	0	0
2019	Career Counselling Programme by JD Institution of Fashion Technology	37	37	0	0
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	1.Wipro 2. TCS	26	8
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	BA Assamese (major)	Assamese	Pragjyotish College	MA Assamese
2019	3	BA Assamese (major)	Assamese	Pandu College	MA Assamese
2019	4	BA Assamese (major)	Assamese	IDOL, GU	MA Assamese
2019	1	BA Political Science (major)	Political Science	Gauhati University	MA in Political Science
2019	1	BA Political Science (major)	Political Science	Gauhati University	LLB
2019	2	BA Political Science (major)	Political Science	IGNOU	MA in Political Science
2019	1	BA Political Science (major)	Political Science	IDOL, GU	MA in Political Science
2019	1	BA Political Science (major)	Political Science	GU	MA in Information and Library Science
2019	4	BA in Education	Education	GU	MA in Education
2019	3	BA in Education	Education	IDOL, GU	MA in Education
2019	1	BA in Education	Education	RCSTT College	B Ed
2019	1	BA in Education	Education	NERIM	MA in Education
2019	2	BSc Electronics	Electronics	GU	MSc in Electronics
2019	17	BSc in Computer Science	Computer Science	GU	MSc in Computer Science
2019	5	BSc in Computer Science	Computer Science	AEC	MCA

2019	1	BCom	Commerce	IGNOU	MCom
2019	1	BA in English Major	English	GU	MA in Women's studies
2019	1	BA in English Major	English	JB Law College	LLB
2019	1	BA in English Major	English	Bodoland University	MA in English
2019	2	BSc in Computer Science	Computer Science	JEC	MCA
2019	3	BSc in Computer Science	Computer Science	Cotton University	MCA
2019	3	BSc in Computer Science	Computer Science	GIMT	MCA
2019	3	BSc in Computer Science	Computer Science	NERIM	MCA
2019	1	BSc in Computer Science	Computer Science	NEHU	MCA
2019	1	BSc in Computer Science	Computer Science	TU	MCA
2019	1	BSc in Computer Science	Computer Science	Pondicherry University	MCA
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Singing Competition	College Level	19
Dance Competition	College Level	17
Sports	College Level	91
Quiz/ Debate	Inter college	16
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international

level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

No file uploaded.

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

- The students' council of the college is an elected body and takes active part along with the faculty members for the overall development of the college.
- The Students' Council helps the administration of the college in maintaining discipline and an academic ambience in the college.
- The President and the Secretary of the Students' Council are members of the IQAC, Hostel Committee, and Admission Committee.
- The council is entrusted with the responsibility of arranging Freshmen' Social and Annual College week for the students. These events offer a platform to the students to showcase their talent.
- The council has the prerogative to invite distinguished personalities, activists, artistes for different events of the college.
- The Students' Council organizes the celebration of spiritual and cultural events like Saraswati Puja, Shilpi Divas. Vishwakarma Puja, Teachers' Day etc.
- At the initiative of the council the annual inter college debate competition is organised appropriately entitled "Radhika Mohan Bhagawati Inter College Debate Competition", where quite a number of students from different colleges and universities participate. The winners are awarded cash prizes of Rupees 10,000/, 7000/ and 5000 /respectively.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Computer Science 4 Electronics 4 Education 1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Management is a composition of planning, implementing and controlling. Planning is determination of course of action, implementing is executing the planned action and controlling refers to evaluation of performance and adhering to plans. Participative management involves leading an institution democratically through consultations with all concerned and by being supportive of them. LCB college is an ideal institution displaying such a spirit. At the zenith of the organisational structure is the Governing Body which is invested with all powers and authority. However the Governing Body does not function in

isolation. In the decision making process it involves representatives of teaching and nonteaching staff of the college who are members of the Governing body. While formulating major policies, their opinions are given due consideration and importance. When it comes to implementation of the policies of the Governing Body, the Principal ensures execution thereof through delegation to various committees and subcommittees involving faculty members, non teaching staff and student representatives depending upon the functional areas. There are a host of committees to look into various dimensions of the college. In short, all the staff members are involved in various administrative roles. There are twenty seven committees and they have been entrusted the freedom to formulate their plans and decide execution strategies. To name a few, the Principal has constituted a Planning and Development Committee, an Academic Committee, an Election Committee, a Mentoring Committee besides others. There are other function specific Committees for organising specific regular or nonregular functions, e.g. organising seminars, workshops and similar other events. For conducting examination work there are three committees which conduct both internal and external examination. In case of internal examinations the decision regarding programme are made by the committee after discussion with the Principal. Ad hoc Committees are formed to meet challenges warranted by unexpected situations. The only exception is financial power which is a centralised function We have uploaded two case studies to demonstrate the college practicing decentralisation and participative management. Case I In the Semester system, teachersincharge are appointed by the Principal to look after classes of the UG semesters. Two teachers are appointed for two semesters who keep a tab on all aspects related to the classes so that even in the absence of the Principal the class schedule functions normally. The Principal collects feedback from the teachersincharge. Case II The departments conduct their internal sessional exams independently whenever it is convenient. The departments prepare their own question papers and set dates for the same. After the examination of the answer scripts the mark sheets are submitted to the Internal Examination Committee. It is at the discretion of the departments to decide how many sessional exams they would conduct. If the results are not satisfactory students are given another chance to take tests. Further the departments are given a free hand to arrange parentteacher meetings, to invite the alumni/academicians for special lectures, to plan academic and extra curricular activities.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	? Lalit Chandra Bharali college being affiliated to Gauhati University follows the curriculum provided by the university. ? The institution follows diverse steps to ensure effective delivery and transaction of the curriculum. ? The Academic calendar chalks out the curriculum and extracurricular activities of the college. ? The departmental calendars are complemented by teaching plans allotting termwise topics to be taught. ? The faculties also maintain teaching diaries for effective academic

planning, implementation and review of the curriculum. ? Conventional mode of lecture is supplemented by seminars, special lectures, group discussions, field studies/visits, educational tours, project works, surveys etc to ensure a practical approach to the curriculum

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 ? The IQAC of the college monitors and evaluates the quality of teaching learning. ? The major tool used for evaluating the quality of a teacher is the feedback system from students, which is done by the IQAC. After analysis of the feedback , necessary steps are taken to improve the quality of teaching learning process.

Examination and Evaluation

? The semester examinations are conducted by the affiliating university. Internal examinations are conducted by the departments according to their convenience. Special tests are allowed for absentees on genuine grounds. Retests are also allowed for students who fail to achieve good marks. ? The other tools of evaluating the students are class tests/surprise tests, student seminars, group discussions conducted by the departments. ? The marks obtained in the sessional tests are intimated to the students. ? The answer scripts are shown on demand so that the students can identify their mistakes and perk up their future performance. ? There is provision for redressal of grievances with reference to evaluation. ? Under the semester system, internal assessments have 10/15/20 percentage of weightages. Different weightages are assigned for inhouse projects of the different departments as reflected in the curriculum.

Research and Development

? There is a Research Committee to look into the formalities of applying for Minor Research Projects ? The Research Committee endeavours to sustain a research climate by organising Research

Paper presentation on the fourth Saturday of every month. ? Though the presentation has dwindled over the months the faculty and students are constantly motivated to engage in the practice. ? The faculty is encouraged to engage in research work. ? Students are encouraged to do project work under the supervision of the faculty ? Students of UG courses prepare project work in their final semesters which are generally related to curriculum as well as research studies.

Library, ICT and Physical Infrastructure / Instrumentation

? DSPACE OSS (Open Source Software) for digitalization of library using ten nodes. ? SOUL software for Library Automation ? Faculty members and students have been provided with a unique user id and password of NLIST (Inflibnet) to access e resources from anywhere. ? OPAC (Online Public Access Catalogue) facility is provided using two computers in the library. ? Bar coding system is available ? ?Book Bank facility for SC, ST, OBC and BPL students. ? Institutional Repository has been developed under Digital Library section. ? Rare book, Naamghoxa in Manuscript form authored by Sri Sri Madhavadeva ? WiFi facility for users on demand ? ?Periodic Library Orientation Programme for users ICT ? ?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. ? LCD projectors in laboratories, some classrooms and conference room. Physical Infrastructure ? Extensive renovation and repair works were executed in the classrooms, verandahs, corridors, laboratories etc. ? A new wing has been added to the Science block to add two new classrooms. ? The ground floor of the new structure houses a new spacious canteen. ? In keeping up with the last NAAC Peer teams recommendations, the

	<p>thrust of the college is in the vertical expansion and development of the physical infrastructure. ? Construction work has begun on another new block</p>
Human Resource Management	<p>? The teaching faculty are recruited as per the UGC norms. Temporary or part time faculty members are appointed by the college as per the requirements of the department on a purely temporary basis. ? Teachers are encouraged to go for Orientation programmes, Refresher courses, Short term courses and to participate in seminars, workshops, conferences etc. ? Along with the teaching staff the non teaching staff are sent for professional development training. ? ?All faculty members are involved in different activities of the college. ? The institution sincerely works to prepare the students for their higher studies. The foundation is made at the UG level. The students are encouraged to participate in seminars, special lectures, extension activities of NSS and NCC, study trips etc.</p>
Industry Interaction / Collaboration	<p>? The institution has an MOU with Amtron and Tech Booster. ? The college has collaboration with National Informatics Centre Assam Unit, KKHSOU to facilitate the Internship by the students. ? Students are taken on industrial visits. ? Campus interviews were conducted by Wipro.</p>
Admission of Students	<p>? The seat capacity, admission procedure and eligibility criteria are displayed in college website and noticeboards well in advance of the date of admission. ? The college prospectus and forms are available online. ? ?Online admission is mandatory. ? 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.</p>

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

E-governance area	Details
Planning and Development	<p>? The College has initiated partial office automation which includes students' database, faculty and staff database, feedback system etc. ? The</p>

Biometric attendance is mandatory for teaching and nonteaching staff. ? The college campus including the classrooms are equipped with CCTV Cameras. ? SOUL software is used for Library Automation ? DSPACE (Open Source Software) is used for digitalization of library resources. ? The Central Library provides OPAC service to the users ? The Central Library provides Orientation Programme to the library users

Administration

? 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 collegee. ? The IQAC circulates Notices and other kinds of communication through email.

Finance and Accounts

? The college uses the Accounts software namely College Automation software for Egovernance for transparent functioning of Finance and Accounts department of the college. ? The college conducts regular audit of annual books of accounts. Receipt of admission fees is completely online 2. Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through IFMS software 3. Etender is notified as per the government guidelines for purchase of items 4. Payment for the work orders is done through PFMS according to government guidelines

Student Admission and Support

? Application forms and prospectus for admission to different courses are available through the online admission portal ? Admissions are through online process. ? Receipt of admission fees is completely online ? The college allows students whose parents earn not more than one lakh per annum to take admission with waiver fee. ? The College has Office automation software called College automation software for

	cash transaction of admissions.
Examination	? Examination forms are filled up at the GUIUMS portal ? The sessional marks are also uploaded to the GU portal

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	A two day Workshop on MOOCs was organised	NIL	26/03/2019	27/03/2019	26	0
2019	An Orientation Programme on Intellectual Property Rights	NIL	14/02/2019	14/02/2019	50	0
2019	National Seminar on Women Empowerment Gender Sensitization : Divergences and Plurality Convergences, Divergences and Plurality	NIL	06/04/2019	07/04/2019	150	0
2019	A seven day National Workshop on Womens Rights the Law	NIL	27/05/2019	02/06/2019	36	0

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Women Studies Empowerment(IDC) by UGC,HRDC,GU	3	06/08/2018	26/08/2018	21
Refresher Course on Mathematics and Statistics by UGC,HRDC,GU	1	19/12/2018	08/01/2019	21
Refresher Course on Teacher Education by UGC,HRDC,GU	1	27/02/2019	19/03/2019	21
UGCSponsored Short Term Course on Disaster Management by UGC, HRDC, GU	1	30/10/2018	05/11/2018	7
UGCSponsored Short Term Course on Yoga and Spiritual Science by UGC, HRDC,Osmania University	1	02/07/2018	07/07/2018	5

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance Employees Welfare Fund. Short term loan facility is available for institute staff Health Checkup programmes Yoga Camp for the teaching, nonteaching staff and students	Group Insurance Employees Welfare Fund. Short term loan facility is available for institute staff Health Checkup programmes Yoga Camp for the teaching, nonteaching staff and students	Leave for absence from class is considered on special grounds. •?Quick processing of scholarship forms. •?Redressal of students complaints •?Retests allowed on considerate grounds.

Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms. Leave to teaching and nonteaching staff are given as per the guidelines of UGC and the Government of Assam.

Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms. Leave to teaching and nonteaching staff are given as per the guidelines of UGC and the Government of Assam.

- ?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

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

To ensure adherence to the adopted norms, the institution appoints a Chartered Accountant firm as internal auditor with approval of the Governing Body. The internal auditor examines all financial and nonfinancial records of the year under review and incorporates their observations in the report which need clarification or explanation. The Principal asks respective departments, or the Superintendent of his office or the respective committees whosoever, he thinks is answerable, to provide satisfactory explanations. The responses to the audit queries are incorporated in the audit reply which is then forwarded to the internal auditor for preparing the final report. The Principal introduces checks and controls to prevent recurrence of irregularities, if any. In addition, the Government appoints external auditors on an annual basis which conducts an audit encompassing all areas. The last external audit was done in 2015. There has been no major audit issues so far and no serious irregularities have surfaced in the external auditor's reports till date.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NSS	89000	Social service
View File		

6.4.3 – Total corpus fund generated

22444682

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal
Administrative	No		Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Although the college does not have a registered parent and teacher association, yet some of the departments conduct interactions of teachers with parents. In

these meetings parents are familiarized with the curriculum that is followed, the performance of their wards, the class attendance. Apart from these interactions teachers also communicate with parents over the phone.

6.5.3 – Development programmes for support staff (at least three)

? Group Insurance ? Employees Welfare Fund. ? Short term loan facility is available for institute staff ? Health Checkup programmes ? Yoga Camp for the teaching, nonteaching staff and students ? Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms. ? Leave to teaching and nonteaching staff are given as per the guidelines of UGC and the Government of Assam.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? The absence of a research culture which was pointed out by the Peer team almost a decade ago has been addressed to. A majority of the faculty have obtained their PhD degrees while the remaining are engaged in doctoral research. Similarly most of the teachers have completed their research projects. There is a Research Committee that organises paper presentation of teachers and students at least a few times in a year. However consultancy services are still not offered. ? The infrastructure has been upgraded on a large scale. The college now has a digital Library with Internet and WiFi facilities along with ebooks and ejournals and NDL subscription for enhancing the learning process. ? Academic activities like seminars, workshops and lectures have been organised in the current academic session. ? The college has introduced many professional courses like BCA, B.Sc IT, PGDCA. ? Since there is no scope for a horizontal expansion, a four storied building has been constructed. The construction of a new wing has also started encompassing an auditorium, more office space, a sitting lounge, a basement for car parking and additional classrooms. ? A spacious girls hostel has been constructed in the college campus.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	A meeting of IQAC was held to organise workshops, lectures, Students Satisfaction Survey, preparation of COs and POs of different departments,	21/08/2018	21/08/2018	21/08/2018	20

	use of ICT tools.				
2018	The IQAC organised a oneday Orientation Programme on Higher Education and Curriculum Transaction in Colleges	26/09/2018	26/09/2018	26/09/2018	37
2019	International Womens Day was celebrated in the college campus at the initiative of the IQAC.	08/03/2019	08/03/2019	08/03/2019	12
2019	An Orientation Programme for recently appointed permanent and temporary teachers by the HoD, Education	09/03/2019	09/03/2019	09/03/2019	12
2019	A two day Workshop on MOOCs was organised.	26/03/2019	26/03/2019	27/03/2019	26
2019	A National Seminar on Women Empowerment and Gender Sensitization : Convergences, Divergences and Plurality was held.	06/04/2019	06/04/2019	07/04/2019	150
2019	A seven day Workshop on Womens Rights and the Law	27/05/2019	27/05/2019	02/06/2019	36

2018	At the initiative of the IQAC an Orientation Programme was organised on the use of a new college software application	01/10/2018	01/10/2018	01/10/2018	28
2018	A second Orientation Programme was again organised by the IQAC on the use of the new customised software application for digital attendance of the students, feedback from the stakeholders, e leave applications.	02/11/2018	02/11/2018	02/11/2018	21
2018	An Orientaion Programme on Intellectual Property Rights	14/02/2018	14/02/2018	14/02/2018	50
2018	A meeting of the IQAC was held to facilitate an interaction with the Convenors and members of the seven criterion	19/11/2018	19/11/2018	19/11/2018	21
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
7 Day Workshop on Women's Rights and the Law	27/05/2019	02/06/2019	28	8

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

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> Percentage of power requirement of the College met by the renewable energy sources Installation of Solar Panel with an actual capacity of 55KV is on the anvil. A proposal has been sent to APDCL for the proposed installation. Once installed, this would help in reducing consumption of Electricity from traditional source, thus reducing carbon emission and shrinking carbon footprint. Environment Day celebrated with Drawing Competition on 4th June, 2019 at Adingiri High School by Assam Science Society (Maligaon Branch, Regd. No. 49 of 19601961) in collaboration with Science Forum, LCB College. A speech was also delivered on the topic 'Beat Air Pollution' by Dr. Manisha Phukan. An Orientation programme was organised on 'Survey and Field Study on River Bharalu' on 9th February, 2019 by Assam Science Society (Maligaon Branch) in collaboration with Science Forum (LCBC) by Prof. Dhrubajyoti Sahariah, Dept of Geography, GU. Extempore Speech and Quiz on General Science was organised on National Science Day on 22nd February, 2019.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	01/08/2018	15	Cleanliness Drive in the	Cleanliness of the college	61

					college and its vicinity	campus and the surroundings	
2018	1	1	14/11/2018	1	Children's Day Celebration	Commemoration of the occasion (Drawing Competition)	67
2018	1	1	01/12/2018	1	Street Play	World AIDS Day	106

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook on Code of Conduct	06/07/2018	<ul style="list-style-type: none"> • The publication of the Handbook on Professional Ethics and Code of Conduct by the college has resulted in positive outcomes in the college in terms of ethical behaviour of all concerned i.e. teachers, office staff and students. It is mandatory for all in the college to abide by the rules and regulations as mentioned in the handbook. • Chewing and consumption of tobacco and Gutka has been banned in the Campus. A Penalty amount of Rs. 200 is charged from students in cases of violation in this regard. • Sticking of Bills, Spitting , scribbling and staining of walls has been stopped as a result of stringent measures taken by the college authority. • The installation of Digital Attendance for students has also regulated their attendance thus enhancing their punctuality and regularity in attending classes. The Internal Complaints Committee (ICC) has also been formed with a Presiding Officer and two teacher members including one

woman member from among the Office Staff and three student members from the three Semesters of BA/ BSc and BCom.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Lecture Programme on Gandhian Values	06/11/2018	06/11/2018	45
A talk on Fundamental Rights and the Constitution	04/04/2019	04/04/2019	50

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Reducing the Use of plastic
E - Notification is practised thereby reducing the use of paper
Proposal for installation of Solar Panel
CFL bulbs and lights have been replaced with LED lights
Encouraging bike and scooter pooling among students
Infrastructure for rain water harvesting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link. Best Practice 1: Topic: Felicitation of retired Teachers from the neighbourhood Goal: • To sensitize students towards their social responsibilities. • To ensure and instil values and ideals among students so as to make them understand the dedication that these teachers have exhibited towards the profession of teaching. • To assist students in coping up with the competitive world and instilling in them the value of hard work and perseverance shown by these retired teachers towards educating children in general. The Context: The teachers felicitated are just chosen randomly from among the neighbourhood and the National Teachers' Day i.e.5th September of every year is chosen for the occasion. The Practice: The practice of felicitating teachers (Retired) is carried out by the Dept. of Education of our college on a yearly basis on 5th of September every year, to commemorate the birth anniversary of a great stalwart and a doyen among educationists. The day marks a memorable date for the college too as the initiative taken up by the dept. of Education to felicitate retired teachers gives a holistic approach towards the ideals set for teaching learning and imparting education to students among others. It also creates a conducive atmosphere for students to realise and understand the trials and tribulations that these teachers underwent during their years of tireless service, at a time when teaching was not a very fruitful job option, professionally. This year on 5th of Sept, 2018 Sri. Atul Barman, retired teacher, Railway Higher Secondary School, Maligaon, Guwahati was felicitated for his untiring dedicated services to the Institution with a Phoolan Gamocha, a Citation and few books on Assamese literature and works of fiction. There was an interaction session that followed at his residence with the students and teachers of the department wherein he shared interesting episodes of his teaching career and also spoke to the students about the children he taught during his career span. Evidence of

success : This humble and meaningful initiative carried under the aegis of the Education Dept, has become a milestone for other departments in the college to follow suit or devise similar initiatives so as to continue as a source of inspiration for deeds performed in general, by the college and students together. Problems encountered and resources required: Motivating students for this exercise becomes a challenge at times as many of them fail to understand the idea behind carrying out the felicitation programme. Again finances or monetary resources used for this is very limited and is usually funded by the department itself which may not be agreed upon in unison by all faculty members in future course of action. Planning with respect to criterion adopted for selection of the teacher concerned has to be chalked out systematically.

BEST Practice 2: Institutional Social Responsibility Goal:

- To maintain community extension in order to facilitate community development with resources and opportunities they need in order to enhance public spaces to create positive change.
- To inculcate the values of community services among the students.
- To sustain the cordial atmosphere in the college vicinity so as to promote cohesion among all its stakeholders and the neighbourhood.
- To chalk out and organise a common plan of action so that both the sides can benefit and continue to work for the overall well being of the area.

The Context: The positive spirit and initiatives undertaken as a part of the institutional Responsibility towards its neighbours has helped in creating a roadmap to work and improve the basic civic fault lines outside the college premises, primarily the road used for accessing the locality and the college and the sewage drain that required immediate reconstruction the college came up with a blueprint to initiate strategies for the improvement in those areas.

The Practice: The boundary wall of the college campus starting from the Northern side(150 ft) of the campus and ending towards the eastern side(110 ft.) has been reconstructed after it collapsed partially during the rains as a result of which the debris collected on either sides was creating problems to the daily activities of the neighbourhood as the connecting road for entrance to the college and locality was the same. This problem necessitated the construction of a hardy boundary wall As a result, the connecting road has seen an expansion in its new layout thereby facilitating smooth and spacious accessibility to people going to and fro from the area . The college also took the initiative to repair and reconstruct a new sewage drain on parallel directions thus facilitating the flow of sewage and excess rainwater of the neighbourhood. This enhanced and improved layout of the faulty civic amenity has created cordiality and enhanced the bonhomie that had been in existence since the inception of the college in the area.

Evidence of Success: A hygienic and civic way of tackling the entire layout of the boundary wall and sewage drain has led to proper and regulated disposal of waste water thus keeping the entry road free from debris that would often accumulate as a result of the faulty drain construction and this has attracted more avenues of dialogues and discussion between the college and the neighbourhood.

Problems encountered and resources required: Financial constraints was the major hurdle as the entire cost of reconstruction and layout including planning and execution of the civic amenity was borne by the college authority itself. There was no contribution made from the PWD, Government of Assam or the Unnayan Committee that looks after the upkeep and maintenance of the locality. A major problem that may arise in the near future is the costs to be incurred in maintenance and repairing of the wall and drainage system. With college funds being absolutely limited and absence of government funds, the future costs may escalate and the very question of how to carry out maintenance work could be an area of concern.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

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

7.3 – Institutional Distinctiveness

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

The performance of the college stands out for its distinctiveness in areas of the college having an active and vigorous female dominated workforce. This includes a women dominant faculty of 32 Regular Teachers . The Arts Stream comprises of 15 females and 7 males only whereas the Science stream comprises of 8 females and 2 males. Most of the departments and committees in the college are headed by female members. The IQAC coordinator is also the HOD of her department and also heads the Internal Quality and Accreditation Committee. These women faculty members have successfully led and excelled in their respectively assigned duties and fields. They have successfully and smoothly adapted to changing curriculum requirements from paper centric book and lecture teaching to ICT tool based online system. They have readily accepted all challenges and have worked in tandem with the male faculty members and office staff. They have also acclimatised themselves to the changing digital world and have successfully and diligently worked for the welfare and benefit of the students.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

- A seven day Faculty Development Programme on Behavioural Remodelling for Classroom Delivery of Teachers will be organized by Electronics ICT Academy, IIT, Guwahati in association with our college from 25/11/2019 to 29/11/2019.
- In pursuance of earlier IQAC resolutions a one day workshop on Intellectual Property Rights will be organized sometime in the month of February, 2020.
- To organise a one day workshop on Life Skills for the faculty members in the month of August.
- The IQAC has recommended the digital attendance of the students. A customized application would be developed for use by the faculty.
- To foreground not only the academic but also the social dimension of the teaching learning process. The Extension Education Cell, the NSS, NCC have been urged to make blueprints for future course of activities.
- Tentative completion of the new academic block.
- To complete the construction of the new canteen.
- Start value added and skill oriented courses. At the IQACs suggestion the college has decided to sign an MoU with Indian Skills Academy to conduct skill enhancement courses at the college. Farther down the pipeline is the idea of providing a finishing school for students that will stress on training students for their all round personality development, the inculcation of social and cultural values
- A training Programme on office maintenance will be organised for the office staff in the next academic session.
- Value added courses would be started in the next session.