



## Yearly Status Report - 2015-2016

### Part A

#### Data of the Institution

|   |  |
|---|--|
| <b>1. Name of the Institution</b>             | TYAGBIR HEM BARUAH COLLEGE, JAMUGURIHAT  |
| Name of the head of the Institution           | Dr. Sadananda Hazarika   |
| Designation                                   | Principal  |
| Does the Institution function from own campus | Yes  |
| Phone no/Alternate Phone no.                  | 03715264432  |
| Mobile no.                                    | 9854982613   |
| Registered Email                              | tyagabirhbcollege1963@gmail.com  |
| Alternate Email                               | iqacthbcollege@gmail.com   |
| Address                                       | Tyagbir Hem Baruah College, Jamugurihat<br>Karchantola-784189, Sonitpur, Assam |
| City/Town                                     | Jamugurihat  |
| State/UT                                      | Assam  |
| Pincode                                       | 784189   |

|  |                                |
|--|--------------------------------|
| <b>2. Institutional Status</b>         |                                |
| Affiliated / Constituent               | Affiliated                     |
| Type of Institution                    | Co-education                   |
| Location                               | Rural                          |
| Financial Status                       | state                          |
| Name of the IQAC co-ordinator/Director | Dr. Jayanta Baruah             |
| Phone no/Alternate Phone no.           | 03715264432                    |
| Mobile no.                             | 9435006968                     |
| Registered Email                       | tyagbirhbcollege1963@gmail.com |
| Alternate Email                        | iqacthbcollege@gmail.com       |

|  |   |
|--|---|
| <b>3. Website Address</b>  |   |
| Web-link of the AQAR: (Previous Academic Year)                           | <a href="http://thbcollege.com/index.php?home/reports_iqac">http://thbcollege.com/index.php?home/reports_iqac</a>           |
| <b>4. Whether Academic Calendar prepared during the year</b>             | Yes   |
| if yes,whether it is uploaded in the institutional website:<br>Weblink : | <a href="http://thbcollege.com/index.php?home/academic_calender">http://thbcollege.com/index.php?home/academic_calender</a> |

| <b>5. Accrediation Details</b> |       |      |                      |             |             |
|--------------------------------|-------|------|----------------------|-------------|-------------|
| Cycle                          | Grade | CGPA | Year of Accrediation | Validity    |             |
|                                |       |      |                      | Period From | Period To   |
| 2                              | B     | 2.23 | 2012                 | 10-Mar-2012 | 09-Mar-2017 |
| 1                              | C++   | 00   | 2004                 | 16-Sep-2004 | 15-Sep-2009 |

|   |             |
|---|-------------|
| <b>6. Date of Establishment of IQAC</b> | 07-Sep-2002 |
|---|-------------|

|   |
|---|
| <b>7. Internal Quality Assurance System</b> |
|---|

| Quality initiatives by IQAC during the year for promoting quality culture |                 |                                       |
|---|-----------------|---------------------------------------|
| Item /Title of the quality initiative by                                  | Date & Duration | Number of participants/ beneficiaries |

IQAC

No Data Entered/Not Applicable!!!

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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  |
|---|------------------------------|----------------|-----------------------------|---------|
| THB College   | Salary of substitute teacher | UGC            | 2016<br>365                 | 1118403 |
| Department of Economics, THB College                        | National Seminar             | UGC            | 2016<br>2                   | 150000  |
| THB College   | Contingency Grant            | UGC            | 2015<br>365                 | 15000   |
| Dr. Jayanta Baruah, Dept. of Political Science, THB College | MRP Grant                    | UGC            | 2015<br>730                 | 30000   |
| Dr. Amal Saikia, Dept. of Geography, THB College            | MRP Grant                    | UGC            | 2015<br>730                 | 32000   |
| THB College   | Salary of Substitute Teacher | UGC            | 2015<br>730                 | 1163896 |
| Dr. Ajanta Nath, Dept. of Statistics, THB College           | MRP Grant                    | UGC            | 2015<br>730                 | 40000   |
| Dr. Rasna Rajkhowa, Dept. of Physics, HB College            | MRP Grant                    | UGC            | 2015<br>730                 | 180000  |
| THB College   | Salary of substitute teacher | UGC            | 2015<br>365                 | 213160  |
| THB College   | Salary of substitute teacher | UGC            | 2016<br>365                 | 150192  |
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

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|  |                           |
|--|---------------------------|
| <b>10. Number of IQAC meetings held during the year :</b>  | 3                         |
| 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  | <a href="#">View File</a> |
| <b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b> | No                        |

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

1 Departmental and faculty profiles have been upgraded. The same has also been uploaded in the college website for quick reference. 2 The software for keeping API records of faculty members has been procured, installed and made operational. 3. Since college has a sprawling campus with quiet a number of rare plants besides commonly available trees, effort has made to make a green audit of the institute This massive task has been completed with constant and relentless effort from the department of Botany, Zoology and Geography. 4. One cyclecumbike stand for students has been constructed. 5. One outdoor toilet for boys has been constructed and a proposal for construction of separate building for Office of the students union has been sent to UGC. 6. The existing playground of the college has been developed and made suitable for holding different outdoor sports activity with financial assistance for UGC.

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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 update departmental profiles.                                | Updated.   |
| To procure software for keeping API records of faculty members. | Procured.  |
| To conduct green accounting of the institute.                   | The departments of Botany, Geography and Zoology conducted the green audit of the institute. |
| To construct cycle/bike stand for students                      | One cycle/bike stand has been constructed.   |
| To construct a separate toilets for boys.                       | One outdoor toilet facility for boys has been constructed.                                   |
| To develop the existing playground.                             | The play ground of the college has been developed.   |

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|  |   |                        |              |      |             |
|--|---|------------------------|--------------|------|-------------|
| 14. Whether AQAR was placed before statutory body ?  | Yes   |                        |              |      |             |
| <table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>IQAC</td> <td>01-Oct-2019</td> </tr> </table> |   | Name of Statutory Body | Meeting Date | IQAC | 01-Oct-2019 |
| Name of Statutory Body   | Meeting Date  |                        |              |      |             |
| IQAC   | 01-Oct-2019   |                        |              |      |             |
| 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   | 2015  |                        |              |      |             |
| Date of Submission   | 30-Sep-2015   |                        |              |      |             |
| 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>a. Regarding the admission process, details of the students have been digitally preserved can be accessed as and when necessary. b. The attendance of students in classes have been kept in respective departments c. Results of the Internal and External Semester Examinations can be retrieved by the students and teachers through MIS. The College library is also automated with Library Management Software and the information regarding availability of books, issue details, etc. d. The finance section is computerized which maintains the details of the staff salary. e. Examination section also maintains all information pertaining to examination.</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

The institution ensures effective curriculum delivery through a well planned and documented process Tyagbir Hem Baruah College, Jamugurihat is affiliated to Gauhati University, Guwahati. As an affiliated college it executes the curriculum designed by the Gauhati University. The College ensures timely and effective curriculum delivery through a well planned documentation process. The college prepares an Annual Academic Calendar prior to the commencement of the

academic year by a committee, known as the Prospectus Committee constituted for the purpose as per the academic calendar of the affiliating university. It specifies the dates for academic and nonacademic activities, examinations (internal) to execute proper planning for the Teaching- Learning process and continuous evaluation. Students are provided with this academic calendar along with the prospectus at the time of admission and also to the various departments of the college for information and designing their respective lessons plans. Before commencement of classes the college prepares a general class routine to enable smooth functioning of the classes. The general routine is prepared by the Routine Committee constituted for the purpose which is comprised of teacher-members. Attention is paid to include classes per course as per the guideline of the university. For example, six classes for a course in a week with six credits. The routine committee allocates theory and practical classes as per the requirement. The Routine is provided to the Students and Teachers. The Heads of the respective departments take responsibility of allotting the classes to each teacher based on their specialization and interest. The departments prepare lesson plans for effective class room delivery. Each faculty member maintains an academic diary where he or she has to note down day-to-day activities-both teaching and other. The completion of the syllabus is purely maintained by the respective department and the heads of the departments oversee it. Towards the end of the semester, the Principal reviews progress of the curriculum transaction by holding Academic Council which is comprised of the Heads of every department. The Principal and Vice-Principal also visit the classes to monitor the progress. To make the Teaching- Learning process more learner centric and curriculum delivery more effective the use of ICT has been gradually improved along with conventional classroom teaching. Teaching is supplemented with Seminars, Workshops, Special Lectures, Group Discussions, Tutorials, Departmental Quiz, Paper Presentation by the students, Projects, Educational Tours, Field Trips etc. for effective curriculum delivery. The college central library provides teachers and students with necessary learning resources for effective academic development. All faculty members have been provided with user ID and password for accessing NLIST site that offers E-books and E-Journals in full text form. The departments also have their own libraries with collection of subject specific books which are available for the use of both students and teachers. Internal Examinations (Class Tests, Sessional Examination) are held as per the guidelines of the university. The institution encourages the faculty members to attend OC, RC, and STC courses, workshops etc. and pursue research -M. Phil., Ph. D. and Major or Minor Research Projects.

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 |
|---|-----------------|-----------------------|----------|--|-------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                 |                       |          |  |                   |

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course                          | Programme Specialization | Dates of Introduction |
|---|--------------------------|-----------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                          |                       |
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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 |
|----------------------------------|--------------------------|---|
|----------------------------------|--------------------------|---|

No Data Entered/Not Applicable !!!

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

Certificate

Diploma Course

No Data Entered/Not Applicable !!!

### 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 Projects / Internships |
|-------------------------|--|---|
| BA                      | Field Project for Geography with Major and General                             | 10  |
| BA                      | Field project for Environmental Studies  | 149   |
| BSc                     | Field project for students in the subject Environmental studies                | 57  |
| BSc                     | Field project for students with Major and General                              | 14  |
| BSc                     | Field Project for students of the department of Zoology with Major and General | 16  |

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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | Yes |
| 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

It is imperative for the college authority, that has the pious responsibility of ensuring continuous development of the students and the institute as a whole to collect feedback from all the stakeholders, including students and parents regularly and undertake remedial measures. The feedback form which is the key instrument of obtaining their impressions and opinions on the current academic practices and available facilities for learning and their overall development is designed by the college itself on the basis of the model previously issued

by the NAAC. Students' feedback is supplied by the Under Graduate Students on stipulated dates fixed by different departments as per guidelines offered by the IQAC. Particulars of each student are cited in the feedback form but they can also render their opinions on various aspects anonymous. Feedback is received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics. Students rate the course, the efficiency of the teachers and infrastructural facilities using a 4point scale (1 Unsatisfactory, 2 Satisfactory, 3 Good, 4 Very Good). An analytical report is then prepared by the External Academic Audit Committee (EAAC) constituted for the purpose. It also enlists the strength and weakness of the college, teachers and curriculum as per opinions of the students. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organised by each and every department of the college. Suggestions and comments given by the guardians are also taken into account for redressing the grievances and ensuring overall development of the institute. From analysis of the feedback areas are identified that need special attention and action for further amelioration. Such issues are also raised before different committees/departments, and proposals given by the committees /departments are discussed with the GB of the college and action plans are chalked out and implemented. The strength of the college is also taken into consideration and the potential areas are identified and more thrust is given on those areas for further progress. Of course in addition to this formal system, students' feedback is collected continuously by the teachers and the college authority from classroom interactions and open discussions with the students on various occasions.

## 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                        | Major                    | 200                       | 315                            | 150               |
| BA                        | General                  | 250                       | 554                            | 460               |
| BSc                       | Major                    | 45                        | 83                             | 66                |
| BSc                       | General                  | 55                        | 56                             | 27                |
| PGDCA                     | Diploma                  | 30                        | 22                             | 22                |
| <a href="#">View File</a> |                          |                           |                                |                   |

### 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 |
|------|---|---|---|---|--|
| 2015 | 1562  | 0   | 34  | 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 Tools and resources | Number of ICT enabled | Number of smart classrooms | E-resources and techniques used |
|----------------------------|--------------------------|-------------------------|-----------------------|----------------------------|---------------------------------|
|                            |                          |                         |                       |                            |                                 |



|    |                        |           |            |   |   |
|----|------------------------|-----------|------------|---|---|
|    | ICT (LMS, e-Resources) | available | Classrooms |   |   |
| 47 | 15                     | 15        | 5          | 1 | 7 |

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

Every department of the college imperatively follows the authority's instruction of mentoring their students to ensure smooth and all round development, and guiding them to deal with different challenges in life confidently and pragmatically. The aims of students mentoring are: 1. Bridging the gap between teachers and students, 2. Creation of a congenial/friendly environment in the college so that students can approach their teachers without any hesitation for resolving their academic and other issues, 3. To generate awareness and extend support to students opting for different career development courses and competitive examinations, 4. To motivate students towards higher studies and entrepreneurship, 5. To guide students for betterment of academic performance. 6. To supply the students study materials collected from different sources or developed by the teachers themselves. Besides, the Career Guidance and Counselling Cell of the college organises programs to make students abreast of various career opportunities in higher studies and emerging job markets. The college also encourages/invites the NGOs and different educational institutes to hold awareness programs among the students in the college regarding various courses, career options and job opportunities and their student welfare schemes.

|  |                             |                       |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 1562   | 34                          | 46                    |

## 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 |
| 36                          | 34                      | 2                | 0  | 13                       |

### 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 |
|---------------------------|---|---------------------|--|
| 2015                      | Dinesh Chandra Das  | Associate Professor | UGC FIP (continued)  |
| 2015                      | Anju Chetri   | Associate Professor | UGC FIP (Continued)  |
| <a href="#">View File</a> |   |                     |  |

## 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                        | UG             | 6th Semester   | 13/05/2016   | 01/07/2016  |
| BSc                       | UG             | 6th Semester   | 13/05/2016   | 01/07/2016  |
| <a href="#">View File</a> |                |                |  |   |

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

As an affiliated institution of the Gauhati University, it follows the evaluation rules set by the university. The university adopted major reform in

evaluation by introducing Credit based grading system under semester system from the academic year 201112 and the institute followed the same course of reform. The college has adopted a method of assessing the academic performance of the students continuously. Besides university guidelines, some of the initiatives taken by the college itself are the following: Pre final exams are conducted at departmental level for final year students which serve as a prelude to the university end semester examination. Special tests for slow learners are conducted. More assignments are given for practice. The students are shown their answer scripts for a fixed period of time and they are informed about their mistakes committed, and remedial instructions are given as and when required. It is mandatory for each student to participate in the seminars / group discussions in the class on topics selected randomly by the concerned teachers. As per their syllabus the students are also given various assignments like writing of dissertation, field reports, review of books, movies etc. Continuous development of the students is also assessed by the departments by conducting sudden tests, group discussions, quiz etc. on a regular basis.

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

The academic calendar is a key instrument for ensuring smooth and effective transaction of the curriculum and organization and accomplishment of the nonscholastic activities. The academic calendar contains the list of activities to be accomplished including commencement of classes, transaction of curriculum and its completion within stipulated time and conduct of examinations, besides holding of election for the Students' Union, Annual Sports Week etc. which is at per with the Academic Calendar prepared by the affiliating University. Before commencement of classes at the beginning of every semester session different departments of the college provide their own routine according to their curriculum and tentative plan for implementation of the same, and on the basis of that the Routine Committee formed by the college authority for preparing the general routine of classes finalizes the timetable of every semester and gets it approved with due approval from the Principal. Dates for the sessional examinations are fixed by the college on the basis of instructions from the university and convenience of the college. The opinions of the teachers from all the departments are taken into consideration while preparing the general routine. The dates for the election to the Students' Union and holding of College Week, and other nonscholastic activities are fixed through discussion with the representatives of the students' union and the Professors Incharge. The college keeps in view the objective of creating a vibrant work culture and inculcation of values like sincerity and punctuality in the students and the teachers while preparing the academic calendar.

**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://thbcollege.com/index.php?home/results>

**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                    | 127   | 111   | 87.40           |
| UG             | BA             | General                  | 186   | 104   | 55.91           |
| UG             | BSc            | Major                    | 20  | 14  | 70.00           |

|                           |     |         |    |   |       |
|---------------------------|-----|---------|----|---|-------|
| UG                        | BSc | General | 13 | 6 | 46.15 |
| <a href="#">View File</a> |     |         |    |   |       |

## 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)

**No Data Entered/Not Applicable !!!**

## 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 |
|---------------------------|----------|----------------------------|------------------------|---------------------------------|
| Minor Projects            | 730      | UGC                        | 230000                 | 180000                          |
| Minor Projects            | 547      | UGC                        | 160000                 | 32000                           |
| <a href="#">View File</a> |          |                            |                        |                                 |

### 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       |
|---|--|------------|
| One day workshop on IPR, Organised by IQAC, THB College | Internal Quality Assurance Cell (IQAC) | 30/08/2016 |

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 |
|---|-----------------|-----------------|---------------|----------|
| <b>No Data Entered/Not Applicable !!!</b> |                 |                 |               |          |
| No file uploaded.                         |                 |                 |               |          |

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 |
|---|------|--------------|----------------------|--------------------|----------------------|
| <b>No Data Entered/Not Applicable !!!</b> |      |              |                      |                    |                      |
| No file uploaded.                         |      |              |                      |                    |                      |

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State                                     | National | International |
|---|----------|---------------|
| <b>No Data Entered/Not Applicable !!!</b> |          |               |

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

| Name of the Department                    | Number of PhD's Awarded |
|---|-------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                         |

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) |
|------|------------|-----------------------|--------------------------------|
|------|------------|-----------------------|--------------------------------|

|                           |                   |   |     |
|---------------------------|-------------------|---|-----|
| National                  | Assamese          | 6 | 0.1 |
| International             | Zoology           | 3 | 5.6 |
| National                  | History           | 1 | 0   |
| International             | Physics           | 2 | 2.5 |
| National                  | Botany            | 2 | 0   |
| International             | Botany            | 3 | 7.5 |
| International             | Economics         | 2 | 4   |
| International             | Mathematics       | 1 | 7   |
| National                  | Political Science | 1 | 0   |
| International             | Political Science | 3 | 2.0 |
| <a href="#">View File</a> |                   |   |     |

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 |
|---------------------------|-----------------------|
| Physics                   | 1                     |
| Botany                    | 3                     |
| Assamese                  | 1                     |
| History                   | 1                     |
| Zoology                   | 3                     |
| Economics                 | 2                     |
| Mathematics               | 2                     |
| English                   | 1                     |
| Zoology                   | 4                     |
| Political Science         | 2                     |
| Education                 | 2                     |
| <a href="#">View File</a> |                       |

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 |
|---|----------------|------------------|---------------------|----------------|---|---|
| <b>No Data Entered/Not Applicable !!!</b> |                |                  |                     |                |   |   |
| No file uploaded.                         |                |                  |                     |                |   |   |

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 |
|---|----------------|------------------|---------------------|---------|---|---|
| <b>No Data Entered/Not Applicable !!!</b> |                |                  |                     |         |   |   |
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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 | 4             | 6        | 0     | 0     |
| Presented papers            | 4             | 6        | 0     | 0     |
| Resource persons            | 0             | 0        | 0     | 4     |
| <a href="#">View File</a>   |               |          |       |       |

### 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 |
|---|--|--|--|
| <b>No Data Entered/Not Applicable !!!</b> |  |  |  |
| No file uploaded.                         |  |  |  |

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 |
|---|-------------------|-----------------|------------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                   |                 |                              |
| No file uploaded.                         |                   |                 |                              |

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 |
|------------------------------|---|---|--|--|
| Social Service Activity      | NCC   | Cleanliness Drive   | 3  | 32   |
| Independence Day Celebration | NCC   | Social works in connection with celebration of Independence day organised by 12th APBN Govt. of Assam | 2  | 36   |
| Social works                 | NCC   | Social service outside the campus   | 1  | 40   |
| Plantation                   | NCC   | Plantation drive  | 15   | 28   |
| Bicycle Rally                | NCC   | Social Awareness  | 1  | 40   |
| Republic Day                 | NCC   | Social service  | 2  | 35   |
| Yoga day                     | NCC   | Social Service in the campus  | 5  | 40   |
| <a href="#">View File</a>    |   |   |  |  |

### 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 |
|---|-------------|-----------------------------|----------|
| <b>No Data Entered/Not Applicable !!!</b> |             |                             |          |
| No file uploaded.                         |             |                             |          |

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 |
|---|----------------------|---|---------------|-------------|-------------|
| <b>No Data Entered/Not Applicable !!!</b> |                      |   |               |             |             |
| No file uploaded.                         |                      |   |               |             |             |

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 |
|---|--------------------|--------------------|---|
| <b>No Data Entered/Not Applicable !!!</b> |                    |                    |   |
| No file uploaded.                         |                    |                    |   |

### 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 |
|--|--|
| 1.5  | 1.04   |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities                        | Existing or Newly Added |
|-----------------------------------|-------------------------|
| Campus Area                       | Newly Added             |
| Class rooms                       | Newly Added             |
| Laboratories                      | Existing                |
| Seminar Halls                     | Existing                |
| Seminar halls with ICT facilities | Newly Added             |
| Others                            | 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     | 2013               |

4.2.2 – Library Services

| Library Service Type      | Existing   |        | Newly Added |      | Total   |        |
|---------------------------|------------|--------|-------------|------|---------|--------|
|                           | Text Books | 19375  | 3520938     | 1520 | 368887  | 20895  |
| Reference Books           | 1793       | 365646 | 10          | 2125 | 1803    | 367771 |
| e-Books                   | 3150000    | 0      | 0           | 0    | 3150000 | 0      |
| Journals                  | 10         | 0      | 0           | 0    | 10      | 0      |
| CD & Video                | 15         | 0      | 5           | 0    | 20      | 0      |
| Others(specify)           | 13         | 24370  | 0           | 0    | 13      | 24370  |
| Others(specify)           | 8          | 4200   | 0           | 0    | 8       | 4200   |
| <a href="#">View File</a> |            |        |             |      |         |        |

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 |
|---|--------------------|---------------------------------------|-----------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                    |                                       |                             |
| 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     | 32              | 5            | 2        | 0                | 4                | 8        | 8           | 0                           | 5        |
| Added        | 1               | 0            | 0        | 0                | 0                | 1        | 0           | 0                           | 0        |
| <b>Total</b> | <b>33</b>       | <b>5</b>     | <b>2</b> | <b>0</b>         | <b>4</b>         | <b>9</b> | <b>8</b>    | <b>0</b>                    | <b>5</b> |

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

|   |
|---|
| <b>No Data Entered/Not Applicable !!!</b> |
|---|

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 |
|--|--|
| <b>No Data Entered/Not Applicable !!!</b>  |  |

#### 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 |
|--|--|--|--|
| 1                                      | 0.65   | 0.5                                    | 0.35   |



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)

The college has a builtin system for proper utilisation and allocation of available financial resources for maintenance and development of infrastructure facilities. The principal of the college in consultation with Governing Body (GB) constitutes different committees viz. College Development Committee (CDC), UGC Committee (UGCC), Construction Committee (CC), Purchase Committee (PC) etc. to chalk out plan for utilisation of grants received keeping in mind greater interest of the students. Laboratory: The laboratory is maintained by the concerned department and supervised by the Head of the department. The lab bearer facilitates use of lab equipments and maintains accounts. The calibration, repairing and maintenance of sophisticated equipments are done by the technicians of owner enterprises. The procurement of lab equipments is made by the PC in consultation with the concerned department. There is systematic procedure for disposal of waste materials that include biodegradable, nonbiodegradable and ewastes. Library: There is a Library Development Committee (LDC) which looks after different tasks carried out for constant development of the library. The committee holds meeting three to four times in a year and finds out areas of intervention. Decisions relating to procurement of furniture, technology upgradation (both hardware and software) and expansion of infrastructure facilities are executed by the Librarian and the Principal as per the recommendation of LDC. Decision regarding purchase of books (text books, references, journals, periodicals) is taken in consultation with the faculty members keeping in mind students' demand. The responsibility of listing out books is entrusted with each faculty member of the department which is later on finalised by the Head of the department in a departmental meeting. The list is then forwarded to the librarian for procurement. The librarian calls for quotations from leading publishers and book distributors in the form of tender as per the system which is in place. Quotations are then verified by the extended library committee (that includes Head of respective department) and finalised. A few procedures followed are: 1. Every year in the beginning of the session students are oriented towards use of library, rules and regulations and motivated to register themselves to access the facilities of INFLIBNET. 2. To ensure return of books "NO DUES FORM' from library is mandatory in absence of which students are not provided with admission card to the final examination or graduation certificate. 3. A visitor register is maintained to keep record of library visitors both students and teachers. 4. In order to protect the library resources, the library is fully equipped with CCTV facilities. Sports: Regarding maintenance of sports facilities like Badminton, Volleyball courts/Gym available in the campus and other sports infrastructure is in the charge of the games secretary of the students' union and respective professor incharge. The football play ground equipped with a stadium and dressing room, has been developed under sports infrastructure development grants received from the UGC in the year 201213. Computers: The existing computers of the college have been procured by the purchase committee of the college based on requirements from time to time. Computer maintenance is done through AMC regularly and nonrepairable systems are disposed off. Classrooms: The maintenance and upkeep of classroom infrastructure is done through the general administration under the supervision of the Principal and the Viceprincipal of the college. At the departmental level, HoDs in consultation with the faculty members submit their requirements to the Principal which is meted out from the college development funds. The IQAC also conducts a base line survey in order to reveal gaps in departmental and class room infrastructure which are then analysed and reported to the GB for amicable solution. The fourth grade employees of the college are allotted to ensure cleanliness of the class rooms along with sweepers, carpenters, electrician, plumbers, masons etc. deputed by



the management as and when required.

<http://thbcollege.com/uploads/igac/Procedures&policies.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   | Financial Support from the institute                 | 5                  | 25000            |
| Financial Support from Other Sources |  |                    |                  |
| a) National                          | Financial Support from Govt. and Post Matric Support | 464                | 1847140          |
| b) International                     | NIL  | 0                  | 0                |
| <a href="#">View File</a>            |  |                    |                  |

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                               |
|--|-----------------------|-----------------------------|---|
| Career Counselling   | 29/05/2016            | 22                          | Ajmal National Talent Search Examination        |
| Carrier Oriented Programme (COP)                               | 01/08/2015            | 8                           | Industrial Fish and Fishery Technology, Assam   |
| Carrier Oriented Programme (COP)                               | 01/08/2015            | 15                          | Food Processing and Preservation, Govt.of Assam |
| Carrier Oriented Programme (COP)                               | 01/08/2015            | 10                          | Sericulture department of Assam                 |
| Soft skill (Diploma in Office Automation Financial Accounting) | 01/08/2015            | 30                          | CDAC, THB College                               |
| Soft Skill (PGDCA)   | 01/08/2015            | 22                          | CDAC, THB College                               |
| Soft Skill (CCB)   | 01/08/2015            | 13                          | CDAC, THB College                               |
| Soft Skill (Diploma in Computer Programming)                   | 01/08/2015            | 5                           | CDAC, THB College                               |
| Soft Skill (CDTP)  | 01/08/2015            | 1                           | CDAC, THB College                               |
| Soft Skill (ADCA)  | 01/08/2015            | 1                           | CDAC, THB College                               |
| <a href="#">View File</a>                                      |                       |                             |   |

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

| Year | Name of the | Number of | Number of | Number of | Number of |
|------|-------------|-----------|-----------|-----------|-----------|
|------|-------------|-----------|-----------|-----------|-----------|

|                           | scheme                                   | benefited students for competitive examination | benefited students by career counseling activities | students who have passed in the comp. exam | students placed |
|---------------------------|--|--|--|--|-----------------|
| 2015                      | Ajmal National Talent Search Examination | 22   | 22   | 4  | 0               |
| <a href="#">View File</a> |  |  |  |  |                 |

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 |
|---------------------------|--------------------------------|---|
| 1                         | 1                              | 10  |

## 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 |
| No Data Entered/Not Applicable !!! |                                 |                           |                               |                                 |                           |
| No file uploaded.                  |                                 |                           |                               |                                 |                           |

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 |
|------|--|--------------------------|---------------------------|---|-------------------------------|
| 2016 | 4  | BA                       | Assamese                  | Biswanath College of Education, Normal (Sootea)                   | D. El. Ed                     |
| 2016 | 7  | BA                       | English                   | Gauhati University, Dibrugarh University, Rajiv Gandhi University | MA                            |
| 2016 | 2  | BA                       | Education                 | Gauhati University, Normal Sootea                                 | MA, B. Ed                     |
| 2016 | 7  | BA                       | Geography                 | Gauhati University, Institute of Distance and Open Learning       | MA, B.Ed                      |

|                           |   |    |                      |   |                                  |
|---------------------------|---|----|----------------------|---|----------------------------------|
|                           |   |    |                      | (IDOL), GU,<br>Bajali<br>College,<br>Biswanath<br>College of<br>Education   |                                  |
| 2016                      | 3 | BA | Political<br>Science | Rajiv Gandhi<br>University,<br>North<br>Lakhimpur<br>College  | MA                               |
| 2016                      | 1 | BA | Botany               | Biswanath<br>College of<br>Education  | BEd                              |
| 2016                      | 2 | BA | Zoology              | Gauhati<br>University,<br>Rajiv Gandhi<br>University  | MSc                              |
| 2016                      | 2 | BA | Mathematics          | Bodoland<br>University,<br>Normal,<br>Sootea  | MSc. (Gold<br>Medlaist),<br>DEEd |
| 2016                      | 5 | BA | Economics            | Cotton<br>University,<br>Rajiv Gandhi<br>University,<br>Biswanath<br>College of<br>Ed, Govt.<br>Law College,<br>Tezpurucatio<br>n | MA, Bed                          |
| <a href="#">View File</a> |   |    |                      |   |                                  |

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 |
|---------------------------|---|
| NET                       | 1                                       |
| Any Other                 | 7                                       |
| Any Other                 | 3                                       |
| <a href="#">View File</a> |   |

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

| Activity                                   | Level                           | Number of Participants |
|--|---------------------------------|------------------------|
| Sports Competition<br>(Outdoor and Indoor) | College Level (College<br>Week) | 650                    |
| Cultural activities                        | College Level (College<br>Week) | 375                    |
| Debate and Discourse                       | College Level (College<br>Week) | 50                     |
| Quiz                                       | College Level (College<br>Week) | 35                     |

|                           |                              |     |
|---------------------------|------------------------------|-----|
|                           | Week)                        |     |
| Literary Competition      | College Level (College Week) | 190 |
| University Youth Festival | College Level (College Week) | 45  |
| <a href="#">View File</a> |                              |     |

### 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/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                         |                        |                             |                               |                   |                     |
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The success of an institute demands collaborative work, effort and sharing. The college follows a collaborative approach by involving students in different activities throughout the year. The problems, aspirations and strength of the student community are expressed and upheld by their representatives in the Students' Union. The Students' Union plays a vital role in management of the college and performance of various activities as per the Academic Calendar of the college. It assists the college authority in maintaining discipline in the college, and identifying their needs and problems and finding out amicable ways for their mitigation. The representatives of the Union are always in touch with the IQAC of the college. The IQAC also holds formal discussions with the representatives of the Students' Union where they raise different issues concerning the students and help in preparing roadmaps for addressing those issues. Some of the suggestions are incorporated to the Action Plan chalked out by the IQAC. The IQAC consists of two representatives from the Union and they share views and grievances of the students in the IQAC meetings. The students oriented nonscholastic activities are organized with views and assistance from the Students' Union. The Students' Union organizes the Annual Sports Week and other festivals like Sarawati Pooja, Death Anniversaries of the saints like Sankardeva and Madhabdeva, Biswakarma Pooja ect. with guidance from the Professors InCharge for the secretaries. The Students' Union also cooperates with the NCC, NSS, Teachers' Unit, IQAC etc. in conduct of seminars, workshops and different competitions. It also takes initiatives with assistance and guidance from the teachers in representation of the college in different programs and events organized by other institutes and organizations. The Students' Union also cooperates with the authority to create awareness among students on various issues and notices issued by the authority.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

6000

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

## 5.4.4 – Meetings/activities organized by Alumni Association :

1. Regular maintenance of pure drinking water facility constructed by them. 2. Regular meeting with the authority regarding students performance in academic and extra curricular activities by the office bearers of the association. The alumni representatives also take part in the meeting of IQAC and expressed their feedback, suggestions for promotion of quality in teaching and learning etc. 3. Regular maintenance of fisheries. 4 Participation in organising various events including college week.

**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)

Decentralization of administrative or management works of the college helps in creating a congenial atmosphere that enhances efficiency of the system and the quality of educational services. Considering the interests of all stakeholders, especially the students the management has tried to put in place a decentralized system. The College attempts to groom leadership at various levels. The Governing body, Principal, Vice Principal, IQAC Members, Steering committee, teaching staff, nonteaching staff, supporting staff, students' union, student representatives, alumni and various other committees are jointly empowered to propose, design, formulate and execute their plans within the framework of governance mostly laid by the Directorate of Higher Education (DHE) and UGC. The Academic, Administrative, NCC, NSS, IQAC all work together for smooth operation of the system and over all functioning of the college. The Principal is the sole authority of the institution. He is also the DDO (Drawing Disbursing Officer, duly authorized by the Directorate of Higher Education, Govt. of Assam) of the College. Management and governance of the college is led by a Governing Body (GB) duly constituted by DHE and headed by the chairman who is expected to be a distinguished personality of the locality with expertise in education and other social issues. GB comprises of representatives of teaching staff, nonteaching staff and socially responsible persons and parents' representatives. GB of the college holds meeting at a regular interval, at least four times in an academic session. All issues relating to administration, development, academics etc. are discussed at length in the GB meetings, taking into account opinions of all stakeholders, especially students' interest at large. As per GB approval, the Principal executes all recommendation within a stipulated time and accounts of work accomplishment is mandatorily placed in the form of a report in the next meeting of the GB. All the members of staff, both teaching and nonteaching play significant roles participating in the decision making system of the college. There is a Staff Council which is chaired by the Principal and the council meets once in a year under all normal circumstances. The staff council encourages all members to express their observations and suggestions freely. All the members of staff participate in the proceedings and take the important decisions concerning staff, students and the college. Besides the staff council, there is also an Academic Council comprising the Heads of departments. The Heads of departments take decisions regarding academic innovations and other related activities in consultation with other members of the department. There is a Students' Union, consisting of seven portfolios occupied by elected representatives of the students and assisted and guided by their respective professors incharge. They take the important decisions and conduct various activities viz. sports, cultural, literary etc. The staff units bring together all the members of the college community and organize various activities in the college. They also conduct

some extension activities in order to generate awareness regarding various diseases and social evils with the help of resource persons from various fields.

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

Yes

## 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     | The curriculum is designed by the affiliating university. The college ensures timely and effective curricular delivery through a well planned documentation process. Based on academic calendar designed by the university, teaching learning process and evaluation are carried out in an academic session.  |
| Teaching and Learning      | Classroom transaction is the dominant method of teaching and learning practice in the college. It is supplemented by seminar, workshops, special lectures, group discussions, tutorials, departmental quiz paper presentations by the students, projects, educational tour, field trips etc. though chalk and talk remains as one of the dominant method of teaching. Of late, use of ICT in a few classrooms has contributed to enhancement of teaching and learning. The UGC sponsored Career Oriented Programme (COP) courses on fishery, food processing etc. have helped the students and in acquiring employability skill. Besides, regular courses students are encouraged to undertake certificate, diploma courses on computer application under CDAC centre of the College. |
| Examination and Evaluation | Students' achievement in learning is evaluated in the form of internal and external examination. External evaluation is made by the university at the end of the semester. The examination is conducted centrally by the university and comprises 80 percent of the marks allotted per course. As a part of internal evaluation, all year round evaluation through class test, tutorials, students' seminar, presentation are made on weekly basis. Results of internal evaluation are communicated to the students in person to person basis. There is provision to  |

|   |   |
|---|---|
|   | <p>hold the sessional examination for students in case they fail to appear the exam on the scheduled date on unavoidable circumstances.</p>   |
| <p>Research and Development</p>                                   | <p>The college endeavours to promote research activities in the college by encouraging the faculty members to undertake minor and major research projects funded by UGC, ICSSR, DST, DBT and other funding agencies. Faculty members are also encouraged to enroll for M Phil and PhD programmes and undertake small research projects funded by the college. A Research Committee is constituted in order to look into various research activities along with the research proposals. The committee holds meeting on regular basis and research proposals are reviewed in the meeting. The researchers are also asked to make presentation of their research proposals in the research committee meeting. This helps to broaden the academic perspective of the researchers.</p>   |
| <p>Library, ICT and Physical Infrastructure / Instrumentation</p> | <p>Constant effort is being made to upgrade the library both physically and technologically. The present library building has been completed this year. As per the recommendation of the IQAC meeting, library automation process has started and modalities are cleared to procure library management software as top most priority. During the year, a few book shelves have been purchased and the KIOSK facility is made available to the students. Under ICT development, initiatives have been taken to computerise the office works. The Network Resource Centre is established with the financial assistance from the UGC. One conference room attached to the library has also been constructed in this year. The new office building is completed and the office is shifted. The existing playground of the college has been developed with an auditorium of 500 capacity under the UGC Sports infrastructure development grant. Existing laboratory instruments are enhanced as per requirement.</p> |
| <p>Human Resource Management</p>                                  | <p>The college authority makes constant effort towards proper management of human resources including teachers, office staff and students. Programmes</p>   |



are organised at the college level to acquaint the teachers and office staff with the new technology and sophisticated equipments installed. The teachers are offered necessary training for utilising the apparatus introduced for facilitating the teaching learning process. Teachers are also shared the findings of feedback from students and parents for enhancing their proficiency. They are also encouraged to undergo different workshops, seminar etc. for their professional advancement. Certain programmes are also organised for awareness among students regarding code of conduct, rules and regulations of the college for soft skill development.

Industry Interaction / Collaboration

The college has no collaboration with any industry or private firms but as the college has a tea garden in the campus, for maintenance of it and to enhance the output, expertise and technical assistance are sought from the neighbouring Tea Estates, especially Dekorai TE and Farm Machinery Biswanath Chariali and Biswanath Agriculture College, Biswanath Chariali.

Admission of Students

- Admission process is merit based and completely online. However, special consideration is given to students hailing from remote and backward areas and poor family.
- Relaxation in marks is given to students with proficiency in cocurricular activities.
- The College website and Prospectus contain the required information about the institution and the courses offered.
- Reservation in admission is maintained as per the govt. rules.
- A special reservation of seat is also made for the children of teachers and employees.

During the current year the admission process has been refined and initiatives have been taken to computerise the admission procedure.

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

| E-governance area             | Details   |
|-------------------------------|---|
| Administration                | Fully Computerized.   |
| Student Admission and Support | Has been computerized and online admission has been streamlined.  |
| Examination                   | The affiliating university has made registration, from fill up, results online. As a result of this all |



processes relating to examination have been computerized.

### 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 |
|---------------------------|-----------------|--|--|-------------------|
| 2016                      | Dr. Jitu Tamuli | INFER, 2015, London  | UGC  | 150000            |
| <a href="#">View File</a> |                 |  |  |                   |

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) |
|---|--|---|-----------|---------|---|---|
| <b>No Data Entered/Not Applicable !!!</b> |  |   |           |         |   |   |
| No file uploaded.                         |  |   |           |         |   |   |

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 |
|--|---------------------------------|------------|------------|----------|
| National Civil Defence Search and Rescue                                   | 1                               | 18/09/2015 | 17/10/2015 | 30       |
| Semester System and Accreditation (STC)                                    | 1                               | 10/03/2016 | 16/03/2016 | 06       |
| Short Term Course in Translation Theory and Assamese Translated Literature | 1                               | 17/09/2015 | 23/09/2015 | 06       |
| Faculty Development Programme for Pursuing PhD                             | 1                               | 01/01/2016 | 30/10/2016 | 300      |
| Orientation Programme  | 1                               | 20/11/2015 | 17/12/2015 | 21       |
| <a href="#">View File</a>  |                                 |            |            |          |

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

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 0         | 0         | 1            | 1         |

## 6.3.5 – Welfare schemes for

| Teaching  | Non-teaching   | Students  |
|---|--|---|
| <p>The College has several welfare schemes for its teaching and nonteaching staff. Many staff had availed the benefit of such schemes during the year. Besides regular casual leave, duty leave is given, if applicable. Many teachers avail duty leave for attending orientation programmes/refresher courses/ seminars/ conferences/ training programmes/ workshops/ acting and resource person etc. Further, as per the UGC guideline teaching staff are also given academic leave especially to undergo course work while pursuing PhD on part time basis. Many staff had availed leave for a period of two years or more under UGC Faculty Improvement Programme (FIP). As per UGC guideline and leaves rules of DHE, Govt of Assam medical leaves are given to all the staff members. Six monthly maternity leave is provided to its female staff. Three female teachers have availed maternity leave. There is a mutual benefit fund available to all the staff members of the college. The monthly subscription fees are contributed individually and members can avail loan at a very minimum rate of interest against</p> | <p>The College has several welfare schemes for its teaching and nonteaching staff. Many staff had availed the benefit of such schemes during the year. Besides regular casual leave, duty leave is given, if applicable. As per UGC guideline and leaves rules of DHE, Govt of Assam medical leaves are given to all the staff members. Six monthly maternity leave is provided to its female staff. In the event of death of an employee in service the university provides job to his spouse/children on compassionate grounds on recommendation by the Governing Body of the College.</p> | <p>1. Book Bank facility for students coming from BPL family. 2. Poor aid fund which a student can avail in circumstances when they suffer from serious illness, At the time if students can not arrange admission or examination fees, they can recourse to financial assistance from the poor aid fund.</p> |

their total principal deposits. In the event of death of an employee in service the university provides job to his spouse/children on compassionate grounds on recommendation by the Governing Body of the College.

#### 6.4 – Financial Management and Resource Mobilization

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

Yes. Internal Audit is done annually by the Auditors appointed by the Principal in consultation with the Governing Body. The heads of accounts under internal audit includes funds allocation for Semesterwise Examination, Study center of Institute of Distance and Open Learning (IDOL) of Gauhati University, Study Center of Krishna Kanta Handique State Open University (KKHSOU) and Seuj Udyog(Tea plantation by the college in its campus). External Audit: The external audit is done by the Govt. Auditor appointed by the Govt. of Assam in every two years. It includes all local accounts viz. UGC Fund, RUSA Fund, Development Fund, Examination Fund, General Fund, University Fee Fund, Library Fund, Infrastructure Fund, Games Fund, Magazine Fund, Students Union Fund, Scout Guide Fund, Student Aid Fund, IQAC Fund, COP Fund.

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 |
|--|-------------------------------|---------|
| <b>No Data Entered/Not Applicable !!!</b>                |                               |         |
| No file uploaded.  |                               |         |

6.4.3 – Total corpus fund generated

|   |
|---|
| <b>No Data Entered/Not Applicable !!!</b> |
|---|

#### 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       | Yes      | External Academic Audit      | Yes      | Audit Committee, Govt. of Assam |
| Administrative | Yes      | Govt. Auditor, Govt.of Assam |          | Audit Committee, Govt. of Assam |

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

|  |
|--|
| Parent Teachers Meet have been organised to gather feedback from parents about students progress and prepare plan for over all development of the college. |
|--|

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

|   |
|---|
| 1. Organised training programme for the support staff on new technology adopted relating to office automation. 2. Training programme for library support staff. |
|---|

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

1. Initiatives geared towards Better management of the existing tea garden to strengthen revenue generation have been continued. 2. One natural ponds have been converted to fish farming. 3. Office automation has been started. 4. Library automation has been partially made. 5. Salary of adhoc teachers have been raised following recommendations of the last NAAC Peer Team.

6.5.5 – Internal Quality Assurance System Details

|  |     |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF               | Yes |
| 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 |
|---|------------------------------------|-------------------------|---------------|-------------|------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                                    |                         |               |             |                        |
| No file uploaded.                         |                                    |                         |               |             |                        |

**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 |
| International Womans Day | 08/03/2016  | 08/03/2016 | 229                    | 150  |

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 |
| <b>No Data Entered/Not Applicable !!!</b>   |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities     | Yes/No | Number of beneficiaries |
|---------------------|--------|-------------------------|
| Physical facilities | Yes    | 4                       |
| Ramp/Rails          | Yes    | 4                       |
| Rest Rooms          | Yes    | 4                       |

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 |
|------|--|--|------------|----------|--------------------|------------------|--|
| 2016 | 1  | 2  | 28/12/2016 | 15       | Entrepreneurship D | 02               | 30   |

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

| Title                              | Date of publication | Follow up(max 100 words) |
|------------------------------------|---------------------|--------------------------|
| No Data Entered/Not Applicable !!! |                     |                          |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity                           | Duration From | Duration To | Number of participants |
|------------------------------------|---------------|-------------|------------------------|
| No Data Entered/Not Applicable !!! |               |             |                        |

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

The college has been striving for years to make the campus eco friendly and preserve the resources it is naturally endowed with by adopting the following measures : 1. The college uses energy efficient devices and appliances like LED bulbs, flat screen monitors, ecostar products etc. 2. Students are also advised on various occasions to conserve water and energy through practices like fixing water leaks, shutting off the water taps after taking water, switching off lights, fans and unplugging of other devices before leaving classrooms or laboratories. Students and other members of the college community are encouraged to use bicycles instead of cars and bikes to save fuel and reduce carbon emission. 3. All are appealed to avoid plastic and make the college campus plastic free as far as possible. Notices in this regard are displayed at different places in the college. Teachers exhort students to keep jute or paper bags handy. 4. Students are made aware of the hazardous effects of plastic and other non biodegradable waste by various means such as workshop, seminars and informal discussions. 5. Important notices regarding admission, tenders, construction, supply etc, and advertisements for different jobs are circulated through the college website. Office works, library works are carried out with computers, dedicated server, software like SOUL and TALLY for reducing the use of papers and thereby reduce the burden on nature. 6. The College campus houses a variety of rare plants. The college community relentlessly puts effort to make all aware about their duties towards protection of these plant species. 7. Plantation of trees is a regular exercise in the college. 8. The authority remains watchful of avoiding use of chemicals, objects etc. that might pose threat to the environment.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.SWOC Analysis The college constantly examines its strength,weakness,opportunities and threats and adopt necessary measures to ensure continuous growth of the institute. Strengths: The prominent areas of the strengths of the college are: • The teaching community demonstrate unprecedented zeal, enthusiasm and efficiency in transaction of curriculum and updating of their knowledge, and engagement in research activities. The college possesses a large numbers of faculty members having Ph.D. • Number of minor and major research projects have been allotted to the teachers of this institution. • A Biotech Hub has been established in the college with fund from the Department of BioTechnology, Govt. of India. • The college also runs parallel courses under open universities namely K.K. Handiqui State Open University, Institute of Distance and Open Learning, Gauhati University. • The library of the college is wellequipped with a rich and constantly growing collection of books and journals. Computerization of the library has been already accomplished. The library users are increasing every year, and the library has proved to be a hub of resources for faculty members, researchers and students. Besides the central library, all the departments maintain their own

departmental libraries. • There has been a continuous effort at converting traditional lecture halls to smart class room. Seven out of sixty classes have already been converted to digital classes. • Efforts are on to make optimum use of the laboratory facilities in different departments and to develop scientific outlook. • A grand stadium has been built in the college campus with the funding of Rs. 36 lacs by UGC. • The college has a girls' hostel which can accommodate 30 girls hailing from fur flung areas. (however it is not operational today) • A large number of students enrol in NCC and successfully complete the training. The scheme has helped a lot of students in seeking jobs in defence and other allied services. Most of the students are actively engaged with NGOs. • The college frequently hosts different national level seminars and workshops of academic and cultural importance. Prominent alumni of National School of Drama also participate in workshops on drama. • The student and teachers put concerted effort to organise different extension activities and campaigns like cleanliness drive, holding of health camps etc. • The college has to its credit different scholarship and merit award schemes, which are annually offered to many poor, but meritorious students. • A few of the students have demonstrated their interest and skills in games and sports, and they have made the college proud by participating and winning silver medals in international events. Frequently, volleyball and football workshops/matches are organised to train and give exposure to the budding players. • The college has an approximately 5 Hectares land resource which is used for tea cultivation, beetel nut and lemon plantation. The college has three natural ponds converted to fish farms. • Not the least, the college has produced a lot of prominent persons who are presently playing leading roles in various fields..

**Weaknesses:** The weakness of the institute that has been detected so far are as follows: • Fund crunch, needless to say, is the major problem that hinders and delays the good thing to happen in the ground. • Remarkably poor teacher student ratio, particularly in Arts stream is another problem. A teacher has to teach more than 400 students at a time in some classes. • Number of dropout students is increasing gradually. In 201516, it was 16.91 but in 201718, it has increased to 25. The reason behind this may be early marriage of girls students and poor financial conditions of the students. • Lack of job oriented courses is also a major problem of this institution that demotivates the students with poor socioeconomic background who are in urgent need of employment. • Though the college has enough space for different activities, yet it has no proper parking facilities. Besides, there are some transportation issues like unavailability of public bus services at cheaper rate for the students. • There is no boys' hostel in the college and the existing girls' hostel is also not operational due to lack of girls intending to reside there. • Lack of computers in each department of the college is another problem. • Lack of well equipped auditorium. Such weaknesses as mentioned, naturally restrain the authority to lead the college at desired pace ,although it can not necessarily halt the journey.

**Opportunities:** Past experiences, surrounding socioeconomic and cultural ambience of the College, and changing cultural, ethical and academic perspectives in the help us in identifying the opportunities that the college may access to. These can be as such: • The college has a great pool of sports talent among the students from SC and ST Communities like the Bodo, Mising and Tea tribes. Proper training, workshops and competitions can certainly boost their talents to grow. • By means of proper planning and use of technology, land resources can be exploited for income generation. • The college can go for collaborative activities with different social groups from the nearby villages with assistance from the Panchayat offices and Kanyaka organic farm. • Introduction of new courses like M.L.T., Mass Media, diploma in Entrepreneurship etc. if carried out properly, can open new opportunities for self employment and enterprise. • Further introduction of self financing courses can attract a numbers of students who can bring material changes in their post academic career. • Optimum use of human and material resources of the College



and dynamic leadership of the teaching and administrative staff through use of the resources can make the institute a real ground of formation of human capital. • The college can engage guest teachers for existing as well as newly selected courses. • The college has also great potential of generating revenue from recreational practices and utilization of natural medicinal plants. • Optimum use of infrastructure. • The college is bountifully gifted by nature and that can be utilised for its further growth. • Renovation of boys' and girls' hostel can be planned. Challenges: The threats are the concomitant elements of every system and institution. These are meant for being effectively dealt with. These are as under: • Making arrangements every year for accommodating rising number of enrolled students like appointing more teachers, increasing infrastructural facilities and other support. • The teacherstudent ratio is a real threat that constantly puts pressure on the system. • More income generation sources to be searched out. More and more selffinancing and job oriented courses are to be given preference. • Interrupted power supply creates difficulties in conducting digital classrooms. The institute has to think about other sources of power supply in the coming days. • More than 90 students belong to BPL category which is a big threat to this institution for launching new courses. Such challenges jeopardise smooth development of the college , yet that can be overcome with visionary outlook and missionary zeal.

**2.Green Practices :** The college has been striving for years to make the campus ecofriendly and preserve the resources it is naturally endowed with by adopting various measures .The college uses energy efficient devices and appliances like LED bulbs, flat screen monitors, ecostar products etc. Students are also advised on various occasions to conserve water and energy through practices like fixing water leaks, shutting off the water taps after taking water, switching off lights, fans and unplugging of other devices before leaving classrooms or laboratories. Students and other members of the college community are encouraged to use bicycles instead of cars and bikes to save fuel and reduce carbon emission. All are appealed to avoid plastic and make the college campus plastic free as far as possible. Students are made aware of the hazardous effects of plastic and other non biodegradable waste by various means such as workshop, seminars and informal discussions. Administrative and academic system have been digitalised to a great extent. The College campus houses a variety of rare plants . The college community relentlessly puts effort to make all aware about their duties towards protection of these plant species. The authority remains watchful of avoiding use of chemicals, object etc. that might pose threat to the environment. The college encourages use of bicycles by students, teachers and office staff through various awareness programs. Plantation is a very normal practice in the college.

**3. Promotion of A Healthy Work Culture:** The college is committed to upholding firm values that foster a desirable work culture. The teachers enthusiastically and with a spirit of devotion discharge their prime duty of teaching and under normal circumstances never let the classes to be disrupted, and aim at execution of the curriculum within stipulated time. They also stimulate the students to be ambitious in their academic pursuits and explore newer avenues with adventurous zeal. As the authority tries to engage the teachers in different activities, so the teachers try to keep the students engaged in curricular and cocurricular activities with the aim of igniting their mind and advancing their versatile talent and creativity.

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

<http://thbcollege.com/uploads/igac/Two%20Best%20Practices.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 college puts well concerted effort towards upholding of its stated mission and vision. The plans and activities of the college are essentially based on its mission and vision. Acting on that spirit the college aims at shaping the ideas and attitudes of the students right from the beginning of their enrollment with identification of their special abilities and passions. It puts effort in a very planned manner to carve out spirited, trustworthy and responsible human beings from the resources available in the form of students with versatile skills and aptitudes. Every student has his/her own interest, creative ability although they are often deprived of opportunities and scope for their development. The institute makes attempt to provide them with necessary guidance, opportunities and scope for their expression and furtherance. Considering the vision and mission of the college it tries to provide a platform to the students who have special interest and aptitude in different areas and those who genuinely want to materialize their dreams. From classroom interactions, their participation in various scholastic and nonscholastic activities the teachers try to understand the students and identify their background, special aptitude and interest. Teachers always endeavor to offer them a platform for sharing their views and ideas with others. The enthusiastic and zealous students who want to pursue their dreams and aspirations are offered guidance and counselling to overcome the challenges, maintain the spirit and achieve their goals. Besides the activities organized as part of the Annual Sports Week the college conducts different activities that help in brushing up and enhancing the creativities and talent of the students. Such activities also help in drawing out the leadership qualities of the students and cultivating the values that are important for them in a corporate life. For example, the departmental seminars, where their participation is mandatory help the students to work on their presentation skills, update their knowledge and increase the level of confidence. The institute, while arranging different scholastic and nonscholastic activities keeps in view the objective of enhancing the leadership qualities, cultural competence, interpersonal relations, and civic engagement. As awareness, motivation, devotion, knowledge, skills are essential components for the students to prosper in life the college, in consultation with the teachers and other stake holders works out the plans for arrangement of different programs like seminars, workshops, brainstorming discussions on diverse current issues, motivational lectures, soft skill development workshops etc. All such activities help in imbibing the spirit of democracy and values which are instrumental in empowerment of the society and necessary for furthering an environment of unity and brotherhood.

Provide the weblink of the institution

[www.thbcollege.com](http://www.thbcollege.com)

### **8.Future Plans of Actions for Next Academic Year**

1. To collect and analyse students' feedback 2. To ensure audiovisual documentation of all the activities under the aegis of the college. 3. Implementation of recommendations made by the NAAC Peer Team in the 2nd cycle of NAAC assessment. 4. To offer hostel facilities to girls hailing from the remote areas. 5. Construction of girls' common room and boys' common room 6. To introduce BCA and other skill development courses.