

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

AQAR for the year (for example 2013-14)

2014-15

### 1. Details of the Institution

1.1 Name of the Institution

North Lakhimpur College

1.2 Address Line 1

P.O. Khelmati, Dist: Lakhimpur

Address Line 2

Assam, PIN - 787031

City/Town

North Lakhimpur

State

Assam

Pin Code

787001

Institution e-mail address

nlcollege.autonomous@gmail.com

Contact Nos.

03752-22174

Name of the Head of the Institution:

Dr. Biman Chandra Chetia

Tel. No. with STD Code:

03752-232691

Mobile:

91-9435086753

Name of the IQAC Co-ordinator:

Atanu Gogoi

Mobile:

91-9401122835

IQAC e-mail address:

nllcollege.autonomous@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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**OR**

1.4 NAAC Executive Committee No. & Date:

EC/57/RAR/25 dated 30-11-2011

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

www.nlc.ac.in

Web-link of the AQAR:

www.nlc.ac.in

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	78%	<del>2004</del>	2004-02004-09
2	2 <sup>nd</sup> Cycle	A	3.08	2011	2011-16

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

11-12-2004

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

- i. AQAR 2011-12 submitted to NAAC on (01/08/2012)
- ii. AQAR 2012-13 submitted to NAAC on (25/12/2013)
- iii. AQAR 2013-14 submitted to NAAC on (29/08/2014)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1. B.C.A, 2. P. G Diploma, 3. C.O.P. 4. Certificate Courses  
5. Courses under Community College Scheme

1.11 Name of the Affiliating University (for the Colleges)

Dibrugarh University

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

Autonomy by State/Central Govt. / University

University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

any other (*Specify*)

P.G

UGC-COP Programmes

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

2.1 No. of Teachers

11

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

2

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. The Dept. of education organized a UGC sponsored National Seminar on the theme 'Quality Assurance in Higher Education in India-Issues, Challenges and Remedies' on 9<sup>th</sup> and 10<sup>th</sup> April, 2015.
2. An institutional level workshop was organized by IQAC on the theme 'Role of IQAC in Sustenance and enhancement of Quality Education in Post Accreditation Scenario' on 26<sup>th</sup> April, 2015

## 2.14 Significant Activities and contributions made by IQAC

IQAC of North Lakhimpur College (Autonomous) persists with its efforts to create a learning environment that fosters the all round development of its students so that the college can enhance its contribution to the academic field. The IQAC has established several cells and centers and constituted committees to initiate activities – both academic and governance. It continues with its efforts to achieve its objectives and tries to implement most of the recommendations offered by the NAAC peer team during the reaccreditation of the college. IQAC has been able to channelize the efforts and measures of the college towards academic excellence during the session 2014-15. The major outcomes of IQAC activities of this session are given below:

- New courses introduced such as M.A. in Assamese and M.Sc. in Electronics and Telecommunication, Core (Major) course in Home Science, U.G. & Diploma Course in Physical Education, P.G. Diploma in Computer Applications and Advance Certificate Course in Sericulture under UGC Community College
- Permission received for starting M.Sc. in Chemistry, M.A. in Political Science and Mass Communication
- Extension of internet facility
- Progress of MRPs pursued by the faculty members
- Support to departments to organize national seminars
- Adoption of a girl student by offering financial aid for educational purpose
- Addition to the existing infrastructure by the construction of New Administrative Building, New Building for Physics Department, Digital Class Room, Class room for PG classes and Partial extension of Girls' Hostel.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Introduction of Post Graduate Course in few departments</li> <li>• Addition to the U.G. Programme</li> <li>• Introduction of Course in Physical Education</li> <li>• Introduction of P.G. Diploma</li> <li>• Extension of internet facilities to the hostels</li> <li>• Expansion of Extension activities through NCC, NSS and other wings</li> <li>• Addition to infrastructural facilities by completing the construction of New Administrative Building, New Building for Physics Department, Digital Class Room, Class room for PG classes, Extension of Girls' Hostel etc.</li> <li>• Introduction of UGC Community College</li> <li>• Innovative measure as a best practice.</li> </ul>	<ul style="list-style-type: none"> <li>➤ M.A. in Assamese and M.Sc. in Electronics and Telecommunication Technology started</li> <li>➤ Core (Major) course in Home Science started</li> <li>➤ U.G. &amp; Diploma Course in Physical Education started</li> <li>➤ P.G. Diploma started in Computer Applications</li> <li>➤ Internet facility extended to the hostels</li> <li>➤ A number of Extension activities performed through NCC, NSS and other wings</li> <li>➤ Completed the construction of:               <ul style="list-style-type: none"> <li>• New Administrative Building,</li> <li>• New Building for Physics Department,</li> <li>• Digital Class Room,</li> <li>• Class room for PG classes and</li> <li>• Partial extension of Girls' Hostel.</li> </ul> </li> <li>➤ Advance Certificate Course in Sericulture started under UGC Community College started.</li> <li>➤ The practice of offering financial assistance to a girl student up to her graduation started</li> </ul>

\* Attach the Academic Calendar of the year as Annexure. (Attached in annexure II)

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  NO Any other body  No

Provide the details of the action taken

The Governing Body of North Lakhimpur College (Autonomous) discussed the AQAR, 2014-15 in its meeting held on 10-02-2016. It appreciated the efforts of the IQAC to ensure quality in all spheres of the institution. It approved the report prepared to submit to NAAC. The Governing Body further instructed the college administration and the IQAC to take all the necessary steps to materialise the plans and programmes formulated for the next year.

## Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	Nil	02	Nil	Nil
UG	03	Nil	01	Nil
PG Diploma	02	Nil	01	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	11	01(under community college)	Nil	06
Others	Nil	Nil	Nil	Nil
<b>Total</b>	16	03	02	06
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil



- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6 (B.A., B.Sc. B.C.A., M.A., M.Sc., P.G. Diploma)
Trimester	Nil
Annual	1 (COP-TTM)

- 1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*
- Mode of feedback : Online  Manual  Co-operating schools (for PEI)

***\*Please provide an analysis of the feedback in the Annexure***

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

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

Following courses were introduced in the year 2014-15 in the college:

P.G. programmes: M.A. in Assamese and M.Sc. in Electronics and Telecommunication with intake capacity of 20 and 10 students respectively.

U.G. programmes: B.P. Ed.

P.G. Diploma: Computer Applications

UGC Community College: Advance Certificate Course in Sericulture

The college has upgraded and added to its existing infrastructure to run the above mentioned courses. Academic arrangements such as preparation of syllabus for the courses, provision for visiting faculties for the P.G. courses to supplement the permanent faculties etc. are made. B.P. Ed. And P.G. Diploma in Computer Applications is introduced to cater to the increasing demand of the student community. The college has received grant under UGC's Community College scheme and an Advance Certificate Course in Sericulture is introduced in view of the socio-cultural background of the region where rearing silk worm is largely practiced. This programme is supposed to benefit the entrepreneurs and the traditional silk worm producers as well.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	62	35	26	Nil	01 (Non-Sanctioned)

2.2 No. of permanent faculty with Ph.D. 

23
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	2	5	Nil	Nil	Nil	Nil	Nil	Nil	2	5

2.4 No. of Guest and Visiting faculty and Temporary faculty 

--	18	18
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	01	46	Nil
Presented papers	Nil	07	Nil
Resource Persons	Nil	03	Nil

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

The learning process has been made student-centred in the college through the use of ICT tools, computer labs, virtual learning resource centre and updated labs, interactive learning through discussion, access to INFLIBNET and on-line databases. The thrust area identified in consonance with the NAAC guidelines is to effect a paradigm shift in the knowledge delivery system. We visualize a smooth transition to digital learning in the immediate future without sacrificing the strengths of the conventional class room. Steps have already been taken to provide maximum use of all the ICT facilities in the college. The College has provided computers to all the departments. New desktops and laptops are purchased and installed. New LCD projectors are installed in the College. Three high tech Digital Interactive Board is installed at the Department of Computer Science, Physics and Geography. Public Address Systems are installed at the big class rooms. Public Address Power Podiums are also installed. Wi Fi facility is provided in the college campus and audio-video facilities are also provided in general class rooms. The Net and ICT facilities enhance and enrich the teaching learning process. A state of the art Conference cum e-class room is developed.

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

190

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

- 1) Examination and Evaluation has been done on a continuous basis under **Credit Based Semester System**. In **Credit Based Semester System**, students are assessed in two parts -
  - a. Continuous Internal Evaluation (CIE).
  - b. Semester End Examination (SEE).
- 2) **CIE** has been conducted by the subject teacher all through the semester; which includes Sessional Examination I (Written); Sessional Examination II (Written); Seminar/Group Discussion /Home Assignment/ Surprise Test/ Field study or any other innovative programme as chosen by the Department concerned, along with Attendance in class.

### **Evaluation Reforms:**

- Answer scripts are coded to hide the identity of the examinee.
- A student can personally verify the answer script by paying prescribed fee of Rs. 100/- per paper within 10 days of declaration of marks in the notice board of respective departments.

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

75		
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2.10 Average percentage of attendance of students

79
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	282	--	146	41	01	66.67
B.Sc.	162	--	82	Nil	Nil	50.61
B.C.A.	06	--	06	--	--	--

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

The IQAC takes periodical feedback from the students and self appraisal report from the teachers to monitor and evaluate their progresses and problems in the process of teaching and learning. The feedback reports are thoroughly discussed with the teachers and corrective measures are suggested. The IQAC also meets the Head of the institution to apprise him of the feedback report so that measures can be taken on the part of the administration to improve the quality of teaching and learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	2
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	1
Others	Nil

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	2	Nil	Nil	Nil
Technical Staff	Nil	Nil	Nil	Nil

02

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC urges the faculty members to undertake research projects in thrust areas not only at the regional level but also at the national level. It helps interested teachers to obtain study leave to pursue research works leading to Ph.D. or M.Phil. As part of Faculty Improvement Programme (FIP), the college encourages the teachers to pursue research programmes by adjusting their teaching schedules without hampering the normal academic atmosphere of the college. The faculty is encouraged to submit new research proposals and to participate in national and international conferences/symposia and workshops. In the session 2014-15, 20 teachers of the college are engaged in Minor Research Projects granted by the UGC. The departments are also encouraged to invite distinguished researchers for special lectures and for collaborative research work.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	02(Bio-Tech Hub)	Nil	Nil
Outlay in Rs. Lakhs		(1) 5.1 lakh (received in the 2014-15 session) Dr.P.K. Mitra (2) 11 lakh( Mr. Ranjit Paul)		

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	23	23 (the projects sanctioned during the period are ongoing)	1
Outlay in Rs. Lakhs	25,000	46,88,500	46,88,500	25,000

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	1	1
Non-Peer Review Journals	7	3	16
e-Journals	2	Nil	1
Conference proceedings	Nil	1	Nil

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2014-15	UGC	Not fixed	48.92 Lacs
Minor Projects	2014-15	UGC	12,70,000	47.13,500(including the amount due from the previous years)
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects ( <i>other than compulsory by the University</i> )	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
<b>Total</b>	--	--	12,70,000	<b>96,05,500</b>

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

	UGC-SAP	<input type="text"/>	CAS	<input type="text"/>	DST-FIST	<input type="text"/>
	DPE	<input type="text"/>			DBT Scheme/funds	<input type="text"/>
3.9 For colleges	Autonomy	<input checked="" type="checkbox"/>	CPE	<input checked="" type="checkbox"/>	DBT Star Scheme	<input type="text" value="Nil"/>
	INSPIRE	<input type="text" value="Nil"/>	CE	<input type="text" value="Nil"/>	Any Other (specify)	<input type="text" value="UGC, DST&lt;br/&gt;DBT, DCA&lt;br/&gt;STATE&lt;br/&gt;GOVT."/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	-----	-----	-----	-----	-----

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year : Nil

3.15 Total budget for research for current year in lakhs :

From funding agency	<input type="text" value="96,05,500"/>	From Management of University/College	<input type="text" value="Nil"/>
Total	<input type="text" value="96,05,500"/>		

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	01	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides   
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

International level  National level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS

University level  State level

National level  International level

3.24 No. of Awards won in NCC

University level  State level



National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Adoption of a village by the NSS wing of the college continued
- Adoption of a girl student every year by giving financial aid for her educational expenditure started

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25.13 acres	Nil	-	25.13 acres
Class rooms	50	Nil	-	50
Laboratories	15	01(P.G. Lab for Chemistry)	C.P.E. (4.7 lacs)	16
Seminar Halls	01	Nil	DBT	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	14	03	DBT, DST, UGC	17
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 1,19,19,201	--	CPE,DBT, DST,UGC DCA,College Dev. Fund	
Others	Rs 5,00,000	-	-	---

#### 4.2 Computerization of administration and library

There are ten computers in the college office used for different purposes. Admission related works, fee collection, billing etc. and most of the administrative works are done with computers. College specific examination software has been installed and updated time to time for speeding up examination related works. Admission process and election process have already been computerized by developing specific software. For accounting purposes, Telly is used. New University Registrations are made through specific computer software supplied by the University. Student database is carefully maintained.

There are ten computers in the library. Three of those are used for data entry, one for scanning, uploading and down loading and five are for the use of the students. The College has automated all the processes of the Library. New computers are added to the Library under LAN with Internet browsing terminals. Local Area Network (LAN) using SOUL software has been installed for automating in-house activities and services of the library. INFLIBNET facility has been started.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29,997	Rs.1,50,69,000	777	Rs.3,13,625	30,774	Rs.1,53,82,625
Reference Books	17,152	Rs. 8,50,5,500	220	Rs. 83,956	17,382	Rs. 8,58,9,456
e-Books	80,000	Access free of cost from INFLIBNET as a N- list member from 2012				
Journals	37	Rs. 39498	02	Rs. 2100	39	Rs. 41598
e-Journals	3,800	Access free of cost from INFLIBNET as a N- list member from 2012				
Digital Database	380	As Digital Library resources				
CD & Video	250	Free from journals				
Others (specify)	Nil					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	130	08	76	25	01	11	22	08
Added	35	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	160	76	76	25	01	11	22	08

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- 1) Internet facility is provided through the WI FI system,
- 2) Training provided to non teaching staff on e-Governance by the Department of Computer Science as and when necessary.
- 3) A compulsory paper on computer skill is included in the syllabus for the students by the Board of Studies under the autonomous system

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

i) ICT

17

ii) Campus Infrastructure and facilities

97.3

iii) Equipments	36.6
iv) Others	
<b>Total :</b>	150.9

## Criterion – V

### 5. Student Support and Progression

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

The efforts of the IQAC to enhance awareness about Student Support Services results in the creation of a separate sports complex (Gymkhana) comprising of the Indoor Stadium, Basket Ball Court, Gymnasium Hall and the Sports Ground in a part of the college. Training programmes for sports and culture are organized periodically. A physical instructor was appointed for the benefit of the students. Career Counselling and Entry in service-training for recruitment to various jobs are organized by the respective cells. Anti ragging and Grievance Redressal cells are working actively. The IQAC has been playing a supporting and guiding role to all the bodies formed for student support. The IQAC ensures that information about these student support services is available in the college prospectus and the website.

#### 5.2 Efforts made by the institution for tracking the progression

North Lakhimpur College put sincere efforts for tracking the progression of the students. The constituent academic departments of the college maintain the tradition of keeping the record of their respective students each year. The Alumni Association too monitors the record of the students passing out of the college. The association helps to develop a database of all the alumni with information about their employment, their employers and nature of their present work, contact addresses, phone numbers and e-mail IDs. Such information helps the present students to contact the alumni for suitable placement. Students are suggested to report their successes and achievements to these organs of the college. The IQAC occasionally reviews their works and offers suggestive measures.

(b) No. of students outside the state

(c) No. of international students

No	%	Men	No	%	Women
1067	53.65		922	46.39	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
405	133	277	865	00	1680	483	169	320	1013	04	1989

Demand ratio 1680:1989 or 1989:1680 Dropout % 11.61

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

- 15 days course on interview preparation and spoken English from 9<sup>th</sup> to 23<sup>rd</sup> August, 2014,
- 7 days placement preparatory course on Bank/Railway/SSC etc. from 23<sup>rd</sup> to 29<sup>th</sup> November, 2014.
- 8 days ACS advanced coaching from 15<sup>th</sup> to 22<sup>nd</sup> January, 2015

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

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

#### 5.6 Details of student counselling and career guidance

1. Training programme on personality development and spoken English from 15<sup>th</sup> to 30<sup>th</sup> October, 2014
2. All India IAS mock test and UPSC Awareness programme on the 9<sup>th</sup> March, 2015.
3. Special classes on interview basics for the vi<sup>th</sup> semester students from March 2<sup>nd</sup> to 12<sup>th</sup>, 2015

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	25	10	Nil

### 5.8 Details of gender sensitization programmes

There are Women Cell and Women Studies centre in the college which look after the issues related to women. The college also has Disciplinary and Grievance Redressal cells for prevention/ action against sexual harassment of women students. The “Equal Opportunity Centre” too looks at various aspects of oppressive social customs and gender bias among the SC/ST/minorities & women students.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International

Cultural: State/ University level  National level  International

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	01	5,000
Financial support from government	1294	48,38,140
Financial support from other sources	93	4,67,400
Number of students who received International/ National recognitions	--	--

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

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

#### 6.1 State the Vision and Mission of the institution

**Vision:** The primary aspiration of North Lakhimpur College is to always look forward with a vision and elements of innovation. The College is committed to raise standards of higher education in this part of North Eastern India and for us, offering high quality teaching is more than just a priority- it is our raison d'etre. To be precise, we hope to devise a new equation for education in the near future: theory plus practical knowledge plus capacity to think.

**Mission:** The establishment of North Lakhimpur College was the outcome of the efforts and untiring zeal of a core group of far sighted persons in particular and the people of the north bank of the mighty Brahmaputra in general with the following goals and objectives in mind:

1. To impart higher education to the students of this backward region, so that economic backwardness or lack of communication could not retard the academic development of the region.
2. For socio cultural development of various ethnic groups of the region.
3. To create scientific temperament.
4. To provide employment avenue.
5. To promote gender equality.

## 6.2 Does the Institution has a management Information System

No. But student profile, exam procedure, financial affairs etc are stored in database through in-house software.

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

### 6.3.1 Curriculum Development

The academic autonomy of the college enjoyed from 2013 enables it to design its own framework for curriculum development. There is an Academic Council and Board of Studies for U.G. and P.G. courses to devise new syllabus and course structure for the Core and Elective subjects. Relevant and updated papers are introduced, some existing papers modified and upgraded to suit the interests of the students and the society at large. The Board of Studies of the various teaching departments comprising of subject experts and representatives from the corporate sector now sit at regular intervals to discuss issues related to curriculum enrichment and development. The various add on programmes like the Certificate programmes in Human Rights, Performing Arts, Travel & Tourism, Computational Chemistry enrich the knowledge base of the students.



### 6.3.2 Teaching and Learning

North Lakhimpur College follows its own method for effective teaching and learning. The Academic Council prepares the academic calendar at the very beginning of the academic session. The schedule of teaching and examinations in the college are conducted in a planned manner guided by the Academic Calendar. All the departments prepare 'teaching plan' to conduct the course in an efficient manner. The college provides models, charts, slide projector, LCD projector, overhead projector, interactive board, podium etc. to boost up the teaching process. The students in some departments, where they required undertaking project work, self learning is encouraged. Such activities contribute to self management of knowledge development, skill formation in the student and provides requisite platform to the student to become confident and self reliant. The curriculum gives abundant freedom to the teacher to continuously and comprehensively keep track of the progress made by the students – for instance in addition to the compulsory Sessional tests a teacher can adopt other means like Group Discussion, Quiz, Debates & Symposium, Surprise Tests depending on feasibility and need. The tutorials are exhaustive sessions where the students can clear their doubts, if any, regarding the course content and over the years these sessions have proved to be a major boon for the slow learners. Debates after lessons and innovative teaching methodology enable students to grasp and analyze the subject instead of rote learning. Students are assessed by intra-institutional evaluation methods of the institution, which can be outlined by taking into account the following test apparatus presented below.

- UNIT TESTS: These tests are held every fortnight unless they are substituted by sectionals. The main aim of these tests is to keep the students rigorously in touch with the progress of the course. They are informed at the beginning of the session of the importance of these tests and cautioned against callousness that may result in poor assessment performance in the long run.
- SESSIONAL TESTS: Utmost care is taken to hold Sessional tests each month of the six taught months of the academic session. The scope of these tests is wider than the unit tests. They generally cover the course details of the entire month and the objective is to assess the progress of the students month wise.
- STUDENT SEMINARS: There is a seminar session on every Saturday of a week. These seminars are basically centered on course-related areas that both the students and the teachers think worthwhile for more elaborate discussion. Free thinking, originality of thought and beauty of presentation are the three guiding principles of these seminars. Students are observed to be very keen on participation in these seminars and they find these seminars a democratic platform to engage themselves in intellectual debates of all kinds. Sometimes there are real expansions in these seminars to incorporate inter-disciplinary discussions to make the students aware of the connectedness of the seemingly isolated fields of study.
- HOME ASSIGNMENTS: Students are asked to do various writing assignments on daily basis. Each and every teacher is keen to get the students in line with the progress of the syllabus and assignments are given to them to practice those areas that need to be reinforced.

### 6.3.3 Examination and Evaluation

Examination and Evaluation is done on a continuous basis by the Controller of Examinations under credit based semester system (CBSS) It has the following features:

- In CBSS students are assessed in two parts: i) Continuous Internal Evaluation (CIE) and ii) Semester End Examination (SEE). CIE is conducted by the course teacher all through the semester, which includes Sessional Examination I (written), Sessional Examination II (written), Seminar./Group Discussion/ Home Assignment/ Sudden Test/ Quiz along with attendance in class. SEE is conducted at the end of the semester, on dates fixed by the Controller of Examinations.
- A student is allowed to appear in the end semester examination only if i) he or she attends at least 80% of the lectures, practicals and tutorials and ii) secures the minimum marks required in internal assessment.
- There is 25% marks for Internal Assessment and 75% marks for End Semester Examination.
- After evaluation of answer scripts every teaching department notifies the marks secured by the examinees in the various courses of study. If not satisfied with the results an examinee can approach the teaching department concerned for re-evaluation through proper channel and the re-evaluation is done in the presence of the complainant. The motive of the college is to keep the examination and evaluation processes transparent.
- After the declaration of results of a semester, the Controller of Examinations issues a grade card to students. The grade card contains the grades obtained in the courses registered by him/her, the CGPA, SGPA and the total credits earned.
- Once a student completes all the requirements of a programme the Controller of Examinations issues him/her a Transcript containing the list of courses completed by him/her with pass grades along with the final grades obtained in each, the total credits earned and the CGPA.
- Absolute Grading System is applied.
- The Parent University awards the degree to the students evaluated and recommended by North Lakhimpur College (Autonomous). The degree certificates are in a common format devised by the university. The name of the college is mentioned in the degree certificates.

### .3.4 Research and Development

North Lakhimpur College gives emphasis on research in a significant way. The IQAC encourages the faculty to undertake research projects in thrust areas not only at the regional level but also at the national level. The college has the provision of giving study leave to interested teachers to pursue research works leading to Ph.D. or M.Phil as part of Faculty Improvement Programme (FIP). The faculty is encouraged to submit new research proposals and to participate in national and international conferences/symposia and workshops. A considerable number of the teaching staff is actively involved in research. In the session 2014-15 as many as 20 faculty members are involved in Minor Research Project and 1 member in Major Research Project. One member of the teaching staff is availing the benefit of FIP. There is a Research Committee to facilitate and monitor research activity in the College. The externally funded research projects undertaken by the faculty are monitored by the Principal, the funding agency and the Academic Council of the College. Accounts of such projects are audited by the Govt. Auditor and the Accounts Section of the College. The Centre for Social Science Research published its half-yearly e-journal Social Science Researcher regularly. The teachers have their research papers published in many reputed national as well as international journals.

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

- North Lakhimpur College (Autonomous) has a well maintained and easily accessible library. The library has the SOUL package and barcode equipments besides having computers, Photostat machines and scanners for the users. The users can also benefit from the INFLIBNET facility in terms of books and journals. At present the college library has about 30,774 text books, 17,382 reference books, 80,000 e books, subscription to 39 Journals, 3800 e-Journals, various Magazines, newspapers and 250 CD and Videos.
- All the departments of the college have computers, LCD projectors and computer-related teaching equipments. The large classrooms have been equipped with high-power microphones to aid the teacher just in case they feel that they have to use them for proper teaching. Multimedia LCD projectors are used both in the actual classroom for creating interest in the topic and in the seminar hall for power point presentation. The completion of a central digital class room with all required amenities further strengthened the physical infrastructure of the college. There are weekly seminars in every department and these audio-visual aids have been proved extremely helpful. Moreover, the vocational studies sections of the college, like the Disaster Management or Tissue culture, have more sophisticated instruments to assist both the faculty and the students in pursuit of first hand practical knowledge of the area in focus.
- The college has done its best to ensure that the students can be provided the best of physical infrastructure for their all-round development. It has a sports complex comprising of gymnasium, indoor stadium, playground large enough to accommodate a 100 metre athletic track, basketball court, separate common rooms for boys and girls, 2 girls' hostels and 1 boys' hostel, well equipped laboratories, well stocked library, auditorium that can accommodate about 850 people at a time, Fish breeding tanks, Institutional Biotech Hub, Internet facility, Language Laboratory. Book shop, conference hall, canteen etc.

### 6.3.6 Human Resource Management

The management of North Lakhimpur College (Autonomous) makes it sure that proper academic atmosphere is always present in the institution. The needs of the students and the teachers in relation to the teaching-learning process, which is the most essential component of an educational institution related to the production of quality human resource, are adequately looked after and in case of any complaint that is immediately attended to. The teachers are also inspired to deliver their best to instill curiosity and a sense of investigational desire among the students. They are encouraged to develop leadership qualities along with academic proficiency. Encouragement of teamwork and decentralization are encouraged. Various committees, cells and forums of the college are provided responsibilities for effective downward permeation of the benefits that the institution seeks to provide to the students. Opportunities are provided to the teachers as well as non-teaching staff for professional development. The IQAC has been quite instrumental in the management of Human Resource in the college. The record of Human Resource management in the session 2014-15 is as follows:

- Two teachers were recruited to permanent posts as per the Government and University Rules and norms which were lying vacant. The management appointed twenty temporary teachers for self-financing and regular courses as per the need.
- Selfappraisal mechanism of teachers is in practice.
- Welfare schemes for staff as per government norms are available
- Staff development programmes are conducted and teachers are encouraged to participate in International, national and state level workshops/seminars/orientation and refresher courses. 2 faculty members attended Orientation Courses and 6 attended Refresher Courses conducted by UGC. 46 teachers attended national seminars and 7 of them presented papers there while 1 teacher attended and presented papers in International seminars
- Teachers are encouraged to pursue doctoral degree and are provided the needed research facilities. As many as 20 faculty members are engaged in MRP, 3 MRPs have been completed and submitted and 17 are going on. One member of the teaching staff is availing the benefit of FIP.
- There is a Research Committee to facilitate and monitor research activity in the College.

### 6.3.7 Faculty and Staff recruitment

The college runs according to Assam Provincialised College Management Act, 2005 and Dibrugarh University rules. Recruitment of faculty and staff is done as per their rules and regulations. Two teachers were recruited to permanent posts in the 2014-15 session. However, the college administration has to recruit temporary teachers and non teaching staff on contractual basis as per the need and as many as 20 teachers were engaged during the current session.

### 6.3.8 Industry Interaction / Collaboration

The college intends to establish interaction with the industrial sector. But the region being industrially underdeveloped the scope of industrial interaction and collaboration is quite limited. Companies like WIPRO, NIIT etc. have conducted placement sessions for the students in the past but no direct collaboration exists as of now. However the college plans to strike a deal in this regard soon.

### 6.3.9 Admission of Students

As far as the procedure of admission to various undergraduate courses offered in the college is concerned, public notification is made through newspapers usually in June-July, inviting application for admission. The admission committee of the college decides on the admission criteria for different courses. Admission notices are also hung in the college notice board and posted at the website. Admission forms can be collected personally from the college office during the working hours and such forms can be collected through postal correspondence and from the website as well. An information brochure giving details of the academic requirements for admission to a particular course and of the other documents required for submitting an application is supplied along with the admission form. Admission to the college and the hostels is strictly on merit and subject to approval of the Principal. However, for BCA, admission is made through University conducted Entrance Test and through Common Entrance Test conducted by College for PG Diploma in PTCMP (40%).

Special categories of students, such as, SC/ST/OBC/MOBC/ PH/Sports person are admitted as per govt. rules. Lists of eligible candidates for admission are put up on the college notice board before the day of interview for admission. The selected candidates have to get themselves admitted on the very day of interview. The departments may select students for their respective major courses by holding separate tests. So, admission to the college may not necessarily mean admission into a particular major course. It is noteworthy that the college maintains minimum 45% of cut off marks in the Higher Secondary Exams for the students of general category for admission to degree classes. In the session 2014-15 the total number of students admitted were 1948 out of which 167 belonged to SC, 316 belonged to ST, 994 belonged to OBC and 471 belonged to General category.

### 6.4 Welfare schemes for

Teaching	G.P.F, Group Insurance, College Cooperative Thrift Society
Non teaching	G.P.F, Group Insurance, College Cooperative Thrift Society
Students	Student Aid Fund, Insurance for Students, Provision of free admission and book grant to economically weak students, Health Care Centre

6.5 Total corpus fund generated

nil

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Does not arise	No	Does not arise
Administrative	No	Does not arise	No	Does not arise

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

#### 6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The following practices and systems are in force regarding examination reforms:

- There is the Office of the Controller of Examinations with one Controller of Examinations and two Deputy Controllers.
- CBSS and CGPA system is in practice
- In CBSS students are assessed in two parts: i) Continuous Internal Evaluation (CIE) and ii) Semester End Examination (SEE). CIE is conducted by the course teacher all through the semester, which includes Sessional Examination I (written), Sessional Examination II (written), Seminar./Group Discussion/ Home Assignment/ Sudden Test/ Quiz along with attendance in class. SEE is conducted at the end of the semester, on dates fixed by the Controller of Examinations.
- There is 25% marks for Internal Assessment and 75% marks for End Semester Examination.
- In Internal Assessment one or more tools can be used that suit the courses such as objective tests, written tests, assignments, paper presentation, laboratory works etc.
- A student is allowed to appear in the end semester examination only if i) he or she attends at least 80% of the lectures, practicals and tutorials and ii) secures the minimum marks required in internal assessment.
- After evaluation of answer scripts every teaching department notifies the marks secured by the examinees in the various courses of study. If not satisfied with the results an examinee can approach the teaching department concerned for re-evaluation through proper channel and the re-evaluation is done in the presence of the complainant. The motive of the college is to keep the examination and evaluation processes transparent.
- Setting and moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc. and announcement of results are performed as per North Lakhimpur College (Autonomous) Examination Ordinance.
- Practical Examination of a semester is normally held prior to the End Semester Examination.
- A student is allowed to take the 'betterment examinations' in any two theory courses of any of the six semesters after passing the sixth semester examination only once. In this case, the higher marks secured by the student is to be retained. He/she has to apply for betterment examination within one year of passing the sixth semester examination. No betterment is allowed in practical examinations.
- Any difficulty which may arise in the course of operation of these regulations relating to holding of examinations shall be dealt by the Examination Committee of North Lakhimpur College (Autonomous)



6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable to the college

6.11 Activities and support from the Alumni Association

The members of the alumni association of the college had a yearly meeting during the session. The Alumni Association has been developing a database of all the alumni with information about their employment, their employers and nature of their present work, contact addresses, phone numbers and e-mail IDs. Such information helps the present students to contact the alumni for suitable placement. The passed out students of the 2007 batch organized a meet during the session.

6.12 Activities and support from the Parent – Teacher Association

The Guardian/Parent association of the college contributes generously to the development of the college. An annual Guardian/Parent Meeting is held by the institution at least once in a year. The guardian/parents of the students are invited to the meeting and they are informed about the over-all picture of the academic progress made by the institution during the academic session. The constructive criticism offered by the parents/guardians is given due importance that has the potential to make the institution more viable to meet the academic challenges of modern times. The association has been very active in dealing with matters related to the academic well being of the college family. On the other hand, the teachers of the college are organized in a unit which is a significant stakeholder of the institution. The unit contributes to the development of the college to the maximum possible extent. It meets periodically to discuss different academic and non-academic matters of the college. The members of the unit perform their academic and non-academic duties with a sense of responsibility and dedication and are instrumental in shaping the institution and enhancing its overall quality.

6.13 Development programmes for support staff

Non teaching staffs of the college are allowed to join training programmes organized by ASCs and Universities. As the office works such as admission, accounts, examination, election, registration etc. are computerized, the staffs are trained accordingly to keep the records of their assigned works both in hard and soft form by the Department of Computer Science and other competent staff.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

North Lakhimpur College (Autonomous) is well aware of its responsibility to contribute for maintaining ecological balance in general and to ensure a pollution free and green campus in particular. Situated on the bank of a lean but historic river Somdiri, the college is noted for its green and clean environment. The college is nursing a few flower gardens and botanical gardens accommodating valuable plants. The Department of Botany maintains an Orchid Preservation Centre where over 200 orchid species are preserved. Chewing of betel nut, gutkha etc. are strictly prohibited in the campus to keep it clean.

### Criterion – VII

#### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Introduction of new courses such as M.A. in Assamese and M.Sc. in Electronics and Telecommunication, Core (Major) course in Home Science, U.G. & Diploma Course in Physical Education, P.G. Diploma in Computer Applications and Advance Certificate Course in Sericulture under UGC Community College has augmented the academic atmosphere of the college paving the way for addition of more P.G. and U.G. courses relevant for greater socio-economic development of the region in future.
- On the other hand the encouragement given to the students by various means in general and by the book reading competition organized by the college library in particular have contributed largely to enhance the habit of reading among the students making them more learned, cultured and competitive striving for excellence
- The provision of yearly adoption of a girl child by the college from this year onwards reflects the commitment of the college towards its social responsibilities and obligations and it makes the college family more dedicated and enthusiastic to respond to cause of social welfare.

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

Plan of Action	Action Taken Report
<ul style="list-style-type: none"> <li>• Introduction of Post Graduate Course in few departments</li> <li>• Addition to the U.G. Programme</li> <li>• Introduction of Course in Physical Education</li> <li>• Introduction of P.G. Diploma</li> <li>• Extension of internet facilities to the hostels</li> <li>• Expansion of Extension activities through NCC, NSS and other wings</li> <li>• Addition to infrastructural facilities by completing the construction of New Administrative Building, New Building for Physics Department, Digital Class Room, Class room for PG classes, Extension of Girls' Hostel etc.</li> <li>• Introduction of course under UGC Community College</li> <li>• Innovative measure as a best practice.</li> <li>• Systematization and strengthening of IQAC, in the light of NAAC core values</li> </ul>	<ul style="list-style-type: none"> <li>➤ M.A. in Assamese and M.Sc. in Electronics and Telecommunication Technology started</li> <li>➤ Core (Major) course in Home Science started</li> <li>➤ U.G. &amp; Diploma Course in Physical Education started</li> <li>➤ P.G. Diploma started in Computer Applications</li> <li>➤ Internet facility extended to the hostels</li> <li>➤ A number of Extension activities performed through NCC, NSS and other wings</li> <li>➤ Completed the construction of: <ul style="list-style-type: none"> <li>• New Administrative Building,</li> <li>• Physics Department Building,</li> <li>• Digital Class Room,</li> <li>• Class room for PG classes and</li> <li>• Partial extension of Girls' Hostel.</li> </ul> </li> <li>➤ Advance Certificate Course in Sericulture started under UGC Community College started.</li> <li>➤ The practice of offering financial assistance to a girl student up to her graduation started</li> <li>➤ IQAC has been able to channelize the efforts and measures of the college towards academic excellence. For instance, practice of anti Ragging Squad, imparting Value Education to the students through the courses conducted by the Gandhian Studies Centre and Human Rights Education etc. continued.</li> </ul>

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

1. Book Reading Competition
2. Girl child adoption

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

7.4 Contribution to environmental awareness / protection

A plantation drive was launched by the students of the college on the occasion of the 'World Environmental Day' on the 6<sup>th</sup> June.

Alumni of the 2007 batch undertook a programme of plantation in the college campus on the occasion of a get together function on

7.5 Whether environmental audit was conducted?    Yes     No

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

Nil

8. Plans of institution for next year:

The plan of action chalked out by IQAC for the session 2014-15 is as follows:

- Introduction of Post Graduate Course in few more departments
- Measures for quality enhancement by IQAC such as formulation of perspective plan, steps for academic, administrative and environmental audit, online feedback, more use of ITC etc.
- Expansion of Extension activities through NCC, NSS and other wings
- Addition to infrastructural facilities by completing the construction/extension of the Zoology Dept. Building, classroom for the Dept. Physical Education etc.

Name : Atanu Gogoi

Name: Dr. Biman Chandra Chetia

  
COORDINATOR  
IQAC  
North Lakhimpur College  
(Autonomous)

  
PRINCIPAL,  
North Lakhimpur College  
(Autonomous)  
Lakhimpur, Assam

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure I

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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## Annexure II

### ACADEMIC CALENDAR, 2014-15

Date	Event
July 16, 2014	1. Commencement of B.A. /B.Sc. 1 <sup>st</sup> / 3 <sup>rd</sup> / 5 <sup>th</sup> Semester Classes 3. Notification of Class Routine 4. Notification of Course Plan & Departmental Class Routine in the Departmental Notice Boards by the Departments
July 16-25, 2014 (any one day for each programme)	(1) Interaction of the 1 <sup>st</sup> Semester Students with the Principal and teachers of the College (2) Orientation of teachers/ students on credit-based system, if necessary. (3) Freshers' Social
July 16-25, 2014	Repeat Examination for unsuccessful candidates of 1 <sup>st</sup> Semester Examination, 2013
August 16-24, 2014	1st Sessional Examination (particularly for the B.A./ B.Sc. 1 <sup>st</sup> / 3 <sup>rd</sup> / 5 <sup>th</sup> Semester classes) to be conducted by the teaching departments
August 25,26,27, 2014	Last date for submission of Filled-in Registration Forms of the B.A/ Bs. 1 <sup>st</sup> / 3 <sup>rd</sup> / 5 <sup>th</sup> Semester Students.
August 25-31, 2014	Students' Counselling & Mid Semester Feedback Assessment for the B.A./ B.Sc. 1 <sup>st</sup> / 3 <sup>rd</sup> / 5 <sup>th</sup> Semester classes (any one day)
September 1-7, 2014	Students' Union Election (any one day)
September 10-15, 2014	(1) Notification of 1 <sup>st</sup> / 3 <sup>rd</sup> / 5 <sup>th</sup> Semester Sessional Examination's marks in the Departmental Notice Board (2) Internal Assessment through Seminar/ Group Discussion etc.
September 20-30, 2014	2nd Sessional Examination (particularly for the B.A./ B.Sc. 1 <sup>st</sup> / 3 <sup>rd</sup> / 5 <sup>th</sup> Semester classes) to be conducted by the teaching departments .
September 30, 2014	Last date for submission of Assignments (if any)
*October 10-12, 2014	Form fill-up of the B.A./ B.Sc. End Semester Examinations 1 <sup>st</sup> / 3 <sup>rd</sup> / 5 <sup>th</sup> Semester
October 15-20, 2014	Notification of 2nd Sessional Examination marks in the Departmental Notice Board
October 15-20, 2014	Last date for submission of filled in Examination Forms of the B.A./ B.Sc.. End Semester Examinations to the Controller of Examination/ North Lakhimpur College

October 31, 2014	Completion of Odd Semester Classes
<b>Nov 10- 30, 2014</b>	<b>End Semester Examinations 1<sup>st</sup>/ 3<sup>rd</sup>/ 5<sup>th</sup> Semester of the BA/ B.Sc. Programmes</b>
November 10- 12, 2014	Last date for Submission of Internal Assessment records (marks) to the Controller of Examination
Nov 15 –Dec 15, 2014	Evaluation of End Semester Answer Scripts as per direction of the Principal/ Zonal Officer.
December 16, 2014 –January 15, 2015	Semester End Break
December 28, 2014	Last date for Submission of Evaluated Scripts of the End Semester Examinations 1 <sup>st</sup> / 3 <sup>rd</sup> / 5 <sup>th</sup> Semester of the BA/ B.Sc. Programmes with relevant documents to the Controller of Examinations, North Lakhimpur College
January 2, 2015	(1) Commencement of the Even Semester Classes (2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester) (2) Notification of Class Routine for the Even Semesters (3) Notification of Course Plan of the Even Semesters in the Departmental Notice Board
January 21-- 25, 2015	College Week (For five days)
January 31, 2015	Declaration of the B.A./ B.Sc 1 <sup>st</sup> / 3 <sup>rd</sup> / 5 <sup>th</sup> Semester Examination Results
February 6-15, 2015	1st Sessional Examination (particularly for the B.A./ B.Sc(2 <sup>nd</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester classes) to be conducted by the teaching departments
February 15-21, 2015	Students' Counselling & Mid Semester Feedback Assessment for the B.A./ B.Sc. 2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester classes (any one day)
March 5-10, 2015	Notification of 1st Sessional Examination's marks in the Departmental Notice Board
March 19-24, 2015	Internal Assessment( for 2nd Semester BA/ B.Sc./ B.Com Programmes) through Seminar/ Group Discussion
April 2-12, 2015	2nd Sessional Examination (particularly for the B.A./ B.Sc./ B.Com. (2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester classes) to be conducted by the teaching departments
*April 12, 2015	1. Last date for submission of Assignment (if any) 2. Last date for Form fill-up of the B.A./ B.Sc.. End Semester Examinations (2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester
*April 25, 2015	Last date for submission of filled in Examination Forms of the B.A./ B.Sc. (2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semeste by the colleges to Controller of Examinations, North Lakhimpur College

May 2-5, 2015	Notification of 2nd Sessional Examination Marks of the (2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester BA/ B.Sc. Programmes in the Departmental Notice Boards
May 5, 2015	Completion of (2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester Classes of the BA/ B.Sc. Programmes
<b>May 14- May 31, 2015</b>	<b>End Semester Examinations of the BA/ B.Sc. 2<sup>st</sup>/ 4<sup>rd</sup>/ 6<sup>th</sup> Semester .</b>
May 14-16, 2015	Last date for Submission of Internal Assessment records (marks) of the B.A./ B.Sc. (2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester Examinations by the Colleges to the Controller of Examinations, North Lakhimpur College
May 21- June 10, 2015	Evaluation of Answer Scripts of the B.A./ B.Sc. End Semester Examinations (2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester as per direction of the Principal / Zonal Officer.
June 16- July 15, 2015	Semester End Break
June 20, 2015	Last date for Submission of Evaluated Scripts of the End Semester (2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester Examinations of the BA/ B.Sc. Programmes to the Controller of Examinations, North Lakhimpur College
*July 20, 2015	Declaration of the 2 <sup>st</sup> / 4 <sup>rd</sup> / 6 <sup>th</sup> Semester Examination Results

- Departments will arrange for Seminar/ Workshop etc. at National/ State level / Regional from time to time as per instruction from UGC.
- Separate Notification shall be issued to B.C.A. students regarding Registration, Form Fill up & Examinations.
- Separate Notification shall be issued to M.A./ M.Sc./ B.P.Ed. students regarding Registration, Form Fill up & Examinations.
- The holidays shall remain the same as given in the Holiday List of Dibrugarh University.

Principal  
North Lakhimpur College  
(Autonomous)

Copy to:

1. The Vice Principal, North Lakhimpur College.
5. The Controller of Examinations, North Lakhimpur College.
6. The Member Secretary, Academic Council, North Lakhimpur College
7. The President, Governing Body, North Lakhimpur College



8. The Heads of the Teaching Departments, North Lakhimpur College
10. The Coordinator, IQAC, North Lakhimpur College .
11. The Librarian, North Lakhimpur College
11. The System Administrator (Examination), North Lakhimpur College.
12. The Supervising Assistant, North Lakhimpur College,
13. The General Secretary, N.L.C.S.U.
13. Guard File.

Principal  
North Lakhimpur College

## **Annexure (iii)**

### ***Analysis of the feedback***

Like the previous year, this year also the college has taken feedback from its stakeholders - Alumni, parents, employees and students - in specially designed format. Their opinions were considered for discussion in IQAC meetings and necessary recommendations were forwarded to the concerned authority and persons through relevant channels. The heads of the different departments were entrusted with the task of assessing the students' progress and their response to the faculty and the subject in question. The heads and the faculty personally asked them their opinion on the course and the way it is being delivered to them. On the basis of the students' feedback, the HoDs took corrective measures which were under their domain and for the rest sent its report along with a number of suggestions that the departments deemed required to be immediately attended to. Feedback from alumni, parents and employees was also discussed by the IQAC and the college administration and remedial measures were taken where it was necessary.

## Annexure (iv)

### *Best Practices:*

Curricular Aspects	Autonomy in preparation of syllabus by the Board of Studies and formation of the Academic Council under the status of autonomous college.
	UGC Innovative P.G Diploma and DBT sponsored PG Diploma along with COPs' and Distance education schemes of different universities.
Teaching-Learning and Evaluation	CBCS and CGPA system
	Well designed academic calendar. Transparent admission process.
	Learner centric approaches and continuous internal evaluation
	Project work, field work and home assignments are made part of learning process.
	Quality teaching and maintenance of student discipline.
	Personal care of students by faculty
	Good learning resources and student support system
	ICT enabled teaching - learning practices. Virtual Learning Centre and Language Laboratory
Autonomy in the examination system	
Research, Consultancy & Extension	Involvement of teachers in research activities.
	Existence of e-journal
Infrastructure and Learning Resources	Adequate infrastructure, library, computer centre, internet, laboratory, canteen etc.
	Hostel for boys and girls.
	Publication Cell
	Sports complex

Student Support and Progression	Discipline and security,
	Good enrolment of girls;
	Good results and progression to higher education;
	Commendable cultural activities;
	Anti ragging and grievance redressal cell.
	Scope for sports and cultural activities.
	Counseling on Career Planning and Higher Studies.
	Dress code for all students.
Governance and Leadership	Decentralized and democratic functioning of the college, a move towards transparent administration
	Impressive generation of resources from UGC and other central agencies.
	Parents-guardian and alumni forum.
	Extension Programmes and well-knit college-neighborhood network
	Welfare schemes for teachers, staff and students

## **The two best practices of the year:**

### **1. Book Reading Competition**

Objective of the Practice: To culture and strengthen reading habit among students

Need addressed and context: It was seen that most students hardly read any book not mentioned in the syllabus or necessitated by concerns of their programme(s) of study. The Principal, Librarian and members of the Library Committee came up with an idea of encouraging the students to read books at a reasonable pace and form their own ideas after reading.

The Practice: The competition is not compulsory or binding on all students. The students are to pick up any book from the college library. The library authority notes the entry number of

the book against the name of the student borrowing the same for reading. A student has to read and submit a review of the book within the notified time to the Librarian. The winners are given prizes which have a dual impact on the reader: enhancement of reading skills and honing of summarizing skills which are very important for a student in today's highly competitive world.

Evidence of success: The participants in the book reading competition has increased.

Resources required: The practice requires no financial aid other than for buying prizes.

## 2. Girl child adoption

Objective of the Practice: To encourage and ascertain education of girls

Need addressed and context: Efforts like *Beti Bachao, Beti Padhao* have shown that the preferential treatment given to boys ends with deprivation on the part of girls. The college feels that it is high time that we do something within our capacity and resources.

The Practice: The College adopts one girl every year belonging to financially weak families with the intention that the college shall pay for her studies at least up to the undergraduate level. The Principal constitutes a committee to select the deserving candidate for adoption. As of now the college pays an amount of Rs. 12,000.00 per year (additional aid may be provided depending on circumstances) to the adopted girls.

Evidence of success: The parents appear happy at the prospect of their daughters becoming graduates in future and many parents have approached the college authority to allow their daughters get the privilege.

Resources required: The practice requires spending a bearable amount of funds.

