ANNUAL QUALITY ASSURANCE REPORT
(AQAR)

Session: 2016-17

Submitted to

National Accreditation and Assessment Council (NAAC)

By

Internal Quality Assurance Cell (IQAC)

Science College, Kokrajhar

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

1. Details of the Institution

1.1 Name of the Institution

> SCIENCE COLLEGE, KOKRAJHAR

1.2 Address Line 1

> BHATARMARI

Address Line 2

> KOKRAJHAR

City/Town

> KOKRAJHAR

State

> ASSAM

Pin Code

> 783370

Institution e-mail address

> sciencecollege95@gmail.com

Contact Nos.

> 03661-275204

Name of the Head of the Institution:

> DR. RAMANANDA SINHA

Tel. No. with STD Code:

> 03661-275204

Mobile:

> 9435026932

Name of the IQAC Co-ordinator: MR. BISWAJIT NATH

Mobile: 9435720208

IQAC e-mail address: iqac@sciencecollege.ac.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   **ASCOGN21556**

1.4 **NAAC Executive Committee No. & Date:**   ES(SC)/15/A&A/18.1
   (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.sciencecollege.ac.in

Web-link of the AQAR: www.sciencecollege.ac.in/iqac/aqar/2016-17.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.54	2016	2021
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   07-07-2009

1.8 **AQAR for the year** *(for example 2010-11)*   2016-17

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

   i. AQAR _____ _____ (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 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 ☐

1.11 Type of Faculty/Programme

Arts ☐   Science [√] Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)   .

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

GAUHATI UNIVERSITY, GUWAHATI, ASSAM

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

Autonomy by State/Central Govt. / 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)*

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   6

2.2 No. of Administrative/Technical staff   2

2.3 No. of students

2.4 No. of Management representatives   1

2.5 No. of Alumni

2.6 No. of any other stakeholder and

community representatives   1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members   10

2.10 No. of IQAC meetings held   :   6 nos.

2.11 No. of meetings with various stakeholders: No. | 6 | Faculty | 1 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | 3 |

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. | 3 | International | | National | | State | | Institution Level | 3 |

(ii) Themes

i) Workshop on "How to use smart board".
ii) Workshop on "How to use Digital College Software".

2.14 Significant Activities and contributions made by IQAC

IQAC made the following –
Activities-
   1. Observation of Rashtirya Ekta Divas and Rashtriya Sankalpana Diwas on 31th of October, 2016
   2. Organized Training cum workshop "How to use Smart Board with Active Inspire software and interactive Board" on 26-09-2016.
   3. Organized seminar on career counseling on 26/04/2016 at Neel Kamal Brahma Auditorium. Mr. S Mazumdar Coordinator, Directorate of Certificate of Accounting Technician present as resource person.

Contributions-
   1. Installation of Digital Board in Gallery-1 with cheling mount projector for display largly for students benefit is completed in the month of September, 2016.
   2. Under the initiative of IQAC, College took part in NIRF, India's Ranking-2017 and stood on the rank band 151-200 in all India basis.
   3. Digitalization of college office with "Digital College Software" is done by June, 2017 with the following facilities of digital Admission, Attendance, Promotion, Certification, Account Maintenance, etc.
   4. By the demand of IQAC the authority completed the construction of two nos. of Gallery Class rooms in August, 2016.

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
1. Plan to complete two Gallery Classrooms by this session 2. Installation of two digital boards for smart class room facility within this year. 3. Participation in NIRF, India's Ranking 2017. 4. Digitization of college office to be done by this session. 5. Preparation of Computer Laboratory of Mathematics Department by this session.	1. Construction of two Gallery Classrooms are completed by Aug/2016 2. Installation of Digital Board in two classrooms completed in Sept/2016 and June/2017. 3. Participated and stood in the rank band 151-200. 4. Digitalized with Digital College Software by June/2017. 5. Initiated and allotted room for Computer Laboratory for Mathematics department and purchase order for computer is given.

  Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

  Provide the details of the action taken

> 1. Resolved to proceed for submission of AQAR.
> 2. Appreciate on activities & contribution and achievements on planning of IQAC.
> 3. Resolved to cooperate in IQAC activities and planning's.

Part – B

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				
PG				
UG	2	1		
PG Diploma				
Advanced Diploma	1			
Diploma	1			
Certificate	4			
Others				
Total	8	1		

Interdisciplinary				
Innovative				

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

Pattern | Number of programmes

Semester | 2

Trimester

Annual | 1

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.

No

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

Yes, Department of Physiotherapy.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	33	0	0	0

2.2 No. of permanent faculty with Ph.D.

    7

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
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		1	
Presented papers		2	1
Resource Persons			

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

1. Introduction of smart classroom.
2. Classes with audio-visual aids, in power-point etc.
3. Encourage to students to search for E-book, E-Journals, NLIST etc. in Library.
4. Guest lecture.
5. Lesson plan at the beginning of the year for effective teaching.
6. Invited talks, outdoor interactions, and internal seminars by students.
7. Digitization of Library with RFID enabled.
8. Field Trips, Industrial Visit, excursion etc.
9. Wi-Fi enabled campus.
10. Workshop on laboratory practices.
11. All departments are provided LCD projector for Teaching-Learning process.

2.7 Total No. of actual teaching days
during this academic year   170

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)   None

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

-	-	3

     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.	134		23.13	19.4	4.47	47.01
B.Sc. IT	21		23.8	42.8		66.7

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

Contribution-
1. Establishment of smart classroom for special classes.
2. Planning and communication regarding establishment of Common Instrumentation Centre.
3. Completion of two gallery Classrooms by the demand of IQAC.

Monitoring-
1. Monitored through academic council and communicating with Vice-Principal.
2. Meeting with teaching staffs semester wise.

Evaluation-
1. Discussion in academic council regarding up-gradation.
2. Collection and analysis of student's feedback, teacher's appraisal, etc.
3. Result analysis department wise for final result.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	0	0	1
Technical Staff	9	0	0	5

Criterion – III

3. Research, Consultancy and Extension

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

> 1. Strengthen the Research Cell for creating good research initiative and environment in the college.
> 2. Planning to establish a Central Instrumentation Facility for promoting research in the college and accordingly communicated and received consent from funding agency for the same.
> 3. Encourage to take the benefit of Laboratory of Institutional Biotech Hub for research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	0	0
Outlay in Rs. Lakhs		1207800		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	0	0	4
Outlay in Rs. Lakhs	723000			

3.4   Details on research publications

	International	National	Others
Peer Review Journals	4		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [　　] Average [　　] h-index [　　] Nos. in SCOPUS [　　]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [1]   Chapters in Edited Books [   ]

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [   ]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			1
Sponsoring agencies		UGC			DBT

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

3.13 No. of collaborations   International [   ]   National [   ]   Any other [   ]

3.14 No. of linkages created during this year [   ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [6.50]   From Management of University/College [Nil]

Total [6.50]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF 1   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   State level

National level   International level

3.22 No. of students participated in NCC events:

University level   State level

National level   International level

3.23 No. of Awards won in NSS:

University level   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

- Plantation:

    o Plantation of sapling on the occasion of World Environmental Day, 2016.

- Cashless transaction:

    o An awareness programme and workshop on use of BHIM apps for cashless transaction was held in collaboration with State Bank of India, Kokrajhar. Where 70 nos. of students were benefited and get Rs. 50 on installation of the Apps from SBI as rewards.

- Biotech programme

    o Hands on training on Methods of Molecular Biology and Biotechnology by institutional Biotech Hub to the school students of the locality.

    o Awareness programme of Tools and Techniques of Biotechnology for the school students of class XI and XII.

- Poster presentation:

    o Poster presentation on 'Role of Physiotherapy in Sports Geriatric/Healthy Adults' on the occasion of World Physiotherapy Day-2016.

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 (Sq. m)	16722.54			16722.54
Class rooms	3087.07	324	MPLAD	3411.07
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	2	1	DBT	3
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> 1. Digitalized the existing computerized office with Digital College Software to enable-
>   a. Computerized admission process.
>   b. Computerized students details and record keeping.
>   c. Account maintenance.
> 2. Digitalized the Central Library including RFID enabled system.
>   a. Self issue return of books from library.
>   b. OPAC service for searching books in library.
>   c. E-Book, E-Journal and NILST facility.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7371	18,41,766	831	3,54,452	8202	2196218
Reference Books						
e-Books						
Journals	20	10,400	-	-	20	10400
e-Journals						
Digital Database	1	-	-	-	1	-
CD & Video	17	-	-	-	17	-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	55	2	4	1	Nil	1	1	
Added	14	1	2		Nil	1	6	
Total	69	3	6	1	Nil	2	7	

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

1. Diploma in Information Technology, a Certificate Course by Department of Computer Science.
2. Computer and Internet access point at Central Library.
3. Wi-Fi enabled campus.

4.6 Amount spent on maintenance in lakhs :

i) ICT

5.00

ii) Campus Infrastructure and facilities

162.34

iii) Equipments

17.88

iv) Others

83.19

Total :

260.41

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Orientation class at the beginning of the class to introduce about various rules, regulation and facilities available in the college
2. Relevant information dissemination through college website.
3. Detail about college and facilities available are given in college prospectus.
4. Time to time notification in the Notice Board.
5. Regular update of digital notice board.
6. Meeting with students of different classes separately.
7. SMS services.

5.2 Efforts made by the institution for tracking the progression

1. Progress analysis in departmental meeting.
2. Analysis of progress in the meeting of Head of the Departments.
3. Discussion in the academic council meeting.
4. Result analysis of college as well as university examinations.
5. Students profile preparation and analysis.
6. Meeting with Alumni.
7. Feedback system for stockholders for teachers, administration.
8. Feedback from students for Teachers and Library.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
821	0	0	800

(b) No. of students outside the state

0

(c) No. of international students

1

Men
No	%
538	65.53

Women
No	%
283	34.47

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
67	21	396	127	0	611	122	31	478	190	0	821

Demand ratio   1:1.3   Dropout % 7.73

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

> 1. Coaching in department level for preparation to appear in JAM.

No. of students beneficiaries
04

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [4]

5.6 Details of student counselling and career guidance

> 1. Career counseling seminar in collaboration with Directorate of Certificate of Accounting technician.
> 2. Career magazine in Library with the help of Alumni association.
> 3. Career awareness meeting in collaboration with IOCL Bongaigaon refinery.
> 4. Career Counselling programme by inviting NTPC Ltd. Slakati

No. of students benefitted
3

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

None

5.9 Students Activities

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

State/ University level [ ]   National level [ ]   International level [ ]

No. of students participated in cultural events

State/ University level [   ]   National level [   ]   International level [   ]

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

Sports : State/ University level [   ]   National level [   ]   International level [   ]

Cultural: State/ University level [   ]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution Financial support from government		
Financial support from other sources		
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: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:
The vision of the institution is
    "To become a centre of excellence in Science education".
Mission:
- To create students of science with good quality, positive attitude and perfect blend of knowledge.
- To create good citizens of tomorrow, with their dedication to excellence.
- To support the students to bloom their dreams.
- To create healthy student-centered teaching –learning environment.
- To make research a momentous activity involving society and teaching-learning community.
- To provide infra-structure and learning resources required for quality education and research activities.
- To sustain academic excellence.

6.2 Does the Institution has a management Information System

1. The college website has a pages regarding college management.
2. The information regarding management is disseminates within college through the online Digital College Software (DCS) by URL www.sciencecollegedcs.com.

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

6.3.1 Curriculum Development

1. Few faculty members are associated with committees of curriculum development of affiliating university for enrichment of curriculum.
2. Board of Studies for curriculum design for various diploma and certificate courses.

6.3.2 Teaching and Learning

1. Introduction of smart classroom for smooth conduct of advanced level modern class.
2. Provided LCD projectors to each department to conduct audio-visual and ICT enabled classes.
3. Teaching plan and analysis for progression.
4. Encouraging faculty members to participate in Refresher, orientation and FDP courses.
5. Organisation of departmental seminar/workshop etc.

6.3.3 Examination and Evaluation

1. Examination committee looks after the matter for smooth conduct of examination.
2. Centralized system for conduct of Unit test, Sessional examination, class test for evaluation in progression in course.
3. Feedback from students regarding progress of teacher.
4. Feedback from staffs regarding progress of administration and authority.
5. Parent-Teachers meet.

6.3.4 Research and Development

1. Strengthen the Research Cell to grow research environment in the college.
2. Planning to establish a Central Instrumentation Facility for promoting and facilitating Research.
3. Encouraged faculty to apply for research grants from different funding agencies.
4. Freedom to Principal Investigators of the on-going Research Projects obtained from different funding agencies for smooth completion of the same.
5. Encouraged the faculty to complete Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library-
   a. Library orientation class at the beginning of the session.
   b. Digital Library with RFID system to computerized issue return for the students as well as faculty.
   c. Web-OPAC and OPAC system for searching availability of books in Library.
2. ICT-
   a. Wi-Fi enabled campus for students and faculty.
   b. Free internet access point at Central Library with printing facility.
3. Infrastructure/instrumentation-
   a. Smart board, LCD projectors for ICT enabled classes.
   b. Solar power unit for uninterrupted power supply for smooth use of technology.
   c. Few air conditioned classroom.
   d. Gallery Classroom with smart board for smooth interactive class.
   e. Indoor stadium with Gymnasium facility for the students.

6.3.6 Human Resource Management

1. To create an atmosphere of good resource management various committees are formed involving faculty members.
2. Governing body of the college look after the planning and development of the college.
3. Teachers association of the college look after the issues related to teacher.
4. Students Union Body deals with student issues regarding development and grievances.
5. Monitoring of attendance of staffs.

6.3.7 Faculty and Staff recruitment

1. Advertisement in leading news papers are given for recruitment.
2. Permanent well qualified faculty and staffs are recruited as per UGC and Govt. of Assam rule.
3. Roaster method is followed in recruitment.
4. Temporary faculties and staffs are recruited on the basis of merit and interview as per need.

6.3.8   Industry Interaction / Collaboration

> 1. IQAC and Career Guidance Cell look after the matter of Industry interaction and collaboration.
> 2. Interacted with IOCL Bongaigaon Refinery and NTPC Salakati for industry institute relationship initiated.

6.3.9   Admission of Students

> College adopt a transparent admission process-
> 1. Advertisement of admission in News Papers and in college website.
> 2. Issue and submission of admission form in prescribed dates.
> 3. Screening and preparation of merit list and hanging the same in the notice board.
> 4. Counselling and Admission in a fixed date in presence of all students.
> 5. Govt. reservation policy is followed.

6.4 Welfare schemes for

Teaching	1. Teachers Welfare Society fund 2. Group Insurance Scheme. 3. Maternity/Paternity leave etc.
Non teaching	1. Loan 4. Group Insurance Scheme. 2. Maternity/Paternity leave etc.
Students	1. Financial assistance to economically poor students. 2. Free studentship for economically poor meritorious students.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic Council
Administrative	No		Yes	IQAC

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?

Not applicable.

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

Not applicable.

6.11 Activities and support from the Alumni Association

Active Alumni association supports in various way-
1. Maintain Alumni data and communicates as per need.
2. Provides career magazine in Library for students.
3. Donated wall clock for the class rooms.
4. Planned to construct class room building in near future.
5. Organize Alumni meet yearly.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teachers Association arranges Parent-Teachers meeting to discuss and analyse the progress of the student and college.

6.13 Development programmes for support staff

Orientation for computer and office automation.

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

1. Solar energy plates at the root top for generation of electricity.
2. Waste disposal shade for waste management along with dust bins in different places of the college.
3. Awareness of conservation of electricity, sticker on door for switch off whiles not in use the electrical appliances.
4. Plantation on various occasions.
5. Planning to create plastic free campus.
6. Participation in Swacch Bharat Aviyan.

Criterion – VII

7. **Innovations and Best Practices**

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

> 1. "100% Students Attendance Award" of Rs. 500/- per month to increase the attendance of the students.
> 2. Monthly teaching plan to complete the course in due time.
> 3. Departmental field trip/industrial visit/ excursion.

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

> 1. Construction of two Gallery Classrooms are completed by Aug/2016
> 2. Installation of Digital Board in two classrooms i.e. in Gallery-I and Room No-13 are completed in Sept/2016 and June/2017 respectively.
> 3. Participated in NIRF, India's Ranking 2017 and stood in the rank band 151-200.
> 4. Digitalization of college office with Digital College Software was completed in June/2017.
> 5. Initiated and allotted room for Computer Laboratory of Mathematics Department and purchase order for computer is given.

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

> Annexure-I

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

7.4 Contribution to environmental awareness / protection

> 1. Organization of plantation on various occasions.
> 2. Awareness on green environment.
> 3. Solar power generation.
> 4. Solar light in the campus.
> 5. Active NSS and Green Audit Cell organize various environment related programme.
> 6. Waste management system with segregation of waste.
> 7. Use of CFL and LED bulbs.
> 8. Sticker for energy conservation (to switch off electrical equipments when not in use).
> 9. Observation of World Environment Day with different programmes.

7.5 Whether environmental audit was conducted?   Yes √   No ☐

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

Strengths:
1. Young, Dynamic, Well Qualified, Dedicated, Competent and Hard working faculty members.
2. Digital Library facility with sufficient number of Text books, Reference Books, journals, OPAC and Web-OPAC facility with RFID enabled and air conditioned.
3. Supportive and cooperative administration and Governing Body.
4. Sound interpersonal relation between staffs.
5. Faculty members are academically sound and they have National and International research publications so they are good guidance for students in scientific challenge world.
6. Though the college is situated in six-schedule and educationally backward area the quality of student and pass percentage is good.
7. DBT sponsored Biotech Hub.
8. Wi-Fi enabled campus.

Weakness:
1. Lack of sophisticated equipments and laboratory facilities.
2. Poor academic and economic background of the students.
3. Lack of time to carry out different research activities due to busy academic time period.
4. Less no of Govt. sanctioned post in the college.
5. Deficiency in rooms for class and laboratory.
6. Inadequate fund for contingency expenditure for departments.

Opportunities:
1. Up-gradation of the college to a Post Graduate College.
2. Teachers can apply for research grants from different funding agencies for high level research.
3. To establish a common facility of Sophisticated Instruments for students and faculty.
4. Introduction of various Job oriented certificate and diploma courses in meet up the current demand of Job market.
5. Students get active support from the faculty members for progression in educational and career prospects.
6. Existing certificate, diploma courses and Soil and Water Testing Centre provide facility to the local youth as well as community in respective field.
7. Presence of digital class room, LCD projector and other ICT facility upgrade the academic technical knowledge of the students.

Threats:
1. Students with poor academic and economic background.
2. High cost of chemicals, apparatus and Laboratory equipments.
3. Frequent strikes and bandh called by banned and other organizations affects in completion of course curriculum.
4. Most of the students are below average and so the faculty members have to take extra care, extra class and have to put more efforts to make the students at par with the university result.
5. Difficulty in the up-gradation of infrastructural facility as there are less infrastructural grants to the colleges from Government.

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

1. Plan to establish six new digital class room for the Departments Physics, Chemistry, Mathematics, Botany and Zoology as well as the Gallery Class rooms
2. Completion of computer laboratory for Department of Mathematics.
3. Participation in NIRF, India's Ranking 2018.
4. Construction of new Laboratory for Department of chemistry.
5. Establishment of one Central Instrumentation Facility with sophisticated instruments for all faculty and students.
6. Construction of new class rooms to make up the class room demand.
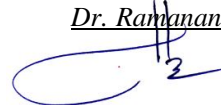
Name :   *Mr. Biswajit Nath*

Coordinator
Internal Quality Assurance Cell
Science College, Kokrajhar

Signature of the Coordinator, IQAC

Name :   *Dr. Ramananda Sinha*

Principal
Science College, Kokrajhar

Signature of the Chairperson, IQAC

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Best Practices : 2016-17

Title of the practice: "Monthly Teaching Plan"

Goal:

The academic council keeps its aim to monitor and uplift the course progress designs the monthly teaching plan format for timely completion of courses.

The context:

Due to various unavoidable and other circumstances the courses are not being able to complete in due time. For the complete benefit of students as well as for student centric teaching learning process 'Monthly Teaching Plan' is implemented.

The Practice:

For smooth implementation of curriculum and timely completion of the syllabus, Monthly Teaching Plan and course completion reports is being taken by academic council and monitors regarding completion of course curricula in due time.

Evidence of success:

- Courses are being completed is due course of time by maximum faculties and maximum number of students are attending classes regularly and progressed in their result.
- Faculties are planning for remedial teaching if needed.
- Students are more interactive with teachers regarding courses curriculum.

Title of the practice: "100% Students Attendance Award"

Goal:

The institute has the aim to enrich its student's attendance so that they should able to understand the texts and secure good marks in examination.

The context:

There is a tendency among the student to attend less number of classes and accordingly they are unable to understand the lesson properly and resulted in poor knowledge and result outcome.

The Practice:

The authority takes the venture to give a cash award of Rs. 500.00 (five hundred) to those students attended 100% classes in all subjects monthly. The attendance of the students are displayed monthly on the notice board and asked the eligible students to claim the award. After verification from the respective departments, authority commonly in programme awards the same.

Evidence of success:

- Maximum number of students practices in attending classes regularly and progressed in their result.
- Students' interactive potential increased.
- Attention of the students increased.