



ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC : 2013 – 14 S.S. COLLEGE, HAILAKANDI

The NAAC has introduced a new on-line questionnaire for the annual report format to be submitted by the IQAC every year. The new format is a survey of the quality sustenance effort undertaken by the institution which would reflect the quality management strategies adopted. Broad areas cover all relevant quality enhancement efforts. It is envisaged that the response pattern by the institution would be a self-learning exercise in quality sustenance effort undertaken by the institutions. The survey also intends a quality mapping which would streamline IQAC activities. Based on the quality profile created by the institution, strategies can be adapted to achieve the declared goals and objectives.

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment or categorization on institutional quality is intended.

1. Kindly provide the details of the institution

Name of Institution

Year of Establishment of the institution

Address Line 1:

Address Line 2:

City/town:

State :

Postal Code:

Email Address:

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:

Current Grade:

CGPA:

3. Institutional Status

4. Contact Person Details

Name of Head of Institution

Contact Phone:

Email:

Website URL:

Name of IQAC Co-ordinator

Email:

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building

5. Number of Academic programmes existing (Enter number; 0 for nil)

Undergraduate (BA/B.Sc/B.Com etc)	3
Post Graduate (MA/M.Sc/M.Com etc.)	0
Research Programmes (M.Phil/Ph.D)	0
Certificate Programmes	5
Professional Programmes	0
(B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	
Other value added programmes	2
Any other programme offered (specify)	3

6. Details on Programme Development (Enter a number; 0 for nil)

New Programmes added during the year	0
New Programmes designed	0
Programmes under revision	0
Interdepartmental Collaborative programmes	0
Inter Institutional Collaborative programmes	0
Number of review committee recommendations implemented (Total)	5
Number of NAAC peer team recommendations implemented	3
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendations under implementation	10
Number of NAAC peer team recommendations under implementation	11
Number of UGC/ any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	90
Total faculty on rolls	46
Faculty added during the Year	0
Faculty positions vacant	0
Faculty left during the year	1
Total number of visiting Faculty	1
Total number of guest faculty	0

8. Qualification of Faculty

PhD and above	6
MPhil	16
Masters	19
Any other (Specify)	0

9. Faculty qualification improvement

PhD awarder to existing faculty	6
MPhil awarder to existing faculty	0
Any other degree awarder to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	14
Administrative staff (Actual Strength)	12
Added during the year of reporting	1
Left during the year	2
Number of post vacant	2

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support staff (Total sanctioned strength)	10
Technical Support staff (Actual strength)	6
Added during the year	0
Left during the year	3
Number of post vacant	4

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and process which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.

12. Establishment details

Year of establishment of IQAC

DD	MM	YYYY
<input type="text" value="31"/>	<input type="text" value="03"/>	<input type="text" value="2007"/>

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	<input type="text" value="16"/>
Number of Alumni in IQAC	<input type="text" value="3"/>
Number of Students in IQAC	<input type="text" value="0"/>
Number of Faculty in IQAC	<input type="text" value="8"/>
Number of Technical Staff in IQAC	<input type="text" value="1"/>
Number of Management Representative	<input type="text" value="1"/>
Number of External expert in IQAC	<input type="text" value="2"/>
Number of any other stakeholder and community representative	<input type="text" value="0"/>

14. IQAC Meetings

Number of IQAC meetings held during the year	<input type="text" value="2"/>
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15. Whether Calendar of activities of IQAC formulated for the academic year

<input type="text" value="Yes"/>

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	7
Number of value added programmes proposed	2
Number of skill oriented programmes proposed	1
number of faculty competency and development programmes proposed	9
number of other staff development programmes proposed	1
number of student mentoring programmes proposed	15
number of co-curricular activities proposed	12
Number of inter departmental cooperative scheme proposed	2
Number of community extension programmes proposed	7
Any other programmes proposed (Specify)	0

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	5
Number of value added programmes implemented	2
Number of skill oriented programmes implemented	0
Number of faculty competency and development programmes implemented	8
Number of other staff development programmes implemented	0
Number of Student mentoring programmes implemented	10
Number of co-curricular activities implemented	7
Number of inter Departmental cooperative programmes implemented	1
Number of Community extension programmes implemented	5
Any other programmes suggested that are implemented (Specify)	0

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/
conferences/ workshops
organized by IQAC within
the institution

0

Number of participants
From the institution

0

Number of participants from
outside

0

Number of external expert
invited

0

Number of external
conferences/ seminars/
workshops on institutional
quality attended

0

Number of events
conducted with IQACs of
other institutions as
collaborative programmes

0

19. Did IQAC receive any funding from UGC during the year

Yes

No

**20. If the response to Qn. 18 is Yes, please provide the amount received from UGC -
(Input 0 – if NA/NIL-) Any other source including internal financial support from
the management (Specify amount)**

Amount received from
UGC

Amount received from any
other source including the
college management

**21. Any significant contribution made by IQAC on quality enhancement during current
year (Please provide details in bullet format)**

- * Digital classroom has been established under Faculty Development Programme of the IQAC
- * The whole campus has been turned in to Wi-Fi zone
- * A Biotech Hub has been established
- * A Career & Counseling Cell has been established with all equipments.
- * Installation of C.C. Cameras for maintaining discipline in and around the college campus

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	<input type="text" value="2"/>
Numbers of faculty members involved in curriculum restructuring/revision/syllabus development	<input type="text" value="13"/>
Number of programmes in which evaluation process reformation taken up and implemented	<input type="text" value="20"/>
Number of active teaching days during the current academic year	<input type="text" value="182"/>
Average percentage of attendance of students	<input type="text" value="75%"/>
Percentage of classes engaged by guest faculty and temporary teachers	<input type="text" value="3%"/>
Number of self financed programmes offered	<input type="text" value="0"/>
Number of aided Programmes offered	<input type="text" value="15"/>
Number of programmes discontinued during the year	<input type="text" value="1"/>

23. Whether any systematic student feedback mechanism is in place?

24. Feedback Details (If answer to Question 20id Yes)

Percentage of course where student feedback is taken	<input type="text" value="90%"/>
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25. Is feedback for improvement provided to the faculty?

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	2
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	1
Number of minor ongoing Projects	0
Number of major project completed	0
Number of minor project completed	3
Number of major project proposal submitted for external funding	1
Number of research Publications in peer reviewed journals	35
Number of research Publications in international peer reviewed journals	25
Number of research Publications in national Peer reviewed journals	10
Number of research papers accepted for publication in international peer review journal	5
Number of research papers accepted for publication in national peer review journal	3
Average of impact factor of Publications reported	5.52
Number of Books published	8
Number of edited books published	0
Number of books (single authored) published	0
Number of books (coauthored) published	35
Numbers of conferences attended by the faculty	5
Number of International conferences attended	30
Number of national conferences attended	25
Number of papers presented in conferences	2
Number of papers presented in international conferences	0

Number of papers presented in national conferences	23
Number of conferences Organized by the institution	5
Number of faculty acted as experts resource persons	0
Number of faculty acted as experts resource persons - international	0
Number of faculty acted as experts resource persons - national	0
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	0
Amount of external research funding received in the year	370000
Number of patent received in the year	0
Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	0
Number of PhDs awarded during the year invited as	6
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	3

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various course (Sanctioned)	900
Actual enrolment during the year	900
Student dropout percentage during the year	1.4%
Success percentage in the final examination across the courses	87.75%
Number of academic distinction in the final examination and percentage	3
Number of students who got admitted to institutions of national importance	10
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/ SLET	0
Number of students qualified GATE/ CAT/ other examination (Specify)	0

28. Does student support mechanism exist for coaching for competitive examinations?

Yes

29. Student participation, if response is yes to Qn. 27

Number of students participated	50
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30. Does student counseling and guidance service exist ?

Yes

31. Student participation, if answer to Qn. 29 is yes

Number of students participated	550
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32. Career Guidance

Number of career guidance programmes organized	5
Percentage of students participated in career guidance programme	45%

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 32

Number of students
Participated in campus
Selection programmes

10

Number of students
selected for placement
during the year

Result awaited

35. Does gender sensitization program exist ?

Yes

36. If Answer is yes to Qn. 34

Number of programmes
organized

2

37. Student activities

Number of students participated in external cultural events	50
Number of prize won by Students in external cultural events	5
Number of cultural events conducted by the institute for the students	8
Number of students participated in international sports and games events	0
Number of major project completed	0
Number of students participated in national level sports and games events	0
Number of students Participated in state level Sports and games events	0
Number students Participated in university Level sports and games events	15
Number prize won by students in international sports and games events	0
Number prize won by students in national level sports and games events	0
Number prize won by students in state level sports and games events	0
Number prize won by students in university level sports and games events	0
Number of sports and Games events conducted by the institution for the students	2

38. Composition of students

percentage of Scheduled cast	10.72 %
Percentage of Scheduled Tribe	1.71 %
Percentage of other Backword communities	8.66 %
Percentage of Women students	30.91 %
Percentage of physically challenged	0
percentage of rural students	65 %
percentage of urban students	35 %

39. Scholarships and Financial Support

Number of Students availing financial support from the institution	40
Amount disbursed as financial support from the institution	40000
Number of students awarded scholarship from the institution	119
Number of students received notable national/international achievements/recognition	0

40. Students initiatives

Number of community upliftment programmes initiated by students	2
Number of literary programmes initiated by students	3
Number of social action Initiated based on science / environment initiated by students	2
Number of student research initiatives	20

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall development activities is created ?

- Yes
 No

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored ?

- Yes
 No

43. Whether benchmarking is created for institutional quality management efforts ?

- Yes
 No

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

- Students' Seminars are organized by the various departments.
- 100% Students feedback
- Industrial Visits
- Continuos process of internal assessment
- self appraisal by faculty members
- Continuos assessment by the management (G.B.)
- Wi-Fi zone
- Library Network
- Digital Classroom for Students
- USC or ICT teaching learning process
- Promotion of extracurricular activities
- Students research
- Internship
- Staff Academy
- the Whole Campus of the college in under CC TV camera surveillance.
- Students charter followed.

45. Is a Management Information System (MIS) in place ?

- Yes
 No

46. If answer to question 44 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance
2. Student admission
3. Student records

4. Evaluation and Examination procedures

5. Research administration

6. Other

(enter the respective details corresponding to the serial numbers)

- | |
|--|
| 1. Tally, pay roll, tax, Fees, PPF, ERP System exactly |
| 2. Through Website, Spot Admission |
| 3. In-house ERP System (Enterprise Resource System) |
| 4. In-house ERP System (A to Z Campus Automation) |
| 5. Through IQAC Research Cell |
| 6. A) All information through website
B) Study materials through Web
C) Library use DELNET |

47. Existence of learning resource management

	Yes	No
e-database in library	<input checked="" type="radio"/>	<input type="radio"/>
ICT and smartclass room	<input checked="" type="radio"/>	<input type="radio"/>
e-learning source (e-Books, e-Journals)	<input checked="" type="radio"/>	<input type="radio"/>
Production of teaching Modules	<input checked="" type="radio"/>	<input type="radio"/>
Interactive learning facilities	<input checked="" type="radio"/>	<input type="radio"/>

48. Internal resource mobilization : Kindly provide the amount contributed

Research	<input type="text" value="0"/>
Consultancy and training	<input type="text" value="100000"/>
Student contribution	<input type="text" value="0"/>
Alumni contribution	<input type="text" value="5000"/>
Wellwishers	<input type="text" value="0"/>

49. Infrastructure and welfare spending : Please specify the amount

Amount spent for Infrastructure development	<input type="text" value="3750000"/>
Amount spent for Student welfare	<input type="text" value="50000"/>
Amount spent for staff welfare	<input type="text" value="50000"/>

50. Is delegation of authority practiced

- Yes
 No

51. Does grievance redressal cell exist ?

	Yes	No
Faculty	<input checked="" type="radio"/>	<input type="radio"/>
Students	<input checked="" type="radio"/>	<input type="radio"/>
Staff	<input checked="" type="radio"/>	<input type="radio"/>

52. Grievance received from faculty and resolved (Enter a number; 0 for nil)

Number of grievance received	<input type="text" value="2"/>
Number of grievance resolved	<input type="text" value="2"/>

53. Number of Grievance received from students and resolved (Enter a number; 0 for nil)

Number of grievance received	<input type="text" value="3"/>
Number of grievance resolved	<input type="text" value="3"/>

54. Number of grievance received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievance received	<input type="text" value="2"/>
Number of grievance resolved	<input type="text" value="2"/>

55. Has the institution conducted any SWOT analysis during the year

Yes
 No

56. The SWOT analysis was done by internal or external agency

Internal
 External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Scope for Infrastructure expansion.
- Committed Teaching Staff & Support Staff.
- Strong and Supportive Management Team.

58. Kindly provide three identified weaknesses from SWOT Analysis (in bullet format)

- Limited Research activities & Publication in ISBN.
- Limited outside exposure of Teachers.
- Low achievements in Sports.

59. Kindly provide two opportunities identified from SWOT Analysis (in bullet format)

- Resource generation in major research project.
- Opening of Post graduate Course.

60. Kindly provide two identified challenges/threats from SWOT Analysis (in bullet format)

- Geographical constrains.
- Improvement of communication & soft skill of Students

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

1. Book published by the teachers
2. One Major project going to be completed
3. Six faculty member ware awarded PhD
4. One major project sanctioned by the UGC
5. Facility of Smart Class Room
6. Construction of New campus for starting of Commerce stream
7. Construction of new Girls Hostel
8. One Biotech Hub is Installed by the DBT.

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

1. NAAC recommendations help us to improve our quality of teaching learning and research
2. NAAC assessment help us to understand our strength and weaknesses
3. NAAC puts us on the right track towards the journey of achieving our goals and objectives

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