

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 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

I. Detail of the Institution

1.1. Name of the Institution:

R.G. Baruah College

1.2. Address Line 1:

Fatasil, Ambari

Address Line 2:

A.K. Dev Road

City/Town:

Guwahati

State:

Assam

Pin Code:

781025

Institution e-mail address:

rgbaruahcollege1978@gmail.com

Contact no:

0361-2474424

Name of the Head of the Institution:

Dr.(Mrs) BABITA CHOUDHURY

Tel. No. With STD code:

0361-2474424

Mobile:

09435305374

Name of the IQAC Co-ordinator: Mrs Triveni Choudhury.

Mobile: 94351-93107

IQAC e-mail Address: iqacrgbaruahcollege@gmail.com

1.3 NAAC Track ID: ASCOGN11994

1.4 Website address: www.rgbaruahcollege.org

Web-link of the AQAR: www.rgbaruahcollege.org/Pdf/AQAR_2014-15.pdf

1.5 Accreditation Details

Sl No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	-	2004	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY 20/4/2005

1.7 AQAR for the year 2014-15

- 1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.
- i. AQAR for 2011-12 submitted on 28/05/14
 - ii. AQAR for 2012-13 submitted on 28/05/14
 - iii. AQAR for 2013-14 submitted on 28/05/14

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty /Programme

Arts Science Commerce Law PEI (Phy Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Gauhati University

1.12 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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

02

2.3 No. of Students

NIL

2.4 No. of Management representatives

01

2.5 No. of Alumni

Nil

2.6 No. of any other stakeholder and

Community representatives

02

2.7 No. of Employers/Industrialist

2.8 No. of other External Expert

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meeting 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 organised by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant 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	Achievement
1. Construction of Conference Hall.	1. 60 seat capacity Conference Hall has been constructed.
2. Renovation of Boy's Hostel.	2. Boy's Hostel renovated with facilities for 15 Boarders and Hostel Warden.
3. Upgradation of Computer Laboratory.	3. Computer Laboratory upgraded.
4. Construction of new class rooms and study centres.	4. Two (02) new class rooms and space has been provided for KKHSOU study centre.
5. To register the Alumni Association.	5. Alumni Association registered under Societies Registration Act 1860.

6. To organise events under Institutional Social Responsibility. 7. To organise National Level Seminars/ Workshops.	6. Health Camp organised for local residents. 7. Not yet achieved.
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2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the detail of the action taken

Part-B

Criterion-I

I. Curricular Aspect

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of Programme added during the year	Number of self-financing programme	Number of value added/Career oriented programmes
Ph D				
PG				
UG	2			
PG Diploma				
Advance Diploma				
Diploma				
Certificate				
Others				
Total	2			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the curriculum: CBCS/Core/Elective option/ Open option:

Core and Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

1.3 Feedback from stakeholders: Alumni Parents Employers Students

Mode of feedback: Online Manual Co-operating Schools (for PEI)

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

Revision/update of regulation or syllabi is done by affiliating university

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

Criterion-II

2. Teaching, Learning and Evaluation

2.1 Total No. of

Permanent faculty

Total	Asst. Professor	Associate Professors	Professors	Others
43	19	18	Nil	06

2.2 No. of permanent faculty with Ph. D

12

2.3 No. of faculty positions
Recruited (R) and Vacant (V)
During the year

Asst. Professor		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	1							Nil	1

2.4 No. of Guest and visiting faculty and Temporary faculty

Nil

Nil

06

2.5 Faculty participation in conference and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented	02	18	
Resource Persons			

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

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

215

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

N/A

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

03

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

2.10 Average percentage of attendance of students

76.4%

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. Of students appeared	Division				
		Distinction %	1%	II%	III%	Pass%
B.A						92%
B.Com						86%

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

- § IQAC has developed a mechanism for collecting feedback from students on the quality of teaching. The feedback helps in the improvement of teaching.
- § IQAC encourages teachers to adopt innovative teaching methods to make the learning process a fruitful one.

2.13 Initiatives undertaken towards faculty development

<i>Faculty/ Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher courses	01
UGC-Faculty Improvement Programme	
HRD- Programmes	
Orientation programmes	09
Faculty exchange programme	
Staff training conducted by the University	
Staff training conducted by other institutions	
Summer/Winter schools, Workshops, etc.	05
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent position filled during the year	Number of positions filled temporarily
Administrative Staff	14	Nil	01	Nil
Technical Staff				

Criterion-III

3. Research, Consultancy and Extension.

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

The IQAC has entrusted the Research Committee to offer maximum support to the faculty in pursuance of their research work. The committee provides information regarding various funding agencies for research. The Research Committee meets as and when needed to discuss various plans to promote research and motivate the faculty for their academic advancement.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03	Nil	01
Outlay in Rs. Lakhs	0.97	5.84		

3.4 Details on research publications

	International	National	Others
Peer Review journals	02	04	
Non-peer Review journals			
e-journals			
Conference proceedings	01	11	

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	2015-17	UGC	5.6 Lakhs	4.3 Lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other (Specify)				
Total				

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 type="text"/>	CPE	<input type="text"/>	DBT Star Scheme	<input type="text"/>
INSPIRE	<input type="text"/>	CE	<input type="text"/>	Any Other (specify)	<input type="text"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
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

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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. Guide and students registered under them

01

02

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

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	02
NCC		NSS	
		Any other	

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

- A Health Camp for residents of the locality was organised by the IQAC as part of its Institutional Social Responsibility

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	3.31 Acre			3.31 Acre
Class rooms	26			
Laboratories	02			
Seminar Halls		01	College fund	
No. of important equipments purchased during the current year	694	10	College fund	
Value of the equipment purchased during the year (Rs. In lakhs)	2.11			
Others				

4.2 Computerization of administration and library

Library and Administration computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2277	185719	22	3759	2299	189478
Reference Books	7630	1446059	957	505343	8587	1951402
e-Books						
Journals	12				12	
e-journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	20	25			11	15	10
Added								
Total	56	20	25			11	15	10

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

Computer Training imparted to sixth semester students and non-teaching staff.
Internet access is available in the computer laboratory and library.

4.6 Amount spent on maintenance in lakhs:

i) ICT

ii) Campus Infrastructure and facilities

28.2

iii) Equipments

2.11

iv) Others

0.43

Total:

30.74

Criterion –V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

- The students' progression in the field of entrepreneurial activity is monitored regularly.
- The institution undertakes various programmes like coaching classes for competitive examinations, career counselling, soft skill development etc.

5.3 (a) Total Number of Students

UG	PG	Ph.D.	Other
1347			

(b) No. of students outside the state

11

(c) No. of international students

Nil

Men

No	%
668	49.5

Women

No	%
679	50.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1059	25	10	40	Nil	1134	927	150	75	195	Nil	1347

Demand ratio 1:4

Dropout%

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS e

State PSC

UPSC

Others

5.6 Details of student counselling and career guidance

1. Awareness Programme on Career Opportunities conducted by ICGC of the college.
2. Orientation Programme for students conducted by ICGC of the college

No. of students benefitted

60

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

5.8 No. of gender sensitization programmes

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	31	186500
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

The R.G. Baruah College Students' Union undertook a drive to distribute relief material to the flood affected victims of the rural areas of Kamrup District.

5.13 Major grievance of students (if any) redressed:

Grievance of students regarding repairs of the Boys and Girls common room is taken note of and renovation is being carried out.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Our vision is to disseminate quality education to our students including those who are underprivileged, so that they may realise their potential and become responsible human beings in society.

Mission

- To establish a congenial environment among the stakeholders of our institution to set a new benchmark in higher education.
- To provide better infrastructure and learning resources to the students for quality education.
- To use modern methods through modern technology to gain momentum in teaching and learning within the College campus.
- To extend relevant and effective awareness towards the local community in terms of education, health and environment in conformity with the principle upon which the institution is erected.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

An affiliating College does not have the liberty to develop Curriculum. It is the responsibility of the affiliating University

6.3.2 Teaching and Learning

- Seminars/group discussion and assignment are regularly conducted in the departments.

6.3.3 Examination and Evaluation

- In case of external examinations, the college strictly adheres to the rule and regulations laid down by the University.
- The college constantly monitors the performance of the students through internal assessment, unit tests etc.
- The departments have also started the process of computerisation of examinations record

6.3.4 Research and Development

- Two Minor Research Projects have been sanctioned in the Departments of Political Science and English.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 979 Number of books and Journal procured
- Library fully computerised.
- Computer laboratory upgraded.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

The Institution follows the rules laid down by the state government and UGC in matters of staff recruitment. However, contractual teachers are recruited on the basis of merit

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- Preparation of merit list well in advance
- Transparency maintained in the admission process
- Uploading the information in the College website
- Spot interview at the time of Admission.

6.4 Welfare schemes for

Teaching	
Non teaching	
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		No	
Administrative	No		No	

6.8 Does the University / Autonomous College declare 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?

Does not arise

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

Does not arise

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

There is no parent- teacher Association till now. However some departments have organised parents meet to inform parents about the progress of wards. Parents also provide valuable suggestions in this regard.

6.13 Development programmes for support staff

- Computer training provided to support staff.

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

- Plantation of trees in the campus.
- Campus made plastic-free.
- CFL/ LED lights used to save energy.
- Proper garbage disposal system introduced.

Criterion-VII

7. Innovations and Best Practices

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

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

1. 60 seat capacity Conference Hall has been constructed.
2. Boy's Hostel renovated with facilities for 15 Boarders and Hostel Warden.
3. Computer Laboratory upgraded.
4. Two (02) new class rooms and space has been provided for KKHSOU study centre.
5. Alumni Association registered under Societies Registration Act 1860.
6. Health Camp organised for local residents.

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

- Annual publication of News Letter.
- Computer training to non-teaching staff.



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

7.4 Contribution to environmental awareness / portion

World Environment Day celebrated to create awareness

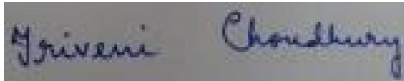
7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

1. To organise National/ International level Seminars, Workshops, Conferences etc.
2. To start new Job oriented/ Professional courses.
3. To undertake activities under Institutional Social Responsibility (ISR).
4. To introduce technology in the classrooms.
5. To complete the construction of the Boundary Wall of the college campus.

Name: Ms. Triveni Choudhury



Signature of Coordinator, IQAC

Name Dr.(Mrs.) Babita Choudhury



Signature of the Chairperson, IQAC

Annexure -i

Title of the Practice: College News letter of the Institution

Goal

The goal is to publish the news letter as the mirror of the Institution. And the aim is to document the academic as well as non academic activities and excellence of the institution in a systematic way.

Context

The newsletter also reflects the target and achievement of the head of the institution, hope and aspiration. The newsletter is a perennial source of inspiration for the teachers as well as the students. The favourable responses continuously encourage the publication of it and the endeavour for future excellence.

Practice

Publication of the newsletter lends to regular and methodical documents of the endeavour of the teaching and non teaching staff. It also reflects the students involvement in the all round development of the institution.

Evidence of Success

The publication of the newsletter is one of the steadfast adherences towards constructive practice. It is a source of inspiration and encouragement as well.

Problems, encounter and resources required

The publication of the newsletter is one of the innovative exercise engineered by the college with minimal amount of finance. Hence, no serious problems cropped up while implementing this practice.

The continuous publication of the newsletter encourages and motivates the faculty members for their constant up gradation in their pursuit for excellence.

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Annexure -ii

Computer training programme for non-teaching staff

Goal

The aim of the practice is to expertise the non-teaching staff in ICP and upgrade the office for automations .

Context

The Training initiative by IQAC , Computer Dept. and the college authority .

Practice

The motive of the Institution to utilize the resources in the optimum level and develop a self device system of providing informations about the activities of the NAAC in post accreditation scenario. The programme includes Basic computer training in both Hardware & Software. The members of the office staff had been trained up in two years. Training is also being imparted for the operations of the Xerox machines.

The priority was given for computerisation and networking of the following branches .

*Pay Cell *Examination Branch *College Admission Branch *Library * Central Office for Maintaining

Admission process in the college is an important activity of the college administration which is prepared effectively by the non-teaching staff with the support of teaching staff.

Evidence of Success

The non teaching staff of the College was highly motivated by NAAC visit and their motivation considerably were improved . The College admission process , Central offices are now computerised. The administrative staff is provided with computer and there is also provision of LAN connections. So records can now be easily accessed.

Problems, Encounter and Resources required

The Challenges faced during the up gradation of the Office were the shyness of the staff to undergo the training. However principal and her commitment has motivated the staff to undergo the training .The computer department has undertaken this activity. The available financial and infrastructure resources are utilised.

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