

ANNUAL QUALITY ASSURANCE REPORT: 2012-13
(AQAR)



IQAC : Kaliabor College



SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

The Annual Quality Assurance Report (AQAR) of the IQAC

July 1, 2012 to June 30, 2013

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.

Part – A

I. Details of the Institution

1.1 Name of the Institution	KALIABOR COLLEGE
1.2 Address Line 1	Kuwaritol, Nagaon, Assam
Address Line 2	PIN-782137
City/Town	Kaliabor
State	Assam
Pin Code	782137
Institution e-mail address	principal@kaliaborcollege.org
Contact Nos.	Land-03672-276535/211255 Mobile-09435165486
Name of the Head of the Institution:	Dr. H.K. Chaliha
Tel. No. with STD Code:	03672-276535/211255
Mobile:	09435165486

Name of the IQAC Co-ordinator:

M.R.K Reddi

Mobile:

09954218867

IQAC e-mail address:

kaliaborcollegeiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN11962

1.4 NAAC Executive Committee No. & Date:

EC no. EC/34/097, Dated November 04, 2004

1.5 Website address:

www.kaliaborcollege.org

Web-link of the AQAR:

www.kaliaborcollege.org/AQAR=2012-13

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺⁺	80	2004	2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

25/07/2005

1.8 AQAR for the year

2012-2013

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other	1. DST- NER Package 2. DBT -NER Package 3. DBT-Biotech HUB 4. DBT- Star College Scheme
UGC-COP Programmes	<input type="text" value="√"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="00"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held : 03

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

2.14 Significant Activities and contributions made by IQAC

1. Preparation for 2nd cycle of assessment.
2. Recommendations to the authority for initiating vocational courses

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. Training for newly introduced semester system for students was continued 2. The same training was extended to the students.	1. Awareness of semester system organised for students. 2. Doubts and confusions were cleared.

* Attach the Academic Calendar of the year as Annexure. (Attached 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

The Academic committee suggested to the principal in favour of introducing more vocational courses from next session onwards.

Part – B

Criterion – I

I. 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	00	00	00	00
PG	00	00	00	00
UG	Seven	00	Four	Four
PG Diploma	One	00	One	00
Advanced Diploma		00	00	00
Diploma		00	00	00
Certificate	One	00	One	One
Others				
Total	Nine	00	Six	Five
Interdisciplinary				
Innovative				

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

Core subjects

1. English
2. Environmental studies.
3. Modern Indian Language.

Optional Subjects

1. English (major)
2. Assamese
3. Pol. Science
4. History.
5. Education
6. Economics
7. Physics
8. Chemistry
9. Mathematics
10. Botany
11. Zoology
12. Statistics.
13. Biotechnology.
14. Commerce

15. Accountancy
16. Management.

Open Courses

All courses under K. K Handiqui State Open University

All courses of Institute of Distance and Open Learning(IDOL), Gauhati University

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	BA, B.Sc., B.Com, BBA, BCA, B.Sc. Biotechnology, Tourism and Travel Management.
Trimester	-
Annual	-

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

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 revision/update.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
54	31	23	00	00

2.2 No. of permanent faculty with Ph.D.

08

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

Professors		Professors							
R	V	R	V	R	V	R	V	R	V
00	02	00	00	00	00	00	00	00	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

20	00	00
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	10	23
Presented papers	Nil	02	07
Resource Persons	Nil	00	00

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

Setting of Questions papers and evaluation of answer scripts by students themselves.
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2.7 Total No. of actual teaching days during this academic year

247

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

Nil

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

03 in Board of Study

03 in Curriculum Development Curriculum

02 in syllabus development

2.10 Average percentage of attendance of students

58

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.	176	5.1	11.4	57.8	1.7	76
B.Sc.	27	14.8	51.8	14.1	00	80.7
B.Com.	21	4.7	00	57.1	35.85	93
BCA	05	00	40	60	00	100
BBA	08	00	37.5	62.5	00	100

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

The IQAC keeps track of the students performance in examinations and makes specific recommendations for teaching and learning process through notifications. It also takes note of class attendance and course coverage through contacts with the concerned departments and holds discussions with the principal and also with the staff for improvements. These being the usual practices, the IQAC paves the path for introduction of new courses by determining the requirements every year and submits its recommendations to the authority.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	8
UGC – Faculty Improvement Programme	3
HRD programmes	0
Orientation programmes	7
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	1
Others	0

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	07	01	00	00
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC notifies the faculties through notice board regarding invitation for research proposals with the help of Resech Cell. The IQAC arranges guides for student projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	4,00,000	4,00,000	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	04	04	00
Outlay in Rs. Lakhs	8,96,000	5,80,000	5,80,000	00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01		
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	02	00

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 In Rs	Received In Rs
Major projects	00	ICSSR	4,00,000	4,00,000
Minor Projects	2years	UGC	5,80,000	4,90,000
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	-	-	9,80,000	8,90,000

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 CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other

1.DST-NER-Package
2.DBT- NER Package
3. DBT-Biotech HUB

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the
Institution: Nil

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	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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
2	0	0	0	2	0	0

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: Nil.

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="16"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="05"/>		
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text"/>

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

Plantation programme in the adopted model school.

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	50836.4 Sqm	00	Donations, College	
Class rooms	42	03	UGC , College, State Govt.	45
Laboratories	10	01	UGC , College,, DBT	11
Seminar Halls	01	00		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	15	00	UGC, DBT	15
Value of the equipment purchased during the year (Rs. in Lakhs)	23.5	00		23.5
Others	-	-	-	-

4.2 Computerization of administration and library

Already Completed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20,350	67,00000	1,500	350230	21,850	7050230
Reference Books	12,250	120560	1258	12,0000	13,308	240560
e-Books	Nil	-	-	-	-	-
Journals	08	3250	02	780	10	4030
e-Journals	Nil	-	-	-	-	-
Digital Database	Nil	-	-		-	-
CD & Video	Nil	-	-		-	-
Others (specify)	Nil	-	-		-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	02	05	10	02	12	17	00
Added	09	01	00	00	00	01	01	00
Total	57	03	05	10	02	13	18	00

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

Computer courses are provided to those students who are not computer literate.

4.6 Amount spent on maintenance in lakhs :

i) ICT	15
ii) Campus Infrastructure and facilities	38
iii) Equipments	2
iv) Others	00
Total :	55

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC recommended for display of the student support services in local language and in elaborate form. It also suggested in favour of making announcements in every class at the beginning of the session.

5.2 Efforts made by the institution for tracking the progression

Different committees like academic committee are constituted by the college to track the progress in different fields.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	1494	00	00	400

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	777	49.42		795	50.57

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1151	117	72	153	01	1494	1251	78	83	159	01	1572

Demand ratio 550:520 Dropout % 23

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

The College has a Career Guidance Cell which regularly arranges for coaching for major state level competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="00"/>	SET/SLET	<input type="text" value="00"/>	GATE	<input type="text" value="00"/>	CAT	<input type="text" value="00"/>
IAS/IPS etc	<input type="text" value="00"/>	State PSC	<input type="text" value="00"/>	UPSC	<input type="text" value="00"/>	Others	<input type="text" value="24"/>

5.6 Details of student counselling and career guidance

The career guidance cell organised one programmes for admission into different courses.

No. of students benefitted

230

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
00	00	00	00

5.8 Details of gender sensitization programmes

There are no tangible gender related problems in the campus or in the locality.

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	56	81,130
Financial support from government	223	10,01,575
Financial support from other sources	05	25,000
Number of students who received International/ National recognitions	01	60,000

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: Drinking water facilities renovated. Option is given to female students to wear uniform approved by the college apart from the regular uniform.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Motto:</p> <p>Knowledge with values</p> <p>Vision:</p> <p>To make it a rural institution of excellence</p> <p>Mission:</p> <ul style="list-style-type: none">• <i>To create morally and culturally strong human resources with defined skill and competencies that will be useful members of the society and be for the service of the Nation.</i>• <i>To provide opportunity for quality higher education to the deprived and marginalized section of the society in this rural area.</i>• <i>To reduce the economic outflow in the form of students opting for admissions in institutes outside the area and the state.</i>

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

The college initiated curriculum development for vocational education in Tea Management.

6.3.2 Teaching and Learning

The college plans for a judicious mixture of projects, study tours and self learning for the students. It evolved a strategy to encourage the use of audio visual aids in large sized classes for better communication and understanding.

6.3.3 Examination and Evaluation

The college plans its internal examinations well ahead. For the university examinations, the college constitutes specific boards for each examination.

6.3.4 Research and Development

Many of the faculty members registered for Ph.D. A Research Committee was constituted to evaluate research proposals submitted by faculty members to outside agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Phase wise ICT facilities for all large classrooms is planned to be completed by next year.

6.3.6 Human Resource Management

The principal holds regular discussions with teaching and official staff for ensuring proper assignment of various workloads. Faculty members are engaged in different areas on the basis of their aptitude and expertise in the concerned fields.

6.3.7 Faculty and Staff recruitment

The college takes steps to appoint the vacant permanent faculty and staff positions immediately on creation of the vacancies. The deficit is filled up by contractual and parttime appointment.

6.3.8 Industry Interaction / Collaboration

The college has taken initiatives to involve local industries for vocational education.

6.3.9 Admission of Students

Proper advertisement in print and electronic media is one of the strategies to attract good students. The admission procedure is in openV form. Counselling was introduced for selection of major courses.

6.4 Welfare schemes for

Teaching	02
Non teaching	01
Students	03

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		No	
Administrative	No		No	

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?

Does not arise.

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

Does not arise.

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

Parents are invited to the institution for discussing various issues connected with academic matters and discipline.

6.13 Development programmes for support staff

Nil.

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

Plantation programmes and landscaping works conducted.

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.

An innovative and creative centre for students was developed last year to foster innovative and creative mind for students by self learning.

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

Curriculum and syllabi for innovative programs on Tea Management and Tourism were prepared.

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

1. Book fair.
2. Integration camp of students

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

7.4 Contribution to environmental awareness / protection

Tree plantation programmes were organised in 2012-13.

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: The college has an eco- friendly campus and a large catchment area. It has good communication facilities. The students are less exposed to the ill effects of urban life styles. There is a commendable stock of modern equipments.

Weaknesses: The students hail from poor economic back ground. There is shortage of feeder schools. Students lack opportunity to expose themselves to competition owing to their given economic back ground.

Opportunities: The college has good rapport with the local population and organizations. Students are teacher friendly. The place is well connected with the entire state. The local population is culture based and value oriented. The area is historically significant.

Threats: Disconnection from cultural roots in the wake of globalization and modernization is underway.

8. Plans of institution for next year

1. Introduction of new vocational programmes.
2. Expansion of classrooms.



M.R.K. Reddi

Coordinator, IQAC



Dr. H.K. Chaliha

Chairperson, IQAC

Analysis of the feedback from stake holders.

Parents

1. Feed back from the parents went in favour of introducing more vocational courses.
2. There should be some flexibility in the application of College Uniform for female students.

Students

1. The students strongly suggested for provisions for more safe drinking water outlets.
2. They suggested for increasing plantations in the campus.
3. Requested for providing more space for parking cycles.

Best Practice No 1

1. *Title of the Practice:* Annual Book Fair at College campus

2. *Goal*

To increase familiarity of the students with books. To cultivate reading habits of the students.

3. *The Context*

Poor availability of good books is a chronic problem in this rural area.

4. *The Practice*

Every year a book fair is organized in the college. Students and faculty members get opportunities to procure books of own interest in the campus itself. The College library purchases a good numbers of books from such fairs.

5. *Evidence of Success*

The purchase of books has increased significantly among students.

6. *Problems Encountered and Resources Required*

In-adequate fixed space for the annual event. Funds are required.

7. *Notes (Optional)*

8. *Contact Details*

Name of the Principal: Dr. H. K Chaliha

Name of the Institution: Kaliabor College

City: Kaliabor

Pin Code: 782137

Accredited Status: B++ in 1st cycle of accreditation.

Work Phone : 03672-276535

Fax: 03672-276535

Website: www.kaliaborcollege.org

E-mail : principal@kaliaborcollege.org

Mobile: 9435165486

Best Practice No 2

1. *Title of the Practice:* Organization of Science Talent Search Examination

2. *Goal:*

To attract young minds to selection of Science as a career.

3. *The Context*

There is no such talent search examination conducted in the entire district.

4. *The Practice*

Science talent search examination is organized every year for attracting students from nearby districts. The competition is organised for students from 10th standard to 12th standard. Cash prizes are awarded.

5. *Evidence of Success:*

The enrolment in science stream has increased significantly.

6. *Problems Encountered and Resources Required*

No separate financial resources available in the college for organising the event.

7. *Notes (Optional):* ----

8. *Contact Details*

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