

AQAR 2013-14

L.O.K.D. COLLEGE

Dhekiajuli, Assam

AQAR 2013-14

ANNUAL QUALITY ASSURANCE REPORT

2013-14

LOKANAYAK OMEO KUMAR DAS COLLEGE

DHEKIAJULI, SONITPUR, ASSAM

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

I. Details of the Institution

1.1 Name of the Institution

Lokanayak Omeo Kumar Das College

1.2 Address Line 1

P.O.- Dhekiajuli

Address Line 2

Dist.- Sonitpur

City/Town

Dhekiajuli

State

Assam

Pin Code

784110

Institution e-mail address

Lokdcollege.444@rediffmail.com

Contact Nos.

03712244231, 03712244095

Name of the Head of the Institution:

S. R. Sarmah, Dr. J Saikia

Tel. No. with STD Code:

03712244231

Mobile:

9435383239, 9706774042

Name of the IQAC Co-ordinator:

S. K Deka, U. Kalita, D. J. Hazarika

Mobile:

9435181260

IQAC e-mail address:

iqaclokdc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)_____ASCOGN11945

1.4 Website address:

www.lokdcollege.in

Web-link of the AQAR:

www.lokdcollege.in/aqar.php

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	76.00	2004	2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

10-10-2010

1.7 AQAR for the year (for example 2010-11)

2013-14

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

- i. AQAR _____ 2013-14 _____ (08/12/2017)4
- ii. AQAR _____ 2014-15 _____ (08/12/2017)
- iii. AQAR _____ 2015-16 _____ (08/12/2017)
- iv. AQAR _____ 2016-17 _____ (08/12/2017)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 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	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="09"/>
2.10 No. of IQAC meetings held	01

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="01"/>	Faculty	<input type="text" value="01"/>
	Non-Teaching Staff	<input type="text" value="0"/>	Students	
	Alumni	<input type="text" value="00"/>	Others	<input type="text" value="00"/>

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.	<input type="text" value="0"/>	International	<input type="text" value="0"/>	National	<input type="text" value="0"/>	State	<input type="text" value="0"/>	Institution Level	<input type="text" value="0"/>
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(ii) Themes

-

2.14 Significant Activities and contributions made by IQAC

- Revival of correspondence with Alumni and they proposed renovation of the existing college fishery as a measure of income generation.

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
Formation of different Cells of IQAC with specific responsibilities	Done
IQAC proposal for organising Omeo Kumar Das memorial Lecture as an annual event	Proposal accepted and measure initiated

* 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

The AQAR was approved by GB

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	0	0	0	0
PG	0	0	0	0
UG	03	0	01	0
PG Diploma	0	0	0	0

Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	03	0	01	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	BA, B.Sc, B.Com.
Trimester	0
Annual	0

- 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.

Syllabus is set by affiliating University (Gauhati University)

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

01 (Department of Hindi)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
41	28	12	0	01

- 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. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
27	01	12	0	0	0	1	0	40	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest - 00	Visiting -00	Temporary-36
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	0	17	0
Presented papers	1	51	0
Resource Persons	0	1	0

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

The institution encourages experiential learning through project work, field study, non academic life skill learning etc.

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

254

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

-

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

03 Curriculum Development

2.10 Average percentage of attendance of students

70

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	201					57.7%
B.Sc	25					80%
B. Com	5					100%

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

= Remedial measures were suggested on the basis of feedback.

= IQAC suggest the departments to take effective measures for the improvement of the slow learners.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	03
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	15	07	00	11
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC tries to address all the difficulties faced by the scholars doing research works and projects through threadbare deliberation with the Principal and others senior faculty members having experiences of research in various field. IQAC proposes to preserve a copy of thesis of every Ph. D. Holder of the institute in the central Library.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-		1
Outlay in Rs. Lakhs				118000/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	08	
Non-Peer Review Journals	-	02	
e-Journals	01	-	01
Conference proceedings	-	21	01

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	2	UGC	118000/-	118000/-
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 : NA

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

3.11 No. of conferences
 organized by the Institution

Level	International	National	State	University	College
Number		01			04
Sponsoring agencies		UGC			College

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	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
02				02		

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
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

Organised a Tree plantation programme by NCC Unit in collaboration with Social Forestry, Forest Range office, Dhekiajuli

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	13.5acres (50 bighas; 1 acre = 3.8 bighas)	NA		
Class rooms	26	NA	-	26
Laboratories	7	NA		7
Seminar Halls	1	-	-	1

No. of important equipments purchased (\geq 1-0 lakh) during the current year.	62	4	College Dev. Fund, UGC	66
Value of the equipment purchased during the year (Rs. in Lakhs)	29,59,000	5,77,600	College Dev. Fund, UGC	35,36,600
Others				

4.2 Computerization of administration and library

Computerisation of office work is in process.

The College is taking some steps for getting access to e-resources through a programme entitled "National Library and Information Services infrastructure for Scholarly Content (N-List)"

Digitalisation of Library is proposed to be implemented in near future.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9675	5,14,924/-	493	1,10,075/-	9168	6,24,999/-
Reference Books	10893	9,65,292/-	777	2,50,765/-	11670	12,16,057/-
e-Books		--		--		
Journals	1	200/-		--	1	200/-
e-Journals		--	--	--	--	--
Digital Database		--	--	--	--	--
CD & Video		--	--	--	--	--
Others (specify)	4	6,033	--	--	--	6,033

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	26	1	2 access point	4	1	8	18	2

Added	4	-			-	-	-	-
Total	30	1	2	4	1	8	18	2

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

nil

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total:

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

All information regarding the student support services are incorporated in the prospectus with the help of IQAC.

5.2 Efforts made by the institution for tracking the progression

College has an academic committee comprising of principle, Vice-Principal and senior teachers entrusted with the responsibility of student progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1794	-	-	-

(b) No. of students outside the state

(c) No. of international students

No	%
921	51.33

No	%
873	48.66

Men

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC/MO/BC	Physically Challenged	Total
690	182	301	459	-	1632	507	214	315	758	-	1794

Demand ratio 1:2

Dropout % 1.5

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

College has a functional Career Guidance Cell that looks after the coaching aspect of various competitive examinations for students.

No. of students beneficiaries

120

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

College has a student counselling cell with a convenor and various issues related to students (academic/non-academic/socio-psychological) are effectively dealt with if necessary.

No. of students benefitted

50

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 Details of gender sensitization programmes

- [AC]
- (i) Sexual Harassment and legal provision and awareness programme organized by IQAC
 - (ii) Women cell regularly conducts gender sensitization programme.

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	548	Rs.2393535/-
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: ___Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Motto – Quality knowledge with direction

Vision – Make this institution a centre of excellence for higher education in a rural set-up of ethnic domain.

Mission:-

- (i) To produce quality human resources essential/useful in every walk of life.
- (ii) To cater to the need of higher education for the aspirants of this vast-domain with multi-ethnic community.
- (iii) To reach out the marginalized section by creating awareness for higher education.
- (iv) To use our untapped resources for self-sustenance.
- (v) To create a milieu and launching platform in cultural and sports.
- (vi) To establish and boost-up a linkage with the pre-higher education set-up.

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

Since we are affiliated to Gauhati University we are not directly involve in Curriculum Development. But one of our teachers as member of EC of the University has a scope of offering suggestions in this regard.

6.3.2 Teaching and Learning

- To ensure effective Teaching –Learning the College provides all necessary teaching aides required by the Departments.
- Teachers are motivated to participate in faculty development programme regularly.
- At the commencement of the academic session Departments are requested to prepare academic calendar.
- Departments conduct mid- term test, home assignments etc.
- Students are given exposure for experiential learning through educational excursions, field trip etc.
- Remedial classes for slow learners.

6.3.3 Examination and Evaluation

- The college is a recognised examination centre of the affiliating University
- Continuous evaluation is done through sessional examination and internal assessment

6.3.4 Research and Development

Research and Development cell has been constituted to monitor and encourage research related work

e-books and e-journal are made accessible to the faculty through N-LIST

6.3.5 Library, ICT and physical infrastructure / instrumentation

New building for Canteen proposed to be built in near future.

6.3.6 Human Resource Management

- Self-appraisal to evaluate the performance of the teaching faculty

6.3.7 Faculty and Staff recruitment

Recruitment is done as per UGC and Govt. of Assam guidelines.

6.3.8 Industry Interaction / Collaboration

Students are taken for visits to nearby industries and laboratories under the supervision of teachers.

6.3.9 Admission of Students

- Admission process is strictly on the basis of merit.
- Govt. Guideline is followed with regard to reservation of seats for SC, ST, OBC, etc.

6.4 Welfare schemes for

Teaching	Welfare schemes for Teachers, maternity leave, CCL
Non teaching	maternity leave, CCL, financial support for contractual staff
Students	Govt. Schemes for free admission Access to medical care in case of Emergency

6.5 Total corpus fund generated

Rs. 5, 01,421/-

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	yes	State Govt.	yes	College

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

For UG Programmes Yes N/A No

For PG Programmes Yes No

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

N/A

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

The college is entrusted with a part of the evaluation work as internal assessment.

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

- Governing body includes two representatives as member from parents/guardians (one of them has to be a lady member as per govt. Rule)

6.13 Development programmes for support staff

Non-teaching staff attend various training programme organised by Govt. Of Assam.

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

- Use of CFL bulbs
- Printing is done on both sides of paper
- Regular tree plantation programme
- Limited use of plastic containers/bags

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.

Suggestions are invited from the students by the authority.

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

Plan of action:

- 1) Class room construction
- 2) Seminar Hall construction

ATR:

- 1) Process is going on
- 2) Process is going on

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

1) Inter Departmental faculty exchange

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

7.4 Contribution to environmental awareness / protection

- 1) Yearly Celebration of world environmental day.
- 2) Theoretical as well as practical aspects of environmental education is imparted.

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) Research Publication
- 2) To enhance campus accessibility for differently able.

Name DR. JYOTSHNA BARUAH

Name DR. SUKDEV ADHIKARI

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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