



Yearly Status Report - 2017-2018

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	LOKANAYAK OMEO KUMAR DAS COLLEGE
Name of the head of the Institution	Dr. Sukdev Adhikari
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03712244231
Mobile no.	9706959012
Registered Email	lokcollege.444@rediffmail.com
Alternate Email	iqaclokdc@gmail.com
Address	Vill.-Mitham Bengali P.O.- Dhekiajuli District: Sonitpur
City/Town	Dhekiajuli
State/UT	Assam
Pincode	784110

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Jyotshna Baruah
Phone no/Alternate Phone no.	03712244231
Mobile no.	6000608784
Registered Email	iqaclokdc@gmail.com
Alternate Email	jyotshnabaruah@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.lokdcollege.in/aqar.php
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.lokdcollege.in/Academic_Calendar.php

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	76.00	2004	04-Nov-2004	03-Nov-2009

6. Date of Establishment of IQAC	10-Oct-2010
---	-------------

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Open forum with IInd Semester Students	22-Feb-2018 1	137

Guardian meet	24-May-2018 1	75
Counselling on Semester System	19-Sep-2017 1	37
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
LOKD College	Installation of Free WiFi in Colleges	Govt. of Assam	2017 365	50000
LOKD College	Ek Bharat Shrestha Bharat (Excursion Grant)	Govt. of Assam	2018 365	100000
LOKD College	Science Laboratory Grant	Govt. of Assam	2018 365	150000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Village adoption

Reaching out to the local community

Inter institutional faculty exchange programme with Tezpur College

Organized a Workshop on NAAC preparedness

Feedback analysis and action taken on the issues raised

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To continue Mentoring	Mentoring streamlined
Conduct Green Audit	The department of Botany was assigned the task
Meeting with different stakeholders	Time to time meeting with different stakeholder conducted
Adoption of village	Village Khagarijan adopted
AQAR preparation	Task completed
Preparation for NAAC	Process initiated
Installation of Incinerator in the Girls Hostel	Installed

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	20-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

28-Feb-2019

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As an yearly practice Principal convened a meeting with teaching faculties and office staff to discussed about the planed academic activity for the forthcoming session, 2017-18. Lokanayak Omeo Kumar Das College has been following the curriculum designed by the affiliating University (Gauhati University) since its inception. Being an affiliated institution the domain of curriculum design lies with the University. For the effective implementation of the curriculum the College has a well-planned delivery system depending on the availability of resources The College makes an endeavour for the optimum benefits of the students through a mechanism that includes routine, academic calendar, departmental individual plans etc. Before the commencement of the academic session an academic calendar is prepared incorporating all academic activities to be taken up. Besides a routine committee is constituted to prepare the master routine wherein timely 100% coverage is ensured. Each department maintain departmental routine and teachers diary for to ensure an record the progression of the syllabus allotted to each teacher. Including field works, study tours, guest lecture etc. Each and every department conducts regular test, workshop, seminar etc. to orient students before they appear in their final examination. There is a readily available support system provided by the parent University for effective translating of the curriculum and improving teaching practices. Temporary, part time contractual teachers are engaged by the institution wherever required for the timely completion of the syllabus and even distribution of the teaching load. While preparing the departmental routine flexibility of work plan is considered at the start of the session. To upgrade the level of knowledge teachers attend various training programs conducted by HRDC and other institutions. There exists an academic committee to monitor the timely completion of courses and other academic matters.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Assamese Major	30
BA	Bengali Major	14
BSc	Botany Major	13
BA	Education Major	20
BA	Geography Major	21
BA	History Major	9
BA	Philosophy Major	8
BSc	Physics Major	5
BSc	Zoology Major	7
BA	Bodo Major	6
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The College has a structured mechanism to collect feedback. The IQAC of the College has designed feedback forms for students, teachers, Guardians/Parents and alumni. The IQAC collects feedback in various aspects such as teaching and learning, infrastructure and support services, governance, curriculum etc. The stakeholders evaluate various aspects of the feedback by marking Below average, Average, Good, Very Good and Excellent in the prescribed feedback form. The IQAC send feedback forms to the Feedback Analysis Committee for data analyzing. The data generated in the process is compiled by the IQAC and shared with the Principal. The Principal shares it with the teachers for the development of the College. The Feedback Analysis Committee marks specially the Below Average and the Average and it is discussed in the IQAC meeting. Such areas where improvement can be achieved are discussed with the respective departments or committees. As and when the stakeholders raises issues such as increasing the number of classrooms, provision of ICT facility, Construction of new buildings, alteration in administrative procedure, reduction of admission fee etc, the same are sent to the Governing Body for discussion and appropriate action. The</p>

complaints and suggestions made by the stakeholders are heeded with due importance and proper action is initiated to fulfill their demands. Side by side with the formal feedback, the college authority also considers the non-formal feedback effective for the development of the college. In the parents meet organized by different departments, the Guardians often make important suggestions. The college has all along maintained a cordial relationship with the local people. The local people pay visits to the college every now and then and discuss matters relating to the college with the college authority. As administrative head, the principal all along maintains an amicable relationship with the community around and collects necessary feedback for the betterment of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA		407	407	407
BSc		150	149	149
BCom		100	99	99
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	655	0	42	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
68	12	13	6	0	1
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentor-Mentee System constitutes an important element in the teaching learning process of any higher education institution. With its mission of providing quality education, the college strives to make learning effective and interesting in a learner friendly academic environment. In order to have that desired environment LOKD college adopts a holistic approach to enhance learning experience. Mentor-Mentee system is one such system that has been continuously discussed in the academic committee meeting and in IQAC. In order to make the system properly functional all the HODs in a meeting decided to have an orientation session with Major/Honours' students at the departmental level prior to introduction of the system. Accordingly, all departments organized orientation regarding mentor and mentee and students were apprised about the

objectives and scope of the system. HODs were instructed that the system will be the domain of each department. All mentors were entrusted with the responsibility of taking care of all aspects of a mentee ranging from academic to personal with a view to preparing the mentee to cope with any situation or any problem. Mentor will monitor the academic performance, behavioural aspect and any other issue related to them. Mentors convey all relevant information to parent guardian in guardian meets organized by each department. Issues are dealt with each mentee individually and accordingly steps are taken. Mentees discuss their matters amongst themselves and appropriate measures are initiated. Certain mentee related matters are conveyed to HODs and authority if necessary. A properly functional system is now in practice taking into account various issues academic as well as stress related. Mentors have established good rapport with their assigned mentee group and various aspects of mentoring and its need for the students were elaborately discussed prior to its initiation. Mentors also make it a point to familiarize mentees with institutional goal, facilities in the campus at the beginning of each academic session. Monitoring the mentees on their academic performance, attendance and imparting moral values in them are the responsibility of each Mentor.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
655	42	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
42	42	0	3	16

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	4	31/05/2018	17/07/2018
BCom	UG	3	01/12/2017	17/03/2018
BA	UG	2	18/05/2018	23/08/2018
BCom	UG	1	15/12/2017	11/06/2018
BSc	UG	1	15/12/2017	11/06/2018
BA	UG	1	15/12/2017	11/06/2018
BSc	UG	2	18/05/2018	23/08/2018
BCom	UG	2	19/05/2018	23/08/2018
BA	UG	3	01/12/2017	17/03/2018
BSc	UG	3	01/12/2017	17/03/2018

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the clearly defined guideline of the affiliating University the institution conducts semester end examination. There exists an academic committee to monitor all academic activities including evaluation. CIE is done for monitoring the progression of each student through sessional examination, class test, seminar paper presentation etc. Academic Committee as part of their assigned responsibility chalks out a detailed plan for sessional examination and prepares a routine. Each department set question papers and submit to the examination committee and accordingly examination is held as per the central routine prepared by Examination Committee. Once the examination is over evaluation is done by departments. Evaluated answer scripts are shown to the student so that they get to know about the mistakes committed. How these mistakes could be rectified is discussed in the class. Structure of a broad question and the proper way of presenting an answer with key word and sentences, length are suggested. In short, students are given instruction to write answer in a precise manner with relevant information. Utmost care is taken to maintain the confidentiality of examination related matter. Absence of student in examination is considered and if found on genuine ground another opportunity is given in case of sessional examination. Each department retains the marks obtained by students in the department till the end semester examination. Subsequently these marks are forwarded to the Examination Committee. Seminar, Workshops, class tests are conducted to monitor the progress of students by each department.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar preparation is assigned to a committee every year and before the commencement of new session the task is completed. It is blueprint of the academic and other activities to be taken up in a properly planned manner. As an yearly practice three member committee comprising teaching faculty takes up the task and plan out the entire academic and non-academic activity incorporating examination, (internal / semester) freshman social, celebration of various national days and observation of international days like yoga day, college week etc. While preparing the calendar university holiday list, state govt. holiday list are taken into account and events are scheduled accordingly. A tentative schedule is also provided for other activities. For instance a day is kept aside for departmental freshman social. Academic calendar reflects entire work plan of a session and its implementation is done through teaching, non-teaching and library staff.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.lokdcollege.in/PO_PSO_CO.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BCom	Major/General	72	48	66.67
UG	BSc	Major/General	114	73	64.00

UG	BA	Major/General 1	359	297	82.70
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.lokdcollege.in/Feedback_Report.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	1	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Physics	1
Political Science	2
Economics	1
Chemistry	1
Bodo	1
Assamese	8
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	2	2
Presented papers	2	9	0	0
Resource persons	0	1	0	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness Camp on Health and Hygiene	NSS	2	20
International Day against Drug abuse Illicit Trafficking	NCC	4	55

. International Day of Yoga	NCC	2	62
Observation of World Environment Day	NCC	4	80
Awareness Program cum Demonstration on Vermin Compost	NCC	3	20
Cleanliness Drive	NCC	2	32
Gurdian Meet	NCC	2	55
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Help and co-operation in various official functions	Letter of Appreciation	Circle office, Dhekiajuli Revenue Circle	0
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Extension Activities	NCC unit of the College	Socio-economic Survey	1	12
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5400000	5068203

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Others	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9968	774501	311	65417	10279	839918
Reference Books	12857	1515163	368	99417	13225	1614580
Journals	6	1500	1	4000	7	5500
Library Automation	20777	1654857	2727	659136	23504	2313993
Weeding (hard & soft)	1920	155605	215	21500	2135	177105
Others (specify)	4	11144	0	0	4	11144
e-Journals	6000	5720	0	0	6000	5720
e-Books	135000	5720	0	0	135000	5720
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	45	20	2	1	0	10	15	5	0
Added	0	0	0	0	0	0	0	0	0
Total	45	20	2	1	0	10	15	5	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
700000	667973	800000	787560

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution with a vast campus follows certain regulation and procedure for maintenance of its physical infrastructure that includes teaching facilities like classroom laboratories, departments, and library with spacious reading room, ICT classroom auditorium, two conference halls, administrative block, Indoor stadium, well equipped fitness GYM etc. For the maintenance and utilization of infrastructure facilities there are construction and budget committee along with the administrative staff assigned with specific responsibility. Budget committee keeps aside an amount for yearly expenditure on maintenance of infrastructure. Construction committee recommends augmentation of physical infrastructure as per requirement. These matters are placed before the Governing Body for approval. Once approval is granted construction committee initiates the work. Repair and renovation of infrastructure is carried out as and when it is required. Before the commencement of academic session class rooms and the facilities are readied.

There exists a beautification committee to look into aesthetics of the campus like the flower garden etc. Everyday monitoring of the overall upkeep of the facilities is done by S.A. with the staff assigned for this. Support staff for maintenance of infrastructure includes permanent electrician, two cleaners, one gardener and bearers in some departments there exists a hostel committee along with support staff to look after the upkeep looks after the requirement of infrastructure. Laboratory bearers are assigned with maintenance of equipments. Computers in the institution are looked after by a local firm assigned for the purpose. The entire campus is under CC TV surveillance to ensure proper security. Two Security Guards are employed for keeping vigil at night. Gatekeeper keeps at bay any unauthorized entry and keeps records every visitor. Maintenance of library infrastructure lies with the librarian who ensures a proper ambience within the library. Along with at weeding of book is carried out when it is required. Library committee provides necessary suggestions for improvement in library service to the students. There is a complaint box in the administrative block for redressing the grievances of the students. To ensure an eco-friendly campus bamboo dustbins are installed in the entire campus which is a plastic free zone. There is provision for safe drinking water in the campus. A hygienic and well-furnished canteen caters to the need of students and staff.

http://www.lokdcollege.in/Procedures_and_Policies.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Post matric Scholarship and Ishan Uday	274	493065
b) International	Nil	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0		0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	1	BCom	BCom	Gauhati Commerce College, GU	MCom
2017	1	BCom	BCom	Kaziranga University, Assam	MBA
2017	1	BCom	BCom	Santi Business School, Ahmedabad	PGDM
2017	6	BA, Assamese	Assamese	IDOL, Gauhati University	MA, Assamese
2017	1	BA Assamese	Assamese	Nowgong College	MA Assamese
2017	3	BA, Bengali	Bengali	IDOL, Gauhati University	MA, Bengali
2017	1	BA, Bodo	Bodo	Bodoland University, Kokrajhar	MA, Bodo
2017	2	BA, Bodo	Bodo	IDOL, Gauhati University	MA, Bodo
2017	1	BSc, Botany	Botany	IDOL, Gauhati University	PGDCA
2017	2	BSc, Botany	Botany	IGNOU	MSc, Dietetics &

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
1600m Race (Girls)	Institution	14
1600m Race (Boys)	Institution	15
800m Race (Girls)	Institution	12
800m Race (Boys)	Institution	15
400m Race (Girls)	Institution	14
400m Race (Boys)	Institution	13
200m Race (Girls)	Institution	14
200m Race (Boys)	Institution	12
100m Race (Girls)	Institution	12
100m Race (Boys)	Institution	12

[View File](#)

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institution has a student representative body called Lokanayak Omeo Kumar Das College Student Union. Student Union is constituted through a democratic process and representatives are elected as per the guideline of the written constitution. The Lyngdoh Committee recommendations are strictly adhered to conduct the election. Union plays a very significant role in the overall functioning of the college. As an yearly practice college authority appoints an election committee to carry out the process. The whole exercise is carried out following secret ballot system under the close supervision of returning officer assisted by his team. The representative body consists of 13 members including President and Vice-president of which 11 members are elected for the other portfolios. Each member takes responsibility of specific portfolios. Union acts as a bridge between the students and the authority to convey the student related matters to the authority. This year (2017-18) student union members took the oath in presence of Principal, Vice-Principal and teacher-in-charge. Besides as per the assigned responsibility Student Union conduct activities at

the institutional level throughout the year. As representative of the entire student community of the institution members are responsible for conveying all matters related to student and they do it in proper forum. There is one student representatives in IQAC so that their views and opinions can be accommodated.

Student Union observes Saraswati Puja, death anniversary of Sankardeva and various other festivals apart from carrying out awareness activities on social issues, health etc. Sports, literary and cultural activities/competitions are conducted mostly in the college week. Through these competitions talented students are selected for zonal youth festival and subsequently for youth festival at the university level. Moreover, student union as part of its social commitment, provide relief if and whenever it is required to the society. Student Union selects students for competitions conducted at inter college and university level. In a nutshell student union provides proper forum for various activities and competitions for the student community. The one year term provides them a learning experience of team work and collective responsibilities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

130

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Academic Committee comprising of 12 senior teaching faculties is entrusted with monitoring and ensuring the completion of the syllabus, internal evaluation process and other academic activities within stipulated time as per the academic calendar. HODs maintain a Logbook to keep records of the classes taken and make alternative arrangement for teachers on leave and vacancy. If leave is for longer duration part time teachers are appointed by the authority. Curriculum related seminars, workshops, guest lectures, field trips are regularly organized at the departmental and institutional level. Members of the teaching faculty strive to keep themselves abreast of the latest trends in various field of knowledge. The entire administrative system is headed by the governing body formed as per the guideline of the government of Assam, GB comprises of representatives from stake holders and Principal acts as the Secretary. Governing body being statutory needs to ensure smooth function of academic and administrative part and total responsibility lies with it. Principal does the overall monitoring of general administration, development of resource management and all issues related to institutional growth and management. The IQAC is instrumental in identifying area and tasks to be immediately taken up concerning progress of students. These issues are placed before the Governing body for discussion and approval. For ensuring a better academic environment and efficient administration, IQAC monitors and evaluates

plans and policies of the institution. Principal convenes a staff meeting at the beginning of the academic session and various issues come up for discussion. Responsibilities are entrusted to teachers in various committees and cells for instance IQAC, Admission Committee, Disciplinary Committee, Construction Committee etc. Principal also convenes meetings with HODs for ensuring proper conduct of classes and other academic matters. Matters related to general administration are discussed in meetings with non-teaching staff with a view to make administration hassle free for everyone. College Alumni association is also engaged with the institution. Student representative body namely LOKD College students' Union is elected through a democratic process under the strict supervision of the election committee comprising of teachers. It is a thirteen member body with portfolios like GS, AGS and teacher in charge is attached against each portfolio. Members of the union provide the proper forum for highlighting student's grievances, disciplines and any other matter concerning students. Members of the students' Union get an opportunity of learning experience in leadership roles in their tenure.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Principal constitutes an admission committee comprising of teaching and non-teaching staff to carry out the entire admission process. The Committee prepares merit list of students and enrollment is done strictly on the basis of merit after a careful scrutiny of forms. While preparing the merit list, government guidelines are strictly adhered to accommodate SC, ST, and OBC along with sports and other quotas. Admission into the Girls Hostel is conducted on first come first serve basis. Hostel committee members pay time-to-time visit and put forward recommendations for proper functioning.
Industry Interaction / Collaboration	LOKD has created a number of linkages for academic collaboration and resource sharing. The institution signed an MOU (5th April 2017) with IIE Guwahati to collaborate with each other for undertaking joint initiatives aimed at promotion of entrepreneurship and development of the region. In addition to this, the institution has initiated a collaborative effort with neighbouring institutions namely Rangapara College, Mazbat College, Tezpur College and Kalaguru Bishnu Rabha Degree College.
Human Resource Management	A decentralized system of administration is carried out in the institution comprising of the teaching

and non-teaching staff. Vacant posts are filled up following proper government procedure. Punching machine has been installed to ensure biometric attendance of all staff along with attendance register. Internet connectivity and computerization has facilitated smooth functioning of the administration. Part time teachers are appointed on contractual basis to meet up the shortage of teachers in some departments.

Library, ICT and Physical Infrastructure / Instrumentation

College has a spacious well-furnished library with a very good collection of books. There are separate reading sections for boys, girls and teachers. There is a reference section and textbooks are well arranged in stacks. Newspapers, journals and periodicals are kept in demarcated space for use. There is a lending section for issuing books in a student friendly manner. LOKD College has the membership of National Library and Information Services infrastructure (NLIST) and teachers access journals and books for upgrading their knowledge.

Research and Development

Members of the teaching faculties are encouraged to take up research activities . A few of the faculty members completed MRP in various academic discipline. One of our faculties recently completed MRP on foldscope. At individual level, some of the faculty members are engaged in research work. A good no. of the teaching faculty obtained Ph. D and M.Phil degrees. Students are also provided preliminary methodological framework in their project work. 4th and 6th semester students need to go through the process of project paper writing that has been an enriching learning experience for them as they get acquainted with research methodology.

Examination and Evaluation

College prospectus incorporates tentative dates for internal assessment and evaluation to ensure that students and guardians are aware of this process. Academic calendar committee prepares the calendar that ensures timely assessment and evaluation. Sessional examination, seminars, workshops are conducted by each department as part of internal evaluation process. Another segment of

this process is field trip and report writing. Marks obtained in internal evaluation are recorded by each department and forwarded subsequently to the affiliating university. Utmost care is taken in providing students all examination related informations.

Teaching and Learning

Each department chalks out its own plan of action in the departmental meeting held on a regular basis. Before the starting of the academic session, HOD from each department convenes meeting for implementing curriculum delivery. As per the routine provided by the committee classes are allotted. Internal assessment, sessional examination and other activities of each department are planned in this meeting as per schedule fixed by Academic Committee. The Committee along with Principal decides on the modalities of the evaluation process. Teachers work towards building a suitable learning environment which provides proper direction to students.

Curriculum Development

Affiliated colleges have a very limited scope for curriculum design and development since it is the domain of the affiliating university. The College plans and executes curriculum delivery in a time bound manner. Just before the commencement of the new academic session, Principal convenes a meeting of the HODs as well as Academic Committee to chalk out the plan for curriculum. Discussion in the meeting veers round effective implementation of the curriculum. Members of the teaching faculty attend OP, .C, STC etc organized by various HRDCs. As members of the CCS, teachers can put forward their views regarding curriculum.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Nil	NA	NA	0

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	1	19/02/2018	24/02/2018	7
FDP	1	19/02/2018	24/02/2018	7
Refresher Course	1	29/01/2018	18/02/2018	21
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Nil

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Financial Audit:- The institution has an accounts branch that deals with all financial transactions. Employees' salary, budgeting etc. come under the domain of accounts branch. Financial aids from agencies like UGC, DBT and state government are also monitored and managed by the accounts branch. Each year the institution conducts internal audit by an assigned chartered accountant. Internal auditor examines all account head, expenditure etc. Internal auditor examines all accounts heads like development, UGC, Student union, scholarship, science account, NSS, general account etc. and submits internal audit report. **External Audit:-** As far as external audit is concerned, it is carried out by government auditor. Government auditor examines all account related to government that come under its purview and submit its report. Principal takes the initiative for applying for Government funded scheme and time to time submission of utilization certificate. Finally, government auditors submit audit report after examining the audited statement of account done in internal audit.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

2794184

6.5 – Internal Quality Assurance System

6.5.1 – 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	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Three guardian members are incorporated in the Governing Body of the College as per DHE guideline. 2. Two members are nominated to the Governing Body of the institution by the Teachers Association 3. parents/guardians provide valuable suggestion in the form of feedback to be followed up by the college authority.
--

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Establishment of Girls hostel. 2. Construction of new class rooms 3. Allocation of faculty rooms for each department.
--

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Counselling on Semester system	19/09/2017	19/09/2017	19/09/2017	37
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the	Period from	Period To	Number of Participants
--------------	-------------	-----------	------------------------

programme				
			Female	Male
Elimination of Violence against Women	25/11/2017	25/11/2017	38	15

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The Institution uses LED bulbs for energy conservation measures.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	08/03/2018	1	Health Check up on the occasion of International women's Day	Health Check up	121

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Sangbidhan	01/01/2017	"Sangbidhan" the Constitution of L.O.K.D college student union published in the year 1982 (Date 12/10/1982) contains guideline for conducting student union election, composition of the representative body, responsibilities of each portfolio, Teacher in charge and functioning of the body to ensure the participation of student in the management of the Institution.

Prospectus	01/06/2017	Lokanayak Omeo Kumar Das college prospectus, published on yearly basis incorporates all vital information of the institution for all stakeholders. It provides a glimpse of the history of the institution, academic and physical facilities available, support facilities, avenues of extra curriculum activities, staff, hostels etc. Moreover academic calendar, rules and regulations for students, fees structure and other guidelines help student acquaint with the institution.
------------	------------	---

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observation of International Women's Day	08/03/2018	08/03/2018	118
World environment Day	05/06/2018	05/06/2018	100
International Yoga Day	21/06/2018	21/06/2018	67
Silpi Divas	17/01/2018	17/01/2018	60

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Maximize the use of LED bulbs. 2) Ensure polythene free zone by encouraging everyone to minimize the use of polythene. 4) Optimum utilization of paper by printing on both sides of paper. 5) Yearly tree plantation program on the occasion of "World Environment Day" and "Earth Day". 6) Proper garbage disposal from the institution with the help of Dhekiajuli Municipal Board.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 Title of the Practice: Reaching out to the people: An interface with rural people. **Objective of the practice:** The objective of the practice is to reach out to the people to establish a permanent linkage with the rural people creating visible positive impact through various activities ranging from awareness program to engaging villagers in such activities to develop entrepreneurship. The stated objective of the practice called reaching out to the people is to establish a permanent linkage with the rural people in interior places and provide the opportunity of experiential learning to students working with rural people. **The Context:** LOKD College is the premier institution of higher education in the greater Dhekiajuli area. Established

with the noble objective of making higher education accessible to aspirants in a vast domain of multi-ethnic community. The college progresses with the noble objective of making higher education accessible to aspirants in a vast domain of multi ethnic community. People of this area have great expectations from this institution, which came into existence by the persistent endeavors of a group of people. Within its larger objective of making education socially relevant, Lokanayak Omeo Kumar Das College envisaged a plan of village adoption. Villages situated in the interior of greater Dhekiajuli are mostly inhabited by tribal (Bodo) and other ethnic community. Considering this fact the village requires a lot of initiatives in the socio-economic share for creating a positive visible impact on the part of the institution. The practice: In the village adoption initiative of the institution Khagarijan has been selected considering its interior location. Bodo tribe mostly inhabits the village which is situated at a distance of about 14 kilometers from LOKD College in Thelamara revenue circle. The villagers are very hard working and their economy is agro based. Considering this fact a lot of initiative is required for the socio-economic development of the village. In this regard, the college consulted the village development committee and a formal linkage has been established to take up a slew of activities. Evidence of Success: After a fact finding visit by two of the faculty members to the Khagarijan Lower Primary School awareness cum demonstration program was organized on Vermi Compost. Objective of this program was to make the villagers aware of the benefits of Vermi-Compost. NCC cadets conducted a preliminary survey to ascertain the family status and occupation of the villagers. All these initiatives were followed by action. Intimation has also been given to village people for entrepreneurship development through Assam Start-up linkage. Problems Encountered: Notwithstanding the fund crunch, the co-operation of the villagers eased out the problem to some extent. College authority is not in a position to frequently support such activities involving fund. Even then, the preliminary steps generated a good response as evidenced in the form of appreciation letter. People of this area have great expectations from this institution and we are starving to fulfill this expectation. Time constraint is another problem that we are facing the college is encouraging involvement of more students with proper guidance by teachers on a rotational basis. Best Practice-2 Title of the Practice: Book Bank: Stretching accessibility The Context: Quest for excellence in the sphere of knowledge is integral to the mission and vision of Lokanayak Omeo Kumar Das College. Making higher education accessible involves catering to the need of students from poor background. Text books are integral in the pursuance of higher education and a large section of the students coming from poor background are unable to purchase books. An effort has been made in this regard in the form of book bank. Objective of the practice: Stretching accessibility is one such endeavour to address the problem of text books for poor students. Objective of this practice is to provide textbooks to the poor students as part of our larger objective of social upliftment through quality education. Sustained effort towards achieving this objective has been made. Hence, the idea of book bank has been floated and materialized. The Practice: The idea of generating a book bank has already been materialized out of the contribution from pass out students. The book bank of the central library is now getting enriched by addition of more titles each year that had an initial collection of 150 titles. A noteworthy contribution by one of our faculty members to the tune of Rs.100000/- has been made for enriching the book bank. Evidence of Success: Book bank at the central library has proved to be a successful endeavour and this has been initiated at the departmental level also Department of Bengali is successfully running the book bank generated from contribution of ex-students. Problems Encountered: At the initial stage no problem has been encountered. In future, space might be a problem in the departments for book bank.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.lokdcollege.in/Best_Practices_and_Institutional_Distinctiveness.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Lokanayak Omeo Kumar Das College, the premier institution of higher education established in a multiethnic domain and catering to the need of higher education in a vast geographical area has been making significant contribution in the academic and social sphere of greater Dhekiajuli. This institution was established with an unwavering endeavour of a group of educational enthusiasts and supported by cross section of people to provide quality higher education to the aspirants. It has been enshrined in the vision of the institute to make higher education accessible to students coming from tea community, Bodos, minorities, Nepalis and other backward castes. For the large no of students from tea community LOKD College provides the proper learning platform and some of the surrounding tea gardens provided support in infrastructural facilities. Most of them were first generation learners and these students influenced the changing socio-economic pattern of the community. Since its inception, the institution has been imparting education to first generation learners and creating visible positive impact in their socio-economic status. Throughout its journey, a suitable academic environment for physical and mental development has been created in a rural set up, for this institution has created links with various agencies like AAI and defence services. Now it has grown into an institution with three faculties of Science, Arts and Commerce. Academic and other support facilities augmented over the years provided the students with ample opportunities to excel in sports, cultural activities and achievements of some of the students made the institution proud. In sports, some of our students have earned laurels in nationals and international level. NCC a platform offered in this institution for both boys and girls helped creating employment avenues for a large no of students, who are now employed in defence, paramilitary and other services. The emphasis on NCC in this institution apart from creating employment avenues was to inculcate values and sense of responsibility towards society. Moreover, growth of the institution reflected in the increasing no of student enrollment has been consistent with the long-term vision of the institution and a visible impact is seen in greater Dhekiajuli area.

Provide the weblink of the institution

http://www.lokdcollege.in/Best_Practices_and_Institutional_Distinctiveness.php

8.Future Plans of Actions for Next Academic Year

? Continuation of the mentor-mentee system to enhance the effectiveness of teaching learning process. ? Organizing student counseling more frequently on issues ranging from examination, extension activities and emerging career avenues for sixth semester students. ? To organize student exchange and faculty exchange with neighbouring institutions with the objective of academic resource sharing. ? To systematize the documentation process in office. ? Encouraging teachers for application of innovative methods in teaching. ? To increase the level of student participation in extension and outreach activities. ? To take up a series of activities at the adopted village. ? Organize interactive programme with eminent personalities from different field. ? To install incinerator in the girls washroom and staff lavatory for proper maintenance of health and hygiene.