



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | |
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| 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. | 03712-244231 |
| Mobile no. | 9706959012 |
| Registered Email | lokcollege.444@rediffmail.com |
| Alternate Email | iqaclokdc@gmail.com |
| Address | Vill - Mitham Bengali, PO - 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. | 9435169890 |
| 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/AOAR/AOAR_2018_19_LOKD_College.pdf |
| 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 |
| Bhuvismavvad programme | 18-Feb-2020 | 58 |

| | | |
|--|------------------|------|
| | 1 | |
| Awareness week on Sexual Harassment | 02-Sep-2019 5 | 314 |
| Awareness programme on COVID-19 | 07-Mar-2020 1 | 1000 |
| Let us read book; an outreach initiative by IQAC | 11-Nov-2019 1 | 68 |
| General health check-up camp | 05-Nov-2019 1 | 75 |
| Looking Beyond the horizon; a career and leadership workshop | 24-Oct-2019 2 | 101 |
| Regular Meeting of IQAC | 20-Sep-2019 1 | 15 |
| Regular Meeting of IQAC | 16-Sep-2019 1 | 11 |
| Regular Meeting of IQAC | 17-Aug-2019 1 | 11 |
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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 |
|--------------------------------|----------------------------------|----------------|-----------------------------|--------|
| L.O.K.D. College | CSR Initiative | RMSA, Assam | 2019 365 | 46136 |
| L.O.K.D. College | Facilities of Girls' Common Room | DHE, Assam | 2019 365 | 100000 |
| L.O.K.D. College | Science Lab Grant | DHE, Assam | 2019 365 | 240000 |
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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 :

3

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) | | | | | | | | | | | | | | | | | |
| One day state level workshop on Story Telling and Reading Counselling on CBCS Faculty exchange programme with Rangapara College Entrepreneurship awareness programme | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>AQAR preparation 201920</td> <td>Process initiated</td> </tr> <tr> <td>MOU with neighboring institution</td> <td>MOU signed with Mazbat College</td> </tr> <tr> <td>Feedback and analysis on DRS from students and teachers</td> <td>Task completed</td> </tr> <tr> <td>Organizing awaress programme on entrepreneurship</td> <td>Coducted on 24th and 25th October 2019</td> </tr> <tr> <td>Submission of AQAR to the statutory body</td> <td>Yet to be done</td> </tr> <tr> <td>State level seminar on folk drama tradition of north-east India</td> <td>Scheduled on 24th March 2020 but could not be held due to pandemic</td> </tr> <tr> <td colspan="2" style="text-align: center;">View File</td> </tr> </tbody> </table> | | Plan of Action | Achivements/Outcomes | AQAR preparation 201920 | Process initiated | MOU with neighboring institution | MOU signed with Mazbat College | Feedback and analysis on DRS from students and teachers | Task completed | Organizing awaress programme on entrepreneurship | Coducted on 24th and 25th October 2019 | Submission of AQAR to the statutory body | Yet to be done | State level seminar on folk drama tradition of north-east India | Scheduled on 24th March 2020 but could not be held due to pandemic | View File | |
| Plan of Action | Achivements/Outcomes | | | | | | | | | | | | | | | | |
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| Feedback and analysis on DRS from students and teachers | Task completed | | | | | | | | | | | | | | | | |
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| 14. Whether AQAR was placed before statutory body ? | Yes | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>01-Jan-2021</td> </tr> </tbody> </table> | | Name of Statutory Body | Meeting Date | Governing Body | 01-Jan-2021 | | | | | | | | | | | | |
| Name of Statutory Body | Meeting Date | | | | | | | | | | | | | | | | |
| Governing Body | 01-Jan-2021 | | | | | | | | | | | | | | | | |
| 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 | 2020 | | | | | | | | | | | | | | | | |

| | |
|---|-------------|
| Date of Submission | 29-Jun-2020 |
| 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

Lokanayak Omeo Kumar Das College has a mechanism for effective curriculum delivery. As part of this mechanism Principal convened a meeting with teaching staff to discuss about the academic activity for the forthcoming session, 2019-20 for efficient and timely curriculum delivery. Academic committee has been constituted and entrusted with the responsibility of preparing plan for the session ahead. Lokanayak Omeo Kumar Das College has been following the curriculum designed by the affiliating University (Gauhati University) since it is mandatory for affiliated institutions. For the effective translation of the curriculum, the College has a well-planned delivery mechanism based on the availability of resources in the college. Choice Based Credit System (CBCS) has been introduced in 2019-20 in all the affiliated Colleges of Gauhati University. LOKD College before the initiation of the new system geared up for the change over and a workshop was conducted as a familiarization exercise. The College makes continuous effort for the optimum benefits of the students through routine, academic calendar, departmental individual plans etc. Before the commencement of the session academic committee discussed the matters relating to CBCS in a meeting and assigned the responsibility of preparing academic calendar to a committee constituted for the task. Besides a routine committee is constituted to prepare the master routine wherein timely 100% coverage of the syllabus is ensured. As per directive of the university the new system came into effect and classes were allotted accordingly. Each department maintains departmental routine and teachers' diary to ensure and record the progression of the syllabus allotted to each teacher. Field works, study tours, guest lecture etc. are incorporated in each departments' activity plan. Each department conducts regular test, workshop, seminar etc. for the orientation of the 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. For the timely completion of the syllabus and even distribution of the teaching load, the institution whenever required engages temporary, part time, and contractual teachers. 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. Academic committee monitors 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/entrepreneurship | 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 |
|----------------------------------|--------------------------|---|
| BA | Nill | 01/06/2019 |
| BSc | Nill | 01/06/2019 |
| BCom | Nill | 01/06/2019 |

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 | 32 |
| BA | Bengali Major | 4 |
| BA | Education Major | 17 |
| BSc | Geography Major | 4 |
| BA | History Major | 15 |
| BA | Philosophy Major | 18 |
| BSc | Physics Major | 2 |
| BSc | Zoology Major | 12 |
| BA | Bodo Major | 10 |
| BCom | Commerce | 30 |
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|------|
| Students | Yes |
| Teachers | Yes |
| Employers | Nill |
| 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

IQAC LOKD College translated the Student Satisfaction Survey form into vernacular provided by NAAC and obtained responses on teaching learning process for continuous improvement. It was conducted with a view to ascertain their level of satisfaction on issues ranging from syllabus, academic and other support facilities, teacher's ability to grievance redressal with indicators like very satisfactory, satisfactory, moderately satisfactory and not satisfactory. On the basis of response generated analysis is done and forwarded to the authority for further discussion. Feedback analysis committee discuss these matters with Principal. Moreover, another feedback is taken from various stakeholders like, students, teachers and IQAC conducts this process of feedback collection exclusively on design and review of syllabus. In the form prepared for the purpose, stakeholders are asked to provide response with indicators like very satisfactory, satisfactory, moderately satisfactory and not satisfactory. In addition to this IQAC design structured feedback form to obtain responses from various stakeholders like students, teachers as a tool for measuring satisfaction level on academic and non academic issues. IQAC then forward the feedback forms to the feedback analysis committee for data analysis. The responses generated in the process after compilation is shared with the principal. Principal shares the findings of the process with teachers and non-teaching staff. Feedback analysis committee carefully marks the moderately satisfactory, not satisfactory indicator. IQAC discuss these issues with concerned departments and committees for addressing it properly. Commonly raised 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 are sent to the governing body for discussion and appropriate action. The 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. These are finally forwarded to the governing body for initiating proper measures.

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 |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BCom | Nill | 110 | 130 | 110 |
| BSc | Nill | 173 | 246 | 173 |
| BA | Nill | 458 | 715 | 458 |

[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 | Number of fulltime teachers available in the institution teaching only PG | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| | | | | | |

| | | | | | |
|------|-----|-----|---------|---------|-----|
| | | | courses | courses | |
| 2019 | 741 | Nil | 39 | Nil | Nil |

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 |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 64 | 64 | 13 | 6 | Nil | 4 |
| 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)

College has an effective mentor-mentee system which is integral to the teaching –learning process of any higher education institution. In keeping with its mission of providing quality higher education to the aspirants the institution makes persistent effort in making learning effective and interesting in a learner friendly academic ambience. In view of this Lokanayak Omeo Kumar Das College adopts holistic approach towards making the learning experience better. In order to acquaint the student with the functioning of the mentor-mentee system all head of the departments (HoDs) in a meeting decided to have an orientation session with Major/Honours students at the departmental level. Accordingly, all departments organized orientation regarding mentor and mentee and students were apprised about the objectives and scope of the system. HoDs are responsible for making the system proper operational. 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 monitors the academic performance, behavioral aspect and any other issue related to them. Besides, 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 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 values in them are the responsibility of each mentor.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 741 | 39 | 1:19 |

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 |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 44 | 39 | 5 | 1 | 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 |
|---------------|---|---------------------|--|
| 2020 | Dr. Jyotshna Baruah | Associate Professor | Recognized as author by Assam Higher Secondary |

| | | | |
|---------------------------|---------------------|---------------------|---|
| | | | Education Council |
| 2019 | Dr. Tulan Mochahary | Assistant Professor | Membership of Sahitya Akademis Advisory Board in Bodo |
| View File | | | |

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 | 6 | 21/10/2020 | 05/12/2020 |
| BCom | UG | 5 | 13/12/2019 | 29/11/2020 |
| BSc | UG | 5 | 18/12/2019 | 30/05/2020 |
| BA | UG | 5 | 18/12/2019 | 04/06/2020 |
| BCom | UG | 3 | 03/12/2019 | 16/05/2020 |
| BSc | UG | 3 | 03/12/2019 | 18/05/2020 |
| BA | UG | 3 | 03/12/2019 | 21/05/2020 |
| BCom | UG | 1 | 13/12/2019 | 03/09/2020 |
| BSc | UG | 1 | 16/12/2019 | 04/09/2020 |
| BA | UG | 1 | 16/12/2019 | 15/09/2020 |
| View File | | | | |

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

Continuous Internal Evaluation (CIE) is an integral part of effective teaching-learning system which is carried out in the entire duration of a particular course/program. The objective of conducting the process is to monitor the academic performance of students. Lokanayak Omeo Kumar Das College follows a detailed plan of action chalked out at the beginning of the academic session with regard to CIE. All semester end examinations are conducted as per the guidelines fixed by the affiliating university. General idea about CIE is provided by each department for the appraisal of the students. There is an academic committee entrusted with the responsibility of monitoring CIE. Each department conducts Sessional examination following the instruction and schedule fixed by examination committee. Assignments, seminar, discussion all comprises the entire process of CIE. Each department carefully maintains examinations related records and subsequently forward it to the examination committee for further action.

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

Academic calendar constitutes the first important step towards implementing the academic and other activities planned for an academic year. It is reflective of the life of Lokanayak Omeo Kumar Das College with its varied activities involving teachers, students, alumni, staff i.e. all stakeholders. All academic activities like classes, internal examination seminar, excursion, field trips are planned well in advance and incorporated in the calendar after threadbare discussion amongst the members of the academic calendar committee. Holidays,

national and international days to be observed, festivals, sporting and cultural activities organized by students' union, freshers' social, other annual events, enrolment schedule for the new academic session, test to be conducted by each department for enrolment into the Honours / Major course all are meticulously planned and accordingly put together in the academic calendar. Academic calendar also incorporated in the prospectus gives a glimpse of the overall academic work conducted in the institution. For the purpose of preparing the calendar, an academic calendar committee is formed before the commencement of the session in July and entrusted with the task. Draft of the academic calendar is then discussed and finally approved. Academic calendar is in that sense the most important documents of academic plan of a session for the smooth conduction of the works to be done.

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 | Nil | 77 | 67 | 87.01 |
| UG | BSc | Nil | 78 | 66 | 84.61 |
| UG | BA | Nil | 260 | 253 | 97.03 |

[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 |
|------------------------------------|----------|---------------|
| No Data Entered/Not Applicable !!! | | |

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) |
|------------------------------------|------------|-----------------------|--------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

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 |
|---------------------------|-----------------------|
| Assamese | 14 |
| Botany | 2 |
| Zoology | 1 |
| English | 1 |
| 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 | Nil | 15 | 14 | 2 |
| Presented papers | 1 | 15 | Nil | Nil |

[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 |
|--|--|--|--|
| Jalshakti Awareness Programme | NCC NSS | 3 | 60 |
| Awareness programme on Air Pollution: Its Impact Control | NCC | 3 | 46 |
| Awareness programme on Dental Hygiene | NCC | 5 | 73 |
| Blood Donation Awareness Rally | NCC Red Ribbon Club | 6 | 48 |
| "150th Anniversary of Gandhi Jayanti" Fit India Plogging Run | NCC, NSS IQAC, LOKD College | 5 | 90 |
| Fit India Walkathon | NSS | 1 | 22 |
| Motivational Programme to join Indian Air Force | NCC | 2 | 74 |
| Plastic Plogging Run | NCC | 2 | 12 |
| Swachh Bharat Abhiyan | NCC | 2 | 26 |
| Tree Plantation Programme | NCC | 20 | 10 |

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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 |
|--|------------------------|---------------------------|------------------------------|
| Volunteer service in XVIII All Assam Children Science Festival | Letter of appreciation | Gyan Vigyan Samiti, Assam | 450 |

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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 |
|-----------------------|---|--|--|--|
| Swachh Bharat Mission | District water and sanitation committee (DWSC), Sonitpur District | Swachh Bharat Summer Internship | 1 | 60 |
| Volunteer Service | NCC | Volunteer in XVIII All Assam Children Science Festival | 2 | 35 |

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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 |
|--------------------|-------------|-----------------------------|----------|
| Faculty Exchange | 3 | College | 1 |

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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 |
|------------------------|--------------------|--|---|
| Assam Startup-The Nest | 13/09/2019 | Promote entrepreneurship, create awareness, and motivate the youth | 93 |
| Rangapara College | 14/08/2019 | To promote academic activities and engaged in cultural exchange | 217 |

| | | | |
|---------------------------|------------|--|----|
| | | programme among the students of the institutions | |
| Mazbat College | 06/02/2020 | To promote academic activities and engaged in cultural exchange programme among the students of the institutions | 31 |
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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 |
|--|--|
| 1300000 | 1290399 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|-----------------------------------|-------------------------|
| Seminar halls with ICT facilities | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar Halls | Existing |
| Laboratories | Existing |
| Class rooms | Existing |
| Campus Area | Existing |
| Classrooms with Wi-Fi OR LAN | 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 patially) | Version | Year of automation |
|---------------------------|--|---------|--------------------|
| SOUL | Partially | 2.0 | 2016 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|----------------------|----------|---------|-------------|--------|---------|---------|
| | | | | | | |
| Text Books | 10334 | 851447 | 99 | 62000 | 10433 | 913447 |
| Reference Books | 13225 | 1614580 | 95 | 100185 | 13320 | 1714765 |
| e-Books | 3135000 | 5900 | Nill | Nill | 3135000 | 5900 |
| Journals | 7 | 5500 | Nill | 16018 | 7 | 21518 |
| e-Journals | 6000 | 5900 | Nill | Nill | 6000 | 5900 |

| | | | | | | |
|---------------------------|-------|---------|-----|--------|-------|---------|
| Library Automation | 23559 | 2325522 | 194 | 162185 | 23753 | 2487707 |
| Weeding (hard & soft) | 2455 | 217105 | Nil | Nil | 2455 | 217105 |
| Others (specify) | 4 | 11737 | 1 | 1800 | 5 | 13537 |
| 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 | 56 | 20 | 2 | 1 | 0 | 10 | 19 | 5 | 7 |
| Added | 3 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 |
| Total | 59 | 20 | 2 | 1 | 0 | 12 | 20 | 5 | 7 |

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

| |
|--------------|
| 6 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 |
|--|--|--|--|
| 160000 | 155030 | 1400000 | 1378792 |

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)

| |
|--|
| <p>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</p> |
|--|

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 | Nill | Nill | Nill |
| Financial Support from Other Sources | | | |
| a) National | Post Matric Scholarship, Ishan Uday, Minorities, Combined Merit scholarship | 595 | Nill |
| b) International | Nill | Nill | Nill |

[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 implemetation | 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 !!!

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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 |
|---------------------------|--------------------------------|---|
| Nil | Nil | Nil |

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 |

No Data Entered/Not Applicable !!!

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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 |
|------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| 2020 | 2 | BA. Bodo | Bodo | Gauhati University | MA, Bodo |
| 2020 | 1 | BA, Political Science | Political Science | Tezpur University | MA, MCJ |
| 2020 | 2 | BA, Assamese | Assamese | Tezpur Law College | LLB |
| 2020 | 1 | BA, Assamese | Assamese | Darrang College | MA, Assamese |
| 2020 | 1 | BA, Assamese | Assamese | Bodoland University | MA, Assamese |
| 2020 | 1 | BSc, Mathematics | Mathematics | Cotton University | MSc Mathematics |
| 2020 | 1 | BSc Zoology | Zoology | Darrang College | MSc, Zoology |
| 2020 | 1 | BA, Geography | Geography | Darrang College | MA, Geography |

| | | | | | |
|---------------------------|---|-----------------------------|----------------------|-----------------------|-----------------------------|
| 2020 | 1 | BA, Political Science | Political Science | Tezpur Law College | LLB |
| 2020 | 2 | BA, Political Science | Political Science | IGNOU | MA, Political Science |
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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 |
|----------------------------------|-------------|------------------------|
| 4X400m Relay Race (Boys) Nill | Institution | 20 |
| 1600m Race (Boys) Nill | Institution | 14 |
| 800m Race (Girls) Nill | Institution | 12 |
| 800m Race (Boys) Nill | Institution | 17 |
| 400m Race (Girls) Nill | Institution | 16 |
| 400m Race (Boys) Nill | Institution | 16 |
| 200m Race (Girls) Nill | Institution | 16 |
| 200m Race (Boys) Nill | Institution | 16 |
| 100m Race (Girls) Nill | Institution | 16 |
| 100m Race (Boys) Nill | Institution | 16 |
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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/ International | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---------------------------|-------------------------|----------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | Gold Medal | International | 1 | Nill | 17A402 | Jamuna Boro |
| 2019 | Silver Medal | National | 1 | Nill | 18A183 | Ankushita Boro |
| 2020 | 1st Position | National | 1 | Nill | 18A183 | Ankushita Boro |
| 2019 | Silver | National | 1 | Nill | 19A028 | Ankita Khanikar |
| View File | | | | | | |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of

the institution (maximum 500 words)

Students' Union, the elected representative of the entire student community of the institution plays an active part in the overall functioning of the college. Students' Union members are elected through a process of secret ballot supervised by the returning officer assisted by a team of teachers. Each year election committee is constituted by the principal for smooth conduction of the process. Eligibility criteria for contesting election and other regulations are contained in the written constitution of LOKD College that came into force in 1982. Lyngdoh commission recommendations are also strictly adhered to for the election of student representative. Elected representative of the student union in this session took the oath of office on a stipulated day in the presence of Principal, Vice Principal and teacher-in-charge appointed against each portfolio. The union comprising 13 members carry out the assigned responsibilities for each portfolio. Students' Union establishes the connection between the student community and the authority and all student related matters are conveyed in improper forum. Union members are accommodated in administrative bodies like IQAC and disciplinary committee to ensure their participation. Throughout the year, student union organizes a number of events, observes various national and international days. Moreover, Students' Union conducts a number of sporting and cultural events and provides proper forum for showcasing the talents of the students. Most of the competitions are organized in the annual college week, which is also the selection platform. Students' Union members also take the initiative for sending participants for various competitions conducted at zonal and university level. Right from academic to administrative Students' Union members have their say and place it in proper forum whenever required. In the college premises, union members undertake activities like Swachh Bharat campaign, awareness program etc. As part of social responsibility students' Union carry out activities like rally, procession, provision of relief material in time of natural calamities. Students' Union contribution also includes student support facility. Student representative body of the institution constitute an integral part of the institution for ensuring better academic environment and administration.

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) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

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)

The Institution constitutes various committees and cells for decentralising the functions. It ensures participation of the all the staff in managing the affaires of the institution. 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 VP, 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 |
|------------------------|--|
| 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, RC, STC etc |

organized by various HRDCs. As members of the CCS, teachers can put forward their views regarding curriculum.

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.

Examination and Evaluation

College prospectus incorporates tentative dates for internal assessment 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

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.

| | |
|---|--|
| <p>Library, ICT and Physical Infrastructure / Instrumentation</p> | <p>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.</p> |
| <p>Human Resource Management</p> | <p>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.</p> |
| <p>Industry Interaction / Collaboration</p> | <p>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 collaborative effort with neighbouring institutions namely Rangapara College, Mazbat College and Kalaguru Bishnu Rabha Degree College in academic and extra-curricular activities.</p> |
| <p>Admission of Students</p> | <p>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</p> |

serve basis. Hostel committee members pay time-to-time visit and put forward recommendations for proper functioning

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

| E-governance area | Details |
|-------------------------------|---|
| Student Admission and Support | The admission process of the institution is entirely done through online mode. |
| Finance and Accounts | Salary, Scholarship and other financial benefits are transferred through online mode. |
| Examination | The institution uses G.U Examination portal for the conduction of examination. |

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 |
|---|-----------------|--|--|-------------------|
| No Data Entered/Not Applicable !!! | | | | |
| 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 |
|---|---------------------------------|------------|------------|----------|
| OC/FIP | 1 | 26/06/2020 | 24/07/2020 | 28 |
| FDP | 1 | 17/07/2020 | 22/07/2020 | 7 |
| FDP | 2 | 06/07/2020 | 10/07/2020 | 5 |
| FDP | 2 | 17/06/2020 | 24/06/2020 | 7 |
| FDP | 7 | 19/11/2019 | 23/11/2019 | 5 |
| RC | 1 | 07/11/2019 | 20/11/2019 | 14 |
| RC | 1 | 16/09/2019 | 29/09/2019 | 14 |

| | | | | |
|---------------------------|---|------------|------------|----|
| RC | 2 | 05/09/2019 | 18/09/2019 | 14 |
| RC | 1 | 19/08/2019 | 31/08/2019 | 14 |
| STC | 1 | 05/08/2019 | 09/08/2019 | 7 |
| View File | | | | |

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

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 1 | 1 | Nil | Nil |

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 |
|--|-------------------------------|---------|
| No Data Entered/Not Applicable !!! | | |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

| |
|---------|
| 3426548 |
|---------|

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 | Yes | Members from Tezpur University and Gauhati University | No | Nil |

| | | | | |
|----------------|-----|---|----|-----|
| Administrative | Yes | Members from Tezpur University and Gauhati University | No | Nil |
|----------------|-----|---|----|-----|

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 Govt. 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. Admission process has been conducted through online mode. 2. Installation of Solar panel as a green initiative.

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF | Nil |
| c) ISO certification | Nil |
| d) NBA or any other quality audit | Nil |

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 |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2020 | Preparation and Distribution of Hand Sanitizer | 23/03/2020 | 23/03/2020 | 23/03/2020 | 37 |
| 2020 | Webinar on Awareness programme on use of online E resources | 20/06/2020 | 20/06/2020 | 20/06/2020 | 59 |
| 2020 | National Webinar on Covid-19 and Students Well-being | 15/07/2020 | 15/07/2020 | 15/07/2020 | 125 |
| 2020 | How to Excel in Teaching as a Career Choice | 20/07/2020 | 20/07/2020 | 20/07/2020 | 122 |
| 2020 | National Webinar | 18/07/2020 | 18/07/2020 | 18/07/2020 | 306 |

| | | | | | |
|---------------------------|--|------------|------------|------------|-----|
| | Assamese Language and Culture in the Perspective of Solar and Lunar Cult | | | | |
| 2020 | Caste discrimination and Assamese Society | 23/07/2020 | 23/07/2020 | 23/07/2020 | 289 |
| 2020 | Assamese, Bengali and Odia Language: Analysis of Mutual Relations | 06/08/2020 | 06/08/2020 | 06/08/2020 | 358 |
| 2020 | Physical Health and Stress Management in Changed Scenario | 10/08/2020 | 10/08/2020 | 10/08/2020 | 71 |
| 2020 | Webinar on Assamese Language and Literature for Students | 25/07/2020 | 25/07/2020 | 25/07/2020 | 320 |
| 2020 | New Education Policy and Issues Before Higher Education Institution | 07/09/2020 | 07/09/2020 | 07/09/2020 | 43 |
| 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 programme | Period from | Period To | Number of Participants | |
|-------------------------------------|-------------|------------|------------------------|------|
| | | | Female | Male |
| Awareness Week on Sexual Harassment | 02/09/2019 | 06/09/2019 | 141 | 173 |

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. Installation |

of Solar energy plant at the Girls Hostel.

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---------------------|--------|-------------------------|
| Physical facilities | Yes | Nil |
| 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 |
|------|--|--|------------|----------|--------------------------------------|-------------------------------|--|
| 2019 | 1 | 1 | 13/09/2019 | 1 | Entrepreneurship Awareness Programme | Awareness on entrepreneurship | 94 |

[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) |
|---------------------|---------------------|--|
| Professional Ethics | 01/01/2019 | An Institution established in a multiethnic multi cultural area on the North bank of Brahmaputra LOKD College since its inception has been making significant contribution in the academic and societal sphere of the area. To ensure a healthy academic environment and to promote an ambience of universal respect, human values and inclusiveness we strive to follow certain principles in our institution. Celebrating 50 years of glorious existence LOKD College caters to the academic need of a vast geographical area reaching out to a large no of first-generation learners. This way the institution has been making education accessible to backward |

communities like tea
community. 1.

Impartiality in all
matters pertaining to
class, examination and
all other student related
activities. 2. Diverse
representation of all
communities in the
corporate life of the
college. 3. An academic
calendar prescribed by
university and modified
by our institution is
adhered to and letter in
spirit. 4. Punctuality,
accessibility maintained
by members of the staff.

5. We believe in the
principle that we are
here for academic
excellence as well as for
instilling universal
values in our students.

6. We believe in the
immense potentiality of
our students and
accordingly our efforts
are directed towards
realizing that

potentiality. 7. Teaching
and non-teaching together

we work as family
members. 8. We work with
utmost dedication and
sincerity. 9. We do not
divulge our internal
matters to any outsider.

10. We don't interact
with media in our
individual capacity on
matters relating to the
institution. 11.

Confidential matters like
examination are accorded
highest level of

confidentiality. 12. We
refrain from unhealthy
practices like nepotism.

13. We don't encourage
communal feelings and
acts in our institutions.

14. Respect for every
individual and every
faith is a principle we
adhere to. 15. Gender
sensitivity is always
taken into account and

respect for all individuals irrespective of gender caste, religion constitutes one of our ethical principles. 16. Disputes are resolved amicably among ourselves. 17. We do not encourage racism in our institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| 150th Anniversary of Gandhi Jayanti | 02/10/2019 | 02/10/2019 | 152 |
| National Voters Day | 25/01/2020 | 25/01/2020 | 40 |
| Teachers Day | 09/05/2019 | 09/05/2019 | 1000 |
| Celebration Of International Womens Day | 07/03/2020 | 07/03/2020 | 26 |
| World Environment Day | 05/06/2020 | 05/06/2020 | 35 |
| Blood Donation Awareness Rally | 27/08/2019 | 27/08/2019 | 54 |
| View File | | | |

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

? Use of LED bulbs in the campus. ? Ensure polythene free zone by encouraging everyone to minimize the use of polythene. ? Rain water harvesting. ? Restricted motor vehicle entry for maintaining a green campus. ? Yearly tree plantation program on the occasion of "World Environment Day" and "Earth Day" and other occasions on a regular basis. ? Preparation of Compost pit in the campus.

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: Lokanayak Omeo Kumar Das 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 Practice: - Helpage: a humane endeavour. Objective:- The objective of the practice is to extend financial help to any one from the college family in distress. This practice of offering financial help was intended to create a bonding among the staff, teaching and non-teaching. It is an endeavour to create a healthy working environment through family like bonding. The Context: - Lokanayak Omeo Kumar Das College being the only institution of higher education in greater Dhekiajuli generates great expectation from the people. Established with a vision of making education accessible to all aspirants in an area mostly inhabited by various ethnic communities has already created visible positive impact in greater Dhekiajuli area. One of the primary concerns of the institution is to build a family like ambience among the staff. The idea of having a helpage fund originated long back in 2015 with a group of teachers from LOKD College who made voluntary contributions for creating a fund for the purpose. LOKD College teachers unit, as the representative of the teachers has been following a noble tradition of offering financial assistance to teacher or any other employee. Till today family members of a number of teachers and other employees and a number of other employees received financial assistance at the time of accident, disease and in other such situation. The fund generated in 2015 is being enhanced from time-to-time contribution from teacher members. This fund would also be utilized to provide succour to students. One of the faculty members is in charge of this fund. Evidence of Success: The noble endeavour of the institution to have an inbuilt system of internal support has been successful. The entire system is based on wishes of the teachers to do something for a good cause. By and large, it has been a successful endeavour. Problem Encountered: In this process of having a support system, the institution has not faced any serious problem. Only a minor issue has been faced i.e., to go for the collection drive.

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

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

- Completion of the process of NAAC accreditation.
- To conduct the scheduled workshop on Bodo folk dance with support from Sangit Natak Academy delayed due to Covid-19.
- Organizing more motivational program for enhancing the level of students involvement, in sports, culture and extension activities.
- Expediting the process for provincialization of Commerce stream.
- Organize a one-week Entrepreneurship development workshop in association with IIE.
- Increase the number of village under village adoption program.
- Initiation of the process of establishing a language lab in the institution.