

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution Kaliabor College

- Name of the Head of the institution : Dr. Hiranya Kumar Chaliha
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 8811037833/7002265486
- Mobile no.: 09435165486
- Registered e-mail: principal@kaliaborcollege.org
- Alternate e-mail : kaliaborcollege@gmail.com
- Address : P.O. Kuwaritol, Dist. Nagaon
- City/Town : Kaliabor
- State/UT : Assam
- Pin Code : 782137

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(please specify): UGC 2f and 12 (B)
- Name of the Affiliating University: Gauhati University
- Name of the IQAC Co-ordinator : Dr. Nripen Chandra Das
- Phone no. :
Alternate phone no.
- Mobile: 9864489507
- IQAC e-mail address: kaliaborcollegeiqac@gmail.com
- Alternate Email address: iqac@kaliaborcollege.org

3. Website address: www.kaliaborcollege.org

Web-link of the AQAR: (Previous Academic Year): www.kaliaborcollege.org/iqac.htm

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes, as per university Academic Calendar

Weblink: kaliaborcollege.org

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B++	80	2004	from:2004 to: 2009
2 nd	A	3.03	2015	from:2015 to: 2020
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY:

25	07	2005
----	----	------

7. Internal Quality Assurance System

7.1 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
Regular meeting of IQAC took place	21/02/18, 24/02/18, 29/05/18, 15/06/18	4,6,7,6
AQAR timely submitted to NAAC	18/07/17	--
Feedback from stakeholders collected, analysed and used for improvements	2017 (1 Year)	220
Distinguished Students Awards	21/02/18	8

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

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
College	General Development	RUSA	2018	57.5 lakhs
College	B.Voc.	UGC	2017	20 lakhs
Dept. of Botany	Herbal garden	ASTEC, Govt. of Assam	2017	1 lakh
Dept. of Biotechnology	MRP	DBT	2018 , 1 year	6 lakhs

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC: Yes uploaded www.kaliaborcollege.org/iqac.htm

10. No. of IQAC meetings held during the year: 4 (Four)

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: www.kaliaborcollege.org/iqac.htm

Yes/No: Yes Uploaded

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No[√]

If yes, mention the amount: Year:

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

- Introduction of Distinguished Students Award
- Devising new admission policy
- Sensitizing the teachers on use of ICT in classroom teaching
- Publication of News bulletin of 2017-18
- Emphasis on academic improvement.

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

Plan of Action	Achievements/Outcomes
<input type="checkbox"/> Introduction of Distinguished Students Award	-Introduced

<input type="checkbox"/> Devising New Admission Policy	-Devised
<input type="checkbox"/> Academic Improvement	-Students performed well in the even semester.
<input type="checkbox"/> Publication of News bulletin of 2017-18	-Published
<input type="checkbox"/> Increase of the use of ICT in Classroom Teaching	-Increased.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: Governing Body Date of meeting(s): 17/07/2018

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

Yes/No: No

Date:

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year:

Date of Submission: march/2018

17. Does the Institution have Management Information System? Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

The institution has so far partially introduced the Management Information System (MIS). Our whole admission process is based on MIS. The whole office is adapted to the software used for online admission. The data of the students are incorporated into office software operated by Management Information System. Our examination and results declared by the University are also based on MIS. But within a few years the MIS is going to be introduced fully.

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
The institution does the work of well planned curriculum delivery and documentation thorough the parent university. The faculty members of most of the departments are invited to the meetings and workshops organised by the university. The institution in the academic meetings decides the plan and programmes how to devise mechanism for well planned curriculum delivery and documentation. Classes are allotted to the faculty members in accordance with the class routines prepared by the Departmental head with the help of his or her colleagues. Academic meetings are convened by the Principal to take stock of the progress made in this process. In the departments HODs make the

documentation of departmental activities with the help of the departmental colleagues.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
Nil					
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
BA Sociology	20 June, 2017	BA	1-8-17		
B.Sc. Statistics	20 June, 2017	BSc	1-8-17		
B.Sc. Computer Sc.	20 June, 2017	BSc	1-8-17		
MA in Education	20 July, 2017	MA	3-8-17		
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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Commerce		PG	20 July, 2016		
Education		PG	20 July, 2017		
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
No of Students	Certificate	Diploma Courses			
Nil					
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			
Personality Development	April, 2018	25			
Communication skills in English	April, 2018	20			
Computer skills for Students	June, 2018	35			

1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
EVS, STGM, TTM, TDC		835		
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	Yes	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>Considering its importance in education system Kaliabor College has collected feedback from students. The feedback form was categorized in three broad areas for departments not having practical and four areas for departments having practical, i.e. course content, teaching-learning process, evaluation process, and laboratory. Each area consisted of different items. The analysis made was based on covering all that three or four areas.</p> <p>A. Course Content:</p> <p>There were 7 sub-areas in course content and as per student's feedback and from the scores converting into grade almost all teachers were graded very good in covering syllabus, discussing topic in detail, knowledge in the subject taught, covering relevant topics beyond syllabus, etc.</p> <p>B. Teaching-Learning Process:</p> <p>There were 11 sub-areas in teaching-learning process and almost all teachers were graded very good by students in this category. This category covered- clarity of expression, punctual to the class, preparation for the class, uses of modern teaching aids/gadgets, paying attention to academically weaker students, etc.</p> <p>C. Evaluation Process:</p> <p>Periodical assessments, department uses non-traditional methods of evaluation like, seminars, assignments, classroom presentation/participation, sessional test, etc. were covered under this category. The students rated teachers almost same way as did in category A & B, i.e. very good.</p> <p>D. Laboratory:</p> <p>Sufficient physical infrastructure, availability of teachers in the laboratory work, helping the students in conducting experiments, support and assistance of the laboratory staff, regular checking of laboratory log books/note books, like 7 areas were covered in this category. Teachers placed in very good grade from the students given feedback.</p> <p>Conclusion:</p> <p>Though students had rated all teachers very good in all evaluated areas, but there are certain drawbacks with all departments. So, departments need to do self analysis for offering better learning and achieving educational goal among students. Moreover to establish better educational institution.</p>				

Alumni Feedback

Most of the Alumni feel proud to be associated with Kaliabor College. The cause might be since the inception in 1969 the college has been developing in all areas and with Arts, Science and Commerce stream in 2004 it got B⁺⁺ grade from first NAAC assessment which was the best graded rural college in Assam, and in 2015 NAAC 2nd cycle assessment it got 'A' grade. Besides the main three streams Kaliabor College now have vocational subjects in BCA, BBA, biotechnology, computer science, small tea garden management and travel and tourism management and PG course in Commerce and Education, so alumnus rated excellent mark in overall development including the initiatives taken in academic area by the College. However, with regards to laboratories & equipment's, library & reading room, computer facilities, internet, Wi-fi, and sports & extracurricular activities alumnus showed average satisfactory.

However, with regards to students' present academic performance they had shown their grievance. So, they had suggested for improvements in this regards through chalking out proper plan under the head of the institution.

Parents Feedback

At present the involvement of parents in all aspects including making decisions, curriculum, and teaching is important in our education system. However, this involvement should be meaningful and directed toward improving the students' performance academic as well as co curricular activities. So keeping these views into consideration our college sought feedback from parents.

Parents are quite satisfied with the internal examination system adopted and arrangement offered to external examination system by the college. They expressed happiness about the discipline maintained and infrastructure provided to the students. But we have seen less parental support to the students. They have some inhibitions regarding the number of classes held.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B. A	500	800	500
B. Sc	200	250	200
B. Com	100	110	100
B. Voc	100	50	40
B. Sc. Biotech	20	25	20
BBA	20	25	20
BCA	20	25	20
M.Com	40	50	40
M.A.	25	35	25

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2577	102	80	05	95
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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
95	51	Computers, projectors, computer lab	04	03	Youtube, Nlist, Google, Video conferencing
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
In botany this system was applied. In future we are going to do.					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
2679		85		1:31.5	

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
53	48	05	Nil	24
2.4.2 Honours and recognitions received by teachers				
<i>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)</i>				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	
2018	Dr. Sarada Upadhyaya	Associate Professor	Ph.D. of G.U.	
	Dr. Dhrubajyaoti Borah	Asst. Professor	Ph.D. of T.U.	

	Dr. Dilip Kumar Sonowal	Asst. Professor	Ph.D. of A.U.
	Dr. Nabanita Sarmah	Asst. Professor	Ph.D. of G.U.
	Dr. Sanjeeb Hazarika	Associate Professor	Guideship of G.U.
	Dr. Nripen Chandra Das	Associate Professor	Guideship of G.U.
	Dr. Nripen Chandra Das	Associate Professor	International Scholar Exchange Programme by India and Thailand

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, BSc, BCom.		2017-18	20 June, 2018/29 June, 2018	-

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

Most of the things of evaluation system including internal evaluation are determined by the parent university. So there is not much scope for introduction of reforms at the institutional level. In spite of that a few remarkable reforms are introduced for greater academic interest of the institute. All the departments frequently conduct class tests on courses within a period. Assignments are given to the students to complete consulting the references in the central as well departmental library. In some of the departments group discussions and students' seminars are also held for personality development and academic performance of the students.

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

The academic calendar is prepared by the parent university. The affiliated colleges follow this calendar and conduct examination and evaluation process accordingly. However, there is some flexibility in conduction of internal examination mainly sessional examination. In case of other events of the college also the college enjoys freedom of flexibility.

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)

Yes. www.kaliaborcollege.org

2.6.2 Pass percentage of students

Programme Code	Programme	Number of students appeared	Number of students passed in final semester/year	Pass Percentage
----------------	-----------	-----------------------------	--	-----------------

	name	in the final year examination	examination	
	BA	316	217	68.67
	BSc	31	23	74.19
	B.Com	32	22	68.75
	Biotech	12	11	91.67
	M.Com	33	17	51.52

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)

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 Academic year
Major projects	2 Years	DBT	Rs. 8,00,000/-	Rs. 6,00,000/-
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College	1 Month	College	Rs. 60,000/-	Rs. 60,000/-
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				
Total			Rs. 8,60,000/-	Rs. 6,60,000/-

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(s)
---------------------------	-------------------	---------

Tour Manager & Event Planning		B.Voc.			10-9-17	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year						
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category		
Nil						
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year						
Incubation Centre	Name		Sponsored by			
Nil						
Name of the Start-up	Nature of Start-up		Date of commencement			
Nil						
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State	National			International		
Nil						
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department		No. of Ph. Ds Awarded				
Nil						
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	Biotech, Com., BBA,	06				
International	Biotech, Math, botany, Pol. Sc. Zoology, Stats	10				
1						
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Botany		3 Chapters in DBT publication				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil						
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding	Institutional affiliation as mentioned in the publication

					self citations	
Nil						

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops		10	05	
Presented papers	04	14		
Resource Persons	01			10

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 co-ordinated such activities	Number of students participated in such activities
Environmental Awareness	NCC	05	55
Anti-drugs campaign, flood relief	NSS	06	45

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	No. of Students benefited
Nil			

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 coordinated such activities	Number of students participated in such activities
Aids Awareness	Green Pigeon	Awareness Competition	04	32
Gender Issues	Women's Forum	Meeting against Witch-hunting, Gender sensitization	12	25

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
Teacher exchange	12	Institutional	01 day
Students exchange	80	Institutional	02 days
JNU summer camp (student)	02	JNU	30 days
TU Winter Camp (student)	01	TU	30 days
NEHU Summer Camp(student)	05	NEHU	30 days
DRL(student)	05	Institutional	30 days

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-To)	Participant
Internship	Front Office Management	Harupeshwar Foundation, Green Ashiyana	1 Month(1-31 March, 2018)	06
Internship	Tea garden and use of machinery	Kamarbandha Tea Estate	2 Months(1 Feb-31 March, 2018)	04

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 and Activities	Number of students/teachers participated under MoUs
Green Ashiyana	1-8-17	Internship and placement of the students	46/02
Kamarbandha Tea Estate	1-8-17	-do-	45/02

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

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	50,836.4 sqm	00
Class rooms	65	03
Laboratories	21	00
Seminar Halls	02	01
Classrooms with LCD facilities	06	02
Classrooms with Wi-Fi/ LAN	00	02
Seminar halls with ICT facilities	02	01
Video Centre		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	54	08
Value of the equipment purchased during the year (Rs. in Lakhs)	66.45	17
Others	00	00

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 automated	2.0	2016

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25887	2806495	1690	614730	27577	3421225
Reference Books	10013	1680292	840	228007	10853	1908299
e-Books	797000	--			797000	-
Journals	28	5130			28	5130
e-Journals	5000				5000	-
Digital	Nil				-	-

Database						
CD & Video	52				52	-
Library automation	Nil				-	-
Weeding (Hard & Soft)	1500	7500	50	270	1550	9050
Others (specify)	Nil	-	-	-	-	-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	107	07	20	16	04	20	22	1 mbps	07
Added	109	07	20	16	04	20	22	00	20
Total									

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

1 mbps 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
Nil	

4.3.4 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
Nil			

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
2.51 Lakh	2.22 Lakh	5.35 Lakh	5.30 Lakh

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):

Repairing is one of the best methods for maintaining and utilizing physical, academic and support facilities in the campus. Every year mostly in winter break and summer vacation repairing work is done. For that we approach the service centres of the nearby cities as well as the local service providers or experts.

In case of utilization we provide the service of all facilities mainly to the students. We also provide the services to the local public also free of cost throughout the year keeping the interest of the students in mind.

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	Merit cum Economically backward scholarship	62	83,000/-
Financial support from other sources			
a) National	Ishan Uday Special Scholarship, Post Matric Minority Scholarship	137	8,32,600/-
b) International			
c) State	SC,ST and Tea Tribe scholarship	160	10,39,000/-

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
Language Lab-soft skill	October, 2017	25	RUSA

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017	Career Guidance	25	253	02	01

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	No. of grievances redressed	Average number of days for grievance redressal
22	21	15

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
Shefa Agricare, Chennai	05	02			
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	132	BA, BSc, B.Com	Assamese, English, Pol. Sc, Education, History, Com, Zoology, Chemistry, Physics, Maths	Gauhati University, Tezpur University, Dibrugarh University, IDOL(GU), KKHSOU, USTM, Kaziranga University	MA, MSc, M.Com, Mass Com, M.Tech.
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		No. of Students selected/ qualifying		Registration number/roll number for the exam	
NET		Nil			
SET		Nil			
SLET		Nil			
GATE		Nil			
GMAT		Nil			
CAT		Nil			
GRE		Nil			
TOFEL		Nil			
Civil Services		Nil			
State Government Services		Nil			
Any Other		Nil			
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year					
Activity	Level		Participants		
04	Institutional		1200		

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	Sports	Cultural	Student ID number	Name of the student
2017	Group Dance	National	00	01	BSB513	Anju Hazarika

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

There is a democratic tradition followed in the institution since its inception. Students have well representations in all academic and administrative bodies or committees of the institution. They have a democratically elected union body which is formed every year on the basis of the casting of votes by all the enrolled students who are considered qualified voters. In matters concerning the students their opinions are sought.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? No (if yes give details, maximum 500 words):

5.3.2 No. of registered enrolled Alumni: 431

5.3.3 Alumni contribution during the year (in Rupees) : 22000/-

5.3.4 Meetings/activities organized by Alumni Association : 02

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)

- i) Academic decision making is mainly assigned to the Vice Principal and Academic Committee. Academic committee decides all affairs of internal examination and evaluation. The vice Principal specifically looks after the academic aspects of the institution. So the immediate authority in case of academic matters over all the faculty members and Head of the Departments is the Vice Principal of the college. Vice Principal is accountable to the Principal and overall supervision is done by the Principal.
- ii) Decentralization and participative management is done through activities of different committees like RUSA Committee, Construction Committee, Purchase Committee, Library Committee and Head of the Departments. These committees are empowered with certain powers and functions. This is mainly responsible for overall growth of the institution. The Governing Body of the college also plays an important role. This body determines and assigns the activities of the abovementioned committees.

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

Yes/No/Partial: Partial

Partial

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):

- Curriculum Development: The parent university decides almost everything. However, in B.Voc course faculty members of the institution devised the syllabus of Small Tea Garden Management. In case of Tourism and Service Industry of this course also majority of the papers are devised by our faculty. In CBCS the Principal of this college is a member in university CBCS Committee.
- Teaching and Learning: Quality improvement strategy is adopted by the institution mainly on this category. The flood hampered the academic atmosphere last year. So the strategy was to improve the academic standard coping with the calamity. Emphasis was given on use of ICT.
- Examination and Evaluation: Though the parent university decides everything, the Academic Committee of the college conducts the internal examination and evaluation with the help of an Internal Examination Board. Teachers are directed to hold frequent class tests leading to internal session end examination.
- Research and Development: Atmaram Sarma Research Award is given to best student researchers. Distinguished Students Award is also given on research category and academic achievements. This award was introduced from the current year under the initiative of the college IQAC. Teachers are also given adequate chances and support to continue their research.
- Library, ICT and Physical Infrastructure / Instrumentation: Best reader award is given to a student every year by the Central Library. The authority has given much emphasis on the use of ICT in class room teaching. On optimum use of ICT and physical infrastructure is given impetus.
- Human Resource Management: On human resource management optimum use of human resource was emphasized. It is seen that in most of the academic institutions particularly in rural colleges human resources remain under utilized. This is done for greater well being of the institution.
- Industry Interaction / Collaboration: The College has signed MoUs with a few industries. Campus interview is also conducted for placement of students.
- Admission of Students: A new admission policy is devised to increase the enrolment number of students. It was also intended to evenly distribute the students among all the subjects of BA course fixing combination of subjects. Local students are given preferences to some extent in consonance with the visions and aims of the institute.

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

- ❖ Planning and Development: Done (using student data base and government data).
- ❖ Administration: To some extent (in policy making and execution).

❖ Finance and Accounts: Done (software is used).
❖ Student Admission and Support: Done (online admission including collection of fees).
❖ Examination: Done to some extent (in filling up of the forms for examination and declaration of results).

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
	Dr. Nripen Chandra Das Dr. Pradip Mochahari	The Revised Process of Assessment and Accreditation of NAAC	Morigaon College, Assam	Rs.1500/-

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017-18	PPT in Classroom teaching	Online admission	3-4 May, 2018	24	08

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	Date and Duration (from – to)
Refresher Course	05	21 Days

6.3.4 Faculty and Staff recruitment (no. For permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
Nil	Nil	Nil	01

6.3.5 Welfare schemes for

Teaching	General Insurance, Welfare Fund (Teaching & Non-Teaching)
Non teaching	-do-
Students	Poor Fund, Book Bank of Library

6.4 Financial Management and Resource Mobilization

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

Internal Audit: Management does internal audit of its own subsidiary fund. Internal auditor is appointed by the Governing Body for the yearly audit of this fund.

External Audit: External audit is done by the government auditor. This audit is done on all funds received by the college from different agencies of the State and Central Government.				
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/ Grants received in Rs.		Purpose
Infotech Solutions, Guwahati		Rs. 25,000/-		Academic Enhancement
6.4.2 Total corpus fund generated: Rs. 20,00,000/-				
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		Yes	
Administrative	No		No	
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
i) On increasing of class attendance				
ii) Feedback of the parents				
iii) Financial support to the institution in emergency.				
6.5.3 Development programmes for support staff (at least three)				
i) MIS introduced				
ii) Training of the Assistant Librarian				
iii) Orientation in the New Admission Policy.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
i) Increasing academic activities				
ii) Up gradation of the central library				
iii) Increasing use of ICT in class room teaching				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No) Yes				
b. Participation in NIRF : (Yes /No) No				
c. ISO Certification : (Yes /No) No				
d. NBA or any other quality audit : (Yes /No) No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to--- ---)	Number of participants
2018	Distinguished Students award	July, 2017 to June 2018	Yearly	45
2018	New Admission Policy	May-June, 2018	Yearly	3500
2018	Student Mentoring	August to September, 2017	Yearly	35

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-to)		Participants		
Sports, Cultural Programme		July, 2017 to June, 2018		Female	Male	
				125	180	
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources: 5% from solar power						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No	No. of Beneficiaries		
Physical facilities			Yes	01		
Provision for lift			No	00		
Ramp/ Rails			Yes	01		
Braille Software/facilities			No	00		
Rest Rooms			Yes	05		
Scribes for examination			No	00		
Special skill development for differently abled students			No	00		
Any other similar facility			No	00		
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-2018	02	02	10-8-17 (all time) & 28-5-18 (all time)	Water testing for arsenic free water, Study on feasibility of a pollution free Kolong	Addressed	48
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words		

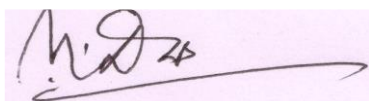
		each)
Nil		
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
Donation, Financial help to the sick, flood victims	Throughout the Year	76
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
Plantation of trees, banning of plastic bags, restricted use of college road by commercial motor vehicles, use of dustbins and use of soak pit.		
7.2 Best Practices		
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link: website link-www.kaliaborcollege.org		
i) Atmaram Sarmah Chhatra Gaweshana Bota (Students Research Award). ii) Teacher-student exchange programme iii) Distinguished Students Award		
7.3 Institutional Distinctiveness		
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words:		
<p>The institution was established mainly to cater to the need of higher education in the locality. So far this is the only higher educational institution of the area. The vision of the institution was the expansion of higher education in the locality which was educationally backward. With this vision the institution has been increasing enrolment number of students mainly of the area and so enrolled number of students has been increasing year after year. The institution became the catalyst in expansion of higher education and consequent development of the area in the middle part of Assam.</p>		

8. Future Plans of action for next academic year (500 words)

Next academic year the main plan of the institution is to elevate the academic standard in consonance with performance of the students in curricular as well as co-curricular activities. So all activities of the institution are planned and geared up to fructify this plan. Many strategies are taken into consideration for academic excellence like increase of attendance percentage of students in the classes and increase of class tests for students in all the departments. A few major plans are as follows:

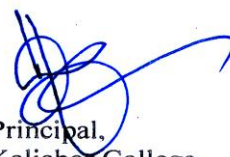
- i) IQAC will be restructured and revamped with a new room.
- ii) Celebration of the Golden Jubilee in a memorable and meaningful way
- iii) Publication of about 10 books on the occasion of Golden Jubilee
- iv) Renovation of the auditorium in a major way with technological upgradation.
- v) Extension of the Library space along with the auditorium building.
- vi) Cultural Museum will be housed in the old administrative building with necessary renovation.
- vii) RUSA building will be completed
- viii) The new administrative building will be completed.
- ix) Rest room of the students will be completed.
- x) Major courses in sociology and statistics will be introduced.
- xii) At least two quality related events like workshop or seminar will be organized by the IQAC.

So the coming year will be remarkable for the college in the sense that a few important infrastructural development will be made.



Name Dr. Nripen Chandra Das

Signature of the Coordinator, IQAC



Principal,
Kaliabor College
Principal
Kaliabor College
Kuaritor- 782137
Nagaon, Assam

Name: Dr. Hiranya Kumar Chaliha

Signature of the Chairperson, IQAC
