

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

**Name of the institution: Srikishan Sarda College, Hailakandi, Assam
Pin: 788151 Phone and Fax: 03844-222409
Year of report: 2008-09**

SECTION – A

The Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

The first meeting of the Internal Quality Assurance Cell for the session 20 took place in the conference room of the IQAC on 15th July 2008 in a meaningful way. The members of the IQAC reviewed the achievements of the last year and chalked out the plan of action for the session 2008-09.

PLAN OF ACTION:

- 01. To hold national level seminar**
- 02. To provide internet with web site browsing facility to the Central Library**
- 03. Introduction of Vocational courses in the institution to meet the need of the community concern.**
- 04. To establish a computer lab in the institution.**
- 05. To provide infra-structural facility for introduction of new courses, computer lab and Class rooms**
- 06. To introduce hi-tech teaching-learning process in the institution**
- 07. To provide adequate space in the college canteen**
- 08. To improve health care facilities in the institution**
- 09. To provide facilities of sports and games.**

- 10. To motivate the local people and the Alumniees for 'Community Funding' for generating funds for the infrastructural development of the institution**
- 11. To take adequate steps for providing financial assistance to the NSS unit of the college**
- 12. To provide computers for the departments**
- 13. Introduction of the system of Project work, Field work and Educational tour by the departments.**
- 14. To renovate NCC room and**
- 15. To hold a Mega-cultural show.**

OUTCOME ACHIEVED:

From the very beginning of the session 2008-09, the IQAC, S.S. College took all pains for accomplishing the conditions laid above with certain priority basis. To meet the need of infrastructural facility, the authority has finished the work of the 'Ground Floor' of a part of the proposed multistoried plan. The authority also did everything to equip the Central Library with the benefits of internet browsing facility for providing e education to the students as the library being the fulcrum of support for the entire range of academic activities. The authority also provided the benefits of LCD Projector with a view to meeting the necessity of hi-tech teaching system. As a part of providing health-care facilities, the Women cell of the college IQAC hold a one day HEALTH-CARE & LEGAL AID PROGRAMME in Pakwapunji, a very interior place of Southern Hailakandi. And it was the first programme of that kind after the independence of India 1947 as said by the ill treated people of the locality. The college authority has fixed an amount of Rs 5/- (Rupees five) to be collected from each student for generating fund for the NSS unit of the college as per peer team suggestion. Apart from these, the faculty members involved themselves in the development of the academic atmosphere of the institution by way of participating in different regional and national level seminars,

organizing workshops and involving students in different debates and Quiz programmes.

SECTION -B

- 01. Activities reflecting the goals and objectives of the institution: To build an institution , brick by brick , through sustainable efforts with an environment which empowers the faculty and staff to facilitate teaching-learning with active participation and to encourage the students to develop competences for lifelong learning and establishing a ‘KNOWLEDGE SOCIETY’.**
- 02. New academic programmes initiated: (UG and PG): A center of INSTITUTE OF DISTANCE AND OPEN LEARNING (IDOL) OF GAUHATI UNIVERSITY is opened in this institute with a view to giving maximum benefit to the maximum number of financially weak students of this locality. This year the following courses are offered for the benefit of the students:**

PROGRAMMES	DURATION	ELIGIBILITY	FEE STRUCTURE
M.A. in Assamese, Bengali, Bodo, English, History, Philosophy, Political Science, M.A. /M.Sc. in Economics and Mathematics. M. Com.	2 years	Graduate with relevant subjects	Rs 5000/= per year payable in 2 inst .of Rs 2500/=
Master of Communication and Journalism	2 years	Any Graduate	Rs 5000/= per year payable in 2 inst.of Rs 2500/=
PG Diploma in Sales & Marketing Management PG Diploma in Human Resource Management PG Diploma in Business Management PG Diploma in Financial Management PG Diploma in Banking and Financial Services PG Diploma in Insurance & Risk Management	1 year	Any Graduate	Rs 6000/= payable in 2 inst.of Rs 3000/= each
PG Diploma in Journalism & Mass Communication	1 Year	Any Graduate	Rs 5000/= payable in 2 inst. Of Rs 2500/= each
PG Diploma in Computer Application	2 Semesters	Any Graduate	Rs 5000/= per Semester

- 03. Innovation in curricular design and transaction: Nil.**
- 04. Inter-disciplinary programmes started: This year too, the inter-disciplinary activities, however, were carried out by the Departments of Political Science and history. Both the departments' conducted seminar of the students on- Non-Cooperation Movement -for the benefit of the students. The key note address was given by Sri B.C. Pradhan, H.O.D, and Political Science.**
- 05. Examination reforms implemented: It may be noted that the system of examination is actually controlled by the university. Hence there is very narrow scope to implement any reform in the system. However, the Principal and the CDC members of the institution participated in the activities of the University for Examination Reforms.**
- 06. Candidate qualified NET / SLET/ GATE: Nil**
- 07. Total Number of Seminars / Workshops conducted: Assam Science Society, Hailakandi in collaboration with the college science society hold a 5-Day workshop on 'NO COST/LOW COST SCIENCE TEACHING LEARNING AIDS' in the premises of the college on and from 25th to 29th January 2009. The workshop was inaugurated by Prof. G.D. Sharma, Hon'ble Pro-Vice-Chancellor, Assam University, Silchar. Apart from that in-house seminars were also organized by the departments of the college for the benefit of the students.**
- 08. Research Project: M.R.P Received by teachers from the UGC**
- a) Newly implemented: Three**
 - b) Completed: - One**
- 09. Patents generated, if any: - Nil**

10. New Collaborative Research Programs: - Nil

11. Research Grants Received from Various agencies: - M.R.P received by the teachers from the UGC.

12. Details of Research Scholars: - M.R.P received by the following teachers of the institution :

SL. NO	NAME	DEPTT.	AMOUNT	LETTER NO & DATE
01	Mr. Ajit Kr Das	Botany	Rs 594800/=	No-34-190/208(SR) dt 26-12-2008
02	Mr. A. Kalayan	Physics	Rs 85000/=	No-F-5-258/2008-09(MRP)/NERO dt 02-03-2009
03	Mr. S. Nath	English	Rs 80000/=	No-F-5-102/2008-2009(MRP)/NERO dt 02-03-2009
TOTAL			Rs 759800	

13. Citation Index: - Citation index of faculty members are regularly monitored by the authority from the assessment report of the faculty members (Which is to be submitted every year by the faculty members. The Impact factor of which is very positive. The authority after reviewing the self assessment report of the teachers used to encourage the teachers not only for improving the teaching quality but also to establish close rapport with the society / National / International bodies abroad for strengthening the internal quality assurance structure of the institution.

14. Honours / awards to the faculty: - Nil

15. Internal Resource Generated: The internal resource of the college are generally generated from different types of fees, public donation etc. This

time, the authority gave much stress for community funding for the rapid development of the college.

16. Details of departments getting SAP Consist / DST, FIST etc assistance recognition: The DST under its North-East Package sanctioned Rs 50lac for the development of the Science Stream of the college.

17. Community Services: During this session ,the members of the college women cell (under IQAC) did a marvelous job by extending their hands for giving medical & legal aid to the starving population of an interior place of southern Hailakandi, called Pakwapunji. Apart from that, the Health cell of the IQAC also provided medical aid to the students of the college. The authority also made an appeal to the Teachers of the college for giving Community Services for creating better linkage with the community at large.

18. Teachers and officers newly recruited: - The newly recruited teachers are:

- a) Mr. Debtosh Chakravarty----- Department of Statistics
- b) Mr. Subrata Das ----- Department of Mathematics
- c) Miss. Moonmoon Nath ----- Department of Mathematics
- d) Mrs. Dipanjana Purkayastha----- Department of Sanskrit
- e) Mr. A.H. Choudhury ----- Department of Mathematics
- f) Miss. N. Nangalai Singh ----- Department of Manipuri

19. Teaching - Non teaching staff ratio: 2:1

20. Improvements in the Library services: Library being the fulcrum of support for the entire range of academic activities, the authority gave top priority for making the Central Library of the institution at par with the top libraries of other institutions. With this aim in view, the authority added 985 new books, 25 Periodicals and 6 News papers for the session 2008 – 09 to the Central Library. Other than this, for the best use of the library , the following plans were implemented :

- a) Total number of books increased to 17740.
- b) 25 periodicals and 6 News paper subscribed.
- c) Assigned Computerized Destination No to every individual title.
- d) Technical processing and landing fully mechanized.
- e) Computerized stock verification.
- f) Internet service provided in the library.
- g) Separate computer for providing services like searching of library books and its exact location, and viewing computerized catalogue of the same has been set up.
- h) Two new computers added in the library.
- i) New library furniture & equipments added in the library.
- j) Internet facility provided.
- k) More Text books and Book Banks added to library collection

The authority also decided to install the soul library software from INFLIBNET and UGC NERO for technology up gradation of the Central Library.

21. New Books- Journals subscribe and their value:

985 New Books	3,42,717.00
25 Periodicals	28,966.00
6 News Paper	6,545.00
Total	3,78,228.00

- 22. Courses in which student's assessment of teachers is introduced and the action taken on students feed back:** - In almost all the major departments of the institution we have started Teachers assessment by the students in the prescribed format. The Principal i/c of our institution Sri A.U. Mazumder on 26th Nov 09 in the IQAC conference room assessed all the feedbacks of the students of the session 2008 – 08 and took follow up action:
- a) In an academic meeting of the teachers, he made an appeal to the teachers for improving their teaching learning standard and to provide appropriate services in support of learners' success and development.
- 23. Unit Cost of Education:** In the session 2008-'09, the unit cost of education is :-
- a) With salary component Rs 33865.00
- b) Without salary component Rs 18512.00
- 24. Computerization of administration and the process of admissions and examination results, issue of certificates:** The process of computerization of administration was complete. However, the process for computerization of examination results and issue of certificates would be completed in the next financial year.
- 25. Increase in infrastructural facilities:** Showing respect to the need of the time the authority whole heartedly came forward to solve the infrastructural problems of the institution. The authority laid the foundation of a multistoried room for providing computer lab, a room for distance education center and class rooms for the qualitative development of the college.

26. Technology up gradation: - In the following areas the technology is upgraded:

- a) The work for the establishment of a computer lab is going on.
- b) Decision taken for the installation soul software in the central library
- c) The website of the college was updated
- d) The work for the full automation of the college office is going on.

27. Computer and internet access and training to teachers: The institution has a self-financed computer center for computer access by the teachers and the students.

28. Financial aid to students:-

SL.NO	Date of Receipt	Category	Amount sanctioned	Amount disbursed	No of Candidates	Balance amount
01	14-08-08	SC	Rs 89160.00	Rs76400.00	32	Rs 12760.00
02	14-08-08	ST	Rs 11585.00	Rs 11585.00	04	Nil
03	14-08-08	OBC	Rs 875.00	Rs 875.00	01	Nil
04	14-08-08	SC	Rs 27825.00	Rs 21340.00	13	Rs 6485.00
05	24-01-09	OBC	Rs 6360.00	Rs 5245.00	06	Rs 1115.00
06	20-02-09	Minority	Rs47105.00	Rs 45355.00	22	Rs 1750.00
07	15-05-09	Minority	Rs 25813.00	Rs 25813.00	06	Nil

Aid from the college

SL NO	NAME	AMOUNT	CHEQUE NO	DATE
01	Rohit Rieng	Rs 500.00	678402	19-12-2008
02	Rajib Purkayastha	Rs 500.00	678403	19-12-2008
03	Narayan Chandra Bhowmik	Rs 500.00	678404	19-12-2008
04	Abu Sahed Laskar	Rs 500.00	678405	24-12-2008
05	Khalil Ahmed Mazarbhuiya	Rs 500	678406	24-12-2008

- 29. Activities and supports from the alumni Association:** In an informal meeting with the members of the alumni Association, the authority placed its demand to the association for their maximum involvement with the college and creating a COMMUNITY FUND for the infrastructural development of the college. The secretary of the alumni association, however, accepted to place the demand in the formal meeting before the members of the Alumni Association.
- 30. Activities and support from the parent teacher Association:** Right from the beginning, the parent teacher association has been working dexterously for maintaining the educational atmosphere of the institution. At the time of examination the association involves itself with the authority for the smooth conducting of the examination.
- 31. Health Service:** Unlike other year, the health cell of the institution did the blood grouping camp in the institution. The Cell also maintains the first Aid box.
- 32. Performance in Sports activity:** The sports cell of the institution is very active. All the students of the institution participate in the sports at the time of social week of the college. The Sports cell of the IQAC organized a THREE DAY- 'S.K. Roy Memorial Inter College Volley Ball Tournament' (Running Trophy) with the affiliated colleges of Assam University, Silchar from 20th January to 22nd January 2009 in the college premises. Apart from that the college Cricket team also participated in the DSA cricket tournament in the session 2008-09.
- 33. Incentive to outstanding Sports person:** The authority has decided to admit the outstanding sports persons of National / State level in the college without admission fees and other fees.

34. Students achievement and awards: The following students of the institution received Jagadish Bose National Talent Search Award, Kolkata. Under this grant both the students received the first installment of Rs 5000.00(yearly) as book grant .The scheme will continue up to their M.Sc. level of study .

- a) Farida Parveen Laskar
- b) Baharul Islam Laskar

35. Activity of the Guidance and Counseling Cell: - The placement cell of the IQAC did the job very well. The cell guides the student by way of displaying regular bulletins in regard to their higher studies in different Universities.

36. Placement Services provided to students. - The placement cell of our institute is very active. The cell did everything to provide placement to the students in different government and non-government institutions.

37. Development programme for non-teaching staff: For qualitative development of the non-teaching staff of the college, a meeting was convened on 28th Dec.'08 in the Principal's room with the non-teaching staff of the college in which the Principal i/c of the college Sri F. Ali assured that the Computerization of the Examination system and completion of Office Automation would be done in the next financial year and process would also be done shortly. He also assured that the skill development of Laboratory bearer would be taken up. In this meeting the following resolutions were taken:

- a) The meeting resolves to reiterate the decision taken in the last meeting held on 25-02-09.
- b) Resolved the college authority be requested to take necessary steps for remodeling and renovation of the college office.

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38. Healthy Practices of the institution: For maintaining the quality in teaching, the institution inculcating various healthy practices. The institution looks like an integrated family with its teachers, students and non-teaching staffs. All the members of the institution used to contribute for the qualitative development of the institution. The institution has a Thrift and Credit Cooperative Society for the members of the institution. This session, the Society showed its Total Transaction amounted to Rs 19438367.53 crores. The paid up share capital was Rs 1230720.00 & the Working Capital was amounted to Rs 10814059.51. However, the society spent Rs 99000.00 for gifts to the members of the society and for other social works. The needy members of the institution (Teaching/Non-teaching) can also take loan from the society. Apart from these, the teachers of the institution engaged themselves in various types of welfare works like – running school, giving financial assistance to the poor people, search talent from the downtrodden section of the society. Mr. Y. Deb (Lecturer, Department of Political Science) has been sincerely working for capacity building among the unprivileged section of the people (especially Tribal).

39. Linkages developed with national / International, academic/Research bodies: The authority tried to establish linkages with national/International, academic/and Research bodies. The department of History has established its linkage with the NEHA (North east History Association) and the Department of political science also has its relation with the Northeast India political Science Association that was established on 4th Nov 1991. Apart from these two, the zoology Dept of the institution having IFF as Vocational subjects has developed linkage with CIFRI Barakpur, (ICAR) and the students of the institution go every year to the institute for training.

40. Any other relevant information the institution wishes to add: -

- a) A 'National Integration Camp' was organized by Nehru Yuva Kendra, Hailakandi, from 17th Oct. to 23rd Oct.2009 in the college campus in collaboration with S.S. College, Hailakandi.

- b) A lecture programme was organized by the Chemical Society, Department of Chemistry, and S.S. College, Hailakandi on 27th September 2009. The programme was glamorized by Prof. K .C. Mazumder , Kalyani University, Kolkata and Prof. S.B. Paul ,Assam University ,Silchar .

- c) The Department of Bengali organized a cultural programme on the death anniversary of Kabiguru Rabindranath Tagore on 06-08-2008 morning.

- d) A practical demonstration programme took place in the college on 7th August 2008 on Disaster in collaboration with the Civil Administration, Hailakandi.

- e) An important programme on Bio-diversity and its conservation took place in the college under the supervision of College Science Society.

Self Review

As the annual quality assurance report is a self reviewed report, the authority would like to focus the weakness of the institution still has had. The authority failed to provide National level seminar, start vocational courses, facilitate broadband internet service to central library etc. The authority failed to provide all these facilities due to the lack of finance. However, with all limitations the authority tried heart and soul to acquire fund from different

government and non-government agencies with a view to stimulating and promoting the qualitative development of the institution.

SECTION - C:

Detail the plans of the institution for the next year

Plan for the session 2009-2010:

- a) To hold National level seminar and strengthening the research cell of the institute.
- b.) To establish a computer lab in the institution.
- c.) To improve the facilities of sports and games.
- d.) To provide infrastructure facilities for introduction of new courses, like- Biotechnology, Electronic & Electrical Maintenance etc.
- e.) To introduce various vocational courses to meet the need of the localities.
- f.) To introduce high-tech teaching learning process in the institution.
- g.) To provide adequate space in the college canteen.
- h.) To introduce PGDCA course in the institution.
- i.) To improve health care facilities in the institution.
- j.) To generate community funding for the infrastructure development of the college.
- k.) To take adequate steps for providing financial assistance to the NSS unit of the institution for renovating rooms etc
- l.) To hold “Loko Sanskrity Utsab” in the institution.
- m.) To provide broadband facility to the library

(DEBADUTTA CHAKRAVARTY)
Name & Signature of the Coordinator IQAC

(A. U. Mazumder)
Name and Signature of the Chairperson