

HABRAGHAT MAHAVIDYALAYA, KRISHNAI
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ANNUAL QUALITY ASSURANCE REPORT (AQAR)
2009-2010
Submitted to
National Assessment & Accreditation Council (NAAC), Bangalore

Annexure and documents

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ANNUAL QUALITY ASSURANCE REPORT – 2009-2010

Part- A

Plan of Action chalked out by IQAC for 2009-2010

The college with a view to ensuring quality enhancement in the teaching- learning process has chalked out the following plan of action for the session 2009-2010

- i) To construct Central Library Building.
- ii) To construct Auditorium.
- iii) To renovate and extend the class rooms.
- iv) Construction of Boundary Wall.
- v) To ensure computer literacy to teachers.
- vi) To organize departmental seminars/workshops.
- vii) To conduct remedial classes for slow learners.
- viii) To install internet facility in the college campus.
- ix) To extend reading room facility to the students and teachers separately.
- x) To ensure regular library service to both teachers and students.
- xi) To ensure regular power supply.
- xii) To make the feed back on teachers more effective.
- xiii) To purchase furniture.
- xiv) Extension of college building.
- xv) To send proposal to the UGC for development grants.
- xvi) To extend community services through NSS and Extension Education Centre.
- xvii) To extend community services through the study centre of KKHSOU.
- xviii) Purchase of Xerox machine for office use.
- xix) To add new collections to the central library.
- xx) To send Proposal for construction of Women Hostel for UGC Grants.

Part- B

1. Activities reflecting the goals and objectives of the college.

The college organized some programmes keeping in view the goals and objectives of the college as follows:

- i) Organization of Orientation Programme for freshers on “ Maintenance of Discipline in the College Campus” organized by IQAC, Habraghat Mahavidyalaya.
- ii) Workshop on “ Humours in the short stories of Laksminath Bezbaruah” organized by the department of MIL(Assamese).
- iii) Workshop on “ How to write an essay” organized by the Department of English.
- iv) A seminar on “ A survey made on female literacy in the village Manikpur” conducted by the department of Education.
- v) Workshop on “ Career opportunities for Arts graduates” organized by Counselling and Career Guidance Cell.
- vi) Friendly Volley Ball match among the students of the college.
- vii) An Educational field trip to **Powa-Mecca and Haigrib-Madhav Mandir** conducted by the department of History.
- viii) Workshop on “ Pre-Islamic poems and the then Arabian Society” organized by the department of Arabic.
- ix) Observation of NSS Day on 24th September, 2009 under the aegis of NSS of the college.
- x) A class room seminar on “ Unemployment problem in Assam” organized by the department of Economics.
- xi) Workshop on “ Human Rights and the Rights of the Women” organized by the department of Political Science.

2. New academic programme initiated (UG and PG)

UG - Nil

PG - Nil

3. Innovation in curricular design and transaction.

The college is affiliated to Gauhati University and follows the curricula framed and designed by the university. The college takes initiatives like holding of symposium classes and

holding of seminar and quiz competitions among the students of the college for successful and effective transaction of the curricula.

4. Inter-disciplinary programmes started

The college has not initiated any inter-disciplinary programme of its own but there is inter-disciplinary subject (Environmental Studies) in UG as well as In +2 stage initiated by Gauhati University and Assam Higher Secondary Education Council respectively.

5. Examination Reforms

The college has limited access to make any reforms to the external examination which are conducted by the university. But the college has its internal system of evaluation through sessional tests and unit tests conducted by the respective department as per time- table notified earlier.

6. Candidates qualified : NET/SLET/GATE etc

NET --- Nil

SLET --- Nil

GATE --- Nil

7. Initiative towards Faculty Development Programme

The teachers are allowed to participate in the need based Orientation Programme and Refresher Course organized by the Academic Staff Colleges of various Universities. They are also encouraged to participate in the Seminars/ Workshops/ Conferences for the development of the faculties of the college.

8. Total number of seminars/workshops conducted

Seminar = 02

Workshop = 05

9. Research projects a) Ongoing b) Completed

a) Ongoing - Nil

b) Completed - Nil

10. Patents generated if any - Nil

11. New collaborative research programme - Nil

12. Research grants received from various agencies - Nil

13. Details of research scholars - Nil

14. Citation index of faculty members -- Nil

15. Honours/Awards to the faculty members - Nil

16. Internal resources generated -

There has been a garden of *Teak Plants* in the college campus having almost 800 nos. of the valuable trees covering almost 3.5 acres of land as a means of internal resource generation. Besides, internal resource is generated through Students' tuition fee every year. The internal resource generated during 2009-2010 through tuition fee is Rs. 552000/-

17. Details of departments getting assistance from SAP/COSSIST/ASSIST/DST/FIST and other programmes : Nil

18. Community services –

Community services are done through the NSS Unit and Extension Education centre under the umbrella of IQAC of the college. The programmes undertaken during 2009-2010 are furnished below :

Programme conducted by NSS Unit

- i) Awareness Campaign on Employability through SHGs.
- ii) Environment Awareness Programme.
- iii) Awareness Campaign on health and sanitation.
- iv) Awareness Campaign on disaster management.

Programmes Conducted by Extension Education Centre

- i) Awareness Campaign on the Dangers of Witch Hunting.
- ii) Workshop on participation of women in SHGs.
- iii) Awareness Campaign on Right to Information Act (RTI).
- iv) Awareness Campaign on preservation of local folk-culture.

19. Teachers and officers newly recruited ----- Nil.

20. Teaching- Non-teaching staff ratio --- 22:5 = 4:1

21. Improvements in the library services

Library being the heart of the institution and a source of knowledge and learning importance is given to ensure maximum services to the students and teachers. Provisions are being made to accommodate reading room facilities to both students and teachers separately. Total 1669 new collections have been added during 2009-2010 academic session.

22. New books/journals subscribed and their value

Total number of books	= 1669	Cost =	Rs. 1,83,590/-
Journals/ Periodicals	= 1	Cost =	Rs.30 x 12 = Rs. 360/-
Newspapers	= Nil	Cost =	Nil

23. Courses in which students assessment of teachers is introduced and the action taken on students' feedback.

There has been a mechanism of students' feedback on teachers on all the subjects taught in the college monitored by Internal Quality Assurance Cell. The teachers concerned are intimated the results of the feed back to better their performance in future.

24. Feedback from stakeholders

No feedback is taken from stakeholders during 2009-2010.

25. Unit Cost of Education

- i) Including salary component : i) with H.S & UG Rs. 13431/-
ii) with UG Rs. 20469/-
- ii) Excluding salary component : i) with H.S. & UG Rs. 4035/-
ii) with UG Rs. 5435/-

26. Computerisation of administration and the process of admissions and examination results, issue of certificates.

The college is not in a position to make use of computers in the process of administration, admission, examination results etc due to lack of computers and computer users among the teaching and non-teaching staff. However, attempts have been made to purchase at least 3 (three) computer sets for use of the administration.

27. Increase in the infrastructural facilities

The infra-structural facilities increased during 2009-2010 are as follows:

- i) Construction of Conference Hall.
- ii) Guard Shed.

28. Technology upgradation - Nil

29. Computer and internet access and training to teachers, non-teaching staff and students.

Nil

30. Financial aids to students.

There has been provisions for free studentship to poor but meritorious students and has been availed by some students but record are not maintained.

31. Activities and supports from the Alumni Association : Nil

32. Activities and supports from the Parent-teacher Association: Nil

33. Health Services

The college has provisions for First aids services to the students as and when necessary. Besides, one medical camp for general health check up was organized with the help of Krishnai Mini State Dispensary.

34. Performance in sports activities - Nil

35. Incentives to outstanding sports person –

36. Students' achievements and awards - Nil

37. Activities of the Guidance and Counselling Unit

The college has a Counselling and Career Guidance Cell to help the students in providing necessary informations and guidance leading to their promising future. Besides, the Unit conducts some programmes in respect of community development from time to time.

38. Placement services provided to students

The college has no placement cell but necessary information on job opportunity and job vacancy are provided to the students through the Counselling and Career Guidance Cell during the academic session.

39. Development Programme for Non-Teaching Staff To enhance the proficiency of the non-teaching staff special training is arranged from time to time.

40. Good Practices of the Institution

- i) Administration is run according to set rules & regulation
- ii) Admission is done according to merit
- iii) Appointment of teachers and any other staff is done following due procedure.
- iv) Sessional Tests and Unit Tests are taken for continuous and comprehensive evaluation.
- v) All the important informations are given to the students in advance through the College Prospectus.
- vi) The college has different sub-committees to conduct the various programmes relating to quality education and quality enhancement as well as all round development of the students.
- vii) Value based education is imparted through NSS and Extension Education Cell.
- viii) All round development of the students through co-curricular activities like sports competitions and organization of quiz, debate and symposium etc.
- ix) Seminars , workshops and field trips are conducted by different departments from time to time.
- x) Feed back from students on teachers is taken.
- xi) Community services rendered through the study centre of KKHSOU.
- xii) **41. Linkages developed with national /International, Academic/Research Bodies -- Nil**

42. Any other relevant information the institution wishes to add - Nil

Part- C

Outcomes achieved at the end of the year

Among the plan of actions chalked out in the beginning of the year the college managed to complete only the following:

- i) Conference Hall has been constructed.
- ii) Departmental seminars and workshops organized.
- iii) One Xerox Machine purchased for general use.
- iv) Remedial classes conducted.
- v) Community services have been extended through NSS and Extension Education Unit.
- vi) New collections have been added to the central library.

Part- D

Plans of the college for the next year (2010-2011)

The action plans chalked out for the year 2010-2011 includes the plans not implemented in the previous year as well as the plans added a new for implementation in 2010-2011.

1. Construction of Library building.
2. Construction of auditorium.
3. Construction of Boundary Wall.
4. Construction of Women Hostel.
5. To accommodate reading room facility for teachers and students.
6. To install internet facility.
7. To ensure computer literacy to the teachers.
8. To renovate and extend class rooms.
9. Extension of college building.
10. To make the feedback on teachers more effective.
11. Community services to be done through the NSS and Counselling and Career Guidance cell on regular basis.
12. Seminars /workshops/quiz competitions/debates etc are to be organized regularly.
13. Personality Development Programmes to be conducted.
14. To add new collections to the central library.



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