

**HABRAGHAT MAHAVIDYALAYA, KRISHNAI**  
**DIST-GOALPARA, ASSAM- 783124**  
[www.habraghatcollege.in](http://www.habraghatcollege.in)



***ANNUAL QUALITY ASSURANCE REPORT (AQAR)***  
***2013-2014***  
***Submitted to***  
***National Assessment & Accreditation Council (NAAC), Bangalore***

**Annexure and documents**

<b>CONTENTS</b>	<b>PAGE</b>
<b>PART- A : PLAN OF ACTION CHALKED OUT BY THE IQAC</b>	<b>3</b>
<b>PART- B : POINT REVIEW OF SSR FOR THE SESSION 2013-2014</b>	<b>4-9</b>
<b>PART- C : OUTCOMES ACHIEVED BY THE END OF THE YEAR</b>	<b>10</b>
<b>PART- D : PLANS OF THE COLLEGE FOR THE NEXT YEAR</b>	<b>11</b>

# ANNUAL QUALITY ASSURANCE REPORT – 2013-2014

## Part- A

### Plan of Action chalked out by IQAC for 2013-2014

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 2013-2014

- i) To construct Auditorium.
- ii) Construction of Boundary Wall.
- iii) Construction of Women Hostel-2
- iv) To construct indoor and outdoor stadium.
- v) To organize UGC sponsored National Seminar/Workshop.
- vi) To connect more computers with internet facility for the students.
- vii) To renovate and extend the class rooms.
- viii) To ensure computer literacy to teachers.
- ix) To organize departmental seminars/workshops.
- x) To conduct remedial classes for slow learners.
- 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 add new collections to the central library.
- xviii) To purchase LCD Projectors, White Boards, and Smart Boards to facilitate the use of ICT in the class rooms.
- xix) To construct a car shed.
- xx) To conduct 21 day Orientation Programme on Life Skill Development for H.S.First Year Students.

## **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) A class room seminar on “Nature as reflected in the poems of Raghunath Choudhury” organized by the department of MIL(Assamese).
- iii) Workshop on “Negative capability and John Keats” organized by the Department of English.
- iv) A survey made on the measures for management of environment hazards conducted by the department of Education.
- v) Workshop on “Job Opportunity in Defense Sector” organized by Counselling and Career Guidance Cell.
- vi) Friendly Volley Ball match among the students of the college.
- vii) Workshop on “The relevance of the Upper House in Assam” conducted by the department of Political Science.
- viii) Workshop on “Human Rights in the Quranic Perspective” organized by the department of Arabic.
- ix) Observation of NSS Day on 24<sup>th</sup> September,2013 under the aegis of NSS of the college.
- x) A seminar on “The role of transport in the economic development of Assam” organized by the department of Economics.
- xi) Workshop on “The importance of studying History ” organized by the department of History.

### **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 2013-2014 through tuition fee is Rs. 660000/-

**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 2013-2014 are furnished below :

**Programme conducted by NSS Unit**

- i) Awareness Campaign on RTI.
- ii) Maintenance of healthy environment.
- iii) Awareness Campaign on social unrest.
- iv) Awareness Campaign on juvenile delinquency.

**Programmes Conducted by Extension Education Centre**

- i) Awareness campaign on Violation of Human Rights.
- ii) Awareness campaign on voting rights.
- iii) Awareness Campaign on human trafficking.
- iv) Awareness Campaign on the Right to Education Act, 2009.

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

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

## 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 435 new collections have been added during 2013-2014 academic session.

## 22. New books/journals subscribed and their value

Total number of books	= 435	Cost	= Rs. 65,250/-
Journals/ Periodicals	= 2	Cost	= i) Rs.35 x 12 = Rs. 420/- ii) Rs.25 x 12 =300/-
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 2013-2014.

## 25. Unit Cost of Education

- i) Including salary component : i) with H.S & UG Rs. 28015/-  
ii) with UG Rs. 40160/-
- ii) Excluding salary component : i) with H.S & UG Rs. 5188/-  
ii) with UG Rs. 6798/-

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

Computers are being used for administrative works as well as in the process of internal examination and results. Provisions are also being made to use special software in the process of admission and examination (external) from the very next year.

### **27. Increase in the infrastructural facilities**

The infra-structural facilities increased during 2013-2014 are as follows:

- i) Women Hostel-I & II under construction.
- ii) 3 nos. of Class rooms are furnished with LCD projectors to facilitate the use of ICT in the teaching- learning process.
- iii) 5 nos. of white boards have been purchased.

**28. Technology upgradation** - Total 20 nos. of desktop computers have been harnessed to the use of the teaching and non-teaching staff as a means of technology upgradation.

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

Atleast 60 % of the teaching & non-teaching staff have access to computer and internet facilities.

### **30. Financial aids to students.**

With a view to encouraging the meritorious students who have acquired excellence in the H.S. (+2) & B.A. final examinations conducted by AHSEC & G.U. the college has introduced the following awards in cash w.e.f. 2010 :

- i) Awards of Rs. 5000/- each to the students securing 1<sup>st</sup> Class in B.A. final examination.
- ii) Awards of Rs. 4000/- each to the students securing 80% marks in the H.S. final examination.
- iii) Awards of Rs. 3000/- each to the students securing 75% marks in the H.S. final examination.

**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 – Nil.**

**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) Community services rendered through NSS Unit and Extension Education Centre.

**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) Women Hostel-I & II under construction.
- ii) 3 nos. of Class rooms are furnished with LCD projectors to facilitate the use of ICT in the teaching- learning process.
- iii) 5 nos. of white boards have been purchased.
- iv) A UGC sponsored National Seminar on "HUMAN RIGHTS AND HUMANITY IN EMERGING GLOBALIZED WORLD" organized by the department of Political Science and History in collaboration with GEOID Forum, Goalpara on 1<sup>st</sup> & 2<sup>nd</sup> February,2014.
- v) 21 day Orientation Programme on " LIFE SKILL DEVELOPMENT" for H.S. First Year stunts conducted from 18<sup>th</sup> March to 10<sup>th</sup> April,2014.
- vi) Departmental seminars and workshops organized.
- vii) Remedial classes conducted.
- viii) Community services have been extended through NSS and Extension Education Unit.
- ix) New collections have been added to the central library.
- x) Debate & quiz competitions held.

## **Part- D**

### **Plans of the college for the next year ( 2014-2015 )**

The action plans chalked out for the year 2013-2014 includes the plans not implemented in the previous year as well as the plans added a new for implementation in 2014-2015.

1. Construction of auditorium.
2. Construction of Boundary Wall.
3. Construction of Boys' Hostel.
4. To organize UGC Sponsored National Seminar/Workshop.
5. To encourage the teachers for Major & Minor Research Projects.
6. To connect more computers with internet facility for the students.
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.
15. To build a car shed for teachers.
16. To construct indoor and outdoor stadium.
17. To organize atleast two guest lectures every year.
18. To make provisions for incentives to outstanding sports person.
19. To open a Book Bank for poor students.



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