

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)*

AQAR for the Session: 2016-17

Part – A

Data of the Institution

(Data may be captured from IIQA)

1. Name of the Institution	HABRAGHAT MAHAVIDYALAYA, KRISHNAI
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- Name of the Head of the institution : Dr. Mantu Kumar Das
 - Designation : Principal
 - Does the institution function from own campus: Yes
 - Phone no./Alternate phone no. : 9435024669/7002260852
 - Mobile no. : 9864942333
 - Registered e-mail: habraghatcollege@gmail.com
 - Alternate e-mail : mkdhmv68@gmail.com/ s.h.ahhmed@gmail.com
 - Address : Habraghat Mahavidyalaya, Krishnai
 - City/Town : Krishnai
 - State/UT : Assam
 - Pin Code : 783126
2. Institutional status:
- Affiliated / Constituent: Affiliated to Gauhati University, Guwahati.
 - Type of Institution: Co-education/Men/Women : 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, Guwahati
- Name of the IQAC Co-ordinator : Sikder Hanif Uddin Ahmed
- Phone no. : 9864942333
Alternate phone no. 9864942333
- Mobile: 7086284197
- IQAC e-mail address: s.h.ahmed@gmail.com
- Alternate Email address: habraghatcollege@gmail.com

3. Website address:

Web-link of the AQAR: (Previous Academic Year): habraghatcollege.in/AQAR-2016-17
For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C++	68.75	2005	from:28 th Feb,2005 to: 31 st January2010
2 nd	B	2.09	2016	from:5 th Nov,2016 to: 4 th Nov,2021

6. Date of Establishment of IQAC: DD/MM/YYYY: 01/03/2006

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
1.Orientation Programme for Fresher's	8 th August,2016	400
2. Workshop on the use of ICT in the classroom	28 th January, 2017 Duration of 4 hours	35
3. Seminar on effectiveness of Mentor-Mentee System	15 May, 2017 Duration of 4 hours	38
4. Certificate Course in Computer Application (2 Nos.)	1. 01/08/2016	20

	3 months	
	2. 01/02/2017 3 Months	20
5. Skill Oriented Certificate Course (SOCC) in each department	July-December, 2016	207
6. Introduction of Value Added Course of 30 hours Duration in each department	January- June,2017	173
7. Workshop on quality sustenance in rural college in Assam	20 th June, 2017 Duration of 4 hours	37
8. Collection and analysis of Feed Back	24 th April to 24 th May,2017	250

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
xxx	xxx	xxx	xxx	xxx

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

***upload latest notification of formation of IQAC**

10. No. of IQAC meetings held during the year: 05

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No: yes

(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

If yes, mention the amount: Rs-10,000/- from Alumni Association Year: 2017

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

- Organization of Workshop and Seminar for quality enhancement.
- Collection and analysis of feedback
- MIE (Meet Industry Expert)
- MAE (Meet Academic Expert)
- Signing of MOU

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
<ul style="list-style-type: none"> Organization of Workshop and Seminar for quality enhancement. 	Workshop and seminars organized
<ul style="list-style-type: none"> Collection and analysis of feedback 	Feedback from students, teachers, alumni and parents collected and analyzed and measures taken by the Principal.
<ul style="list-style-type: none"> MIE (Meet Industry Expert) 	Industry expert guidance talks are arranged in each department of the College.
<ul style="list-style-type: none"> MAE (Meet Academic Expert) 	Academic expert guidance talks are arranged in each department of the College.
<ul style="list-style-type: none"> Signing of MOU 	Two MOUs for educational and research purpose and they are made functional
<ul style="list-style-type: none"> Digitalization of College Library 	Partially digitalization has been completed

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

Name of the statutory body: Governing Body Date of meeting(s): 04/05/2017

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

Yes/No: No

Date: xxx

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

Year: 2016-17

Date of Submission: 08/04/2017

17. Does the Institution have Management Information System?

Yes: No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

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 college has the mechanism for smooth delivery of the curriculum designed by the affiliating University i.e. Gauhati University. The college has well planned time-table, Unit Plan as well as Teaching plan, department and faculty wise for time –bound completion of the syllabi meant for the particular semester. The college also takes initiatives in implementing the smooth delivery system through Mentor-Mentee mechanism with special emphasis on advanced learners, slow learners as well as remedial classes. For effective implementation of curriculum the college follows the mechanisms such as – Group Discussion, Departmental Seminars/ Workshops, Industry Expert Meet, Academic Expert Meet etc.					
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	
Certificate Course in Computer Application	xxxx	29/08/2015 3 Months	The course is designed to provide basic knowledge on computer application required for getting various jobs.	The course is targeted to develop skills of computer application in students.	
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	
Skill Oriented Certificate Course(SOCC)	17/08/2016		ARA-SOCC-01	20/08/2016 (July-Dec)	
			ASM-SOCC-02	20/08/2016 (July-Dec)	
			ECO-SOCC-03	22/08/2016 (July-Dec)	
			EDU-SOCC-04	22/08/2016 (July-Dec)	
			ENG-SOCC-05	25/08/2021 (July-Dec)	
			HIS-SOCC-06	17/08/2016 (July-Dec)	
			POL-SOCC-07	25/08/2021 (July-Dec)	
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.					
➤ No CBCS course is introduced by the affiliating University during this academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
XXX	XXX	XXX	XXX	XX	XX
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					

No of Students	Certificate Course		Diploma Courses
	Courses	No. of Students	
	CCA(Certificate Course in Computer Application	20+20	
	ARA-CC-01	24	
	ASM-CC-02	25	
	ECO-CC-03	30	
	EDU-CC-04	20	
	ENG-CC-05	25	
	HIS-CC- 06	15	
	POL-CC- 07	28	

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Sl. No	Value added courses	Date of introduction	Number of students enrolled
1	ARA-VAC-01	20/01/2017 (January-June)	24
2	ASM-VAC-02	20/01/2017 (January-June)	24
3	ECO-VAC-03	24/01/2017 (January-June)	30
4	EDU-VAC-04	24/01/2017 (January-June)	20
5	ENG-VAC-05	2/02/2017 (January-June)	25
6	HIS-VAC- 06	2/02/2017 (January-June)	15
7	POL-VAC- 07	6/02/2017 (January-June)	35

1.3.2 Field Projects / Internships under taken during the year

- Field/ Projects of the following departments have been undertaken as per guideline of the affiliating University as a part of fulfilment of the Programme.

Project/Programme Title		No. of students enrolled for Field Projects / Internships
Subject/Department	No. of Projects undertaken	
Arabic	03	03
Education	19	19
Environmental Studies	Group-A	01
	Group-B	01
	Group-C	01

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 ✓	Yes/ No ✓	Yes/ No ✓	Yes/ No ✓	Yes/ No ✓	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Feedback forms meant for taking feedback from different stake holders are being formulated after threadbare discussion in the IQAC meeting taking into account of the curriculum aspects, courses and support services available in the College. Feedback is collected from students, teachers, Alumni and Parents with the initiatives of the IQAC and the Convener of the concern Sub-Committee. For collection of feedback from the students on teachers and curriculum, respective forms are distributed among the students randomly in the class rooms before the end of the semesters and the same are collected within the stipulated time. For collection of feedback from parents, forms are sent in the hands of the students randomly with the instruction to return the same within a week. For collection of feedback from alumni, forms are handed over to the President and Secretary of Alumni Association with the instruction to return the same within fifteen days. After collection, the forms are tabulated, analysed and interpreted and measures are taken by the College accordingly for improvement.					
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.Major	Arabic	30	10	10	
	Assamese	120	136	136	
	Education	60	68	68	
	Economics	30	12	12	
	English	30	05	05	
	History	30	0	0	
	Political Science	30	24	24	
B.A. Pass		270	248	248	
Total		600	503	503	
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
2016-17	503	xxx	22	xxx	22
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
22	15	LCD Projector and Laptop	04	xxx	Inflibnet , E-Question Bank

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. The college has students' mentoring system to guide the students in reaching their goals and to help them capacity building and employment opportunity. In addition to this, emphasis is laid on creating moral values among them. With this end in view, The Principal makes necessary steps to make groups of interested students from all classes at the beginning of every academic session and each group is organized under a teacher designated as Mentor. The mentors are entrusted with the responsibility of making all the necessary arrangements for smooth functioning of the groups. The Principal takes the initiatives for effectiveness of the mentor-mentee system taking important issues like stress management , placement, competitive examinations etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
503	22	1:23

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
18	15	03	xxx	02

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	1. Azizar Rahman 2. Afjal Hussain	Associate Professor & HOD, Economics Associate Professor & HOD, Pol. Science	KRITI SIKSHAK AWARD from GEOID Forum, Goalpara, Assam.

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 : 53 days Odd Semester from-July to December and Even Semester from January to June.				
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
B A (Major & Pass)	xxxx	Semester	17 th May, 2017	10 th July -2017
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
The College has well defined Continuous Internal Evaluation (CIE) system as prescribed by the affiliating University. In addition to this, the college has initiated the following practices to make the students ready for the external examinations conducted by the affiliating University. The reforms include Periodic Tests, Unit Tests, Open Book Tests, Surprise Test and Oral Test. The students are provided with detailed information well in advance concerning the schedule of the said tests to be conducted by the concerned departments.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
Academic Calendar is prepared by the college for every academic year furnished with information regarding conduct of the various internal and external examinations in conformity with the Academic Calendar of the affiliating University. A detailed Schedule is prepared for conduct of Mid-Semester Examination as well as evaluation preferably in the last of September and March for Odd and Even Semester respectively.				
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 web link)				
Program outcomes, program specific outcomes and course outcomes for all programs: The College is running undergraduate Programme in Arts only. In addition to this the college is also running Value Added Courses in every department as a part of skill enhancement initiatives. The curriculum for UG programme is designed by the Affiliating University i. e. Gauhati University and the syllabi for Value Added Courses are designed by the respective departments of the College. The Programme outcomes, Programme specific outcomes and Course outcomes have been well-defined by the University as detailed in the web link. The College tries its level best to achieve the objectives as prescribed by the University adopting the following mechanisms- <ul style="list-style-type: none"> Semester-wise Orientation Programme is organized at the beginning of every academic session to make the students aware of their courses and evaluation processes which is also available for them in the college prospectus. For attainment of programme out comes as well as learning outcomes the college conducts continuous evaluations based on periodic test, surprise test, oral test, open book test, unit test etc. Vide web link:.....				
2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year	Pass Percentage

			examination	
xxx	BA (Major & Pass)	85	85	100%
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 web link) Student Satisfaction Survey (SSS) is conducted at the end of the academic session at the initiative of the IQAC. Vide-web link:				
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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	August-2016 to January-2017	Habraghat Mahavidyalaya, Krishnai	Rs-10000/-	-
Students Research Projects (other than compulsory by the College)	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	01	-	-	-
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)	
xxx	xxx		xxx	
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
xxx	xxx	xxx	xxx	xxx
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
Xxx	xxx		xxx	

Name of the Start-up		Nature of Start-up		Date of commencement		
xxx		xxx		xxx		
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National		International		
xxx		xxx		xxx		
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			
xxx			xxx			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
Type	Department	No. of Publication		Average Impact Factor, if any		
National	Economics	01		-		
	Assamese	02		-		
International	-	-		-		
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			
Assamese			05			
-			-			
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	Nil	Nil	Nil	Nil	Nil	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 self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	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			Nil	04	Nil	Nil
Presented papers			Nil	Nil	Nil	Nil

Resource Persons		Nil	Nil	Nil	Nil
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	
College Campus Cleaning Programme		NSS	05	45	
Plantation Programme		NSS	04	20	
Orientation Programme on NSS		NSS	06	100	
Independence Day Celebration		NSS	04	20	
Witch Hunting		Extension Education Cell	5	28	
Prevention of Domestic violence		Extension Education Cell	4	32	
Health & Hygiene		Extension Education Cell	7	45	
Right to Education		Extension Education Cell	6	46	
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	
xxx		xxx	xxx	xxx	
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	
Goalpariya Folk Song	On the Street	Workshop & Seminar on Goalpariya Folk Song	07	58	
3.5 Collaborations					
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year					
Nature of Activity		Participant	Source of financial support	Duration	
Faculty Exchange Programme with Agia College		Department of Economics and English	College Fund	5 Years	
Student Exchange Programme with Agia College		Department of Economics and English	College Fund	5 Years	
Resource Exchange with Goalpara Law College,		Teachers and students	College Fund	5 Years	

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
xxx	xxx	xxx	xxx	xxx
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
GEOID Forum		18/12/2016	Resource sharing, holding of seminar, workshops etc. publication, socio-economic uplift activities, financial assistance	45
Goalpara Law College, Goalpara		04/04/2017	Legal Services holding legal awareness programme, Legal Services to the community.	50
Agia College, College		13/03/2017	Teacher exchange and student exchange, holding of Seminar, Webinar, Workshop, invite lecture, publish books and journals.	50
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		
5 Lakhs for Hostel Boundary Wall		4.5 Lakhs		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities			Existing	Newly added
Campus area			60 Bighas	-
Class rooms			12	-
Laboratories			03	-
Seminar Halls			-	-
Classrooms with LCD facilities			04	-
Classrooms with Wi-Fi/ LAN			-	-
Seminar halls with ICT facilities			-	-
Video Centre			-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.			-	-
Value of the equipment purchased during the year (Rs. in			-	-

Lakhs)						
Others		-	-			
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	Partial	2.0	2015			
4.2.1 Library Services:						
	Existing		Newly added	Total		
	No.	Value	No.	Value	No.	Value
Text Books	14322	1363580/-	71	12070/-	14393	1375650/-
Reference Books	795	159150/-	07	1400/-	802	160550/-
e-Books	135000 +	-	-	-	135000+	-
Journals	05	5800	01	1200/-	06	7000/-
e-Journals	6000+	-	-	-	6000+	-
Digital Database	01	5900/-	0	-	01	5900/-
CD & Video	12	-	0	-	12	-
Library automation						
Weeding (Hard & Soft)						
Others (specify) Manuscript	52	-	0	-	52	-

4.3 IT Infrastructure									
4.3.1 Technology Up gradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	30	10	01	Nil	Nil	02	16	01	Nil
Added	24	21	24	21	Nil	05	Nil	Nil	Nil
Total	54	31	25	21	Nil	07	16	01	Nil
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
.....10..... 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				
The college has developed e-content facility for the benefit of the students. As a part of this facility, there are e-question banks with QR Code, video banks with QR Code, wall-magazine with QR Code, PPT Bank with QR Code which are used by the students as e-resource.					Vide the web Link:.....				
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		
xxx		xxx			xxx		xxx		

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
Rs-1.0 Lakh	Rs-0.75 Lakh	Rs-1.0 Lakh	Rs-0.89 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)			
<p>The college has physical, academic and support facilities such as class rooms, library, laboratory, computers, LCD Projectors, sports facilities, canteen etc for the use of the faculties and the students. There are policies and procedures for maintenance of the assets properly.</p> <p>There are different committees such as Admission and Academic Committee to look into the</p>			

availability and maintenance of classroom facilities including the use of LCD Projectors etc. To ensure proper utilization and management of other supporting facilities there is an Assets Management and Monitoring Committee in the College. The Committee is entrusted with the responsibility of taking necessary steps for proper maintenance of the available support facilities including addition and repairs. The Committee takes initiatives to sign Memorandum of Understanding (MoUs) with different agencies and individuals for maintenance of Campus Infrastructure.

There is also a Library Committee to see the proper and maximum use of library facilities by the students. In case of any damage or requirements of new facilities to be added the respective committees report to the Principal for necessary actions.

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	Free Studentship for Meritorious students	10	Rs-50,000/-
	Special Award to Meritorious students	05	Rs-25,500/-

Financial support from other sources

a) National	Students belonging to SC, ST, OBC and Minority Communities are receiving scholarships through Online Mode.	Records not maintained	Records not maintained
b) International	xxx	xxx	xxx

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
Certificate Course in Computer Application(DCA & CCA)	29/08/2015	20	Hi-Tech, Guwahati
Remedial Coaching for slow learners	From 1 st to 15 th November,2016	26	By the respective departments
Career Counselling and Mentoring	22nd April to 30 th April 2017	72	Guidance and Career Counselling Cell

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	TET Examination conducted by	30	30	05	05

	Guidance & Career Counselling Cell				
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year:					
➤ The College has Grievance Redressal Cell for redressal of students’ grievances, Anti-Ragging Committee to make ragging-free campus and Women Cell for prevention of sexual harassment.					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
13		13		03 days	
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
-	-	-	-	-	-
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
2016	35	B A (Major & Pass)	ARABIC ASSAMESE ECONOMICS EDUCATION ENGLISH HISTORY POLITICAL SCIENCE	1. Gauhati University 2. IDOL Gauhati University 3. KKHSOU, Gauhati 4. Pandu College 5. Goalpara Law College 6. Tezpur University	MA, B. Ed, LL.B
5.2.3Students 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		-		-	
SET		-		-	
SLET				-	
GATE		-		-	
GMAT		-		-	

CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Freshets' Social	Institutional	550
Independence Day	Institutional	130
College Foundation Day	Institutional	400
International Day of Peace	Institutional	115
Silpi Divas	Institutional	80
Republic Day	Institutional	95
Tithi of Srimanata Sankar Dev	Institutional	490
Fateha-E-Dawaj Daham	Institutional	320
Sri Sri Swarashwati Puja	Institutional	580
Annual College Week	Institutional	450
Inter College Cultural Exchange Programme	Inter-college	60

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
-	-	-	-	-	-	-

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

The College has a Student Council in the name of Habraghat College Students' Union (HCSU) which is a representative body of students of the college. The office bearers of the union are democratically elected for one year term. To promote all round development of the students and to inculcate a social sense in the minds of the students, the union with the active cooperation of the professor in-charge organizes various co-curricular activities and competitions in games & sports, debate, cultural items, social service, literary competition etc. among the students specially during the Annual College Week held every year. The Union also takes initiatives to publish college magazine as well as wall magazine as a medium for developing literary potentialities of the students.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): The College has Alumni Association but not registered.

5.3.2 No. of ~~registered~~ enrolled Alumni: **150**

5.3.3 Alumni contribution during the year (in Rupees) : Rs-18,000/-

5.3.4 Meetings/activities organized by Alumni Association : The following programmes have been conducted in the college campus in association with Students' Union of the College-

- Orientation Programme with Fresher's
- Awareness programme on Tobacco-free Campus

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)	
<p>There is decentralised and participative management system for smooth conduct of all the affairs of the college. There are different Committees constituted for different purposes where in all the faculty members are involved and have the opportunity in participating in decision making process. The following two practices of decentralization and participative management system run in the college may be mentioned:</p> <p>1. Admission Committee.</p> <p>There is an Admission Committee constituted of the faculty members of the college. The committee is entrusted with the responsibility of the entire process of admission in cooperation with other members of the teaching and non-teaching staff of the college. The Heads of all the departments are involved in the preparation of the merit list. The Heads in collaboration with other faculty members of the departments decide the cut off marks for offering major subjects.</p> <p>2.Examination Committee</p> <p>The college has a well established system of conducting both internal and external examinations as a part of continuous and comprehensive evaluation. The internal examinations are conducted as per programme fixed by the college while the external examinations are conducted as per programme fixed by the affiliating University. For smooth conduct of the said examinations there are separate Committees constituted by the faculty members of the college as per unanimous decision taken in the general meeting of the teaching staff under the Chairmanship of the Principal. One of the faculty members is appointed Assistant Officer in-Charge with the responsibility of making necessary arrangements for smooth conduct of the examinations. In case of conduct of internal examinations, all the faculty members are allowed to make their suggestions to be incorporated in the process of evaluation.</p>	
6.1.2 Does the institution have a Management Information System (MIS)?	
Yes/No/Partial:	
The college is yet to develop Management Information System (MIS)	
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	<p>The Curriculum is developed and designed by the affiliating University. The College takes necessary steps for effective implementation of the prescribed curriculum. As such the college prepares the detailed programme of classes taking into account of the contact hours required to complete the syllabi. Besides some departmental seminars, workshops, field works etc. are organized by the concerned department as a part of curriculum enrichment programme. In addition to this the college also conducts Certificate Course in Computer Application (CCCA) to enhance capacity building of the students. There are also some Value Added Courses conducted by all the departments of the College as a part Quality improvement strategies.</p>

Teaching and Learning	<p>The College makes necessary arrangements to make teaching-learning more effective and interesting. With this end in view all the faculty members are entrusted with the responsibility of preparing respective teaching plans depending the volume of courses. The teachers use modern teaching-aids like White Board, LCD Projectors, and Laptops etc in the class rooms to make the teaching –learning meaningful and interesting .Besides the college also makes necessary arrangement for conduct of Periodic Tests, Mid-Semester Tests, Open Book Tests as well as departmental workshops and seminars as a part of curriculum enrichment programme.</p>
Examination and Evaluation	<p>There is both internal and external evaluation system. The internal evaluation is done through Periodic Tests, Open Book Tests, Mid-Semester Tests, Field Visits, Project Writing etc. conducted by the college while the external evaluation is done End-Term External Examinations conducted by the University.</p>
Research and Development	<p>There is a Research Committee in the College to promote research culture among the faculty members. The teachers are allowed to attend Conferences, Workshops and Seminars to enhance their knowledge in the field of research and publication. They are also encouraged and provided facilities to undertake research works like pursuing Ph. D in their respective fields. Some faculty members are engaged in guiding the students in writing project papers as a part of completion of their respective course.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The College has a central Library enriched with 14393 text books, 802 reference books, 135000+ E-books, 6 Journals, 6000+ E-Journals, 50 Nos. of manuscripts, repository of Publications, Question Bank, Video bank, PPT Bank , OPAC and reprographic facilities along with different sections accommodating students’ reading room, teachers’ common room, e-resource browsing corners etc. In addition to this every department has its own library equipped with required text books and reference books for teachers and students.</p>
Human Resource Management	<p>There is a mechanism for human resource management in the College. The College has Guidance and Career Counselling Cell to conduct various programmes related to human resource development. As a part of the programme the college has initiated Certificate Course in Computer Application, Value Added Courses under each department. The College Authority takes care that the students get the maximum services from the college.</p>
Industry Interaction / Collaboration	<p>As a part of quality assurance and quality enhancement programme the college has taken initiatives to undertake such programmes as industry visits, organise industry expert meet and guidance in addition to the normal activities of the college. Efforts</p>

	have also been made to sign MoUs with different industries as a part of interaction and collaborations.
Admission of Students	There is an Admission Committee that conducts the whole process of admission. A Selection Committee is also constituted with the responsibility of verifying the applications and of preparing a merit list of applicants on the basis of marks obtained in the qualifying examination. The College follows the government policy regarding reservation of seats to the deserved category of students. The rules and regulation for admission are provided well in advance in the College Prospectus.

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

Planning and Development	Nil
Administration	Partially implemented though college website, e-mail and whatsapp group
Finance and Accounts	Partially implemented. Preparation of Salary Bill and Disbursement is made through online mode. Government Grants under non-salary head is received electronically.
Student Admission and Support	Students' admission, registration, scholarship etc are made through online. Important relevant information is displayed in the college website as well as through whatsapp groups and bulk message.
Examination	Examination Notices, examination form fill up etc are done online.

6.3 Faculty Empowerment Strategies

1.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year :

Teachers are provided with special leave to facilitate participation in seminar, workshop and conferences as a part of Faculty Empowerment Strategies.

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
2016	Harunar Rashid	National Seminar on Folk Literature and Language of Folk Literature of N.E. India	-	-
2017	Harunar Rashid	National Seminar on Role of IQAC in sustenance and enhancement of quality in Higher Educational Institutions	-	-
2016	Moinul Hoque Choudhury	National Seminar on Folk Literature and Language of Folk Literature of N.E. India	-	-
2017	Moinul Hoque	Traditional Lokonritya of Goalpara	-	-

	Choudhury	Drstrict		
2017	Moinul Hoque Choudhury	Human Rights and Global Challenges	-	-

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	Creation and Application of QR Code	-	28/01/2017	16	-
2016	Use of ICT in Class room	-	08/12/2016	15	-
2016	-	Computer Literacy	12/12/2016	05	-
2017		Hands on Training on the Use of GUIUMS Portal	03/03/2017	05	-

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)
Faculty Development Programmes	01	

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
Nil	05	Nil	Nil

6.3.5 Welfare schemes for

Teaching	GIS, SBF,SCF, Financial Support for Critical Treatment, Recreation room, Free Health Check-up, Pure Drinking Water Facility, Canteen & Cafeteria Facility
Non teaching	GIS, SBF,SCF, Financial Support for Critical Treatment, Recreation room, Free Health Check-up, Pure Drinking Water Facility, Canteen & Cafeteria Facility
Students	Scholarship, Award to Meritorious students, Free studentship and College Uniform, Health Care Facility, Pure Drinking Water Facility, Book Bank for poor and needy students.

6.4 Financial Management and Resource Mobilization

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

The College has mechanism for both internal and external financial audits regularly. The internal audit is done by a hired-auditor as per resolution of the Governing Body of the college. The external audit is

also done regularly by the office of the Assistant Director, Local Fund, Goalpara, Assam following the resolution of the Governing Body of the college. The Audit Report is placed in the meeting of the Governing Body for necessary approval.				
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	
GEOID Forum, Goalpara		Rs-25,000/-	Community Service	
Teacher Unit, Habraghat Mahavidyalaya		Rs-30,000/-	Installation of Pure Drinking water	
Alumni Association		Rs-18,000/-	Purchase of Air Cooler	
6.4.2 Total corpus fund generated		Rs-73,000/-		
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	-	No	-
Administrative	Yes	State Government Local Fund	Yes	Hired Auditor
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<ul style="list-style-type: none">• Feedback from parents• Grievance Redresal• Wards’ Progress Report Sharing				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none">• Construction of residential facility• Financial support for education of the children of the support staff• Loan facility• Necessary support to watchman				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ul style="list-style-type: none">• Organization of National/International Seminar• Introduction of Skill Oriented Certificate Course• Introduction of Value-Added Course• Implementation of Mentor-Mentee System• Special Care for Slow learners and Advanced learners• Creation of PPT bank, Video bank, Question Banks with QR Code• E- learning Resources with QR Code• Implementation of Feedback from Parents and Alumni• Introduction of Students Satisfaction Survey• Departmental Wall Magazine with QR Code				

- Continuation of INFLIBNET facility in the Central Library
- Introduction of Digital Library System

6.5.5

- a. Submission of Data for AISHE portal : Yes
 b. Participation in NIRF : No
 c. ISO Certification : No
 d. NBA or any other quality audit : 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
2016	Workshop on the use of ICT in the classroom	28 th January, 2017		35
2017	Seminar on effectiveness of Mentor-Mentee System	15 May, 2017		38
2016	Certificate Course in Computer Application (2 Nos.)	01/08/2016 (3 months)		20
		01/02/2017(3 months)		20
2016	Skill Oriented Certificate Course (SOCC) in each department	July-December,2016		
2017	Introduction of Value Added Course of 30 hours Duration in each department	January- June,2017		
2017	Workshop on quality sustenance in rural college in Assam	20 th June, 2017 Duration of 4 hours		37

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	
		Female	Male
Awareness programme on women Rights	04/10/2016	35	15
Talks on prevention of Domestic Violence	08/03/2017	16	13
Workshop on self-defence for women	05/04/2017	17	15

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

- Campus Cleanliness Drive
- Plantation Programme
- No Vehicle Day

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	2

Provision for lift	No	-
Ramp/ Rails	Yes	-
Braille Software/facilities	No	-
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	No	-
Any other similar facility	No	

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
2016	1	1	24/12/2016	Awareness Drive on Issues and Challenges on Demonetization	To cope with the situation of demonetization	55
			27/12/2016	Eradication of Witch Hunting	To eradicate the practice of With Hunting	63
2017	1	1	10/04/2017	Anti-Drugs Campaign	To mitigate drug addiction	47
			08/05/2017	Awareness on Health and Hygiene	To promote Health and Hygiene	52

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)
College Prospectus	July, 2016-17	The College Prospectus is published at the beginning of academic session, is an important handbook of code of conduct for students. It incorporates various rules and regulations for students to be followed to maintain discipline and decorum in the College campus. Besides it provides various basic information regarding admission, programmes, courses of study, Examination details , facilities available in the college and various activities for the academic session,
Handbook for Students	July, 2016-17	The College publishes every year a Handbook for students incorporating the code of conduct as well as duties and responsibilities of the students of the college.
Handbook for Employees	July,2016-17	The College publishes every year a Handbook for employees incorporating the code of conduct and to develop moral values and professional ethics among them.
Departmental Wall Magazine	September,2016& February, 2017	The Departmental Wall Magazines are published by each department twice in an academic session one in odd semester and

		the other in even semester. It encourages the students to develop human values in them through their writings published in the respective magazine.
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
1. Witch Hunting	03/09/2016	28
2. Prevention of Domestic violence	09/11/2016	32
3. Health & Hygiene	01/03/2017	45
4. Cleanliness programme organized by NSS	04/04/2017	50
5. Plantation programme	05/06/2017	24
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> • Bicycle shed • Bike shed • Waste paper reduction initiatives • Plastic paper reduction initiatives • Pollution –free campus • No vehicle day • Use of dustbin • Plantation 		
7.2 Best Practices		
<p>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</p> <p>Among the best practices practised by the college the following two best practices may be mentioned –</p> <ol style="list-style-type: none"> 1. Adoption of Village: Guria Hira Para –A Tribal Village. 2. Energy Saving Practice 		
Please find the details in the web link: website, provide the link		
7.3 Institutional Distinctiveness		
<p>Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the web link of the institution in not more than 500 words</p> <p>As a part of various best practices performed by the college, the distinctive one is adoption of an L.P. School named Krishnai Saptahik Bazar Prathamik Vidyalaya. Please find the details in the web link: web link</p>		

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

With a view to bringing all-round development of the college, following plans of action have been undertaken for the next academic session i. e, 2017-18-

- To construct Auditorium
- To make full fledged digitalization of the central library.
- To continue Certificate Course in Computer Application.
- To continue Skill-Oriented Certificate Courses to be conducted by each department.
- To continue Value-added Courses to be conducted by each department
- To promote research culture among teachers and students.
- To organize UGC sponsored National /International Seminars and workshops.
- To strengthen MoUs with academic and industry partners.
- To complete the work of boundary wall.
- To improve physical facilities conducive to quality education'

Name: Sikdar Hanif Uddin Ahmed

Name : Dr. Mantu Kumar Das

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

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