Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**HABRAGHAT MAHAVIDYALAYA, KRISHNAI**
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.	**03663291741**
Mobile no.	**9435024669**
Registered Email	**habraghatcollege@gmail.com**
Alternate Email	**s.h.ahhmed@gmail.com**
Address	**Habraghat Mahavidyalaya, Krishnai**
City/Town	**Ashudubi, Krishnai, Goalpara**
State/UT	**Assam**
Pincode	**783126**
2. Institutional Status	
Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Sikdar Hanif Uddin Ahmed**
Phone no/Alternate Phone no.	**03663291741**
Mobile no.	**9864942333**
Registered Email	**s.h.ahhmed@gmail.com**
Alternate Email	**habraghatcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.habraghatcollege.in/pdfnoti/AQAR_2017-18.pdf

4. Whether Academic Calendar prepared during the year	Yes

if yes,whether it is uploaded in the institutional website: Weblink :	https://www.habraghatcollege.in/pdfnoti/Academic_Calender_%202018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	68.75	2005	28-Feb-2005	31-Jan-2010
2	B	2.09	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	01-Mar-2006

7. Internal Quality Assurance System

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
Organization of Memorial Lecture	29-Aug-2018 1	145
Collection and analysis of Feed Back	24-Apr-2019 30	250
Workshop on quality enhancement in teaching-learning	13-Aug-2018 1	22
Popular Talk on e-resource mobilization	15-Nov-2018 1	23
Mentor-Mentee System	06-Mar-2018 1	24
Continuation of Certificate Course in Computer Application	01-Aug-2017 90	20
Continuation of Certificate Course in Computer Application	01-Feb-2018 90	20
Training on Office Management	11-Jul-2018 1	5
Training on the use of finassam portal	17-Jul-2017 1	5
Orientation Programme for Freshers	08-Aug-	500

	2018 **1**

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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
N/A	**N/A**	**N/A**	**2019** **0**	**0**

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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	**View File**
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	**View File**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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 Signing of MOU Collaborations with neighbouring colleges. Training programme for teaching and nonteaching staff.

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

Plan of Action	Achivements/Outcomes
Continuation of Certificate Course in Computer Application (2 Nos.)	**The programme helps a number of students in capacity building.**

Remedial Coaching for slow learners	The slow learners are benefitted.
Collection and analysis of Feed Back	Feedback from students, teachers, alumni and parents collected and analyzed and measures taken by the Principal.
Training programme for teaching and non-teaching staff	For teaching staff workshop on quality enhancement in teaching-learning and popular talk on e-resource mobilization and for non-teaching staff training on Office Management and finassam portal has been organized. As a result the teachers are encouraged to make use of e-resources making teaching-learning more interested. The non-teaching staffs are acquainted with proper management of the office.
Organization of Memorial Lecture	Students are sensitized towards the contemporary issues and problems.
Coaching for TET Examination	A few learners have been qualified TET and got job.
Continuation of Skill Oriented Certificate Course (SOCC) in each department	This course helps in capacity building of the students.
Continuation of Value Added Course of 30 hours Duration in each department	This course serves as enrichment of curriculum.

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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	09-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	28-Feb-2019
17. Does the Institution have Management Information System ?	No

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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course in Computer Application	N/A	29/08/2018	90	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/Course	Programme Specialization	Dates of Introduction
Nill	Skill Oriented Certificate Course(SOCC)	17/08/2018

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	N/A	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	182	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
ARA-VAC-01	21/01/2019	25
ASM-VAC-02	21/01/2019	28
ECO-VAC-03	24/01/2019	25
EDU-VAC-04	24/01/2019	20
ENG-VAC-05	02/02/2019	25
HIS-VAC- 06	02/02/2019	13
POL-VAC- 07	06/02/2019	33

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships

BA	Arabic	2
BA	Education	19
BA	History	7
BA	Environmental Studies	120

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
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	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Political Science (Major)	30	61	61
BA	History (Major)	30	14	14
BA	English (Major)	30	15	15
BA	Economics (Major)	30	17	17
BA	Education (Major)	60	78	78
BA	Assamese (Major)	120	170	170
BA	Arabic (Major)	30	6	6
BA	Pass Course	270	221	221

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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2018	582	Nill	22	Nill	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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
22	15	60	4	Nill	43

View File of ICT Tools and resources

View File of E-resources and techniques used

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
582	26	1:22

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	16	2	Nill	2

2.4.2 – Honours and recognition 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
2019	Mohan Ch. Bhuyan	Associate Professor	SHIKSHA RATNA AWARD from Abhigyanam Folk Studies and Research.

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	6th Semester/2019	20/05/2019	11/07/2019

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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 weblink)

https://www.habraghatcollege.in/pdfnoti/POs_PSOs_COs.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ARTS	BA	N/A	127	107	84.25

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.habraghatcollege.in/pdfnoti/SSS_2018-19.pdf

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 year
Nill	0	N/A	0	0

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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
N/A	N/A	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
N/A	N/A	N/A	Nill	N/A

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
N/A	N/A	N/A	N/A	N/A	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
N/A	N/A	N/A

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N/A	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	1	5.5
National	Political Science	1	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	3

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
N/A	N/A	N/A	Nill	0	N/A	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N/A	N/A	N/A	Nill	Nill	Nill	N/A

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	5	Nill	Nill

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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 participated in such activities	Number of students participated in such activities
Workshop on Human Rights	Extension Education Cell	5	27
Awareness Campaign on Human Trafficking	Extension Education Cell	3	26
Swachhata Mission at Balbala HH Schools	NSS	9	43
Visit to Bodoland University	NSS	4	42
Educational Tour of NSS volunteers to Sri Surya Temple	NSS	5	41
"Safai Abhijan" in College	NSS	6	100

Campus			
Total Literacy Campaign at Chakudhoua	Extension Education Cell	4	23
Awareness on Right to Vote	Extension Education Cell	3	27

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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	Number of students Benefited
N/A	N/A	N/A	Nill

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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 participated in such activites	Number of students participated in such activites
Free Dental-Health Awareness Camp	Dento-Care Centre, Krishnai	Free Dental-Health Check-Up	7	58

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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	4
Student Exchange Programme with Agia College	Department of Economics and English	College Fund	4
Resource Exchange with Goalpara Law College,	Teachers and students	College Fund	2
Faculty Exchange Programme with Dalgoma Anchalik College	Department of Economics and Pol. Science	College Fund	4
Student Exchange Programme with Dalgoma Anchalik College	Department of Economics and Pol. Science	College Fund	4
Faculty Exchange Programme with Jaleswar College	Department of Education and Assamese	College Fund	4
Faculty Exchange Programme with Jaleswar College	Department of Education and Assamese	College Fund	4
Cultural Exchange programme, organized by ACTA, Goalpara	Teachers and Students	College Fund	1
Cultural Exchange programme, organized by ACPC , Goalpara	Teachers and Students	College Fund	1

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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	Duration To	Participant
N/A	N/A	N/A	Nill	Nill	0

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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/Activities	Number of students/teachers participated under MoUs
Jaleswar College, Tapoban	12/08/2018	Teacher exchange and student exchange, holding of Seminar, Webinar, Workshop, invite lecture, publish books and journals.	38

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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
7	7.25

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing

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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 patially)	Version	Year of automation
SOUL	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15660	1572850	239	40630	15899	1613480
Reference Books	813	161680	14	3220	827	164900
e-Books	135000	Nill	Nill	Nill	135000	Nill
Journals	6	7000	Nill	Nill	6	7000
e-Journals	6000	Nill	Nill	Nill	6000	Nill
Digital Database	1	5900	Nill	Nill	1	5900
CD & Video	12	Nill	Nill	Nill	12	Nill

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4.2.3 – 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
N/A	N/A	N/A	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	31	25	21	0	7	16	10	0
Added	0	0	0	0	0	0	0	0	0
Total	54	31	25	21	0	7	16	10	0

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.	http://habraghatcollege.digitallibrary.co.in

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 incurredon maintenance of physical facilites
1.2	1	1	0.95

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)

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. There are different committees such as Admission and Academic Committee to look into the 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.

https://www.habraghatcollege.in/pdfnoti/Procedures_and_Policies_2018-19.pdf

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	50000
Financial Support from Other Sources			
a) National	Students belonging to SC, ST, OBC and Minority Communities are receiving scholarships through Online	Nill	Nill

	Mode.		
b)International	Nill	Nill	Nill

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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 implemetation	Number of students enrolled	Agencies involved
Certificate Course in Computer Application(DCA CCA)	21/01/2019	20	Hi-Tech, Guwahati
Career Counselling and Mentoring	22/04/2019	72	Career and Guidance Counselling Cell
Remedial Coaching for slow learners	01/11/2018	13	By the respective departments
Certificate Course in Computer Application(DCA CCA)	29/08/2018	20	Hi-Tech, Guwahati

View File

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Coaching for TET Examination conducted by Guidance Career Counselling Cell	30	30	2	1

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
N/A	Nill	Nill	N/A	Nill	Nill

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	1	B.A.	POLITICAL SCIENCE	DIET Goalpara	D.EL.ED
2018	2	B.A	ASSAMESE	DIET Goalpara	D.EL.ED
2018	1	B.A.	ARABIC	Gauhati University	M.A.
2018	Nill	B.A.	Education	Pandu College, Guwahati Gauhati	M.A. LL.B,

			University, Law College, Goalpara Law College, IDOL-GU	D.El.Ed,

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	1

View File

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

Activity	Level	Number of Participants
Inter College Cultural Exchange Programme	Inter-college	40
Annual College Week	Institutional	325
Sri Sri Swarashwati Puja	Institutional	675
Fateha-E-Dawaj Daham	Institutional	245
Tithi of Srimanata Sankar Dev	Institutional	420
Republic Day	Institutional	102
Silpi Divas	Institutional	86
International Day of Peace	Institutional	83
College Foundation Day	Institutional	250
Independence Day	Institutional	112

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	2nd International Karate Championship 2019	International	1	Nill	AKA/RM/159/2016	Enamul Hoque
2018	All Assam Pencak Silat Championship 2018	National	1	Nill	AKA/RM/159/2016	Enamul Hoque
2019	2nd International Karate Championship 2019	International	1	Nill	AKA/RM/183/2017	Saidur Rahman Syed
2019	2nd International Karate Championship 2019	International	1	Nill	AKA/RM/182/17	Hamidur Rahman

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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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

243

5.4.3 – Alumni contribution during the year (in Rupees) :

8000

5.4.4 – Meetings/activities organized by Alumni Association :

The following programmes have been conducted in the college campus in association with Students' Union of the College- 1. Orientation Programme with Fresher's 2. Workshop on Assamese drama

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)

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: 1. Admission Committee. 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. 2. Examination Committee 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.

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

No

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):

Strategy Type	Details
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.
Industry Interaction / Collaboration	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 have also been made to sign MoUs with different industries as a part of interaction and collaborations.
Human Resource Management	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.
Library, ICT and Physical Infrastructure / Instrumentation	The College has a central Library enriched with 15899 text books, 8827 reference books, 135000 E-books, 6 Journals, 6000 E-Journals, 52 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.
Research and Development	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.
Examination and Evaluation	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.
Teaching and Learning	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.
Curriculum Development	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.

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

E-governace area	Details
Examination	Examination Notices, examination form fill up etc. are done online.
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.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Upesh Chakravartty	Workshop	N/A	Nill
2018	Sikdar Hanif Uddin Ahmed	Workshop	N/A	Nill

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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on quality enhancement in teaching-learning	N/A	13/08/2018	13/08/2018	22	Nill
2018	Popular Talk on e-resource mobilization	N/A	15/11/2018	15/11/2018	18	Nill
2018	N/A	Training on Office Management	11/07/2018	11/07/2018	Nill	5
2018	N/A	Training on the Use of finassam Portal	17/07/2018	17/07/2018	Nill	5

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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	From Date	To date	Duration
Orientation Programme	1	15/12/2018	11/01/2019	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	3	Nill	1

6.3.5 – Welfare schemes for

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

| Drinking Water Facility, Canteen Cafeteria Facility | Drinking Water Facility, Canteen Cafeteria 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/ Grnats received in Rs.	Purpose
Abhigyanam Institute of Folk Studies and Research	35000	Publication

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6.4.3 – Total corpus fund generated

300000

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	N/A	No	N/A
Administrative	Yes	State Government Local Fund	Yes	Hired Auditor

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Feedback from parents 2. Grievance Redresal 3. Wards' Progress Report Sharing

6.5.3 – Development programmes for support staff (at least three)

1. Drinking water facility 2. Financial support for education of the children of the support staff 3. Loan facility 4. Necessary support to watchman

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Organization of National/International Seminar 2. Introduction of Skill Oriented Certificate Course 3. Introduction of Value-Added Course 4. Implementation of Mentor-Mentee System 5. Special Care for Slow learners and Advanced learners 6. Creation of PPT bank, Video bank, Question Banks with QR Code 7. E- learning Resources with QR Code 8. Implementation of Feedback from Parents and Alumni 9. Introduction of Students Satisfaction Survey 10. Departmental Wall Magazine with QR Code 11. Continuation of INFLIBNET facility in the Central Library 12. Introduction of Digital Library System

6.5.5 – Internal Quality Assurance System Details

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 IQAC	Duration From	Duration To	Number of participants
2018	Training on Office Management	11/07/2018	11/07/2018	11/07/2018	5
2018	Training on the use of finassam portal	17/07/2018	17/07/2018	17/07/2018	5
2018	Orientation Programme for Freshers'	06/08/2018	06/08/2018	06/08/2018	500
2018	Organization of Memorial Lecture	29/08/2018	29/08/2018	29/08/2018	145

2019	Collection and analysis of Feed Back	24/04/2019	24/04/2019	24/05/2019	250
2018	Workshop on quality enhancement in teaching-learning	13/08/2018	13/08/2018	13/08/2018	22
2018	Popular Talk on e-resource mobilization	15/11/2018	15/11/2018	15/11/2018	23
2018	Mentor-Mentee System	06/03/2018	06/03/2018	06/03/2018	24
2018	Continuation of Certificate Course in Computer Application	01/08/2018	01/08/2018	30/10/2018	20
2019	Continuation of Certificate Course in Computer Application	01/02/2019	01/02/2019	30/04/2019	20

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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	Period To	Number of Participants	
			Female	Male
Equal Opportunity for women	06/09/2018	06/09/2018	17	7
Workshop on Prevention of sexual harassment	17/12/2018	17/12/2018	31	12
Workshop on "Beti Bachao Beti Padhao"	09/04/2019	09/04/2019	28	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Campus Cleanliness Drive 2. Nutri (Kitchen) Garden 3. Maintenance of Teak wood Garden

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Ramp/Rails	Yes	Nill
Rest Rooms	Yes	3
Scribes for examination	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	18/11/2020	1	Awareness Programme on Child Rights	To make aware about Child Rights	47
2019	1	1	06/02/2019	1	Awareness Programme on Total Literacy	To make 100 literacy	52
2019	1	1	04/04/2019	1	Cottage Industry and Rural Economy	To make people aware about the importance of cottage industry in rural economy	36
2019	1	1	26/06/2019	1	Awareness Programme	To make aware about the	43

| | | | | | on Anti-Drugs | abuse of drugs | |

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Departmental Wall Magazine	01/09/2018	The Departmental Wall Magazines with QR Code 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
College Prospectus	15/07/2018	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	01/08/2018	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	31/07/2018	The College publishes every year a Handbook for employees incorporating the code of conduct and to develop moral values and professional ethics among them.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Lecture on "Think Globally Act Locally"	29/10/2018	29/10/2018	27
Interaction with Villagers on " Sab Ka Sath Sabka Bikash"	27/12/2018	27/12/2018	35
Lecture on promotion of Universal brotherhood	12/01/2019	12/01/2019	36
Talk on Promotion of Patriotism	06/05/2019	06/05/2019	28

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

| 1. Bicycle shed 2. Bike shed 3. Waste paper reduction initiatives 4. Plastic paper reduction initiatives 5. Pollution –free campus 6. No vehicle day 7. Use of dustbin 8. Plantation |

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

| Among the best practices practised by the college the following two best practices may be mentioned – 1. Institutional Social Responsibility 2. Zero Ragging Campus |

| **Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link** |
| https://www.habraghatcollege.in/pdfnoti/Best_Practice_2018-19.pdf |

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

| As a part of various best practices performed by the college, the distinctive one is Value Added Course • Please find the details in the web link: web link |

| **Provide the weblink of the institution** |

https://www.habraghatcollege.in/pdfnoti/Distinctiveness_2018_19.pdf

8.Future Plans of Actions for Next Academic Year

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 1. To construct Auditorium 2. To publish Research papers in Book with ISBN. 3. To make full fledged digitalization of the central library. 4. To continue Certificate Course in Computer Application. 5. To continue Skill-Oriented Certificate Courses to be conducted by each department. 6. To continue Value-added Courses to be conducted by each department 7. To promote research culture among teachers and students. 8. To organize UGC sponsored National /International Seminars and workshops. 9. To strengthen MoUs with academic and industry partners. 10. To complete the work of boundary wall. 11. To take initiative for creation of a garden of Medicinal Plants. 12. To install Rain Water Harvesting plant 13. To improve physical facilities conducive to quality education