

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2015-16

#### I. Details of the Institution

1.1 Name of the Institution

A.D.P. COLLEGE

1.2 Address Line 1

R.R.B. ROAD

Address Line 2

SOUTH HAIBORGAON

City/Town

NAGAON

State

ASSAM

Pin Code

782002

Institution e-mail address

principaladp@gmail.com

Contact Nos.

03672-222235

Name of the Head of the Institution:

DR S. U. AHMED

Tel. No. with STD Code:

03672-222235

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	70.5	2004	2009
2	2 <sup>nd</sup> Cycle	A	3.11	2016	2021
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR \_\_\_\_\_ 2005-06 \_\_\_\_\_ (09/08/2006)
- ii. AQAR \_\_\_\_\_ 2006-07 \_\_\_\_\_ (13/03/2008)
- iii. AQAR \_\_\_\_\_ 2007-08 \_\_\_\_\_ (29/06/2010)
- iv. AQAR \_\_\_\_\_ 2008-09 \_\_\_\_\_ (29/06/2010)
- v. AQAR \_\_\_\_\_ 2009-10 \_\_\_\_\_ (07/03/2011)
- vi. AQAR \_\_\_\_\_ 2010-11 \_\_\_\_\_ (05/07/2014)
- vii. AQAR \_\_\_\_\_ 2011-12 \_\_\_\_\_ (05/07/2014)
- viii. AQAR \_\_\_\_\_ 2012-13 \_\_\_\_\_ (05/07/2014)
- ix. AQAR \_\_\_\_\_ 2013-14 \_\_\_\_\_ (14/11/2014)
- x. AQAR \_\_\_\_\_ 2014-15 \_\_\_\_\_ (07/09/2015)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Vocational job oriented programmes

1.11 Name of the Affiliating University (*for the Colleges*)

GAUHATI UNIVERSITY

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

For MSc in Herbal Sc & Tech  
vide F.14-31(B)/2012  
(Inno/Asist) dt 10.11.2015

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="00"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="13"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Impact of global climate change (State level) (Symposia)
2. Teacher's Day (Institution level) (Symposia)
3. Disaster management (International level) (Lecture programme)
4. Higher studies in Chemistry (International level) (Video conference workshop)
5. Economic study of riverine areas (International level) (Video conference workshop)

2.14 Significant Activities and contributions made by IQAC

IQAC has imbibed dynamism among faculty & students. It started video conference with scholars abroad and started international lecture programmes. Number of departmental seminars and departmental extension works have increased. All centres and cells have increased activities. A Dalit colony was adopted and teachers were encouraged to go and teach their children. Destitute women and Dalit women were imparted different skill. IQAC carried out green audit, academic audit, library audit. It assessed performance of all teachers based on self-appraisal.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. We will organise skill camps for the students and neighbourhood people.	1. A skill camp was held for girl students to make cosmetic products and one camp for neighbourhood women from adopted colony to make toys etc.

2. Set up a disaster management cell.	2. A disaster management cell was set up.
3.Extension programmes will be carried out	3..... extension works were carried out.
4.To achieve collaboration with foreign institutions	4.MOU were signed with Chemical Process Technologies, South Africa and Asian Institute of Technology, Bangkok
5.To conduct video conference with foreign scholars	5.Video conferences were held with scholars abroad Dr Mukut Gohain (South Africa) and Dr Haruhisa Asada (Japan)
6.Interact more frequently with stakeholders	6.Number of meetings with the stakeholders was increased from 8 to 13.
7.To make faculties and students conscious about environment	7.Tree plantation was increased in the school. Collaboration with World Wildlife Fund achieved and training given by them to the Environment students in field trips.
8.Association with NGOs will be increased.	8.Plantation programme was carried out by Padmashree Jadav Payeng, in collaboration with Society for Srimanta Sankaradeva.

\* See Annexure-III

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

The AQAR was placed before the Governing Body of ADP College. It checked the content thoroughly and approved it. It allowed IQAC to submit the AQAR to NAAC.

Part – B  
**Criterion – I**

**I. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	02		01	
UG	03		01	
PG Diploma	01		01	
Advanced Diploma				
Diploma	04	02	01	
Certificate	04		02	
Others	01			
<b>Total</b>	15	02	06	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	B.A, B.Sc., B.C.A, PGDCA, M.A (Assamese) M.Sc. (Herbal Science & Technology)
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders\* (On all aspects) Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please see Annexure- I & II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No revision was done

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Community College was started in August 2015. Tea Technology and Hospital Administration courses were included in its undergraduate programme.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
71	34	28	Nil	

2.2 No. of permanent faculty with Ph.D.

27

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
34	09	28	Nil	Nil	Nil				

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

24

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07		
Presented papers		24	10
Resource Persons		05	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

We have started video conferencing of students and faculty members with scholars abroad in order to give them greater exposure. Two such conferences were held in 2015-16.

2.7 Total No. of actual teaching days during this academic year

181

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Not applicable

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

03

2.10 Average percentage of attendance of students

82%



2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	222	1	67	138	NA	92.34
B.Sc.	117	2	54	59	NA	96.58
BCA	06	-	-	03	03	100.00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC regularly organises meetings with faculty members and acquaints them about the quality requirements in teaching. They are also trained in use of IT in teaching. Feedback are taken from students about the quality of teaching by the faculty members. The faculties are asked to make self appraisal of their performance, which is evaluated and the faculties duly informed about scope of development. The records of the faculty members are minutely examined including their access record of INFLIBNET etc. They are encouraged to keep themselves up-to-date with latest development in their subjects and also join different career development programmes like OP, RC, STC etc.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme (STC)	10
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	33
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	1	0	01
Technical Staff	14	03	05	06

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC always encourages faculty members to undertake Research activities. Senior members of the faculty guide young faculty members in preparing project proposals at the initiative of the IQAC. The IQAC very often interacts with the Research Committee of A.D.P. College regarding sensitization and promotion of Research Climate in the institution. As a result the number of research projects sanctioned by bodies like UGC has increased.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		10.2	3.25	

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		6		
Outlay in Rs. Lakhs			13.01	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	24	4
Non-Peer Review Journals	0	4	3
e-Journals	1	0	0
Conference proceedings	2	27	0

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2014-16	UGC	Rs.10.2 lakh	Rs.8.5 lakh
Minor Projects	2014-16	UGC	Rs.13.01lakh	Rs.11.91 lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : Does not arise

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

For IBH vide  
BT/32/NE/2012dt22.3.16

3.10 Revenue generated through consultancy

3.11 No. of conferences /Seminars organized by the Institution

Level	International	National	State	Univ ersity	College
Number	3	1	2		2
Sponsoring agencies	IQAC (1Lecture, 2 Video Conference)	UGC Seminar	IQAC, WWF (Climate lecture, Field lecture)		IQAC,GSCASH (Teachers Day, Awareness Programme)

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Nil

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

02

05

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: 50

University level  State level

National level  International level

3.22 No. of students participated in NCC events: 75

University level  State level

National level  International level

3.23 No. of Awards won in NSS: Nil

University level  State level

National level  International level

3.24 No. of Awards won in NCC: 56

University level  State level

National level  International level

### 3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="5"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text"/>

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility:

1. The NCC cadets organised in International Yoga Day on June 21, 2016.
2. The Mathematics department conducted an awareness camp in Govt Urban School on June 10, 2016.
3. A national seminar was held on 'Srimanta Sankaradeva as an innovator' in August, 2015.
4. The Herbal Science & Technology department conducted extension programme in two higher Secondary schools with a view to popularise Herbal Science.
5. Women Study Centre conducted a workshop on creative art and craft for female students on March 8-10, 2016 in collaboration with Pidilite Industries.
6. Women Study Centre conducted a Workshop on decorative item and toy making in the college on September 23-26, 2016. Thirty Dalit women took part in it.
7. Women Study Centre conducted a weeklong skill-development workshop on bag making with plaintain leaf for destitute women in State Home, Nagaon on May 15-21, 2016.
8. NCC students of A.D.P College observed Swacha Bharat Abhiyan in the college on August 5, 2015.
9. Cleanliness Drive was carried out by NSS in the college from November 15 to 18, 2015.
10. The Assamese department took classes in the Dr B.R. Ambedkar Colony from August, 2015 to November, 2015.
11. The volunteers of NSS, A.D.P. College participated in National Blood Donation Campaign organised by District Administration on 1<sup>st</sup> October, 2015.
12. An extension programme on AIDS awareness was organised by NSS, A.D.P. College at community level including its adopted community on World AIDS Day, 1<sup>st</sup> December, 2015.
13. A.D.P. College NSS wing voluntarily support NDMA towards successful implementation of their programmes in the Nagaon district.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.8 acre	Nil		
Class rooms	41	09		
Laboratories	12	02		
Seminar Halls	01			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Teachers' service records and college financial records were electronically preserved. Digital section was added to Library. Valuable books, question papers are scanned and preserved.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19601	-	525	100010.00	20126	-
Reference Books	24007	-	127	77906.00	24134	-
e-Books	-	-				
Journals	23	-	2	22746.00	27	-
e-Journals	NLIST	-	NLIST	-	NLIST	-
Digital Database						
CD & Video	96	-	114	-	210	-
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	64	20	50	Nil	Nil	03	23	14
Added								
Total								

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Department of Computer Application guides staff members in computer use. Most of the staff are computer literate. IQAC also conducted training sessions for the teachers in IT. Departments have internet connections. Free internet facility is available in library.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 1,67,970.00
ii) Campus Infrastructure and facilities	Rs.86,87,770.00
iii) Equipments	Rs. 2,84,170.00
iv) Others	Rs. 1,79,851.00
<b>Total :</b>	Rs.93,19,761.00

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college offers a number of student support services. The IQAC makes students aware about support services that it offers to its students. The college prospectus mentions clearly about student support services available in the college. In students’ general meetings the IQAC apprises the students of various student support programmes. The IQAC requests the authority to put up banners, festoons etc. in and outside college about the support services offered by the college. The college offers insurance facility to all students at annual premium of merely Rs 20. There are career counseling cell, gymnasium, canteen, CCTV surveillance, scholarship, student aid to needy ones and drinking water facility.

5.2 Efforts made by the institution for tracking the progression

IQAC has been goading the HoD of each department to track the progression of students passing out from the respective department. Phone number of every student is collected at the beginning and the HoD keeps contact with him/her after passing out. All faculty members collect information and enter these in a register. IQAC inspects these report at some interval. The issue is raised in stakeholder meets too and the alumni are asked to keep the college upto date about their activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2065	76		33

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1084	61.59		676	38.40

General	Last Year					This Year					
	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
879	198	214	469	-	1760	1029	217	259	669	-	2174

Demand ratio	B.A	2.42 : 1	Dropout %	B.A	18.03
	B.Sc.	3.32 : 1		B.Sc.	18.89
	BCA	1.09 : 1			

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Free coaching is imparted to students belonging to minorities, SC/ST and OBC to prepare them for various competitive examinations under UGC Entry in to Services Scheme. Guide books for different competitive examinations are brought under the scheme and are available for all students in the college library. A separate section is maintained for that.

No. of students beneficiaries

All students

#### 5.5 No. of students qualified in these examinations:

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

#### 5.6 Details of student counselling and career guidance

The counselling and career Guidance cell has conducted seven carrier counselling programmes/seminar/ workshop during 2015-2016 for students with invited resource persons aiming to provide them with necessary information regarding various job oriented courses and programmes.

No. of students benefitted

312

#### 5.7 Details of campus placement Nil

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Many were placed in private enterprises, but data are not available.



## 5.8 Details of gender sensitization programmes

Gender sensitization against sexual harassment Committee organized a lecture programme on 'Gender sensitization at work place' in A.D.P College on November 5, 2015. Dr Santana Saikia of Bahona College was resource person.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support: No records have been found as scholarships are received directly through online by the students.

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives : 1

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

*Bihu* Festival was celebrated in April, 2016 by the A.D.P College Students Union.

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

The students had been demanding installation of public address system in room no 24 just like in room nos 1, 2 and 3, as the room no 24 also was big and the voice of the teachers did not reach the end. Accordingly a public address system was installed there.

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision :**

To make it a centre of excellence by imparting quality education in both academic and co-curricular, thereby helping the students to build their character and preparing them how to face challenges in life.

**Mission:**

(i) To disseminate education in humanities, science and vocational courses in the context of present day world scenario, thereby to meet the needs and aspirations of the people of Assam in general and of Nagaon and its adjacent districts of Morigaon and Karbi Anglong in particular, irrespective of caste, creed, religion and sex.

(ii) To promote scientific temper and orient minds for teaching and research activities.

(iii) To build healthy and congenial atmosphere for teaching and learning activities.

(iv) To encourage innovations in planning, teaching and evaluation to achieve higher scale of perfection.

(v) To promote social responsibility of higher education through community participation and sustainable development.

6.2 Does the Institution has a management Information System

Yes. The college has launched a new website [www.adpcollege.ac.in](http://www.adpcollege.ac.in) in place of the previous one. The office and library have been partially computerised.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum is developed by Gauhati University. Several teachers of ADP College are members of curriculum development committee of the university. So, it plays an active role. Moreover, individual teachers offer suggestions through newspaper columns about curriculum development which is sometimes accepted.

### 6.3.2 Teaching and Learning

Ten teaching departments are using smart classrooms. Teachers try to use latest method of teaching. They are however careful about receiving capacity of the students coming from socio-economically challenged background.

### 6.3.3 Examination and Evaluation

Examinations are conducted as per schedule of the Gauhati University. The college holds sessional examinations, marks of which are sent to university. Additional tests are also held. These are internally evaluated based on which feedback is given to the guardians of the students.

### 6.3.4 Research and Development

Twenty five teachers are engaged in research for Ph.D. degree. Two teachers are working as PhD research guides. Six new Minor and one new Major Research Projects have been sanctioned. In total eleven Research Projects are now going on. Some projects have led to important very useful findings.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The library of the college is fully computerized. All books are entered in the computer. Issue and return of books and journals are computerised. In this session large number of books, both text and reference were purchased. College library is well connected to national library network.

### 6.3.6 Human Resource Management

ADP College has become a major centre of HRD. Students from hill districts like Karbi Anglong and backward districts like Morigaon and Nagaon through the college for higher education. Skill development programmes and innovative programmes offered by the college have attracted it for students who are averse to traditional programmes. Our collaborating partner World Wildlife Fund has trained our students on major environmental issues in field trips.

### 6.3.7 Faculty and Staff recruitment

Six vacant teaching posts were filled in this academic session following all government norms. Efforts are being made to fill other vacant posts. Required number of teachers have been engaged on contractual basis also depending on the need and work load.

### 6.3.8 Industry Interaction / Collaboration

The college started courses in Hospital Management and Tea Plantation. There are collaboration with the tea and hospital industries for placement of the successful students. Career Guidance Cell and ADP College Women Welfare & Study Centre collaborated with Pidilite Industries to organise a workshop on Art and Craft on March 8-10, 2016.

6.3.9 Admission of Students

The college found heavy rush of students in this session.

6.4 Welfare schemes for

Teaching	Two welfare funds
Non teaching	Two welfare funds
Students	Poor fund and Insurance cover

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic Audit Committee
Administrative	No		Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

Alumni Association has regular meetings. IQAC also has interaction with them and posts them with latest development in the college. They interacted with NAAC Peer Team also vigorously.

#### 6.12 Activities and support from the Parent – Teacher Association

Teachers Association of the College fully co-operate with the authority. The college maintains close contact with the parents and guardians. They are given feedback on the progress of their ward. They give full moral support to the college for its development.

#### 6.13 Development programmes for support staff

There is welfare fund for the support staff. Medical facilities are available for them in the college. Moreover all government incentives are made available to them. Library allow the children of staff to keep books for extended period. Staffs are sent on training programmes on office management organised by Government of Assam.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

Plastic material are banned inside the campus. New trees were planted to make the campus more green. Solar panels are being used to generate pollution-free power. Use of paper has been reduced by using paperless communication.

## Criterion – VII

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Free internet facility was started in the library for students.
2. Assessment of teachers' performance was done on the basis of self appraisal.
3. Feedback was collected from students and alumni.
4. Video conference was done with scholars abroad.
5. Paperless communication was started in the college by IQAC with faculty members.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. A skill camp was held for girl students to make cosmetic products and one camp for neighbourhood women from adopted colony to make toys etc.
2. A disaster management cell was set up.
3. Seven extension works were carried out.
4. MOU were signed with Chemical Process Technologies, South Africa and Asian Institute of Technology, Bangkok
5. Video conferences were held with scholars Dr Mukut Gohain (South Africa) and Dr Haruhisa Asada (Japan)
6. Number of meetings with the stake holders was increased from 8 to 13.
7. Tree plantation was increased in the school. Collaboration with World Wildlife Fund achieved and training given by them to the Environment students in field trips.
8. Plantation programme was carried out by Padmashree Jadav Payeng, in collaboration with Society for Srimanta Sankaradeva.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- i) The College adopted a Dalit colony and the faculty members took classes for their children.
- ii) The self appraisal reports submitted by the teachers were scrutinized and their performance were assessed by IQAC, the feedback of which was given to them for further

*\*Please see annexure- IV*

#### 7.4 Contribution to environmental awareness / protection

1. World Wildlife Fund was associated with the college during the field trips of students to explore environmental issues in Burachapori Reserved Forest and Kaziranga National Park on February 19, 24, 25, 26, 2016.
2. The college conducted green audit to create environmental awareness.
3. The college conducted a lecture programme on climate change.

7.5 Whether environmental audit was conducted? Yes  No

#### 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Teachers are highly active in research and have many publications. A weakness is that majority of students come from economically challenged families and some of them drop out midway. But location in middle Assam has given the college a large catchment area for getting students from. 'A' grade from NAAC too has given the college a higher visibility.

### 8. Plans of institution for next year

1. The college is planning to inaugurate an indoor stadium alongwith guest-house facility in the 2016-17 session.
2. The college is planning to shift Girls Common Room to a spacious room, extend Girls Hostel, expand Library building and construct more class rooms with Rs 2 crore grant sanctioned by RUSSA.
3. The college is planning to open M.Sc. Programme in Physics and M.A. in History as and when permission is received from Gauhati University.
4. The college will start commerce stream in 2017 as per suggestion of NAAC Peer Team if permission is received from Gauhati University.
5. To introduce an award in the name of Great son of Assam, 'Anandaram Dhekial Phookan' to be given annually to a prominent person in the field of culture, inovation, science and technology etc.

Name: *Dr Mridul Kr Hazarika*

(*Dr M. K. Hazarika*)  
Coordinator, IQAC  
ADP College, Nagaon, Assam

Name: *Dr Sarif Uddin Ahmed*

(*Dr S. U. Ahmed*)  
Principal and Chairperson, IQAC  
ADP College, Nagaon, Assam

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## **Annexure I**

### **Alumni Feedback Analysis**

Internal Quality Assurance Cell (IQAC), A.D.P. College, 2016

We surveyed 35 alumni from among those who attended Alumni Meets in ADP College in different times during the session 2015-16. We asked them several questions related to the quality in ADP College. In reply to our questions, they gave candid response. The summary of their response is given below.

Our first Question was : *Did you offer any idea or suggestion to the NAAC Peer Team during their interaction with alumni of ADP College ? If you gave them any idea or suggestion, what was that idea or suggestion ?*

The general reply was that they had not much to suggest to NAAC Peer Team as they were satisfied with the college administration. Only one alumnus said that he had offered a suggestion to the team to advise the college to have more frequent interaction with alumni. This has in fact been addressed to as we are regularly organising alumni meets. Moreover IQAC and Principal keep in touch with alumni.

Our second Question was : *Were you satisfied with the role played by IQAC during NAAC Peer team visit ?*

The unanimous reply was that they all were highly satisfied with the role played by IQAC during NAAC Peer team visit. Most of them praised the Stakeholder sub-committee of IQAC for their pro-active role. The systematic work done by IQAC impressed all alumni. IQAC has maintained record of alumni and also asked the departments to maintain registers of their alumni too. Alumni are impressed with all these.

Our third Question was : *Were you satisfied with the hospitality of the college during NAAC Peer team visit ?*

Most of them said that they all were highly satisfied with the hospitality of ADP College during NAAC Peer team visit. However five alumni said that they had not received refreshment as there was heavy crowd of alumni beyond what was expected. Some of them did not get to sit in the room as there were already 75 persons sitting inside for interaction with Peer Team as per NAAC guideline.

Our fourth Question was : *What in your view ADP College should do now to carry on the achievement of 'A' grade received from NAAC ?*

The reply given by the alumni varied. Some advised the college to open more PG courses. Some asked for more extension works. But overall tenor was that the quality level must be maintained by the teachers as well as office staff. They felt that the responsibility of the college fraternity had increased.



Our fifth Question was : *What in your view ADP College should do to improve teaching standard ?*

Most of them said that they did not have the temerity to suggest. But a few said that the teachers should be involved more in the socio-cultural activities so that a new dimension is added in their teaching.


Our sixth Question was : *Do you feel or see any change in ADP College since the time you studied here ?*

The unanimous reply was that they all were highly impressed with the great change over the last decade. Infra-structure had developed, more teachers were doctorates now, more teachers had publications, PG departments had been added, college had solar power. They all appreciated these wholeheartedly.



Dr Mridul Kumar Hazarika

Co-ordinator, IQAC, ADP College



Dr S.U. Ahmed

Principal, ADP College

## **Annexure II**

### **Students' Feedback Analysis**

Internal Quality Assurance Cell (IQAC), A.D.P. College, 2016

IQAC, ADP College collected students' feedback on the quality of teaching and other academic services in the college through the agency of different departments. We collected feedback from the major students of all departments in both the semesters of 2015-16 session. The major students expressed their opinion candidly as it was a feedback system where name or roll number were not mentioned. In order to evaluate the present course content of the University syllabus as well as the current teaching pattern and in search of a quality teaching pattern, all the departments of ADP College undertook the survey through student feedback questionnaires prepared and supplied by IQAC on the basis of format given by NAAC. An analysis has been done on the basis of the observations made on feedback questionnaires the summary of which are given below.

#### 1. Opinion on the Major Course

65 percent of the students rated the major course provided by the university in the graduation level as good, 30 percent said that they were studying a very good course in their major subject, while 5 percent considered it a satisfactory one. 95 % all students ranked the communication skill of teachers as very good, 5 % as good. While commenting on different quality parameters of the course, the students rated the depth of the course, its extent of coverage, learning value in terms of knowledge and concept as very good. But the course's applicability as well as availability of its reference books was rated in the third rank. 70 percent of the students found the course manageable while 27 percent found it easy. Only a mere 3 percent found it difficult. This figure tallied with the number of students who had taken recourse to the remedial courses conducted by the college. From the feedback it was also found that all departments had covered at least 70 percent of the syllabus in the class. However majority of the departments completed more than 85 percent of the syllabus.

#### 2. Opinion on Quality of Teaching

While assessing the quality of teaching, it was found that the depth of knowledge and communication skills of the teachers are considered as very good by 80 percent of the students, while 15 percent of the students considered it good, 5 percent of the students as satisfactory. In regard of the interest creation and encouragement of student participation in class, the students rated teachers' as "very good". Teachers were always accessible during the college hours in the class and also in the department. Teachers' preparation for the class and class room teaching were satisfactory. Teachers' overall approach to the students was always

found to be courteous. 74 percent of the students were of the commented that quality of assignments was satisfactory and helpful.

### 3. Opinion on Departmental Activities

The students were of the opinion that the departments used to hold departmental seminars on a regular basis which were very useful and profitable for them. While assessing the activities of the departments, it was found that the students of Hindi, Zoology, Botany, Physics, Economics, History, Political Science etc said that their departments held one seminar in every semester during the 2015-16 session. Assamese department held two seminars in every semester, while Education department held three or more seminars in every semester.

### 4. Opinion on Quality of Library Service

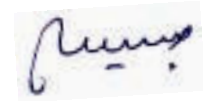
While assessing the quality of library service, 85 % students opined that reference books were adequately available in library, but 15 % said that reference books were not adequately available. The respondents told us that the number of books was not sufficient to cater to the needs of all major students at the same time. IQAC hereby certifies that the library has adequate number of books and in any case it is not possible to supply any single book to all major students; they can borrow it only in turn. Even central universities cannot satisfy such need. Regarding quality of library staff, 90 % students said that the library staff were excellent, while 10 % said that they were very good.

Following conclusions were drawn on the basis of the student feedback form analysis.

1. *Most of the students rated the major courses on the whole as a good one.*
2. *The students rated the depth of the course, its extent of coverage and learning value in terms of knowledge and concept as very good.*
3. *The students were satisfied with the course curriculum but the course's applicability as well as availability of reference books was not adequate.*
4. *The teachers were rated very good regarding all attributes like knowledge base, communication skill, sincerity and commitment.*
5. *Teachers' preparation for the class and class room teaching were found satisfactory.*
6. *Teachers are always accessible during college hours in the class and also in department.*
7. *Teachers' overall approach to the students was always found to be courteous.*
8. *Library materials were adequate and library staffs were very good but reference books of the major course were not adequately available as per the students.*
9. *The departmental seminars were held regularly. These were very useful for the students.*



*Dr Mridul Kumar Hazarika*  
*Co-ordinator, IQAC, ADP College*



*Dr S.U. Ahmed*  
*Principal, ADP College*

# ANNEXURE-III



## GAUHATI UNIVERSITY

### GUWAHATI-14

#### Academic Calendar for UG Course

(July 2015 to June 2016)

Approved by the Executive council, GU vide resolution No..... Dtd.....

Month /Year & Date	Class days/Working Days/Exam. Days/Holiday	Academic & other Activities	
<b>JULY, 2015</b>		Summer Vacation	
1-4	Working days	Admission to 1 <sup>st</sup> Semester Classes be completed by 31 <sup>st</sup> July, 2015	
5	Sunday		
6-11	Working days		
12	Sunday		
13-17	Working days		
18	Id-Ul-Fitre( <b>Holiday</b> )		
19	Sunday Id-Ul-Fitre		
20-25	Working days		
26	Sunday		
27-31	Working days		
<b>AUGUST, 2015</b>		Commencement of Odd Semester Classes from 1 <sup>st</sup> August	
1	Working/Class day	Students Union Election of the college within two months of completion of the admission	
2	Sunday		
3-8	Working/Class day		
9	Sunday		
10-14	Working/class day		
15	Independence Day( <b>Holiday</b> )		
16	Sunday		
17-22	Working/Class day		
23	Sunday		
24-29	Working/Class day		
30	Sunday		
31	Working/Class day		
<b>SEPTEMBER, 2015</b>			Sessional Examination of Odd Sem. be completed before Durga Puja vacation
1	Working/Class day		
2	Tithi of Sri SriMadhabdev( <b>Holiday</b> )		
3-4	Working/Class day		
5	Janmastomi		
6	Sunday		
7-12	Working/Class day		
13	Sunday		
14	Working/Class day		
15	Tithi of SrimantaSankardeva( <b>Holiday</b> )		
16-19	Working/Class day		
20	Sunday		
21-24	Working/Class day		
25	Id-Uz-Zuha( <b>Holiday</b> )		
26	Working/Class day		
27	Sunday		
28-30	Working/Class day		
<b>OCTOBER, 2015</b>		Educational Field Trip be arranged in the month of October	
1	Working/Class day		
2	Gandhi Jayanti( <b>Holiday</b> )		
3	Working/Class day		
4	Sunday		
5-10	Working/Class day		
11	Sunday		
12-17	Working/Class day		
18-27	KatiBihu, Durga Puja, Muharram, Lakshmi Puja( <b>Holiday</b> )		
28-31	Working/Class day		
<b>NOVEMBER, 2015</b>			
1	Sunday		
2-7	Working/Class day		
8	Sunday		
9	Working/Class day		
10-11	Kali Puja & Dewali( <b>Holiday</b> )		
12-14	Working/Class day		
15	Sunday		
16-21	Working/Class day		
22	Sunday		
23-24	Working/Class day		
25	Guru Nanak's Birthday( <b>Holiday</b> )		
26-28	Working/Class day		
29	Sunday		

## ANNEXURE-III

30	Working/Class day		
<b>DECEMBER, 2015</b>			
1-5	Working/Class day	End Semester Exam for Odd Semester be completed by 15 <sup>th</sup> December and it will be followed by evaluation.	
6	Sunday		
7-12	Working/Class day	Declaration of End (Odd) Sem Exam result within 45 days from the date of last exam day.	
13	Sunday		
14-19	Working/Class day		
20	Sunday		
21-24	Working/Class day		
25	Christmas( <b>Holiday</b> )		
26	Working/Class day		
27	Sunday		
28-31	Working/Class day		
<b>JANUARY, 2016</b>			
1-2	Working Day/Semester Break	Semester Break from 1 <sup>st</sup> January to 10 <sup>th</sup> January, 2016	
3	Sunday		
4-9	Working Day/Semester Break	Commencement of Even Semester Classes from 16 <sup>th</sup> January, 2016.	
10	Sunday		
11-13	Working Day/Class day		
14-15	MaghBihu( <b>Holiday</b> )		
16	Working/Class day		
17	Sunday/Silpi Divas		
18-23	Working/Class day		
24	Sunday		
25	Working/Class day		
26	Republic day/University Foundation day( <b>Holiday</b> )		
27-30	Working/Class day	Annual College Week be held in the last part of January, 2016.	
31	Sunday		
<b>February, 2016</b>			
1-6	Working/Class day		
7	Sunday		
8-13	Working/Class day		
14	Sunday		
15-20	Working/Class day		
21	Sunday		
22-27	Working/Class day		
28	Sunday		
29	Working/Class day		
<b>March, 2016</b>			
1-5	Working/Class day		
6	Sunday		
7	Working/Class day		
8	Sivaratri( <b>Holiday</b> )		
9-12	Working/Class day		
13	Sunday		
14-19	Working/Class day		
20	Sunday		
21-22	Working/Class day		
23-24	Dol-Yatra( <b>Holiday</b> )		
25	Good Friday( <b>Holiday</b> )		
26	Working day/Class day		
27	Sunday		
28-31	Working/Class day		
<b>APRIL, 2016</b>			
1-2	Working/Class day	Sessional Exam. for Even Semester be completed by 1 <sup>st</sup> week of April, 2016.	
3	Sunday		
4-9	Working/Class day		
10	Sunday		
11-13	Working/Class day		
14-16	BahagBihu( <b>Holiday</b> )		
17	Sunday		
18-23	Working/Class day		
24	Sunday		
25-30	Working/Class day		
<b>MAY, 2016</b>			
1	Sunday/May Day		
2-7	Working/Class day		
8	Sunday		
9-14	Working/Class day		
15	Sunday		
16-20	Working/Class day		
21	Buddha Purnima( <b>Holiday</b> )		

## ANNEXURE-III

22	<i>Sunday</i>	
23-28	Working/Class day	
29	<i>Sunday</i>	
30-31	Working/class day	
<b>JUNE, 2016</b>		
1-4	Working/Class day	End Semester Exam. for Even Semester be completed by 15 <sup>th</sup> June and will be followed by 15 days Evaluation period.  Result of End(Even) Sem exam be declared within 45 days from the date of last day of exam.
5	<i>Sunday</i>	
6-11	Working/Class day	
12	<i>Sunday</i>	
13-18	Working/Class day	
19	<i>Sunday</i>	
20-25	Working/Class day	
26	<i>Sunday</i>	
27-30	Working/Class day	

### Salient Features

1. The Colleges should organize academic activities such as Seminar/Group Discussion etc. for the students and for the teachers, suitably during the year.
2. Daily Academic Progress Report (DAPR) be maintained by the teachers and academic review be made based on DAPR; and the report is to be submitted by the Principal of the college to the Academic Registrar, GU by 1<sup>st</sup> half of July for Odd Semester period and by 1<sup>st</sup> half of January for Even Semester period. A prescribed format for DAPR may be downloaded from the GU website.
3. The Sessional Examinations in the colleges should be designed in such a way that the other normal classes are running smoothly.
4. During evaluation period the Principal will release the examiners engaged for evaluation and after completion of the evaluation work the Zonal Officer concerned shall issue a release order which is to be submitted to the respective Principals.

**In the event of any changes in the Holidays mentioned in the Academic Calendar, the Gauhati University Holiday List is to be followed.**

### Summary

<b>Odd Semester (July to December, 2015)</b>		<b>Even Semester (January to June, 2016)</b>
Class Days	88	96
Election/College Week	01	06
Study Leave	03	03
End Semester Exam.	15	15
End Semester Evaluation	15	15
Holidays (with Sundays)	40	37
Semester Break, Summer Vacation)	31	10
	184	182
	=366 days	

Academic Registrar  
Gauhati University

## **Annexure IV**

### **Best Practice : Adoption of Dalit Colony**

Internal Quality Assurance Cell (IQAC), A.D.P. College

A.D.P. College has always stood for the downtrodden people and made the best endeavour to take education to the deprived section of the community. In furtherance to this ideology, A.D.P. College adopted in 2015 a colony of Dalit people in Haiborgaon, Nagaon. The entire group of scavengers of Nagaon town reside in a colony adjacent to A.D.P. College. They are socially neglected and termed as Harijan. Even the colony itself was known as Harijan Colony till 2015. A.D.P. College adopted this colony and renamed it as B. R. Ambedkar Colony. A new identity was given to this colony which made them aware of their rights and deserving place in the society.

An agreement was signed between the A.D.P. College and B.R. Ambedkar Colony Welfare Society on 15<sup>th</sup> October, 2015 at the initiative of IQAC, A.D.P. College and A.D.P. College Teachers Council. The agreement said :

*“We, the A.D.P. College and the B.R. Ambedkar Colony Welfare Society, hereby agree to henceforth abide by a mutual agreement whereby the A.D.P. College adopts the B.R. Ambedkar Colony situated in R.R.B. Road, Haiborgaon. The A.D.P. College fraternity hereby promises to make all possible effort to uplift the socio-cultural and educational conditions of the members of the society in B.R. Ambedkar Colony. The B.R. Ambedkar Colony Welfare Society, representing all the residents of the Ambedkar Colony, R.R.B. Road, Haiborgaon promises to extend all support to the A.D.P. College in this noble effort. This agreement however does not include any financial commitment or employment assurance. We put our signatures on this date, 15<sup>th</sup> October, 2015, with best of our intentions.”*

Dr S. U. Ahmed, Principal, A.D.P. College and Rajkumar Chandilya, Secretary of B.R. Ambedkar Colony Welfare Society signed it. Several residents like Vishwanath Valmiki and Ramlal Valmiki of B.R. Ambedkar Colony were also present, apart from the faculty members of college. Office-bearers of IQAC, A.D.P. College and A.D.P. College Teachers Council were also present.

In order to carry out the above objectives, A.D.P. College formed a committee to look after the well-being of the residents of B.R. Ambedkar Colony. The committee is as given below :

Chairman : Dr S. U. Ahmed, Principal

Co-ordinator : Dr Mridul Kumar Hazarika, Co-ordinator, IQAC

Members :

1. Mr Joy Kr Singha
2. Mr Pijush Debnath



3. Mrs Mina Choudhury
4. Dr Sadananda Payeng
5. Mr Parag Dutta
6. Dr Ajit Kr Singha
7. Mrs Ratnamala Rajkhowa
8. Dr Gayatree Das
9. Mr P. K. Gogoi
10. Dr Ajit Bharali

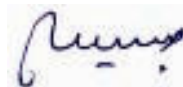
As per the decision of this committee, several departments of A.D.P. College started taking classes for the residents of the B.R. Ambedkar Colony. The Assamese department took regular classes in the B.R. Ambedkar Colony to teach them the Assamese language. The A.D.P. College Teachers Council gave school bags to the kids of this colony who studied in primary school. Two tables and ten chairs were donated by the college to the community hall of the colony from the welfare fund of Teachers Council. A health and hygiene camp was held in the colony. A movie was shown on Dr B.R. Ambedkar by the Ambedkar Centre of A.D.P. College. The faculty members of A.D.P. College thus extend all possible moral support and guidance to the community.

The college has now asked the B.R. Ambedkar Colony Welfare Society to get an estimate for electrification of the community hall from the Electricity Department. When the estimate is received, the college will get the electrification work done. Moreover the college has assured to supply a few units of water purifier in the colony.



Dr Mridul Kumar Hazarika

Co-ordinator, IQAC, ADP College



Dr S.U. Ahmed

Principal, ADP College