

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)

2016-17

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:

MRS. MINA CHOUDHURY

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 st Cycle	B	70.5	2004	2009
2	2 nd Cycle	A	3.11	2016	2021
3	3 rd Cycle				
4	4 th 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)
- xi. AQAR _____ 2015-16 _____ (16/12/2016)

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)

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

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. Teacher's Day (Institution level) (Symposia)
2. Disaster management (District level) (Lecture programme)
3. Swacha Bharat Abhijan (Institution level)

2.14 Significant Activities and contributions made by IQAC

IQAC has expedited dynamism among the faculties & students. Numbers of departmental seminars and departmental extension works have increased. Efforts have been made for increasing the quality education in association with various international institutions. A decision have taken to give an Annual Award in the name of Great son of Assam 'Anandaram Dhekial Phookan' to a distinguished person of Assam for major contribution in the field of development, science and technology, environment, social work, culture, innovation, sports etc. Many awareness programmes has been organised by the IQAC as well as various departments. As a part of extension programme, A.D.P. College in collaboration with Assam Mahila Samata Society organized a UGC extension programme on "Gender and Health Care". Different centres and cells of the college have been increasing their activities. 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. To carry out extension works by the IQAC and the departments. 2. To carry out cleanness drive in the surroundings of the college by the students 3. To institute an Annual Award in the name of Great person, Ananadaram Dhekial Phookan to a distinguished person of Assam. 4. To organize workshops on lifestyle management, stress management & attitude formation. 5. To make faculties and students conscious about environment	1. Extension works has been done by the IQAC & various departments. 2. Cleanness drive has been carried out in the college campus and its surrounding area by the students. 3. A selection committee has been form to select awardee. 4. A lifestyle management, stress management workshop was organized by the Women's forum. 5. Field trips have been organized amongst the students for awareness for the environment.

* See Annexure-III

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

<p>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.</p>

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	Nil			
PG	02		01	
UG	03		01	
PG Diploma	01		01	
Advanced Diploma				
Diploma	04	02	01	
Certificate	04		02	
Others	01			
Total	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* Alumni Parents Employers 2 Students

(On all aspects)

Mode of feedback : Online annual -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.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	71	38	33	Nil	

2.2 No. of permanent faculty with Ph.D. 29

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
	27	13	31	Nil	Nil	Nil			58	13

2.4 No. of Guest and Visiting faculty and Temporary faculty 02 10 24

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06		
Presented papers	06	24	10
Resource Persons	01	02	02

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

We continued video conferencing of students and faculty members with scholars abroad in order to give them greater exposure.

2.7 Total No. of actual teaching days during this academic year 180

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 02

2.10 Average percentage of attendance of students 81%

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	294	5	76	105	NA	63.27
B.Sc.	101	1	54	12	NA	66.34
BCA	06	-	06	-	-	100.00

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

IQAC holds regular meetings with faculty members and aware them for quality requirements in teaching. They are also trained in use of ICT in teaching. The faculties have to submit self appraisal of their performance and on the basis of these faculties are duly informed about the scope of development. The quality of teaching of the faculty members are accessed by feedbacks which are taken from students. The records of the faculty members are accessed by library attendance and 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 attending seminars, workshops, symposia and participating OP, RC, STC etc. The scope of research works have been always encouraged and helped by IQAC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	55
UGC – Faculty Improvement Programme (STC)	26
HRD programmes	
Orientation programmes	17
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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

Efforts have been made by IQAC to encourage the faculty members to undertake research works and published their papers in renowned journals. Senior members of the faculty guide young faculty members in preparing project proposals at the initiative of the IQAC. As a result the number of research projects sanctioned by bodies like UGC, DST, DBT etc. has been increasing.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			1
Outlay in Rs. Lakhs			Rs.6,95,500.00	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	4		
Outlay in Rs. Lakhs		Rs.9,23,500.00	Rs.18,28,000.00	

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	2016-17	UGC	Rs. 6,95,500.00	Rs.6,95,500.00
Minor Projects	2016-17	UGC/ASTEC	Rs.18,28,000.00	Rs.9,23,500.00
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
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 BT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences /Seminars organized by the Institution

Level	International	National	State	University	College
Number	01	03	01		2
Sponsoring agencies	IQAC (1 Video Conference)	UGC & DBT Seminar	Self		IQAC (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- Nil

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

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

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: 45

University level State level
National level International level

3.22 No. of students participated in NCC events: 81

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: 27

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" value="2"/>	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. An extension programme was organised by IQAC at Barhampur Blind School on 14th November, 2016.
2. Women Study Center organised an extension programme on 'Gender and health care' at Dev Narikoli, Kampur on 26th November, 2016.
3. UGC sponsored national seminar was held on 'Human Rights and Education' on 19th Decmber, 2016.
4. A SERB and DBT sponsored national seminar was organised by Department of Herbal Science and Technology on 'Recent advances in herbal science and technology for drug discovery' on 18th and 19th August, 2016.
5. An UGC sponsored national seminar was organised by Department of Herbal Science and Technology on 'Recent advances in medicinal plants research of north east India' on 11th and 12th November, 2016
6. A ten days spoken Sanskrit spoken workshop was organised by Department of Sanskrit at the college from 16th August 2016.
7. NCC students of A.D.P College observed Swacha Bharat Abhiyan in the college and its surroundings.
8. Cleanliness Drive was carried out by NSS in the college and its surrounding area.
9. A.D.P. College NSS wing voluntarily support NDMA towards successful implementation of their programmes in the Nagaon district.
10. 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.

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	43	04		
Laboratories	13	02		
Seminar Halls	02			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		08		
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.313494.00		
Others				

4.2 Computerization of administration and library

The administrative office has been fully automated with computer networking. Teachers' service records and college financial records were electronically preserved. Library has been digitalised. Valuable books, question papers are scanned and preserved.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value in Rs.	No.	Value
Text Books	20126	-	848	222949.00	20974	-
Reference Books	24134	-	323	68901.00	24457	-
e-Books	-	-	N LIST			
Journals	23	-	2	30189.00	27	-
e-Journals	NLIST	-	NLIST	-	NLIST	-
Digital Database	-	-	-	-	-	-
CD & Video	96	-	114	-	210	-
Back volume & journals	353	-	65	-	418	-

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 is 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. 1,01,259.00
ii) Campus Infrastructure and facilities	Rs.17,20,579.00
iii) Equipments	Rs. 3,13,494.00
iv) Others	Rs. 1,79,851.00
Total :	Rs.23,15,183.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

A number of student support services are provided by the college. The IQAC makes students aware about support services. About the student support services available in the college are clearly mentioned in the college prospectus. IQAC apprises the students of various student support programmers and requests the authority to put up banners, festoons etc. in and outside college about the support services offered by the college. There are career counseling cell, gymnasium, canteen, free internet service, CCTV surveillance, scholarship, NCC, poor fund, student aid etc. There are lots of Aquagurd for pure and cold drinking water facility for students. The college offers insurance facility to all students at annual premium of merely Rs 20.

5.2 Efforts made by the institution for tracking the progression

HOD of each department tracks the progression of the students. Phone numbers of every student are collected at the time of admission and the HoD keeps contact with him/her even after passing out. The progression of students is conveyed to the guardian time to time. All faculty members collect information and enter these in a register. IQAC inspects these reports at some interval. The issue is raised in stakeholder meets too and the alumni are asked to keep the college up to date about their activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1973	165		39

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1239	56.91		938	43.09

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1029	217	259	669	-	2174	1053	211	248	665	-	2177

Demand ratio	B.A	2.45 : 1	Dropout %	B.A	17.95
	B.Sc.	3.40 : 1		B.Sc.	18.75
	BCA	1.15 : 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 04 SET/SLET 02 GATE CAT
 IAS/IPS etc State PSC UPSC Others 22

5.6 Details of student counselling and career guidance

The counselling and career Guidance cell has conducted two 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 151

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

A.D.P. College in collaboration with Assam Mahila Samata Society organized a UGC extension programme on "Gender and Health Care".

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:

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 provision of a big cycle stand. Accordingly a big cycle stand has been constructed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To make the institute a centre of excellence by imparting quality education in both academically and socially so that the students are becoming responsible citizen of the society and facing the challenges of 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. Anyone can know about the college through its website www.adpcollege.ac.in which is updated time to time. The office and library have been fully computerized.

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

6.3.1 Curriculum Development

Since the college is affiliated to Gauhati University, therefore the curriculum is developed by the University. But many teachers of the college were engaged in curriculum development of the university. So, it plays an active role.

6.3.2 Teaching and Learning

There are smart classrooms in ten teaching departments. Teachers are using latest method of teaching. Since most of the students are coming from socio-economically challenged background, therefore, they are however keep special attention about receiving capacity.

6.3.3 Examination and Evaluation

College has conducted examinations as per schedule of the Gauhati University. It holds sessional examinations on time and marks are sent to university. Unit tests are conducted by various departments regularly. The internal evaluation is done and based on which feedback is given to the guardians of the students.

6.3.4 Research and Development

Twenty nine teachers are engaged in research for Ph.D. degree. Two teachers are working as PhD research guides. Eight Minor and one Major 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 college library is fully computerized. All books are entered in the library software and issue and return of books are done by computer. the circulation process is being done by barcode system.. The library is enriched with large number of rare and reference books. College library is well connected with national library network.

6.3.6 Human Resource Management

ADP College is a major centre of Human Resource and Development. Students are coming from most backward and remote places of the district and its surrounding districts. Most of the students are taking admission from hill districts like Karbi Anglong and backward districts like Morigaon and Nagaon for higher education. Skill development programmes and innovative programmes offered by the college have attracted the students. More over lecture programmes, training programmes which are held in the college time to time are also popular amongst the students. Field trips are organized by the college for the students to aware of the major environmental issues and trained our students by our collaborating partner World Wildlife Fund (WWF).

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 is continuing the courses in Fashion designing, Hospital Management and Tea Plantation. There are collaborations with the tea and hospital industries for placement of the successful students. Career Guidance Cell help the students for proper placement.

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 No

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 declare 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

Regular meetings have been organised by Alumni Association. IQAC also has interaction with them and posts them with latest developments of the college.

6.12 Activities and support from the Parent – Teacher Association

Teachers Association extends full co-operation with the college authority in every aspects. The college maintains close contact with the parents and guardians. 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. Moreover all government incentives are made available to them. Staffs are sent on training programmes on office management organised by Government of Assam. The faculties of computer science department offer computer training to the office staff and help them when needed.

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

Trees are planted in the campus to make it greener. Solar power is being used in entire campus for pollution-free power generation. Paperless communication has made to make the environment eco-friendly. Plastic materials are banned inside the campus to reduce pollution.

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. Assessment of teachers' performance was done on the basis of self appraisal and feedback of the students.
2. Feedback was collected from students and alumni.
3. Video conference was done with scholars abroad.
4. Laboratories were equipped with new equipments.

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

1. The college institutes an Annual Award in the name of Great person, Ananadaram Dhekial Phookan to a distinguished person in the field of Science and Technology, Innovation and Culture etc. of Assam.
2. A lifestyle management, stress management workshop was organized by the Women's forum.
3. Extension works has been done by the IQAC & various departments.
4. Number of meetings with the stake holders was held.
5. Field trips have been organized amongst the students for awareness for the environment.
6. Cleanness drive has been carried out in the college campus and its surrounding area by the students.

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 development.

**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 along with new gymnasium 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 present the 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, innovation, science and technology etc. The committee has been formed already.
6. To request the administration to improve the infrastructure of Indoor Sports Complex in order to make it suitable for use as auditorium.

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Annexure I

Alumni Feedback Analysis

Internal Quality Assurance Cell (IQAC), A.D.P. College, 2017

The ADP College organized several Alumni Meets in different times during the session 2016-17. Alumni were asked to offer their suggestions for overall development of College. Some of them gave valuable suggestions which were conveyed to the administration to resolve the issues. Their suggestions are outlined below.

They were asked about the infrastructure development of the college since the time they studied here. They all were unanimously highly impressed with the great development in infrastructure over the last decade. More class rooms have been constructed, all new buildings are three storied, two hostels have been provided for the girl's students, construction of indoor stadium and another three storied building which is funded by RUSA is going on. They all appreciated these wholeheartedly.

Academic environment of the college was also discussed. It was conveyed by them that the academic environment of the college has developed day by day. More teachers were engaged in research work, number of Ph.D. holders are increasing, more teachers participate in National and International seminars, workshops and present papers on their works, they were engaged in more publications. Departments were engaged to organize more seminars and workshops in both national and state level. Students were taught through the modern way such that ICT, audio- visual etc. All departments are equipped with departmental library from where student can also borrow their essential books. The central library was digitalized and besides number of valuable books a number of e-journals can be accessed. All expressed satisfaction over the academic environment.

Moreover, debating competitions, quizzes were organized amongst the students. Students were engaged in social work, such as cleanness drive in the college and its surrounding areas. More students were enrolled in NCC, NSS etc. Departmental seminars were also organized by all departments amongst the students to increase the knowledge as well confidence. Skill development career development camp were organized by Career Counselling Cell time to time to impart skill and career opportunity. Alumni were highly satisfied for all these efforts taken for the students by the college.

Alumni suggested us to start PG departments in various subjects. Efforts have been made to start PG course in History and Physics if required approval would be received.



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Annexure II

Students' Feedback Analysis

Internal Quality Assurance Cell (IQAC), A.D.P. College, 2017

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 2016-17 sessions. 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 were 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

67 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. 96% all students ranked the communication skill of teachers as very good, 4% 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. 68 percent of the students found the course manageable while 29 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 81 percent of the students, while 15 percent of the students considered it good, 4 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. 76 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, 86 % students opined that reference books were adequately available in library, but 14 % 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 staffs were excellent, while 10 % said that they were very good.

Following conclusions were drawn on the basis of the student feedback from 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.*



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ANNEXURE-III



August 2016 - July 2017

Date(s)	Events / Activities
Monday, August 1, 2016	Commencement of 1st, 3rd, and 5th Semester Classes
3rd Week of September, 2016	Sessional Examinations <i>Sessional examinations should be conducted during the class period without affecting the normal class routine</i>
1 - 31 October, 2016	Field Trip (subject specific), if any, is to be completed during this period <i>Normal classes will continue</i>
21 November - 3 December, 2016	Odd Semester Examinations (Practical)
5 December - 23 December, 2016	Odd Semester Examinations (Theory)
24 December, 2016 - 17 January, 2017	End Semester Vacation
Wednesday, January 18, 2017	Commencement of Even Semester Classes
Thursday, January 12, 2017	Evaluation of Answer Scripts of Odd Semester Examinations be completed by this date
1 - 7 February, 2017	College Week
3rd Week of March, 2017	Sessional Examinations <i>Sessional examinations should be conducted during the class period without affecting the normal class routine</i>
22 - 29 April, 2017	6th Semester Examination (Practical)
23 - 30 May, 2017	2nd and 4th Semester Examinations (Practical)
2 - 22 May, 2017	Even Semester Examinations (Theory)
May - June, 2017	Admission process to the 1st Semester of TDC classes should be completed within 12 days of declaration of HS results <i>Classes should commence within 5 days of the completion of the admission process</i>
Thursday, June 1, 2017	Commencement of 3rd and 5th Semester Classes
Monday, June 12, 2017	Evaluation of Answer Scripts of Even Semester Examinations be completed by this date
1 - 31 July, 2017	Summer Vacation

Notes:

- (a) Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination, GU.
- (b) Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations)


Academic Registrar
Gauhati University

Annexure IV **Best Practices**

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

A. D. P. College commit for development of educationally backward community of the society. It always tries to uplift the deprived section to come into main stream through the light of education. In context to this ideology, A.D.P. College adopted in 2015 a colony of Dalit people in Haiborgaon, Nagaon. The community of Nagaon town reside in a colony adjacent to A.D.P. College. They are socially neglected. A.D.P. College adopted this colony in 2015 and named it as B. R. Ambedkar Colony at the initiative of IQAC, A.D.P. College and A.D.P. College Teachers Council. A new identity was given to this scavengers' colony which made them aware of their rights and deserving place in the society.

A committee was formed to look after the well-being of the residents of B.R. Ambedkar Colony by the A.D.P. College. 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 has provided electricity connection to the community hall of the colony from the welfare fund of Teachers Council as per commitment. The faculty members of A.D.P. College thus extend all possible moral support and guidance to the community.



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