

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)

2017-18

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 SURAJIT KR BHAGOWATI

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)
- xii. AQAR _____ 2016-17 _____ (05/03/2018)

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

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

2.14 Significant Activities and contributions made by IQAC

IQAC has expedited dynamism among the faculties & students. Number of departmental seminars and departmental extension works have increased. The college adopted the Mahariati Kamarchuk village for helping the downtrodden people on the suggestion of IQAC. Students in the L.P. School were gifted school bags and teachers were given teaching materials. Efforts have been made for improving the quality of education in association with various international institutions. An Annual Award in the name of 'Anandaram Dhekial Phookan' was started in 2017. It is given to a distinguished person of Assam for major contribution in the field of development, science and technology, environment, social work, culture, innovation, sports etc. Prof Bidyut Kr Sarma was the recipient in 2017. Many awareness programmes have been organised by the IQAC as well as various departments. Different centres and cells of the college have been increasing their activities. IQAC 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
<ol style="list-style-type: none"> 1. To carry out extension works by the IQAC and the departments in Ambedkar Colony, State Home and Blind School. 2. To carry out cleanness drive in the surroundings of the college by the students. 3. To organize at least one international seminar. 4. To carry out outreach program through the Bio-Tech hub of college. 5. To make faculties and students conscious about environment. 6. To adopt a village for helping the downtrodden people and impart education by the faculty members. 7. The college is planning to inaugurate an indoor stadium along with new gymnasium facility in the 2017-18 session. 8. 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. 9. 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. 10. The college will start commerce stream in 2017 as per suggestion of NAAC Peer Team if permission is received from Gauhati University. 11. 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. 12. To request the administration to improve the infrastructure of Indoor Sports Complex in order to make it suitable for use as auditorium. 	<ol style="list-style-type: none"> 1. Extension works were done by the IQAC & various departments in Ambedkar Colony, State Home and Blind School. 2. Cleanness drive has been carried out in the college campus and its surrounding area by the students. 3. An international seminar was held on Geoinformatics. 4. Outreach programmes were held by the Bio-Tech hub of college. 5. Field trips have been organized amongst the students for awareness for the environment. 6. The college adopted the Mahariati Kamarchuk village for helping the downtrodden people. Students in the L.P. School were gifted school bags and teachers were given teaching materials. 7. The college inaugurated an indoor stadium along with new gymnasium facility in the 2017-18 session. 8. The college shifted Girls Common Room to a spacious room, extended Girls Hostel, expanded Library building and constructed more class rooms with Rs 2 crore grant sanctioned by RUSSA. 9. The college opened M.A. in History with permission from Gauhati University. 10. The college started commerce stream in 2017-18 session as per suggestion of NAAC Peer Team. 11. An award in the name of Anandaram Dhekial Phookan was started in 2017-18. 12. The infrastructure of Indoor Sports Complex was improved to make it suitable for use as auditorium.

**Please see annexure- I*

2.16 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	Nil			
PG	02	01	01	
UG	03	01	02	
PG Diploma	01		01	
Advanced Diploma				
Diploma	06		01	
Certificate	04		02	
Others	01			
Total	17	02	07	
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) M.A. (History)
Trimester	Nil
Annual	Nil

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

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

**Please see Annexure- 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.

Commerce department was started in 2017-18 session. It conducts UG programme.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
62	37	25	Nil	

2.2 No. of permanent faculty with Ph.D. 33

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
1	14	1	Nil	Nil	Nil			2	14

2.4 No. of Guest and Visiting faculty and Temporary faculty 3 1 30

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	13	02
Presented papers	04	20	01
Resource Persons	00	05	01

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. They also witnessed a live country-wide interaction of students with the Prime Minister of India.

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 06

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	298	1	81	142	41	264 (88.6%)
B.Sc.	102		60	39		99 (97.1%)
BCA	39		30	9		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. 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	03
UGC – Faculty Improvement Programme (STC)	12
HRD programmes	03
Orientation programmes	04
Faculty exchange programme	03
Staff training conducted by the university	02
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	07
Others (Faculty Development Programme)	04

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	8	2	0	2
Technical Staff	14	5	0	2

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	00	03	00	
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	06	00	
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	09	00
Non-Peer Review Journals	00	05	00
e-Journals	00	00	00
Conference proceedings	00	05	00

3.5 Details on Impact factor of publications:

Range Average Hi-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	2017-18			
Minor Projects	2017-18			
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 DBT 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	02	00	00	04
Sponsoring agencies	IQAC International Seminar	UGC Seminar			IQAC (Road safety, fashion design and Herbal care), Sanskrit deptt., History deptt.

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

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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
02		01 (JRF)	01			

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: 100

University level State level
 National level International level

3.22 No. of students participated in NCC events: 40

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: 14

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="3"/>		
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="1"/>	Any other	<input type="text"/>

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

1. UGC sponsored national seminar was held on ‘Teaching of Gita and its relevance to contemporary society’ organised jointly by Philosophy and Sanskrit department on August 4-5, 2017.
2. A blood donation camp was organised by NSS on 25th August, 2017.
3. Road safety awareness camp was organised by IQAC in association with District Transport Office, Nagaon on 30th August, 2017.
4. An international workshop on “Application of Geoinformatics” was organized by IQAC, A.D.P. College, supported by Geoinformatics Center, Asian Institute of Technology, Bangkok, Thailand & NIED Japan on 17th March, 2018.
5. ‘World Environmental Day’ was organised centrally by District administration in association with A.D.P. College on 5th June, 2018.
6. Fashion and Herbal care workshop was organised by fashion design department on 11th June, 2018.
7. A Health Camp was organised by IQAC at State Home on 12th June, 2018 as an extension work.
8. NCC students of A.D.P College observed Swachch Bharat Abhiyan in the college and its surroundings on 20th August, 2017 as an extension work.
9. Cleanliness Drives were carried out by NSS in the college and its surrounding area in September 2017 and February 2018.
10. UGC sponsored national seminar was held on ‘Arabic Teaching in Assam: challenges and prospects’ by the Arabic department on 12-13 August, 2017.
11. Workshop was held on Feminism by the History department.
12. As an extension work, electrification was done for the community in the Ambedkar colony, which was adopted by the college three years ago.
13. Teachers of the college took classes for class IX and class X students in Haiborgaon High School as an extension work.
14. Workshop was held on ‘Saral Manakang Sanskrit’ by the Sanskrit department.

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	47	05		
Laboratories	15	01		
Seminar Halls	02			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		20		
Value of the equipment purchased during the year (Rs. in Lakhs)		18.83		
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	20974	-	437	118984.00	21411	-
Reference Books	24457	-	495	178761.00	24952	-
e-Books	-	-	NLIST			
Journals	23	-	-	24459.00	23	-
e-Journals	NLIST	-	NLIST	-	NLIST	-
Digital Database	-	-	-	-	-	-
CD & Video	210	-	-	-	210	-
Back volume & journals	418	-	-	-	418	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	43	1	43	Nil	Nil	05	23	14
Added	31	1	31			04		26
Total	74	2 (50thinclient)	74			09	23	40

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. 10,21,480.00
ii) Campus Infrastructure and facilities	Rs.1,26,73,575.00
iii) Equipments	Rs. 2,84,946.00
iv) Others	Rs. 2,22,000.00
Total:	Rs.1,42,02,001.00

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. The student support services available in the college are also mentioned in the college prospectus. IQAC apprises the students of various student support programmes and requests the administration 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 aid fund, student aid etc. There are several water purifier for supplying safe drinking water to students. The college offers insurance facility to all students at an 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 and emails of every student are collected at the time of admission and the respective HoD keeps contact with him/her even after passing out. The progress of the existing 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
2221	132		58

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1385	57.44

Women

No	%
1026	42.55

Last Year

This Year

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1053	211	248	665	-	2177	1147	236	237	791	-	2411

Demand ratio

B.A

2.18 : 1

Dropout %

B.A

18.36

B.Sc.

2.69 : 1

B.Sc.

19.25

BCA

1.15 : 1

BCA

00.03

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. Guide books for different competitive examinations are procured and made available to all students in the college library. A separate section is maintained for that.

No. of students beneficiaries

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 conducted a career counselling programme on self-dependance and self-establishment on 22nd June, 2018 for students with invited resource persons aiming to provide them with necessary information regarding various job oriented courses and programmes. Mr Amit More was the resource person.

No. of students benefitted

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	Several students were appointed in private enterprises, but data are not available.

5.8 Details of gender sensitization programmes

The gender sensitization cell held a sensitization programme on sexual harassment on 15th September, 2017. Advocate Ms Abha Bora was the resource person.

5.9 Students Activities

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

State/ University level	02	National level	01	International level	00
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No. of students participated in cultural events

State/ University level	45	National level	01	International level	00
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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 can be given here 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, 2018 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 repair of old water purifiers and installation of new ones also. So old ones were repaired. Two new Aqua-guard water purifiers were installed in Chemistry and Zoology deptt.
- The students had been demanding repair of old fans in class room nos 1, 2, 3, 24 and 33. All these fans were repaired. Several new ones were also fitted.

Criterion – VI

6. Governance, Leadership and Management

6.1

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

Ten teachers are engaged in research for Ph.D. degree. Two teachers are working as PhD research guides. Six Minor and three Major Research Projects are going on. No new Major and Minor project have been newly sanctioned.

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

One vacant teaching post was filled up in this academic session following all government norms. One was promoted to Associate Professor. Several teachers have been engaged on contractual basis 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. Several passed-out students have found placement in these industries, specially tea estates.

6.3.9 Admission of Students

The college was faced with 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	Does not arise	No	Does not arise
Administrative	No	Does not arise	No	Does not arise

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

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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 had several meetings. IQAC also has interaction with them and posts them with latest developments of the college. Alumni Association has been actively engaged in planning the celebration of Diamond Jubilee to be observed in 2018-19.

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

Welfare fund and Government incentives are there for the support staff. They are sent on Government training programmes on office management. 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 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. The college auditorium was renovated and fitted with acoustic materials.
2. The college started Commerce stream in 2017 as per suggestion of NAAC Peer Team, with due permission from Gauhati University.
3. An award in the name of ‘Anandaram Dhekial Phookan’ was started from 2017.
4. A backward village was adopted by the college for development.

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

1. Extension works were done by the IQAC & various departments in Ambedkar Colony, State Home and Blind School.
2. Cleanliness drive has been carried out in the college campus and its surrounding area by the students.
3. An international seminar was held on Geo-informatics.
4. Outreach program were held by the Bio-Tech hub of college.
5. Field trips were organized for the students for awareness for the environment.
6. The college adopted the Mahariati Kamarchuk village for helping the downtrodden people. Students in the L.P. School were gifted school bags and teachers were given teaching materials.
7. The college inaugurated an indoor stadium along with new gymnasium facility in the 2017-18 session.
8. The college shifted Girls Common Room to a spacious room, extended the existing Girls Hostel, expanded the Library building and constructed more class rooms with Rs 2 crore grant sanctioned by RUSA.
9. The college opened M.A. program in History with permission from Gauhati University.
10. The college started Commerce stream in 2017-18 session as per suggestion of NAAC Peer Team.
11. An award in the name of Anandaram Dhekial Phookan was started in 2017-18.
12. The infrastructure of Indoor Sports Complex was improved to make it suitable for use as auditorium.

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

- i) The college adopted a backward village and started working for their development.
- ii) An award in the name of ‘Anandaram Dhekial Phookan’ was started in 2017 to recognise talented persons of the state as well as to pay homage to Anandaram Dhekial Phookan.

**Please see annexure- III*

7.4 Contribution to environmental awareness / protection

The students made surveys in their respective areas about Medicinal Plants and their Uses in February 2018. They submitted project reports based on that. They also submitted 5 Plants each to college.

7.5 Whether environmental audit was conducted? Yes No

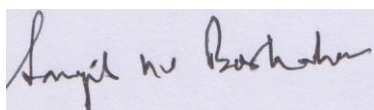
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Teachers are highly active in research, and have many publications. But majority of students are economically challenged, some drop out midway. Location in middle Assam has given the college a large catchment area for getting students. But the increasing problem of unemployment in the state has created some anxiety among the students, leading to diminished interest in academic activities from time to time.

8. Plans of institution for next year

1. The college is planning to start a vocational course as well as production facility in the Herbal Science & Technology as a start-up project.
2. The college is planning to start a production facility in Tea Science as a start-up project.
3. The college is planning to have collaboration with industries dealing in Herbal products as well as with academic institutions having Herbal Science departments.
4. The college is planning to renovate the class rooms in L.N. Bezbarooa Hall with grant sanctioned by RUSA.
5. The college is planning to create a computer hub.
6. The college is planning to add a digital section in the central library with grant from RUSA.
7. The college is planning to start consultancy of soil testing, by using the expertise and technical apparatus available in the college, in order to generate resources.
8. The college is planning to organise seminars and workshops on quality of education, intellectual property rights, sports, medieval craft etc.
9. The college administration will be requested to renovate the urinal for male students.
10. The college is planning to organise health camps specially for adolescent & girls, educational awareness camps and women empowerment camps as parts of extension programmes, in the adopted village, adopted colony and other backward places identified by the IQAC.
11. There will be celebration of Diamond Jubilee of the college in 2018-19, where thrust will be on holistic development of the students by organising skill-based workshops and seminars with renowned experts as resource persons. There will also be several publications on important issues.
12. The college administration will be requested to equip the new academic building with fittings.
13. The college administration will be requested to acquire more drinking water facility since the number of students has increased with opening of new courses.
14. The college administration will be requested to acquire land for plantation of medicinal herbs and plants in order to enrich the Herbal Science & Technology department.

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(Dr Sanjib Kr Borkakoti)

Coordinator, IQAC
ADP College, Nagaon, Assam

Name: Dr Surajit Kr Bhagowati



(Dr Surajit Kr Bhagowati)

Principal and Chairperson, IQAC
ADP College, Nagaon, Assam

Annexure I



gauhati
University

Academic Calendar for Undergraduate Courses
August 2017 - July 2018

Tuesday, August 1, 2017	Resumption/Commencement of ODD Semester Classes
3rd Week of September, 2017	Sessional Examinations Sessional examinations should be conducted during the class period without affecting the normal class routine
1 - 31 October, 2017	Field Trip (subject specific), if any, is to be completed during this period Normal classes will continue
6 November - 20 November, 2017 21 November - 15 December, 2017	Odd Semester Practical Examinations Odd Semester Theory Examinations Examinations for Semester 3rd will be held in 1st Stage and Semester 1st & 5th will be held in 2nd Stage
Saturday, December 16, 2017	Commencement of EVEN semester classes
23 December, 2017 - 16 January, 2018	Winter Vacation Teachers willing to do Zonal Activities are free to do so
Saturday, January 27, 2018	Evaluation of Answer Scripts of ODD Semester Examinations be completed by this date
Last Week of January - 1st Week of February, 2018	College Week College Week to be completed by 27 Jan, 2018
3rd Week of March, 2018	Sessional Examinations Sessional examinations should be conducted during the class period without affecting the normal class routine
21 April, 2018 - 6 May, 2018 7 May, 2018 - 31 May, 2018	EVEN Semester Practical Examinations Even Semester Theory Examinations Examinations for Semester 2nd & 6th will be held in 1st Stage and Semester 4th will be held in 2nd Stage
June 2018	Admission process to the 1st Semester of TDC classes should be completed within two weeks of declaration of HS results Classes should commence within 5 days of the completion of the admission process
Friday, June 1, 2018	Commencement of 3rd and 5th Semester Classes
Thursday, June 14, 2018	Evaluation of Answer Scripts of 2nd & 6th Semester Examinations be completed by this date
Wednesday, June 20, 2018	Evaluation of Answer Scripts of 4th Semester Examinations be completed by this date
1 - 31 July, 2018	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).

Co-ordinator,
IBAC
A.D.P. College

Principal
A.D.P. COLLEGE
Nagaon (Assam)

Academic Registrar
Gauhati University

Annexure II

Students' Feedback Analysis

Internal Quality Assurance Cell, ADP College, 2017-18

The IQAC of ADP College collected feedback from students selected at random with quota for each department in the sample. The quota-based random sample represented all departments of the college as well as both genders. However only 2nd, 4th and 6th semester students with Major in the respective subjects were included in the sample in order to make it manageable for analysis. In total 21 departments joined this survey and 315 students responded to the questionnaires. The departments were Education, Economics, Arabic, Hindi, Political Science, Commerce, Statistics, Mathematics, Sanskrit, Botany, English, Philosophy, Assamese, Herbal Science & Technology, History, Chemistry, Bengali, Geography, Zoology, Physics and Computer Science. On average there were 15 respondents from each department. In total 315 students were included in the sample. The findings of the analysis are given below.

Opinion on Major Course

In the context of depth of course content, 20 % of the students said that it was very good, 50 % said it was good, 20 % termed it satisfactory and 10 % unsatisfactory. In extent of coverage of course, 80 % of the students said that it was very good, 20 % said it was good, 0 % termed it satisfactory and 0 % unsatisfactory. In extent of applicability/relevance to real life situation, 30 % said that it was very good, 40 % said it was good, 20 % termed it satisfactory and 10 % unsatisfactory. In extent of learning value, 40 % said that it was very good, 30 % said it was good, 15 % termed it satisfactory and 15 % unsatisfactory. In extent of clarity of textual reading material, 60 % said that it was very good, 25 % said it was good, 10 % termed it satisfactory and 5 % unsatisfactory. In extent of coverage of course, 90 % said that it was very good, 10 % said it was good, 0 % termed it satisfactory and 0 % unsatisfactory. On average rating, 53.33 % said that it was very good, 29.16 % said it was good, 10.83 % termed it satisfactory and 6.66 % unsatisfactory.

Opinion on Quality of Teaching

In the context of depth of knowledge of teachers, 70 % of the students said that it was very good, 25 % said it was good, 5 % termed it satisfactory and 0 % unsatisfactory. In the context of communication skill of teachers, 60 % said that it was very good, 30 % said it was good, 5 % termed it satisfactory and 5 % unsatisfactory. In the context of interest created by teachers in the subject, 40 % said that it was very good, 30 % said it was good, 20 % termed it satisfactory and 10 % unsatisfactory. In the context of accessibility of teachers, 80 % said that it was very good, 13 % said it was good, 7 % termed it satisfactory and 0 % unsatisfactory. In the context of quality of assignments by teachers, 48 % said that it was very good, 23 % said it was good, 10 % termed it satisfactory and 19 % unsatisfactory. In the context of overall rating of teachers, 59.6 % said that it was very good, 24.2 % said it was good, 9.4 % termed it satisfactory and 6.8 % unsatisfactory.

Opinion on Encouragement by Teachers

On the question of whether teachers encouraged student participation in the class, 55 % of the students said that mostly the teachers encouraged, 28 % said it was only sometimes, 12 % termed that teachers not at all encouraged and 5 % teachers always encouraged.

Opinion on Facility of College Library

On the question of facility of college library, 83 % of the students said that it was adequate, 12 % said it was inadequate, 5 % said it was insufficient and 0 % said poor.

Opinion on Staff of College Library

On the staff of college library, 12 % of the students said that they were excellent, 83 % said they were very good, 5 % said they were average and 0 % said they were non-helpful.

Opinion on Monthly Seminars

On the question of holding monthly seminars, 98 % of the students said that it was once, 2 % said it was twice, 0 % said it was thrice and 0 % said more than thrice.

The feedback reflected high satisfaction level of the students. The facilities of the college as well as the teaching quality were highly appreciated by the students.



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Principal and Chairperson, IQAC
ADP College, Nagaon, Assam

**Principal
A.D.P. COLLEGE
Nagaon (Assam)**

Annexure III

Best Practices

Internal Quality Assurance Cell, ADP College, 2017-18

Anandaram Dhekial Phookan College has always stood for excellence, that too in multi-dimensional activities. The teachers and students of the college are engaged in different dimensions of activities. Their attitude is reflected in the latest decision of the college to institute an award in the name of 'Anandaram Dhekial Phookan', after whose name the college was set up way back in 1959. This new award was started in 2017. It was not only to pay homage to Anandaram Dhekial Phookan but also to recognise talented persons of the state who have enriched social lives and made major original contributions. This will certainly create a positive atmosphere in the state. Prof Bidyut Kr Sarmah of Assam Agricultural University, Jorhat was the first recipient of the award for his path-breaking research to create a pest-resistant variety of gram. This will have great implications for the farmers as well as the consumers since gram is a staple item in the households when holy offerings are prepared in Vaishnavite order. Many food poisoning also happened which would now be prevented. So Prof Bidyut Kr Sarmah was given the first award. The award had cash, a citation as well as memento.

Anandaram Dhekial Phookan College is also intensely committed for development of the educationally backward section of the society. The college always tries to uplift the deprived section of the society through education. In context to this ideology, Anandaram Dhekial Phookan College adopted in 2017-18 a village in Nagaon district. It is named Mahoriati Kamarchuk village. There is an L. P. School in the village. Our college presented teaching aids in the school and also gifted school bags to the students. An application has been made to the Deputy Commissioner of Nagaon district for formal permission so that we can hereafter communicate to different government departments for all-round development of the village. Already the major grievances of the village have been identified. A committee was also formed under IQAC to look after the well-being of the residents of Mahoriati Kamarchuk village. The faculty members of A.D.P. College have committed to extend all possible moral support and guidance to the village.



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