

# Annual Quality Assurance Report (AQAR)

2013-14

## Internal Quality Assurance Cell (IQAC)

Tezpur College, Tezpur

Assam-784001



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

## 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

#### I. Details of the Institution

1.1 Name of the Institution	Tezpur College
1.2 Address Line 1	Near Central Jail
Address Line 2	Kalibari
City/Town	Tezpur
State	Assam
Pin Code	784001
Institution e-mail address	tezpurcollegetezpur@gmail.com
Contact Nos.	03712-220535
Name of the Head of the Institution:	Dr. Charu Saharia Nath
Tel. No. with STD Code:	03712-220535
Mobile:	9435185339, 9706080339

Name of the IQAC Co-ordinator:

Dr. Basanta Kalita

Mobile:

9435737738

IQAC e-mail address:

iqactezpurcollege@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOTC01965-Tezpur College, Tezpur- Assam.doc

1.4 NAAC Executive Committee No. & Date:

EC/54/RAR/039 Dated 08/01/2011

(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:

www.tezpurcollege.com

Web-link of the AQAR:

www.tezpurcollege.com/AQAR.ph

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	C+		2004	2009
2	2 <sup>nd</sup> Cycle	B	2.31	2010	2015
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/04/2014

1.8 AQAR for the year (for example 2010-11)

2013-14

1.9 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 2009-10 submitted to NAAC on 15/09/2010 (DD/MM/YYYY)
- ii. AQAR 2010-11 submitted to NAAC on 15/08/2011 (DD/MM/YYYY)
- iii. AQAR 2011-12 submitted to NAAC on 29/09/2012 (DD/MM/YYYY)
- iv. AQAR 2012-13 submitted to NAAC on 23/09/2013 (DD/MM/YYYY)

1.10 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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Vocational, Music

1.12 Name of the Affiliating University (for the Colleges)

Gauhati University

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

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

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="1"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text" value="1"/>

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

- Published a book named "Gobeshakar Hatputhi", A collection of research articles financed by UGC under Equal Opportunity Cell
- Had requested all the department to organise inter disciplinary lectures for the benefits of the students
- Had applied to UGC for a national seminar for the session 2014-15

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 publish a book on socio-economic issues of the society 2. To hold one national seminar. 3. To organise inter-departmental classes by the departments. 4. To urge the department to start some methods to encourage and motivate the students to perform better.	1. The Book is under process. 2. The IQAC has applied for a national seminar from U.G.C. 3. IQAC has asked the various departments of the college to hold inter departmental classes and few departments have responded positively. 4. The departments of economics has awarded Ms.

	<p>Prayashi Gautam for showing outstanding result in the final examination under G.U. with a cash of Rs. 5000/-.</p> <p>4 no. of students from 10+2 course were awarded Rs.1000/- each for showing outstanding results in final examinations by the Dept. of Geography.</p>
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\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

**Name of the body: Committee for Monitoring Quality Assurance**

The report was presented before the Committee for Monitoring Quality Assurance for detail discussion. After going through the detail report, the committee had suggested few changes to be made which were duly incorporated in the final report. The report was approved by the committee subject to the changes made as suggested by it.

## 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				
UG	4		3	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				1
Others				
<b>Total</b>	4		3	1
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: ~~CBCS/Core~~/Elective option / ~~Open options~~  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	
Annual	

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

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

*\*Please provide an analysis of the feedback in the Annexure*

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

Does not arise. As being an affiliated college it follows syllabus prepared by Gauhati University

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

Dept. of Bodo

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	22	11	00	01

2.2 No. of permanent faculty with Ph.D.

07

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						1

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		06	NIL
Presented papers	4	15	NIL



Resource Persons	NIL	01	NIL
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2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Use of Smart Board in class
- Use of microphone to deliver lecture in the big classes

2.7 Total No. of actual teaching days during this academic year 183

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 0 0 0

2.10 Average percentage of attendance of students 71%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Arts	242					39
Commerce	123					89
Management Music						87

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes : IQAC tries to monitor and evaluate the Teaching and Learning by collecting feedbacks from the students. IQAC always informally discusses the issues related to teaching and learning with faculty members time to time.

2.13 Initiatives undertaken towards faculty development: Does not arise

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	

UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
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	00			
Technical Staff	00			

### Criterion – III

## 3. Research, Consultancy and Extension

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

IQAC has asked the college library to establish a separate desk for Ph. D. thesis and M. Phil. Dissertation for the teachers and students engaged in research. The teachers who have obtained Ph. D. and M. Phil. Degree are requested to submit a copy of their works to the college library.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3		1	
Outlay in Rs. Lakhs	4,40,000		1,70,000	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	NIL	NIL	NIL
Non-Peer Review Journals	01	02	01
e-Journals	02	01	NIL
Conference proceedings	NIL	NIL	NIL

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				
Minor Projects	2013-14	UGC	1,70,000	1,40,000
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

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 organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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 : Nil

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:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="21"/>
National level	<input type="text" value="11"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="2"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="4"/>
		Any other	<input type="text"/>

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

- Extension Activities -
  - One day Workshop on “Save Environment, Green Environment” on 5/6/2013
  - Tree Plantation Programme on 30/1/2014
  - Awareness Programme on anti-tobacco on 31/5/14
  - Putting up No Smoking hoardings in Tezpur College premises
  - Plantations in new campus of Tezpur College and in the nearby Madrasa School at Dolabari area on 19/12/2013
  - Installation of dustbins in the college premises by the NSS unit on February, 2014
- Institutional Social Responsibility

- Blood donation camp organised by NSS unit, Tezpur College on 7/3/2014
- Blood donation camp by NCC Girls Unit on 20/6/2013
- AIDS awareness programme by NCC Girls Unit on 2/12/2013

## 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	6.6 acre			6.6 acre
Class rooms	30			30
Laboratories	4			4
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Computerised process is introduced to do administrative activities like students' admission records, fee records, form fill up records for end semester examinations, etc.

Library is fully computerised with the installation of SOUL-2 software and is also connected with INFLIBNET.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14220	1545491/-	912	136389/-	15132	1681880/-
Reference Books	16916	2733124/-	299	91586/-	17215	2824710/-
e-Books						
Journals						
e-Journals			N-LIST			
Digital Database			SOUL-2			
CD & Video					50	10000/-
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	38	0	30	1	1	10	12	21
Added								
Total								

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology

- 1) Computers allotted to the various departments are connected with Broadband internet service through VPN system.
- 2) Any teacher willing to learn computer can do that at a subsidised fee at the computer centre of the college.
- 3) Students are allowed to have computer training at a nominal fee and internet browsing at computer centre.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	26670
ii) Campus Infrastructure and facilities	421660
iii) Equipments	111450
iv) Others	258650
<b>Total :</b>	<b>818430</b>

### Criterion – V

## 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC frequently gives announcements to the students during various meetings informing them about the student support services existing in the college like anti-ragging measures, students' grievance redressal cell, remedial classes, entry in services classes, career counselling, etc.

#### 5.2 Efforts made by the institution for tracking the progression

The student support services are monitored by the Committee for Monitoring Quality Assurance.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2363			

(b) No. of students outside the state

106

(c) No. of international students

00

Men	No	%	Women	No	%
	1365	58		997	42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
792	197	19 9	113 7		2305	797	17 8	23 4	115 2		2363

Demand ratio

Dropout %

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

Tezpur college has organised coaching classes for SC/ST, OBC and Minority students for competitive examinations held by central and state governments. Classes are organised with the financial assistance from UGC under the Entry in Services Scheme.

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

- A workshop on Montessori Method of Teaching was organised by Department of Education in collaboration with Career and Guidance Cell from 18<sup>th</sup> to 24<sup>th</sup> December, 2014. Mrs. Ruby Borah attended the programme as resource person.

No. of students benefitted

40



### 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

### 5.8 Details of gender sensitization programmes

National Day for Girl Child was observed by the Women Study Cell of Tezpur College. Noted artist Mrs. Jahanara Begum and renowned social activist Mrs. Meenakshi Bhuyan were invited to give lectures on girl child.

Ms. Punom Sarma was conferred the Best Girl Student of the college for the year 2013-14.

### 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

	Number of students	Amount
Financial support from institution	16	12720
Financial support from government	271	710080
Financial support from other sources	79	474000
Number of students who received International/ National recognitions	Nil	

5.11 Student organised / initiatives : NIL

Fairs : State/ University level     
National level  national level    
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

## **Criterion – VI**

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

6.1 State the Vision and Mission of the institution

<p>Vision</p> <ul style="list-style-type: none"><li>➤ To introduce need-based courses</li><li>➤ Continuous self and external quality evaluation</li><li>➤ Impart value based education and encourage work culture</li><li>➤ To serve the local community</li></ul> <p>Mission</p> <ul style="list-style-type: none"><li>➤ To make teaching and learning learner centric</li><li>➤ To achieve continuous improvement in teaching and learning</li><li>➤ To encourage all the stakeholders to participate in teaching learning and overall development of the college</li><li>➤ To start collaboration with other higher learning institutions</li></ul>
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6.2 Does the Institution has a management Information System

NO
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6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

College follows the curriculum adopted by Gauhati University for its affiliated colleges.
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### 6.3.2 Teaching and Learning

- Case study, presentation and field trips for students are organised.
- Many departments take the help of ICT to teach their students.
- Some interdisciplinary classes are arranged by some department for the benefits of the students.
- Remedial classes are organised for the benefits of the ST/SC, OBC and minority students.
- Coaching classes for Central/State governments jobs is provided under Entry in Services Scheme.

### 6.3.3 Examination and Evaluation

College follows the Gauhati University schedule for the Term End Semester examinations. Besides, the college holds sessional examinations in its own along with the presentation made by students. The scripts of the end semester examinations are evaluated by the Gauhati University in the various zones set up by it through spot evaluation process. The scripts of the sessional examinations and internal assessment are evaluated internally by the college.

### 6.3.4 Research and Development

The college has set up one Research Promotion Cell to encourage the young teachers to take up research activities.

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

- Library has been modernised through digitalisation and INFLIBNET.
- All the departments are provided with computers and projectors as and when required basis.
- One digital classroom is under construction.
- The new administrative building is under construction.
- The newly built Indoor Stadium cum auditorium is inaugurated.
- Another digital classroom along with smart board is built in the department of Geography.
- Microphones are provided for the large classes.

### 6.3.6 Human Resource Management

- Teachers are encouraged to take part in seminars and workshops in their respective fields.
- Faculty members are encouraged to join the Orientation programme, Refresher courses and short term courses as and when necessary.
- Non-teaching staff are also allowed to join the training courses to sharpen their efficiencies.

### 6.3.7 Faculty and Staff recruitment

Faculty and other staff are recruited as and when necessary and after due permission and approval from the Director of Higher Education, Assam.

### 6.3.8 Industry Interaction / Collaboration

The college has made no interaction/collaboration with the industry for the year 2013-14

### 6.3.9 Admission of Students

Admission procedures are truly open and on merit basis. List of students who have submitted forms is published and admission is given as per merit list. Reservations to SC/ST, OBC, MOBC, Sports quota, cultural quota, etc are given as per govt. norms.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Students aid fund

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		No	
Administrative	No		No	

6.8 Does the University/ Autonomous College declares results within 30 days? Does not arise

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? Does not arise.

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

Does not arise.

6.11 Activities and support from the Alumni Association

- One bank account is opened by the Alumni Association
- An Alumni Meet was held on 5<sup>th</sup> August, 2014

6.12 Activities and support from the Parent – Teacher Association

Parent teachers meet was not held.

6.13 Development programmes for support staff

Free computer literacy programme is run for the office staff at the computer centre of the college.

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

- Plantation programmes are taken from time to time.
- Efforts are made to keep the campus clean and healthy.
- The college campus has been declared as No-Tobacco Zone.
- Use of plastic bags and plastic items are banned inside the college campus.

## **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.

- Drinking water system for students.
- Construction of Indoor stadium cum auditorium.
- Introduction of second drinking water outlet.
- Clustering of colleges is done for improvement of faculty and students.
- New Girls' Common room is under construction with all modern facilities.

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

- The construction works of Indoor stadium and administrative building is satisfactory and on time.
- Plan estimate for the third block of the Girls' Hostel is submitted to the UGC.

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

**Title: Save Your Environment Drive**

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

The NSS wing of the college has organised plantation programmes and environmental awareness programmes in different places of Tezpur town.

7.5 Whether environmental audit was conducted?    Yes     No

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

- Tezpur College Study Centre, K K Handiue State Open University
- Institute of Distance and Open Learning (IDOL), Gauhati University
- Community Radio Centre is coming up.
- Setting up of Language Laboratory under UGC
- GIS laboratory in Dept. of Geography
- The Tezpur College Study Centre of KKHSOU has been successfully conducting the D. El. Ed. (Diploma in Elementary Education) course for the last three years which is made compulsory for teachers appointed under the TET Scheme. Many teachers from the college have regularly taken classes and have contributed towards the successful completion of the course.

## **8. Plans of institution for next year**

- To complete the construction of new administrative building.
- To complete the construction of the Indoor Stadium
- To start the construction of the third block of the Girls' Hostel
- To hold seminars/workshops in connection with the Golden Jubilee Celebration
- To develop an outdoor play ground in the new campus
- Plan to submit the proposal to start PG courses in some subjects
- Proposal to start new career oriented professional courses
- To arrange exposure tours for the students to the institute of higher learning
- The college will try to adopt a nearby village for its all-round development
- Completion of E-library

**Name:Dr. Basanta Kalita**

*Basanta Kalita*

*Signature of the Coordinator, IQAC*

**Name: Dr. Charu Saharia Nath**

*Charu Saharia Nath*

*Signature of the Chairperson, IQAC*

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