The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year *(for example 2013-14)* | 2015-16

1. 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. JYOTI KAMAL HAZARIKA

Tel. No. with STD Code: | 03712-220535

Mobile: | 9435082049

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. MHCOGN 18879)* | ASCOTC01965-Tezpur College, Tezpur, Assam.doc

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)

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

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	1st Cycle	C+		2004	2009
2	2nd Cycle	B	2.31	2010	2015
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY | 01/04/2004

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

 i. AQAR _____2009-10 submitted to NAAC on 15/09/2010
 ii. AQAR_____2010-11 submitted to NAAC on 15/08/2011
 iii. AQAR_____2011-12 submitted to NAAC on 29/09/2012
 iv. AQAR_____2012-13 submitted to NAAC on 23/09/2013
 v. AQAR_____2013-14 submitted to NAAC on 29/10/2014
 vi. AQAR_____2014-15 submitted to NAAC on 05/12/2016

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) VOCATIONAL, MUSIC

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   Any other *(Specify)*

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   6

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

     community representatives   1

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   1

2.9 Total No. of members   12

2.10 No. of IQAC meetings held   1

2.11 No. of meetings with various stakeholders: No. | 0 | 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   **NO**

Total Nos. | 1 | International | | National | 1 | State | | Institution Level | |

(ii) Themes | Emerging Directions, opportunities challenges in Higher Education in India: with special Emphasis on undergraduate level of Education. |

2.14 Significant Activities and contributions made by IQAC

| Published a proceedings of the National Seminar held on 22, 23 January, 2016. |

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 organised the national seminar if awarded by UGC. 2. To take measures to improve the teaching learning environment. 3. To encourage to young teachers to take up Ph.D. works.	1. The national seminar was organised on 22nd and 23rd January, 2016 with a great successes. 2. The IQAC has been seasonably successful in holding some inter departmental and inter disciplinary classes. 3. As a result of the efforts by IQAC few young teachers have got admitted into the Ph.D. programmes of different universities during this session.

* *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

The report was presented before Internal Quality Assurance Cell 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
1. 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				
Total	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.

> Being an affiliated college it follows syllabus prepared by Gauhati Univeristy.

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
34	22	11		1

2.2 No. of permanent faculty with Ph.D.

> 9

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

> | | | 8 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	17	1
Presented papers	5	12	
Resource Persons			

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

> 1. Paper presentation by Students using powerpoint.
> 2. Group activities, seminar, demonstration.
> 3. Use of ICT in classroom.
> 4. Interactive session between teachers and students

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)

Major students are allowed go through the checked answer scripts of the Internal assessment

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

		2

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	352		45			
B Com	100		01			
BBA	10	03	10			

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

 IQAC monitors the teaching learning quality through students' feedback collected annually. It holds informal discussions with faculty members on the issues of maintaining quality in teaching learning.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	5
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	1			
Technical Staff	1			1

Criterion – III

3. Research, Consultancy and Extension

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

> The faculty members are encouraged to take up research and Ph.D. works. Departmental workshops are held to develop research acumen among the students.

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		1		
Outlay in Rs. Lakhs			1.70 lakhs	

3.4   Details on research publications

	International	National	Others
Peer Review Journals		2	
Non-Peer Review Journals		5	1
e-Journals			1
Conference proceedings			1

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [1.823]

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	1½	UGC	1.70 lakhs	1.30 lakhs
Interdisciplinary Projects				

Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			1.70 lakhs	1.30 lakhs

3.7 No. of books published   i) With ISBN No.   [27]   Chapters in Edited Books   [18]

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		1			

3.12 No. of faculty served as experts, chairpersons or resource persons   [4]

3.13 No. of collaborations   International [   ]   National [   ]   Any other [   ]

3.14 No. of linkages created during this year   [4]

3.15 Total budget for research for current year in lakhs :

From Funding agency   [1.70 lakhs]   From Management of University/College   [   ]

Total   [1.70 lakhs]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
2				1		

3.18 No. of faculty from the Institution
   who are Ph. D. Guides   3
   and students registered under them   7

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   State level   36

National level   9   International level

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level   State level   7

National level   2   International leve

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC [1]   NSS [1]   Any other [ ]

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

➢ 4 days civil defence training programme was organised by NCC, Tezpur College in collaboration with Sonitpur District Administration (17-20 January, 2016).

➢ Awareness camp related to use of Tobacco was organised by District Tobacco Control Cell and Sankalpa Sikha in Collaboration with NSS unit.

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 ($\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

1. Digitalization of library is going on.
2. Activities inside the library is under CCTV Surveillance.
3. Works on computerisation system of issue and return of books is going on.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15512	1824417	55	4245	15567	1828662
Reference Books	20958	2923997	171 New- 109 Donated- 62	30635	21129	2954632
e-Books	N-list books					
Journals	570	29773	90	5000	660	34773
e-Journals	N-list journals					
Digital Database	SOUL- 21418				21418	
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	59	3	22	4	6	9	13	31
Added								
Total	59	3	22	4	6	9	13	31

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

1. Wi-fi facility in the administrative building free of cost of teachers and employees.

2. Wi-fi is available at Principal Chamber, Vice-Principal Chamber, office and Teachers' common room.

3. Preparation of monthly salary bill is fully computerized.

4. Process of submission of salary bill to the govt. treasury through internet as a part of e-governance is going o.

5. Report, reply, submission of information, etc. to the office of the DHE is partially done through internet.

4.6 Amount spent on maintenance in lakhs :

   i) ICT | 00 |

   ii) Campus Infrastructure and facilities | 1045017 |

   iii) Equipments | 00 |

   iv) Others | 119350 |

                                    Total : | 1164367 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC informs the students regarding the various students' support services available in the college in form of anti-ragging cell, students' grievance redressel cell, career councelling cell, computer training facility, remedial classes, etc.

5.2 Efforts made by the institution for tracking the progression

> The students' support services are monitored by the Committee for Internal Quality Assurance Cell.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2558			

(b) No. of students outside the state | 43 |

(c) No. of international students | |

Men
No	%
1468	57

Women
No	%
1090	43

	Last Year						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	730	193	233	1221		2377	768	199	291	1300	6	2558

Demand ratio   Dropout %

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

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│                                                  │
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└──────────────────────────────────────────────────┘
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    No. of students beneficiaries   ┌──────────┐
                                       │   │
                                       └──────────┘

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

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┌──────────────────────────────────────────────────┐
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│                                                  │
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└──────────────────────────────────────────────────┘
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    No. of students benefitted   ┌──────────┐
                                    │   │
                                    └──────────┘

5.7 Details of campus placement

	On campus		*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

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┌──────────────────────────────────────────────────┐
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5.9 Students Activities

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

    State/ University level   ☐ 16   National level   ☐ 1   International level   ☐ 1

No. of students participated in cultural events

State/ University level | 28 | National level | | International level |

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

Sports : State/ University level | 6 | National level | | International level |

Cultural: State/ University level | 12 | National level | | International level |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	436	1,13,340/-
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 |

5.12   No. of social initiatives undertaken by the students | 6 |

5.13 Major grievances of students (if any) redressed:

1. Newly built students' Resting Shade solved one of the long pending problems.
2. Construction of good, clean and new girls' common room.
3. Indoor sports facility is being provided.
4. Another block of Girls' Hostel is under construction to meet the rising demand.
5. Installation of new drinking water facility in the Gils' Common Room.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
➢ To introduce need-based courses
➢ Continuous self and external quality evaluation
➢ Impart value based education and encourage work culture
➢ To serve the local community

Mission
➢ To make teaching and learning learner centric
➢ To achieve continuous improvement in teaching and learning
➢ To encourage all the stakeholders to participate in teaching learning and overall development of the college
➢ To start collaboration with other higher learning institutions

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

Tezpur College follows the curriculum developed by Gauhati University for its affiliated colleges.

6.3.2 Teaching and Learning

➢ Classes were organised outside the classroom under natural environment.

➢ Use of ICT in classes.

➢ Students-teachers interactive sessions are organised and guest teacher/experts are invited.

➢ Inter departmental and inter disciplinary classes are held in the different department for the benefits of the major students.

6.3.3 Examination and Evaluation

College follows the Gauhati University schedule for the Term End Semester examinations. Besides, the college holds sessional examinations along with the presentation made by students. The scripts of the end semester examinations are evaluated by the Gauhati University in the various micro 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 one Research Promotion Cell which encourages the young teachers and students to take up research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ➢ New classroom building built from financial assistance from RUSA is under construction.
- ➢ More books are purchased in the library.
- ➢ The Golden Jubilee Hall was constructed as part of Golden Jubilee Celebration from the college fund.
- ➢ One language Laboratory was built from the financial assistance by UGC.

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.
- ➢ Faculty members are engaged to conduct academic and other activities of the college.

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	02 (TCEBS and WATE)
Non teaching	02 (TCEBS and WATE)
Students	Student' Aid fund for poor students.

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				
Administrative				

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

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

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

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

> ➢ Beautification of the campus is done by cleaning the campus and raising gardens (flower).
>
> ➢ Banners are put to create environmental awareness among the students.

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.

> - To maintain close linkage with the college alumni.
> - Department of Geography was working to publish one peer review annually.
> - Micro teaching and term teaching practices were used by Education Department.
> - Teachers were allotted different responsibilities at the start of the session for smooth conduct of them.
> - Geography department had asked its final year students to donate atleast one book to the departmental library.
> - Some departments had introduced awards and felicitation programmes to honour the meritorious students.
> - Students were to be involved in various activities to raise social responsibility.

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

> - Freshmen social and farewell meet were organised by all the departments for its major students.
> - The syllabus of all the courses/subjects were finished as per plan.
> - All the departments had published their annual journal on time.
> - Some department had organised study tour, excursion and field study as per academic syllabus requirement.
> - The departments had organised departmental seminar/ workshop as per schedule.
> - Teacher- students interaction meets were arranged.
> - Inter- departmental classes were held as per regular practice.

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

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

7.4 Contribution to environmental awareness / protection

> - The College had actively taken part in Swaach Bharat Abhiyan by organising programme in the campus.
>
> - The NSS unit of the college is working towards environmental protection in the near Tingeshwar Devalaya, a neighbourhood of the city

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

> ➤ The college had published 22 nos. of books in the golden jubilee celebration (5th to 7th Aug., 2015).
> ➤ A Saviour named "Sonali Sowaran" (Golden Memories) was published during the Golden Jubilee Celebration.
> ➤ Ms. Suman Singh of department of Economics was awarded with Rs. 5000/- for having 8 CGPA in the B.A. final examinations.
> ➤ Ms. Pompy Ghosh had got First Class first (Gold Medal) in Bengali (Major) in the B.A. Final exam-2015.
> ➤ A student Sri Monjit Borah from Education Department had participated in the 1st Annual International Conference on Srimanta Sankardev held at Guwahati.

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

> ➤ To increase the number of the classroom to meet the shortage.
>
> ➤ To extend and upgrade the infrastructure and facilities in the library.
>
> ➤ Introduction of e-governance in the college.
>
> ➤ To install wi-fi facility in the college campus phase wise.
>
> ➤ To organised atleast one national level seminar/ workshop.

Name Dr. Basanta Kalita   *Name Dr. Jyoti Kamal Hazarika*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Best Practice I: Inter- Departmental classes by the various departments.

Context: It is always satisfactory for a person to be awarded or felicitated for performing as good job. It is more so if the person is a student and the performance is in terms of result. Obviously, if the student's performance, hard work and sincerity is publicly recognised and rewarded then his desire to achieve more success in life is automatically gets multiplied. It also spreads quickly among all the students as it is a natural desire to get noticed and to be in the lime light which obviously helps to enhance the academic environment of the institution.

Practice: Tezpur College has been following this healthy practice of encouraging the students for long time. The college felicitates the college topper in the B.A./ B.Com Final Examinations under the Gauhati University. Besides the college, many departments also felicitates students who have secured good marks in their final examinations. These departments include Department of Economics, Department of Geography, Department of English, Department of Bengali and Department of Commerce. Felicitations are done by giving cash, books and gamocha to meritorious students.

Evidence of Success: The result of the practice is very much visible on the ground. The number of students scoring first class in the final examinations has been increasing in secant years. It may be mentioned here that Sri Swastishri Saikia and Sri Pompy Ghosh had secured first class first position in English (2012) and Bengali (2016) respectively in the B.A. Final Examinations held by Gauhati University.

Problems Encountered and Resource Required: The problems faced while materialising the practice is very insignificant. The only problem is to motivate the students to study hard and more to make themselves eligible for the felicitation. The departments themselves mobilise the resources required for the programme and as far as the college is concerned it is spent from the college fund.

Contact Detail

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Best Practice II: Classes with ICT Facility

Context: Research has been recognised as the central point of HE allover the world. This is because the ultimate aim of HE is to create wealth and benefits for the society and common man. The results and conclusions of the research are to be made public through the research journal of high standard. It is the duty of the higher educational institutions to take initiatives to publish such kind of journals and books. Tezpur College, which is one of the oldest higher educational institutions in northern Assam, has performed this duty with success.

Practice: A national level peer review research journal "Brahmaputra Review" is published annually by the Tezpur College Teachers' Unit (TCTU) since 2012 with ISSN 2277-4300. Another peer review research journal SPACE with ISSN 2454-8308 is published by the Geography department since last year.

Evidence of Success: The journal "Brahmaputra Review" has been a great success since its inception in 2012. Many research scholar, teachers and research supervisors have published their works in the journal. Even some authors from outside the state have also published the research papers in the journal. It is hoped that journal by the department of Geography will also be a success as it will able to fulfil a long demand for such type of journal of special field.

Problems Encountered and Resource Required: Publishing a research journal regularly with high quality is not an easy task. Collecting and reviewing the articles are not only time consuming but also very laborious. Many articles are to be revised many times which is a lengthy process. Another problem is to mobilise funds for printing, contingency and stationary expenditures. But if the aim is noble then no hindrance can stop from achieving the goal.

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Annexure III

ACADEMIC CALENDAR- 2015-16

Month	Admission Schedule	Classes/ Working days	Examination Schedule	Holidays	Festivals/ activities to be performed
July'15		1-4, 6-11, 13-17, 20-25, 27-31 Working days-26		1-26 summer Vacation 12- Sunday 18- Id-Ul-Fite 19- Sunday 26- Sunday	College will open on the 27th July 2015, on account of The Golden Jubilee Celebration on the 5th , 6th and 7th August 2015.
Aug' 15	Computer courses Enrolment of NSS Volunteers, NCC Cadets, Fine Arts & Music- Vocal	1, 3-8, 10-14, 17-22, 24-29, 31 Commencement of III and V Semester Classes will start from the 1st of August		2- Sunday 9- Sunday 15- Independence Day 16- Sunday 23- Sunday 30- Sunday	5-7 Concluding Golden Jubilee Celebration programme, 15- Independence Day 28- Deptt. Fresher's 29- Freshers' Social
Sept' 15	Computer Courses	1, 3-4,7-12, 14, 16-19, 21-24, 26, 28-30 Working days-22		2- Tithi of Madhab Dev 5- Janmashtami 6- Sunday 15- Tithi of Sri Manta Sankardeva 20- Sunday 25- Id-Ud-Zuha 27- Sunday	15- Tithi of Sri Manta Sankardeva 11- TCSU Election 12- TCSU Election Counting
Oct'15		1,3, 5-10, 12-17, 19, 27-31 Working days- 20	Sessional Tests to be completed before Puja Holiday	2- Gandhi Jayanti 4- Sunday 11- Sunday 18- Sunday/ kati bihu 20-23 Durga puja and Birthday of Sri Manta Sankardeva 24- Maharram 25- Sunday 26- Laksmi puja	Educational Field Trip be arranged in the 2nd half of the month. Publication of College magazine to the made before to the Puja Holiday 2- Gandhi Jayanti 10- Fateha

Month	Admission Schedule	Classes/ Working days	Examination Schedule	Holidays	Festivals/ activities to be performed
Nov'15		2-7, 9, 12-14, 16-21, 23-24, 26-28, 30 Working days- 22	End Semester Examination	1- Sunday 10, 11 Kali Puja/ Dewali 15- Sunday 22- Sunday 25- Guru Nanak's Birthday 29- Sunday	
Dec' 15		1-5, 7-12, 14-19, 21-24, 26, 28-31 Working days- 26	End Semester Examination of Semester I, II & V to be completed by 15th December	6- Sunday 13- Sunday 20- Sunday 25- Christmas 27- Sunday	
Jan' 16		2, 4-9, 11-13, 16, 18-23, 25, 27-30 Working days- 15		3- Sunday 10- Sunday 14-15- Magh Bihu 17- Sunday/ Silpi Divas 24- Sunday 26- Republic Day 31- Sunday	Commencement of Second, Fourth and Sixth semester classes from 18th Jan 2016.. 26- Republic Day 27-30- College Week
Feb'16		1-6, 8-12, 15-20, 22-27, 29 Working days- 24	HS-II Year Examination	7- Sunday 13- Saraswati puja 14- Sunday 21- Sunday 28- Sunday	13- Saraswati puja

Month	Admission Schedule	Classes/ Working days	Examination Schedule	Holidays	Festivals/ activities to be performed
March'16		1-5, 8-12, 14-19, 21-22, 25-26, 28-31 Working days- 24	HS 1st Year Examination	6- Sunday 7- Shivaratri 13- Sunday 20- Sunday 23, 24- Doljatra 27- Sunday	
April' 16		1-24-9, 11, 12, 16, 18-23, 25-30 Working days- 23	Sessional Test for Second, Fourth and Sixth Semester to the completed before Bihu Holiday	3- Sunday 10- Sunday 13,15 Bohag Bihu 17- Sunday 24- Sunday	
May' 16	Admission of HS 2nd Year	2-7, 9-14, 16-21, 23-28, 30-31 Working days- 26	End Semester Examinations	1- Sunday/ May Day 8- Sunday 15- Sunday 22- Sunday 29- Sunday	
June'16	New Admission procedure of HS 1st Year and TDC 1st Semester/ Admission of III and V Semester	1-4, 5-11, 13-18, 20-25, 27-30 Working days- 26	End Semester Examinations of II,IV and VI to be completed by 15th June, following by 15 days of evaluation.	5- Sunday 12- Sunday 19- Sunday 26- Sunday	

Annexure IV

Analysis of the feedback

The feedbacks from the students about the academic matters are collected annually by the Internal Quality Assurance Cell of the college. The information is collected from the major students only through the various departments. IQAC collects information on different matters like performance of the teacher on various counts like punctuality, domain knowledge, availability in the institution, capacity to explain, etc on a 10 point scale. After the data is collected, the IQAC goes through the data carefully and if required action is taken through the office of the Principal, Tezpur College.

Annexure V

List of Books Published by on occasion of Golden Jubilee Celebration of Tezpur College.

1. Bhasa, Sahitya Aru Sanskriti (2nd part) edited by Dr. Ranjan Kalita   978-93-85123-10-8

2. The Question of North East   edited by Dr. M.L.Bhanja   978-93-85123-02-3

3. Bingsha shataker Bangla chota galpa   edited by Dept. Bengali   978-93-85123-06-1

4. Current Issues in Education   edited by Education   978-93-85123-12-2

5. Mahakshetra Sonitpur   edited by Assamese   978-93-85123-11-5

6. Courtyard   edited by English   978-93-85123-17-7

7. Treasure House   C.M.Medhi Library   978-93-85123-07-8

8. Prabandha Sangakalan   Sahitya Sora, Tezpur College   978-93-85123-05-4

9. Galpa Sangakalan   Sahitya Sora, Tezpur College   978-93-85123-01-6

10. Historia   Dept. of History   978-93-85123-03-0

11. Understanding Geography   Dept. of Geography   978-93-85123-14-6

12. Commerce at a Glimpse   Commerce   978-93-85123-19-1

13. Gyanodya   Dept of Hindi   978-93-85123-22-1

14. Bibidha   Dept of Nepali   978-93-85123-04-7

15. Economica   Dept of Economics   978-93-85123-04-7

16. Paanjja   Dept of Philosophy   978-93-85123-15-3

17. Marketing of Services   Dept of BBA   978-93-85123-21-4

18. Echos   Dept of Political Science   978-93-85123-18-4

19. Sonali Sowaran   souvenir, Golden Jubilee

                                     Celebration   978-93-85123-00-9

20. Agan   Dept of Bodo   978-93-85123-08-5

21. Jiban aru Jonak   Dr. C.S. Nath

                                     Hemanta Kumar Baruah   978-93-85123-16-0