

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	Arya Vidyapeeth College
1.2 Address Line 1	Arya VidyapeethCollege,Gopinath Nagar
Address Line 2	
City/Town	Guwahati-781016
State	Assam
Pin Code	781016
Institution e-mail address	principal@aryavidyapeethcollege.org

Contact Nos.

+91-361-2474065

Name of the Head of the Institution:

Dr.Harekrishna Deva Sarmah

Tel. No. with STD Code:

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Name of the IQAC Co-ordinator:

Dr.Mousumi Borah

Mobile:

98641-02760

IQAC e-mail address:

iqac@aryavidyapeethcollege.org

1.3 NAAC Track ID(For ex. MHCOGN 18879)

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/35/030 dated 28-02-2005

1.5 Website address:

www.aryavidyapeethcollege.org

Web-link of the AQAR:

http://www.aryavidyapeethcollege.org/AQAR/AQAR%202013-14.pdf

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++		2004	
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

01/01/2005

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__2005-06,2006-07 submitted to NAAC on 30/05/2014 (DD/MM/YYYY)
- ii. AQAR__2007-08,2008-09 submitted to NAAC on 30/05/2014 (DD/MM/YYYY)
- iii. AQAR__2009-10,2010-11 submitted to NAAC on 30/05/2014 (DD/MM/YYYY)
- iv. AQAR__2011-12,2012-13 submitted to NAAC on 30/05/2014 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Med 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)

Bioinformatics, Human Rights

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

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

08

2.2 No. of Administrative/Technical staff

00

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

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2.14 Significant Activities and contributions made by IQAC

- | |
|---|
| <ul style="list-style-type: none">• Interdisciplinary lectures and invited talks through the IQAC• Monitoring of in-house tutorial classes.• Seminars and Workshops for the development of the Student community and Research community.• Encourage faculty members to take up funded Projects, Research activities and Research Publications.• The proposed plan of renovation of the Boys' hostel has been initiated.• The proposed plan of constructing the pavilion at the college playground has been taken up. |
|---|

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
The preparation of the AQARs on a war footing basis from 2005-06 to 2012-13	Accomplished
Interdisciplinary lectures and invited talks through the IQAC, including the annual memorial lectures of the Dept. Of Geology and	Accomplished on a regular basis

Political Science	
Monitoring of in-house tutorial classes.	Done
Seminars and Workshops for the development of the Student community and Research community	National Seminar on Wetland Ecosystems; Conservation and Management w.r.t NE India, organised by Botanical Society of Assam in Collaboration with the Dept. Of Botany of the College Training Programme(Workshop) on Probability and its Applications, Sponsored by DST, GOI organised by the Dept. of Statistics of the College
The proposed plan of renovation of the Boys' hostel has been initiated.	In process
The proposed plan of constructing the pavilion at the college playground has been taken up.	In process

** 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

Discussed and approved with minor corrections

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	2			
UG	2			
PG Diploma				
Advanced Diploma				
Diploma			1	
Certificate			2	
Others			1	
Total	4		4	
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

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

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.

Our College is affiliated to Gauhati University and hence has to follow the University's syllabi for all subjects. The University has brought Credit and Grading System and as an affiliated College, we have implemented all changes through

- Introduction of Credit based Semester and Grading System for all the programmes.
- The ratio of marking system confirms to the individual Departments under the University.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
113	65	48	nil	

2.2 No. of permanent faculty with Ph.D.

64

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
49	16	48	nil	nil	nil	nil	nil	97	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

		16
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	16	10
Presented papers	19	33	10
Resource Persons	02	08	06

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

- Audio-visual aids: Use of Audio-visual aids for classroom teaching, Seminar presentation, screening movies by few departments keeping relevance with the course matter.
- Use of Models and Charts
- Appreciation techniques
- Popular talks and Inter-disciplinary Lectures.
- Group Discussions and Brain-storming sessions
- Surprise tests
- Surveys and Field studies

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

225

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

As the College is affiliated to Gauhati University, Examinations are conducted as per the directives of the University

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

23	09	09
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2.10 Average percentage of attendance of students

88%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared (Major)	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc	119	CGPA				74
B.A	135	CGPA				79
M.A/M.Sc	13		38.5	38.5		77

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

The IQAC plays an important role in the development of Teaching and Learning Processes. In this regard the IQAC has taken the following initiatives for both students and the teachers.

FOR FACULTY

- Encourages the Faculty members to use modern techniques of teaching using ICT
- Arrange various programmes to develop teaching skills by way of symposia, invited lectures and soft skill development.
- Initiates the preparation of the Academic Calendar as well as the Annual Departmental Activity Calendar and Plan Board.
- Evaluation of the Faculty members through the formal Student Feedback mechanism.

FOR STUDENTS:

- Monitors the progress of students through Unit Tests, Home Assignments, Sudden tests and so on.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	07
UGC – Faculty Improvement Programme	04
HRD programmes	02
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	10
Others	08

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	29	10	00	04
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

The College through the IQAC encourages the faculty members to hold seminars, workshops, etc. with the sponsorship of funding agencies like UGC-NERO, DST, ASTEC, NEC etc. The faculty members are also involved in Minor and Major Projects under the UGC. Interviews are held on a regular basis to induct faculty members into the sponsored Faculty Development Programmes of the UGC for their Ph.D works. In addition the faculty members are granted Duty Leave for attending and presenting papers in seminars, workshops, symposium etc. for the purpose of career advancement.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3		2
Outlay in Rs. Lakhs		Rs. 48,37,950		Rs. 27,95,000

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		4		5
Outlay in Rs. Lakhs		Rs. 6,26,000		Rs. 8,07,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	32	13	05
Non-Peer Review Journals		29	17
e-Journals		03	
Conference proceedings		12	

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	3 years	DST ,UGC, ASTEC	Rs. 76,32,950	Rs. 63,28,042
Minor Projects	2 years	UGC	Rs. 14,33,000	Rs. 11,77,000
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			Rs. 90,65,950	Rs. 75,05,042

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		01	01		
Sponsoring agencies		BSA	DST		

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	
	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
03				03		

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 State level

National level 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
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

The Institution has undertaken a number of extension activities through NSS and NCC – The 12th Annual Blood Donation Camp was organised by the Arya Vidyapeeth College NCC unit in association with B.Barooah Cancer Institute on 24/09/13. Altogether 53 NCC cadets, faculty members, non-teaching staff and general students donated blood. The Camp was inaugurated by Dr.B.B.Borthakur, Superintendent, B.Barooah Cancer Institute.

Altogether 72 cadets of 1 Assam Batallion and 60 Assam Girls Batallion of Arya Vidyapeeth College organised a One-day Trekking Expedition Programme from LakharaChariali to

BashishthaMandir via Garbhanga Reserve Forest on 5th January 2013 with the purpose of fulfilling the all round development of young students.

On 29/06/2014 Arya Vidyapeeth College NCC unit again a One-day Trekking Expedition Programme from BashishthaMandir to LakharaChariali via Garbhanga Reserve Forest with the same purpose. Altogether 84 students participated in the Programme.

On 02/10/2013 the NSS unit observed the Gandhi Jayanti in the College with a Day long Programme.

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	25 acre			
Class rooms	47	Nil	College fund	47
Laboratories	09	Nil		09
Seminar Halls	02	Nil		02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil			
Value of the equipment purchased during the year (Rs. in Lakhs)	Does not arise			
Others				

4.2 Computerization of administration and library

- Almost all office work is executed using the computer. Earlier hands-on-training with the computer had been imparted to the concerned administrative staff.
- The College has the facility of JSTOR, BIO-ONE and GALE CENGAGE through which on line academic journals, books etc., can be accessed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32,220	Rs.35,31,741	450	Rs.49,326	32,670	Rs.35,81,067
Reference Books	17,225	Rs. 43,66,537	12	Rs. 3,042	17,237	Rs.43,69,579
e-Books						
Journals	3,000	Rs.8,35,500	4	Rs. 1,114	3,004	Rs.8,36,614
e-Journals						
Digital Database						
CD & Video						
Others (specify)	22	Rs.51,612	22	Rs.51,612	44	Rs. 1,03,224

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing		15	96			10	47	24
Added								
Total		15	96			10	47	24

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

- Computers with Internet Access is available for almost all the teachers in their respective departments and even to non-teaching staff in the office and library.
- Most of the teachers deliver their lectures through power-point presentations.
- The Conference Hall is well equipped with LCD Projector and other advanced accessories which are required for presentations.
- Most of the office work including creation of database of students on a retrieval system is executed with the help of the Computer.
- Free computer facilities with Internet access are provided to the students of the college.

4.6 Amount spent on maintenance in lakhs :

	Rs. 61,900/-
i) ICT	
ii) Campus Infrastructure and facilities	Rs. 8,42,083/-
iii) Equipments	Rs. 1,70,205/-
iv) Others	Nil
Total :	Rs. 10,74,188/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information regarding the Student Support Services are provided in the Prospectus for the knowledge of the students.
- Feedbacks regarding the Support Services are obtained from the students on a regular basis.
- Committees for the different types of Support Services headed by a Convener are being formed for the benefit of the students.
- Personal and academic counselling are carried out on a regular basis through the concerned cell.
- Remedial and pre-Examination training for various competitive exams are conducted.
- Regular guidance can be sought from the faculty members as and when required

5.2 Efforts made by the institution for tracking the progression

- Computer with Internet access are available free of cost
- The students are encouraged to join various edu- fairs and conferences
- E-books, E-journals, sample papers are made available in the Central as well as the Departmental libraries
- The students are given exposures to excursions, field trips and survey works.
- Placement interviews are held.
- The rich alumni and their works help the Institution to track the progression of the past activities and healthy practices.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2846	44		

(b) No. of students outside the state

185

(c) No. of international students

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Men

No	%
1582	56

Women

No	%
1264	44

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2090	174	531	499	None	3294	1893	128	365	460	None	2846

Demand ratio 2:1 Dropout % B.A 6.9% B.Sc 4.1%

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

- Training on Teachers Eligibility Test (TET) conducted by the Pre-Examination Training Committee

No. of students beneficiaries

50

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

- Workshop on higher studies in the UK in association with the University of Sussex , Kolkata was held on 10/11/2013

No. of students benefitted

103

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01(HCL)	43	01	04

5.8 Details of gender sensitization programmes

The Women Cell of the College

- Celebrated the National Girl Child day in a befitting manner on 24/01/2014
- Inaugurated the Wall Magazine 'PUNORIKSHAN' on 08/03/2014 to mark the International Women's Day

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	12	Rs.30,255
Financial support from government	131	Rs. 7,79,430
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

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

Arya Vidyapeeth College dreams of transcending itself into a leading and pioneering institution in the society for imparting quality and value-based education which would enable its alumni to face the ever dynamic challenges of time with courage, confidence, conviction and success. The path towards realization of the goals on a road map is no doubt rugged as we are concerned with the disadvantaged population of the society as well. We are hopeful and determined and will ever remain committed.

MISSION

Perspicuity towards realization of an academically balanced and developed society in Assam in particular and the NE India in general

6.2 Does the Institution has a management Information System

The Institution is in the forward process of having a full fledged Management Information System. For example the data of the Admission of students are kept in a data retrieval system, the salary accounts are on the same system and many of such works like teachers progression etc..are kept in the respective departments on a retrieval system

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

6.3.1 Curriculum Development

- Arranges workshops of various subjects for discussing the revised syllabi
- The system of formal Feedback from students also ensures the Curriculum Development
- Participation of the faculty members in syllabi framing committees

6.3.2 Teaching and Learning

- Rigidly following teaching plans in the prescribed format of the College and evaluation of the Execution Reports
- Preparing the Academic Calendar and the Annual Departmental Activity Calendar and Plan Board.
- Graphical representation of the results over the years help in analysing the effectiveness of the Teaching Learning process
- Conducting Unit Tests, Group Discussions, Mock Practical Examinations, Home assignments and so on
- Exposing students for outdoor learning through educational trips, excursions etc.

6.3.3 Examination and Evaluation

The Examination schedules are followed according to the Prospectus as well as by periodic notices

To improve the results regular Unit Tests are conducted after the completion of topics/units. Extra classes are arranged departmentally for smooth completion of the syllabus.

After completion of the theory examination, answer scripts are assessed by following the prescribed rules of the University

6.3.4 Research and Development

- There is a Research Cell in the College from the past 10 years and from the past five years, the college has an active research committee . This committee endeavours to encourage the active participation of the desiring research scholars and with full co-operation from the teachers and support from the active Research committee, this committee has been successful from the very date of its inception. The research committee comprises of the Principal and faculty members of the college. Arya Vidyapeeth Research Committee is headed by a senior faculty
- The Institution motivates teachers to take up both Major and Minor Research Projects
- Encourages teachers to improve their API scores through participation in various conferences, workshops, seminars and also through publishing articles, books and research findings
- Plans to publish a research journal with ISSN number
- Supports teachers to avail study leaves as permissible under the UGC
- Initiates the improvement of Library and Laboratory facilities for Research works

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY :The College library has a collection of around 50,000 (Fifty thousand)copies of text and reference books covering a wide range of subjects. Besides useful journals, magazines and newspapers are subscribed regularly. The institution is in the process of acquiring online research journals to suffice the academic needs of the teachers and students. In the Reading Room, attached to the library, reference books, journals, magazines and newspapers can be consulted. Besides, every department is having a Departmental Library where useful reference books are available for consultation. Students can surf computer to check the availability of books they need personally. Every student will be issued two library cards against which he / she can borrow books, one against each card. Advanced learners shall be certified by concerned Head of the Departments and provided with two extra library cards in addition to the two cards issued to every student. Internet facilities have been installed for research and advanced studies work. A Digital Xerox facility is also available for the students. The College has access to many journals online and is also connected to N-LIST library facilities supported by the DoNER Ministry of the Govt. of India

ICT :The requirements for Virtual Classroom has been procured. Moreover the College Conference hall has all the required gadgets for full fledged ICT presentations. A 24 hour power back up is available for the entire College. Internet access is available for the benefit of the students, teachers and staff of the College.

PHYSICAL INFRASTRUCTURE AND / INSTRUMENTATION: Construction works as per plan has been going on during this session also.

6.3.6 Human Resource Management

- We consider students to be the prime Human Resource and hence the College strives to develop this resource through a variety of activities initiated through NSS, NCC , Social and Cultural activities
- Regular Guardians' Meet according to the schedules
- Alumni meets help the College to manage the Human Resource
- Hands-on-practice of the Office Staff on computers
- The teachers enrich themselves through Refreshers' Course, seminars etc.

6.3.7 Faculty and Staff recruitment

The recruitment of the teaching and non-teaching staff is done strictly by following the Rules and Regulations laid down by the Government, University and UGC. The recruitment of the temporary teaching and non-teaching staff is done through the Governing Body.

6.3.8 Industry Interaction / Collaboration

The Career Guidance and Placement Cell of the College has maintained a professional relation with various industries with the intention of placement opportunities for the students

6.3.9 Admission of Students

Admission Committees are formed for each Discipline with Conveners and members for smooth functioning of the admission process. Students are also counselled for proper subject and career selection

6.4 Welfare schemes for

Teaching	<p>Advance payment against the salaries may be availed through the OD facility provided by the concerned bank</p> <p>There is a Credit and Thrift society of the college which enables the teachers to avail loan at a minimal interest</p> <p>Medical facilities with a registered Medical Practitioner is available within the campus</p> <p>Safety gadgets are also placed in the premises</p>
Non teaching	<p>There is a Credit and Thrift society of the college which enables the non- teaching staff to take loan at a minimal interest</p> <p>Medical facilities with a registered Medical Practitioner is available within the campus</p> <p>Safety gadgets are also placed in the premises</p>
Students	<p>Medical facilities with a registered Medical Practitioner is available within the campus</p> <p>Safety gadgets are also placed in the premises</p> <p>Computer with free internet access is available in the Library, Computer centre and the Departments</p> <p>Financial aid through Student welfare scheme</p> <p>Books are available for borrowing both in the Central and Departmental Libraries</p> <p>Remedial classes</p>

6.5 Total corpus fund generated

Rs.2,86,03,802

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			Yes	Principal
Administrative			Yes	Principal

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The affiliating University, GU has introduced the Credit base Semester and Grading System and the College religiously follows the same

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

The University encourages the Colleges to apply for Autonomy

6.11 Activities and support from the Alumni Association

The past students of the College working in diverse fields and in different elite positions in the society are the members of the alumni association. Still some of the alumni holds positions as teachers and in the non – teaching staff. It is through some alumni that the current students are receiving annual awards under various categories

6.12 Activities and support from the Parent – Teacher Association

Regular guardian Meets are held by different departments where active interaction takes place between parent/guardians, teachers and students. Three parent members are holding the positions of representatives in the Governing Body of the College

6.13 Development programmes for support staff

- Medical facilities in the College campus
- The Principal periodically takes note of the shortfalls and problems of the support through meetings and tries to rectify the same

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

- Regular plantation programmes through Clubs and other community based organization in the college campus as well as the hostels
- Cleaning of the campus has been going on through the Campus Development Committee
- The switching over from the conventional bulbs to eco-friendly CFL bulbs is in progress

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.

- Different committees have been formed under diverse requirements to look intensively and specifically for the upkeep of the College
- The Grievance Redressal Cell has been formed to look into the various grievances of the stakeholders
- The seniormost teacher has been assigned the responsibility for looking into RTI matters

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

- Organizing the National seminar in the subject of Botany: National Seminar on Wetland Ecosystems; Conservation and Management w.r.t NE India, organised by Botanical Society of Assam in Collaboration with the Dept. Of Botany of the College
- Organizing the training programme in the subject of Statistics: Training Programme(Workshop) on Probability and its Applications, Sponsored by DST, GOI organised by the Dept. Of Statistics of the College
- Frequent updating of the College website : Various information, notices etc. are being uploaded in the college website

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

Adoption of best practices is based on certain contexts which include literary and socio-economic backdrop of the society. These practices are institutionalized rather than individualized. Two such practices are:

- Learner centric approaches - ICT enabled teaching - learning practices, Virtual Learning Centre and Language Laboratory and continuous internal evaluation.
- Welfare schemes for Teaching, Non- Teaching Staff and Students

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

7.4 Contribution to environmental awareness / protection

- Every year the College organises the Tree Plantation Programmes and the trees are also taxonomically labelled
- A yearly magazine has been coming up on the occasion of the World Environment Day
- Leaflets in the local language regarding environment awareness has been distributed in the immediate neighbourhood

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTHS

- Various student support activities are being organized and rewards are being awarded for the same
- Committed participation of the IQAC with 5 proactive meets
- The IQAC motivates the Research activities through the Research Cell

WEAKNESS

- Inadequate infrastructure facilities
- Low results in a few subjects compared to the University results
- Low demands for a few subjects by the students

OPPORTUNITIES

- Collaboration with different industries in academic research, placement and other activities
- The rich Human Resource will enable the students to develop if provided with the required ICT facilities
- Improvement in infrastructure will pull in more opportunities

THREATS

- Locational disadvantage
- Low admission in a few subjects
- Frequent 'bandhs' and 'flash floods'

8.Plans of institution for next year

- Publish Research Journals with ISSN number to encourage inhouse faculty to undertake research works
- Setting up of Virtual classrooms with all possible facilities
- Renovation of the Administrative Block
- Construction of Hostel Warden's quarter
- Holding of Seminars and Conferences

Name: Dr.Mousumi Borah

Name: Dr.Harekrishna Deva Sarmah



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission



ACADEMIC CALENDAR FOR THE SESSION: 2013-2014

Session begins on: 01.06.2013

June 2013: Working days : 1 3 4 5 6 7 8 10 11 12 13 14 15 17 18 19 20 21
22 24 25 26 27 28 29
Total :25 days
Sundays : 2, 9, 16, 23, 30,

July 2013: Summer Vacation
29th July : College Foundation Day.

August, 2013: Working days : 1 2 3 5 6 7 8 12 13 14 16 17 19 20 21 22 23 24 26
27 29 30 31
Total : 23 days
Sundays : 4 11 18 25
Holidays : 9-10 : Id-ul-Fitre
15 : Independence day
25 : Tithi of Madhab Dev
28 : Janmastomi

September: 2013: Working days: 2 3 4 5 6 9 10 11 12 13 14 16 17 18 19 20 21 23
24 25 26 27 28 30
Total : 24 days
Sundays : 1 8 15 22 29
Holidays : 7 Tithi of Srimanta Sankardev

October : 2013 : Working days : 1 3 4 5 7 8 9 10 19 21 22 23 24 25 26 28 29 30
31
Total : 19 days
Sundays : 6 13 20 27
Holidays : 2: Birth Day of Mahatma Gandhi
11-18 : Durga Puja, Janmotsav of Srimanta
Sankardev, Id-ud-zuha, Kati Bihu and Lakhmi
Puja

November : 2013 : Working days : 1 4 5 6 7 8 9 11 12 13 15 16 18 19 20 21 22 23
25 26 27 28 29 30
Total : 24 days
Sundays : 3 10 17 24
Holidays : 2-3 : Kali Puja and Dewali
14 : Muharam
17: Guru Nanak's Birth Day.

December:2013 : Working days : 1 2 3 4 5 7 8 9 10 11 12 13 14 16 17 18 19 20 21
22 23 23 24 26 27 28 30 31
Total : 25 days
Sundays : 1 8 15 22 29
Holidays : 25 : Christmas Day.

January : 2014 : Working days : 18 20 21 22 23 24 25 27 28 29 30 31
Total : 12 days.
Sundays : 5 12 19 26
Winter Vacation: 1-12 January, 2014
Holidays : 13 -16 : Magh Bihu.
17 : Shilpi Divas
26 : Republic day.

February 2014 : Working days : 1 3 5 6 7 8 10 11 12 13 14 15 17 18 19 20 21
22 24 25 26 28
Total : 22 days
Sundays : 2 9 16 23
Holidays : 4: Saraswati Puja
27 : Sivaratri

March, 2014 : Working days : 1 3 4 5 6 7 8 10 11 12 13 14 15 17 18 19 20
21 22 24 26 27 28 29 31
Total : 26 days.
Sundays : 2 9 16 23 30
Holidays: 16 : Dol Jatra.

April, 2014: Working days : 1 2 3 4 5 7 8 9 10 11 12 17 18 19 21 22 23
24 25 26 28 29 30
Total : 23 days.
Sundays : 6 13 20 27
Holidays : 14 – 16: Bohag Bihu.

May, 2014: Working days : 1 2 3 5 6 7 8 9 10 12 13 14 15 16 17 19 20
21 22 23 24 26 27 28 29 30 31
Total : 27 days
Sundays : 4 11 18 25

IMPORTANT INFORMATION:

Sessional I Examination for odd semester: 1st week of September 2013.

Sessional II Examination for odd Semester : 2nd half of Oct,2013.

Sessional I Examination for even semester : 3rd week of February, 2014

Sessional II Examination for even semester : 1st half of April, 2014

Fresher's Social : Month of August, 2013

H.S. 1st year and 2nd year College Examination : December, 2013

H.S. 1st year Annual Examination : March, 2014

Students Union Election: Before Puja vacation.

Annual College Week : Within January, 2014

All Assam Banikanta Kakoti Memorial Debate Competiton : 2nd Half of September, 2013

Other functions of the College will be notified in time.

Any change in the calender, if it occurs shall be notified in time.

Dr. A.C. Talukdar
Principal
Arya Vidyapeeth College
Guwahati-16