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. (Academic Year 2016-17)

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Arya Vidyapeeth College

1.2 Address Line 1

> Arya Vidyapeeth College, Gopinath Nagar

Address Line 2

>

City/Town

> Guwahati-781016

State

> Assam

Pin Code

> 781016

Institution e-mail address

> principal@avcollege.ac.in

Contact Nos.

> +91-361-2474065

Name of the Head of the Institution:

> Dr. Pradip Kr. Bhattacharyya

Tel. No. with STD Code:

> +91-361-2474065

Mobile:

> +91 98640-87494

Name of the IQAC Co-ordinator:

Dr. Gitanjali Hazarika

Mobile:

+91 98640-41895

IQAC e-mail address:

iqac@avcollege.ac.in

1.3 **NAAC Track ID**

ASCOGN12074

1.4 **NAAC Executive Committee No. & Date:**

EC(SC)/18/A&A/115.2 dated 05-11-2016

1.5 Website address:

http://www.avcollege.ac.in

Web-link of the AQAR:

http://www.avcollege.ac.in/assets/resources/2015/09/FINAL-AQAR-2016-2017-11.12.18.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++		2004	
2	2nd Cycle	A	3.06	2016	5 years
3	3rd Cycle				
4	4th Cycle				

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

01/01/2005

1.8 **AQAR for the year**

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i. AQAR 2005-06, 2006-07 submitted to NAAC on 30/05/2014

   ii. AQAR 2007-08, 2008-09 submitted to NAAC on 30/05/2014

iii. AQAR 2009-10, 2010-11 submitted to NAAC on 30/05/2014

iv. AQAR 2011-12, 2012-13 submitted to NAAC on 30/05/2014

v. AQAR 2013-14 submitted to NAAC on 29/09/2015

vi. AQAR 2014-15 submitted to NAAC on 10/12/2015

vii. AQAR 2015-16 submitted to NAAC on 29/06/2017

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)   .   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 [10]

2.2 No. of Administrative/Technical staff [02]

2.3 No. of students [02]

2.4 No. of Management representatives [01]

2.5 No. of Alumni [01]

2. 6 No. of any other stakeholder and

community representatives [01]

2.7 No. of Employers/ Industrialists [01]

2.8 No. of other External Experts [01]

2.9 Total No. of members [19]

2.10 No. of IQAC meetings held   06

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. [03] International [   ] National [   ] State [02] Institution Level [01]

(ii) Themes

- Lecture program on "Harassment of women at workplace"

- Workshop on Modern Assamese Song

- Workshop on "Environmental hazards" of electronic waste

2.14 Significant Activities and contributions made by IQAC

- Organised a lecture program on "Harassment of women at workplace" on 30th August, 2016 to create awareness on gender issues among the stakeholders of the College.

- Organised a two-day Workshop on Modern Assamese Song on 20th -21st March, 2017 for the benefit of the student community.

- Organised a workshop on ",Environmental hazards of electronic waste" on 8th June, 2017 to educate the students and neighbourhood community on developing environment friendly atmosphere.

- The College Canteen has been renovated and improved.
- A few of the departments have been placed according to the proposed plan on completion of the construction work.

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 AQAR for 2016-17	Accomplished
Holding of Student feedback for 2016-17	Held on 18.03.2017
Lecture programmes and workshops	Lecture program on "Harassment of women at workplace" Workshop on Modern Assamese Song Workshop on "Environmental hazards" of electronic waste.
Interdisciplinary lectures and invited talks through the IQAC.	Accomplished on a regular basis
Holding of workshops , Short term courses by the Departments	Accomplished on a regular basis

 * *Attach the Academic Calendar of the year as Annexure- III*

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

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	07*			
PG	2		1	
UG	3		1	
PG Diploma				
Advanced Diploma				
Diploma			1	
Certificate			2	
Others			1	
Total	12		6	

Interdisciplinary				
Innovative				

* Assamese, Chemistry, Geology, History, Mathematics, Physics, Statistics are conducting Ph.D. programmes for students registered under Gauhati University.

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

Pattern	Number of programmes
Semester	3
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 refer to the Annexure no- II, II(a), II(b)

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

> Since the College is affiliated to Gauhati University, it follows the University's syllabi for all subjects. The University has introduced Credit and Grading System and as an affiliated College, all changes have been implemented.

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
95	58	37		

2.2 No. of permanent faculty with Ph.D.   67

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
58	17	37	nil	nil	nil	nil	nil	95	17

2.4 No. of Guest and Visiting faculty and Temporary faculty | | | 21

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	34	01
Presented papers	16	72	04
Resource Persons	00	06	12

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 of relevant movies.
- Use of Models and Charts.
- Popular talks and Inter-disciplinary Lectures.
- Group Discussions and Brain-storming sessions.
- Surveys and Field studies.

2.7 Total No. of actual teaching days

during this academic year

250

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

Since 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

27

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc	196		137	34		86.73
B.A	428		86	169		62.85
M.Sc/M.A	38		24	13		97.37

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

In the development of Teaching and Learning processes the IQAC takes an initiative role. It has initiated the following measures.

FOR FACULTY

- Encourages the Faculty members to use modern techniques of teaching using ICT
- Arranges various programmes like symposia, popular talks and lectures on soft skill development to enhance teaching skills
- IQAC has provided all the departments with 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:

Instructs the departments to monitor the progress of students through Unit Tests,Home Assignments, Sudden tests and so on.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	08
UGC – Faculty Improvement Programme	00
HRD programmes	02
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	32
Others	07

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	08	01	00	00
Technical Staff			00	00

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 involved in Minor and Major Research Projects under UGC and other funding agencies. In order to induct faculty members into the sponsored Faculty Development Programmes of the UGC for their PhD works, interviews are held on a need basis. For the purpose of career advancement, the faculty members are granted Duty Leave for attending and presenting papers in seminars, workshops, symposiums etc. Besides, with the sponsorship of funding agencies like UGC-NERO, DST, DBT etc. the College through the IQAC encourages the faculty members to hold seminars, workshops, etc.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02		
Outlay in Rs. Lakhs		30,44,000/-		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	07	13	06
Outlay in Rs. Lakhs	15,30000/-	10,19,000/-	25,49,000/-	15,30,000/-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	7	34	00
Non-Peer Review Journals	02	06	00
e-Journals	05	04	00
Conference proceedings	00	12	00

3.5 Details on Impact factor of publications:

Range 0 - 4   Average -   h-index -   Nos. in SCOPUS 07

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	UGC, DST, ASTEC	40,29,000/-	28,16,000/-
Minor Projects	2	UGC	15,35,019/-	13,55,000/-
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			55,64,019/-	41,71,000/-

3.7 No. of books published   i) With ISBN No. | 17 | Chapters in Edited Books | 22 |

ii) Without ISBN No. | 01 |

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 (DBT Scheme) | 1 |

3.10 Revenue generated through consultancy | NO |

3.11 No. of conferences organized by the institution

Level	International	National	State	University	College
Number	00	02(training programme/course/national seminar)	00	00	05
Sponsoring agencies	00	ISI, Kolkata MHRD			

3.12 No. of faculty served as experts, chairpersons or resource persons: 15

3.13 No. of collaborations   International [   ]   National | 02 | Any other | 01 |

3.14 No. of linkages created during this year | 09 |

3.15 Total budget for research for current year in lakhs:

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

Total | 55,64,019 |

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
	02	02	00	02	00	00

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 11 |

and students registered under them | 41 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 03 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | 01 | SRF | 00 | Project Fellows | 00 | Any other | 00 |

3.21 No. of students Participated in NSS events:

University level | 01 | State level | 63 |

National level | 05 | International level | |

3.22 No. of students participated in NCC events:

University level | | State level | 48 |

National level | 04 | International level | |

3.23 No. of Awards won in NSS:

University level | 01 | State level | |

National level | | International level | |

3.24 No. of Awards won in NCC:

University level | | State level | 01 |

National level | | International level | |

3.25 No. of Extension activities organized

University forum		College forum	
NCC	20	NSS	04	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

- Five NCC cadets participated in the CATC camp held from 14th -20th June, 2017.

- Three Cadets participated in Pre TSC camp held at Jorhat NCC Academy held from 10th- 18th June, 2016

- One Cadet participated in SNIC camp held at Portblair, Andaman and Nicobor island from 5th –16th June, 2017

- One Cadet participated in IMA camp held at Dehradun on 17th July,2017.

- One Cadet participated in IMA camp held at Dehradun on 17th July,2017.

- One Cadet participated in ALC camp at Jorhat from 11th -27th November,2017

- One Cadet participated in NIC camp held at Jammu and Kashmir in October 2016.

- Sixteen NCC cadets participated in the CATC camp held at Army Public School, Narengi from 30th June-8th July,2016

- Five Cadets participated in Pre TSC camp held at Nagaon from 10th- 19th August,2016

- One Cadet participated in summer camp held at NCC School, Jorhat, from 4th- 8th July,2016

- Four Cadets participated in a trekking to Nilachal Hill, Kamakhya Temple on 28th August, 2016.

- Four Cadets took part in marathon race on 24th September,2016 held at khanapara field.

- Ten Cadets participated in a trekking to Garbhanga on 30th June, 2017.

- Internal Yoga Day was observed by NCC cadets on 21st June, 2017 in South Point School, Guwahati.

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 acres			
Class rooms	51	04	College Fund	51
Laboratories	09	Nil		09
Seminar Halls	01	Nil		01
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

- Almost all office work is executed using the computer.
- The College has INFLIBNET facility through which online academic journals, books etc., can be accessed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	52,026	Rs18,00,000			52,026	Rs18,00,000
Reference Books	21,969	Rs 2,00,000			21,969	Rs 2,00,000
e-Books	135000	Rs 5900			135000	Rs 5900
Journals	23		5		28	
e-Journals	6000	Rs 5900				
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	113	28	104	25	15	11	28	21
Added	00	00	00	00	00	00	00	00
Total	113	28	104	25	15	11	28	21

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

- Computer with Internet Access is available to teachers in their respective departments and also to the 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 the admission process and 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 :

i) ICT   Rs. 3,84,340/-

ii) Campus Infrastructure and facilities   Rs. 3,44,436/-

iii) Equipments   Rs. 3,95,342

iv) Others   Rs. 16,551/-

Total :   Rs. 8,77,394/-

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 is carried out on a regular basis through the concerned cell.
- Remedial classes 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

- The alumni and their activities help the Institution to introspect and keep track of the progression of college.
- Computer with Internet access is available free of cost.
- The students are encouraged to join various edu-fairs and conferences
- Sample papers are made available in the Central as well as the Departmental libraries
- Regular excursions, field trips and survey works are conducted for the students..
- Placement interviews are held.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2511	116	41	

(b) No. of students outside the state

407

(c) No. of international students

00

Men

No	%
N/A	

Women

No	%
N/A	

Last Year (UG) 2015-16						This Year (UG) 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
923	179	456	597	None	2155	923	179	456	597	None	2155

Demand ratio 3:1   Dropout % B.A 10%, B.Sc 18%, P.G 12%

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

> 1. Training for Teachers' Eligibility Test (TET) was conducted to enable our student to compete for both lower primary school and middle school from 4ᵗʰ -7ᵗʰ April, 2017.

No. of students beneficiaries

51

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

> There were recruitments by the following organisation:
>
> - Counselling and career guidance programmes are being conducted on a regular basis.
> - As part of our placement programme, Tata Consultancy Servicers (TCS) has recruited 7 numbers of students on 18 February, 2017.

No. of students benefitted

07

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
1 (TCS)	72	07	

5.8 Details of gender sensitization programmes

> - The College has a women cell that actively initiates programmes to create gender awareness among students and faculty.
>
> - The women cell of the college published a wall magazine on 8th March, 2017 to commemorate the International Women Day.
>
> - A street play titled *Bornali Hotok Jiaai Thakiboloi Diyok* was organised by the women cell on 8th March, 2017 in the college premises and Arya Chowk, Guwahati.

5.9 Students Activities

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

State/ University level   40   National level   01   International level   00

No. of students participated in cultural events

State/ University level   20   National level   00   International level   00

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

Sports : State/ University level   15   National level   00   International level   00

Cultural: State/ University level   06   National level   00   International level   00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	Rs. 32,500
Financial support from government	245	Rs.11,25,701
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 [01]   National level [＿＿]   International level [＿＿]

5.12   No. of social initiatives undertaken by the students   [02]

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

Vision:

" TAMASO MA JYOTIRGAMAYA "

The College was established with the vision to cater to the need for higher education and to tap the intellectual potential of the youth of Assam in particular and the entire North East India in general. The College aspires to uphold the national policies on higher education which is to mould and prepare the young minds to meet contemporary challenges with special focus on the underprivileged students. Guided by the principles of inclusiveness, integrity, innovation, creativity and quality, the College has a vision to create an environment that is responsive to the needs of students and society at large.

Mission:

The College since its inception has committed itself to the realisation of the ideals reflected in the vision of the College. The missions of the College are:

- To enrich and empower the young generation through quality education.
- To achieve academic brilliance and prepare students to play a positive and meaningful role in nation building.
- To develop a vibrant academic ambience for research and higher studies.
- To organise vibrant development programmes and services to help students identify educational and career goals and set realistic career paths.
- To make higher education accessible to the underprivileged section of the society.
- To introduce innovative techniques to make the teaching–learning process more effective.
- To prepare individuals for productive contribution to society.
- To develop the potential of the students in co-curricular and extracurricular fields through participation in literary, cultural, sports, and extension activities.
- To sensitise students towards social concerns like gender and environmental issues, human rights, ethical and patriotic values

6.2 Does the Institution have a Management Information System

> The College has the following MIS provision:
>
> - The college uploads information regarding admission, examination, and tendering for various works etc. in the college website.
>
> - Apart from the website student related information are properly notified in the college notice board.
>
> - Teachers individual salary related information are supplied individually from the office as and when asked for.

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

6.3.1   Curriculum Development

> - Workshops on various subjects are arranged for discussing the revised syllabi
> - The system of formal Feedback from students also ensures the Curriculum Development
> - Faculty members participate in syllabi framing committees

6.3.2   Teaching and Learning

> - Preparing the Academic Calendar and the Annual Departmental Activity Calendar and Plan Board.
> - Rigidly following teaching plans in the prescribed format of the College and evaluation of the Execution Reports and maintenance of class diary
> - 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 to 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 the periodic notices
> - After the completion of topics/units, in order to improve the results, regular Unit Tests are conducted.
> - 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 which encourages the active participation of the desiring research scholars. The research committee comprises of the Principal and faculty members of the college. Arya Vidyapeeth Research Cell is headed by a senior faculty.
- The Research Cell 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
- There are 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
- A book entitled „"Bodhidrumar Chayan" with ISBN 978-93-85229-52-7 edited by Dr. Arcchana Puzari was published on 1st September,2017.

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY: There is a good collection of text books, reference books and journals covering a wide range of subjects in the College library. Besides, magazines and newspapers are subscribed regularly. In the Reading Room, attached to the library, reference books, journals, magazines and newspapers can be consulted. Every department has a Departmental Library where useful reference books are available for consultation. Every student is issued two library cards against which he / she can borrow books, one against each card. 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 have been procured. Moreover the College Conference hall has all the required gadgets for 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 is going on during this session also.

6.3.6 Human Resource Management

- The institute consider students to be the prime Human Resource and hence strives to develop this resource through a variety of activities initiated through NSS, NCC , Social and Cultural activities.
- Regular Guardians" Meets are held according to the schedules.
- Alumni meets help the College to manage the Human Resource.
- Hands-on computer training for the Office Staff is conducted on a regular basis.
- 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 enhancing 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	Medical facilities with a registered Medical Practioner is available within the campus
	There is a Credit and Thrift society of the college which enables the teachers to avail loan at a minimal interest
	Advance payment against the salaries may be availed through the OD facility provided by the concerned bank
	Safety gadgets are also placed in the premises
Non teaching	There is a Credit and Thrift society of the college which enables the non- teaching staff to take loan at a minimal interest
	Medical facilities with a registered Medical Practioner is available within the campus
	Safety gadgets are also placed in the premises
Students	Medical facilities with a registered Medical Practioner is available within the campus Safety gadgets are also placed in the premises
	Computer with free internet access is available in the Library, Computer centre and the Departments
	Financial aid through Students" Aid Fund

	Books are available for borrowing both in the Central and Departmental Libraries
	Tutorial Class
	Personal and academic counselling
	Career guidance

6.5 Total corpus fund generated   Rs. 1, 44, 69,601/-

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	
Administrative			No	

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?

Does not arise

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

- Alumni reward our students for their performance thereby encourages the students to perform even better.
- Alumni had provided financial assistance to build the boundary wall of the College playground.

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

- The first phase of Office Automation has been initiated.
- 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 are undertaken by Clubs and other community based organizations in the college campus as well as in the hostels
- The office oversees cleaning in the campus.
- To conserve electricity the College is using CFL, LED and tube bulbs
- ECO Club of the college organises various programmes to aware students, teachers and neighbours on environmental hazards.

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 look after the diverse requirements intensively and specifically for the overall upkeep of the College.
- Celebration of important local and national events like Constitution Day, Environment day, Rabha Divas, Hindi Divas etc. with programs involving students have been undertaken.
- Students have been involved in outreach programs by associating them with the Parent University, IIT as well as other private universities in various capacities.

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

- Organized a lecture on " Harassment of Women at Workplace" on 30.08.2016
- Organized a Free Eye screening and Check-up camp on 06.09.2016
- Organized a workshop on Modern Assamese Songs in collaboration with AVCSU on 20.03.2017 & 21.03.2017.
- Organized a workshop on Environmental Hazards of Electronic Waste in collaboration with ENVIRON (NGO) on 08.06.2017

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:
> - Adoption of school in a fringe area.
> - Generating an environment of people"s culture through Performing Art
> See Annexure no IV

7.4 Contribution to environmental awareness / protection

> - Every year the College organises Tree Plantation Programmes and the trees are also taxonomically labelled
> - Solid Waste Management programme has been adopted to segregate degradable and non- degradable wastes by using coloured coded dustbins

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

SWOC ANALYSIS

STRENGTHS:

1. Arya Vidyapeeth College is governed by the principles of participatory democracy while maintaining a hierarchical setup for smooth and effective functioning.

2. The guardians and other stakeholders of the College give their suggestions on over all development through their representatives in the GB of the College and also through Teachers"-Guardians" meetings.

3. IQAC takes feedback annually from the students on courses and about the performance of the principal, faculty members and other organs of the College. The analysis of the feedback is then individually communicated to all concerned.

4. Apart from the Central library, every department also has its own departmental library fully utilised by the teachers and students.

5. The College has a welfare scheme to enrol students who are economically weak and provides assistance up to 80% rebate in the admission fee. The College has a Students" Aid Fund to support these needy students.

6. The College has a Non Residential Students" Centre to accommodate visiting students.

7. The College is enriched with 15 acres of land which is distributed in three different plots.

8. The College has a full-fledged Health Centre in collaboration with NHM of Govt. of Assam having basic facilities.

9. The affiliating University has recognised 7 departments of the College for research leading to Ph.D. degree.

10. In the last five years the faculty members of the College have earned to their credit 3 Major projects and 13 Minor Projects (completed and ongoing).

11. The Institutional Bio-Tech Hub of the College has been appreciated for its excellent performance since its inception and achieved the comment "very good" from DBT, Government of India consecutively since 2014.

12. The College has adopted Garbhanga Lower Primary School in the outskirts of the city as part of its community service.

13. The College has very active and vibrant NCC and NSS units.

14. To nurture their critical thinking and creativity, the students are encouraged to participate in different programmes organised outside the purview of the classrooms which has resulted in the formation of a cultural group, *Sanskriti* at the initiative of its students.

WEAKNESSES:

1. Being an affiliated college, it has a very limited scope to contribute to the designing and development of the course curriculum.

2. During the last five years, the College has not been able to introduce new vocational courses other than computer related courses.

3. There is a constraint of space in the library.

4. Both the boys" and girls" hostels need to be improved in terms of infrastructure to meet the demands of the students.

5. Though the College has the benefit of possessing a large area of land, it is yet to be utilised fully.

6. Though the College tries to help the physically and visually challenged persons it has no specific infrastructural facilities to meet all their requirements.

7. The health centre of the College has no ambulance facility for transportation in emergency.

8. Constraint of space within the academic campus of the College.

9. No specific policy to get grants from industries and other corporate agencies for developing research facilities or infrastructure.

10. The College is yet to develop a structured policy for promoting consultancy services and industrial linkages.

11. Complete automation of the office has still to be accomplished.

12. A good number of teaching and non teaching posts are lying vacant.

OPPORTUNITIES:

1. Some faculty members are members of CCS of Gauhati University, where they have a say in curriculum development.

2. There is scope for developing new certificate and diploma courses.

3. Adhering to the master plan of the College the old Assam type structures are gradually being replaced with RCC construction which will help in enlargement of academic infrastructure and complete elevation of the institute to PG level in the near future.

4. The Alumni Association and proper utilization of its connections can create good links for the College.

5. The College with its high enrolment rate and its policy of inclusiveness and integration provides educational opportunities for a diverse category of students. Reputed as an institute of excellence it has attracted students from all over the northeast. In this situation the College can strive towards attaining grants from the government for opening new courses relating to tribal and folklore studies.

6. Arya Vidyapeeth College is one amongst a very short list of colleges offering courses in all three streams – Science, Arts and Commerce – thus having the potential to shape the careers of students with varied interests.

7. The unutilised land of the College can be used for further extension of the academic infrastructure, sports, and recreation complexes.
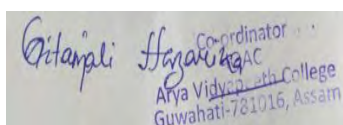
CHALLENGES:

1. To maintain a consistent academic performance of students with a comparatively lower input at the entry level is a big challenge for the College.

2. Since the College also caters to the need of Higher Secondary students of the northeast, the challenge lies in juggling and managing the two totally different systems – one annual and the other Semester.

3. The requirement of space and additional structure has had to be minimised by optimum utilization of existing infrastructural resources.

4. To mobilise finance for further extension of the infrastructure in the available land.

5. The huge gap in the student-teacher ratio in some departments also is a challenge in many ways.

6. Despite the infrastructural constraints the College is making every effort to introduce more PG courses to meet the demand of the present academic needs.

8. **Plans of institution for next year**
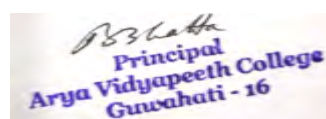
- Up gradation of a few more departments into post graduate departments.
- Holding of Seminars, Workshops and Conferences
- To organize Science Exhibition to motivate School Students.
- Setting up of more digital class rooms.
- Generate awareness on the significance of using mother language.
- To provide financial assistance to the Departments to organize Lectures and Talks.

Name   Dr.Gitanjali Hazarika   *Name Dr. Pradip Kr. Bhattarcharyya*

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

_____***_____

Annexure I

Abbreviations:

AVCSU	-	Arya Vidyapeeth College Students Union
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

****

Annexure II

The IQAC conducts students" feedback on various aspects of teaching learning process. The process includes feedback on teachers, office, library and hostels. A committee of experts formed by the Principal analyses the data collected by the IQAC in a confidential manner. The average is being calculated and the Principal communicates the output to the respective teachers and office staff at individual level.(Proforma of feedback attached below)

ARYAVIDYAPEETHCOLLEGE, GUWAHATI – 781 016

PROFORMA FOR STUDENTS' FEEDBACK

(For Major/PG Students only)

Session: Signature of the H.O.D:

Rate on the following attributes using the 10 point scale as shown:

10	9	8	7	6	5	4	3	2	1	0

Very Good   Very Poor

Feedback on Principal:

Attributes	Marks
Administrative capability	
Approachability to the Principal	
Ability to motivate students and handle their problems	
Sincerity/ Commitment	
Ability to generate discipline within the college campus	

ARYAVIDYAPEETHCOLLEGE, GUWAHATI – 781 016

PROFORMA FOR STUDENTS' FEEDBACK

(For Major/PG Students only)

Session:

Date of Issue: Signature of the H.o.D:

Rate on the following attributes using the 10 point scale as shown:

10	9	8	7	6	5	4	3	2	1	0

Very Good   Very Poor

A. Feedback on Courses and Studies:

Attributes	Marks
Its relevance in the context of social utility	
Its relevance in the context of your personal expertise to face day to day problems	
Its timely completion	
Departmental performance (allotment of topics, monitoring, facilities etc.)	

B. Feedback on Teachers:

Attributes	Assign marks against your teachers' names that are given in abbreviated forms											
Communication Skill												
Ability to design assignments / examination to test the understanding of the course												
Ability to demonstrate the topics taught												
Accessibility to the teacher in and out of the class												
Interest generated by the teacher on the subject and other related social affairs												
Knowledge base of the teacher												
Sincerity / Commitment												
Overall performance												

C. Feedback on Office:

Attributes	Assign marks against your teachers' names that are given in abbreviated forms			
	Issue of Certificate	Collection of Fees	Issue of Mark sheet etc.	Scholarship
Efficiency in dealing with the allotted job				
Attitude of prompt response to your need				
Helping attitude				
Overall commitment to the profession				

D. Feedback on College Library:

Attributes	Marks
The collection of text books	
The collection of reference books	
The collection of magazine / newspaper / journals etc	
Reading facilities	
Book bank facility	
Accessibility to the facilities of the library	
Attitude and sincerity of the library assistants	

E. Feedback on Accessory facilities:

Attributes	Marks
Internet service	
Xerox facilities	
Canteen facility	
Computer education	
Others (specify)	

F. Feedback on Departmental laboratory (Only for students with practical course):

Attributes	Marks				
Available facilities for conducting the experiments included in the syllabus					
Standard of the instruments for performing experiment with precision					
Overall environment of the laboratory					
Attitude and commitment of the laboratory assistants / bearers					

G. Feedback on College Hostels (Only for Hostel boarders):

Attributes	Marks
Accommodation and general environment	
Academic environment	
Food quality	
Game and extra curricular facilities	
General hygiene	
Discipline and congenial atmosphere amongst the boarders	
Service and attitude of the hostel attendants	
Performance of the Superintendent	

Principal

Arya Vidyapeeth College

Guwahati-16

<u>Annexure III</u>

ACADEMIC CALENDER, 2016-17

ACADEMIC CALENDAR, 2016-17

Session Begins on: 01.06.2016

June 2016: Working Days :
1	2	3	4	6	7	8	9
10	11	13	14	15	16	17	18
20	21	22	23	24	25	27	28
29	30						

Total : 26 days

Sundays : 5 12 19 26

July 2016 : Summer Vacation

29 July : College Foundation Day

August 2016: Working Days :
1	2	3	4	5	6	8	9
10	11	12	13	16	17	18	19
20	23	24	26	27	29	30	31

Total : 24 days

Sundays : 7 14 21 28

Holidays : 15 – Independence Day, 22 – Tithi of Madhabdev, 25 – Janmastami

September 2016: Working Days :
1	2	5	6	7	8	9	10
13	14	15	16	17	19	20	21
22	23	24	26	27	28	29	30

Total : 24 days

Sundays : 4 11 18 25

Holidays : 3 – Tithi of Sri Sri Sankardev, 12 – Id – uz – Zuha

October 2016: Working Days :
| 1 | 3 | 4 | 5 | 6 | 18 | 19 | 20 |
| 21 | 22 | 24 | 25 | 26 | 27 | 28 | 31 |

Total : 16 days

Sundays : 2 9 16 23 30

Holidays : 2 – Birth day of M.K.Gandhi, 7 to 15 – Durga Puja, Lakshmi Puja, Muharram, 17 – Kati Bihu, 29-30 – Kali Puja and Diwali

November 2016: Working Days :
1	2	3	4	5	7	8	9	
10	11	12	15	16	17	18	19	
21	22	23	24	25	26	28	29	30

Total : 25 days

Sundays : 6 13 20 27

Holidays : 14 – Guru Nanak's Birth Day

December 2016: Working Days :
1	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 : 26 days

Sundays : 4 11 18 25

Holidays : 2 – Asom Divas, 25 – Christmas Day

January 2017: Working Days : 2   3   4   5   6   7   9   10
                                          11   12   13   16   17   18   19   20
                                          21   23   24   25   27   28   30   31

Total : 24 days
Sundays : 1 8 15 22 29
Holidays : 14-15 – Magh Bihu, 26 – Republic Day & Gauhati University Foundation Day

February 2017: Working Days : 2   3   4   6   7   8   9   10
                                          11   13   14   15   16   17   18   20
                                          21   22   23   25   27   28

Total : 22 days
Sundays : 5 12 19 26
Holidays : 1 – Saraswati Puja, 24 – Sivaratri

March 2017: Working Days : 1   2   3   4   6   7   8   9
                                          10   11   13   14   15   16   17   18
                                          20   21   22   23   24   25   27   28
                                          29   30   31

Total : 27 days
Sundays : 5 12 19 26
Holidays : 12 – Dol Jatra

April 2017: Working Days : 1   3   4   5   6   7   8   10
                                          11   12   13   17   18   19   20   21
                                          22   24   25   26   27   28   29

Total : 23 days
Sundays : 2 9 16 23 30
Holidays : 14-15 – Bohag Bihu

May 2017: Working Days : 2   3   4   5   6   8   9   10
                                          11   12   13   15   16   17   18   19
                                          20   22   23   24   25   26   27   29
                                          30   31

Total : 26 days
Sundays : 7 14 21 28
Holidays : 1 – May Day

Important Information:

See ANNUAL ACTIVITY CALENDAR and PLAN BOARD for details.

The All Assam Banikanta Kakati Memorial Debate Competition will be held in the 2nd half of September 2016.

Other functions of the College will be notified on time.

Any change in Calendar, if it occurs, shall be notified on time.

Dr. Harekrishna Deva Sarmah
Principal
Arya Vidyapeeth College
Guwahati-16

Best Practices

1. Community Development Programme

To contribute towards the development of the society, the College identified a particular interior area around Guwahati, where school children still lack many amenities. As such, along with the Garbhanga village, the Garbhanga Lower Primary School (GLPS), Guwahati-34 was identified for adoption, which is located on the outskirts of Guwahati. The main objective of the programme is to attain 100% literacy rate in the target area for which compulsory enrollment of the children belonging to the 5-11 years age group needs to be ensured.

A Memorandum of understanding (MoU) was renewed between Arya Vidyapeeth College and GLPS on 01.08.2012 .The agreement focuses on the holistic development of the Garbhanga area in the academic, ecological, and social and health related issues. Keeping in mind the objectives of this agreement, Arya Vidyapeeth College has undertaken the following programmes:

(i) Distribution of reading, writing and sports material among the students of GLPS.

(ii) Arrangement of sightseeing in and around Guwahati city for the students of GLPS.

(iii) Provision for free education for the passed out students of GLPS in Arya Vidyapeeth College.

(iv) For creating awareness on the understanding of the important role played by mothers in the growth and development of children and family, Awareness Talk for mothers was organised in GLPS.

2. Generating an Environment of People's Culture through Performing Art

The goals of the practice are:

- To popularise classical and folk art and culture.
- To engage students in productive and creative activities.
- To motivate students to strengthen their roots in a globalised world.
- To encourage faith in pluralism.
- To develop friendly and humane relation between students and teachers.
- To develop a spirit of teamwork and leadership skill among students.
- To encourage the appreciation of aesthetics of art forms amongst the students

The College organises various cultural programmes and workshops where students and teachers participate wholeheartedly. Eminent artistes and scholars working on culture are invited to enlighten our students and teachers. A few among them are Sitarani Hazarika, Sharodi Saikia, Dr. Mirnanda Barthakur, Dr. Mallika Kandali, Satradhikar Nani Gopal Deva Goswami and Satradhikar Brindaban Goswami. Besides, the students and teachers engage in various informal discussions on socio-cultural issues from time to time. Programmes like dancing, singing, recitation, drama, *bhaona*, etc. are held whenever possible to exhibit their cultural skills and to enhance consciousness. The objective behind such practices is the realisation of the fact that culture plays a determinant role in social formation. The practice has become an integral part of our teaching- learning process.

****