

The Annual Quality Assurance Report of the IQAC

2013-2014



Swahid Peoli Phukan College, Namti

P.O.: Namtidole,

Dist.: Sivasagar, Assam

Pin-785684

Web: www.sppcollegenamti.org



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Part - A

1. Details of the Institution

1.1 Name of the Institution

SWAHID PEOLI PHUKAN COLLEGE, NAMTI

1.2 Address Line 1

**P.O. - Namtidole, Distt.- Sivasagar, Assam,
India, PIN- 785684**

Address Line 2

www.sppcollegenamti.org

City/Town

Sivasagar

State

Assam

Pin Code

785684

Institution e-mail address

**principal@sppcollegenamti.org
zaman.professor285@gmail.com**

Contact Nos.

O: 03772-211259 M: 09435500285

Name of the Head of the Institution:

Dr. S. S. Zaman

Tel. No. with STD Code:

03772-211259

Mobile:

M: 09435500285

Name of the IQAC Co-ordinator:

Mr. Ranjan Kumar Phookan



Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2004	Five Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

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 **2012-13 Submitted to NAAC on 12/06/2014**



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)

1.12 Name of the Affiliating University (for the Colleges)

DIBRUGARH 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 (<i>Specify</i>)	--
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	0
2.9 Total No. of members	15
2.10 No. of IQAC meetings held:	03
2.11 No. of meetings with various stakeholders:	No. 21 Faculty 15
Non-Teaching Staff	04
Students	01
Alumni	01
Others	01
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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

Youth Sensitization and Awareness for ‘Peace and Communal Harmony’, Gandhian Thought, Communal Harmony, Implementation of Semester System and Environment

2.14 Significant Activities and contributions made by IQAC

IQAC takes feed-back from students, teachers, staff and parents. Conducts meeting with staff, seminars, workshops, etc.

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 prepare class routine and its proper implementation.	Implemented successfully
2. To fix the dates of Unit Tests, Sessional Examinations	Fixed the dates and accordingly tests and examinations were conducted
3. To fix the dates of students’ seminar, GDs, etc.	Fixed the dates and accordingly Seminars and GDs were conducted.
4. To encourage faculties for research works.	Six faculties already completed Minor Research Projects and nine faculties are doing their Ph.D works.
5. To prepare SSR Report for NAAC	Report has been prepared.

* 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

IQAC submitted its action plan to the Governing Body through the Principal. In the GB meeting the IQAC plan was discussed and approved for proper implementation



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	03		02	04
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	04			
Others				
Total	07		02	04
Interdisciplinary				
Innovative	01			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
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.

Syllabus is revised by 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
28	17	10	Nil	01

2.2 No. of permanent faculty with Ph.D.

06

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
00	04			Nil	Nil				

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	07	00
Presented papers	01	07	
Resource Persons	01	03	00

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

In addition to the traditional methods, modern class room with ICT facility are used

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

180

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

It is initiated by 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

02



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 %
B.A.	140	03	16	89	13	86.43%
B. Sc.	-					
B.Com	-					

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

Providing suggestions and guidelines and taking feedbacks.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	00
Faculty exchange programme	
Staff training conducted by the university	02
Staff training conducted by other institutions	06
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	11	02	00	02
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 has constituted a Research Committee to monitor the research activities of the Faculty Members.

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	04	--	--	02
Outlay in Rs. Lakhs	460000			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	15	--
Non-Peer Review Journals	01	05	--
e-Journals	01	--	---
Conference proceedings	01	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2013-14	UGC	460000	460000
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			460000	460000



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			
Sponsoring agencies	--	--	--	--	05

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil



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	--	01	--	02	--	--

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

03
02

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 04 State level 03
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	<input type="text" value="--"/>	College forum	<input type="text" value="06"/>		
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="--"/>	Any other	<input type="text" value="--"/>

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

- **Swahid Peoli Phukan College, Nmati runs a Kids Play School within the college premises. The school is managed by a committee consisting of the Principal of the college as Chairman, HoD of Education as Secretary, two guardian members.**
- **The Career Guidance Cell of the college conducts coaching for different competitive exams.**
- **Career Counselling programme was organised by the Career Guidance Cell. Jasmine Hussain from ICA, Bhangagarh, Guwahati was invited as guest.**
- **One Art and Music School is run by the Cell for Women’s Studies and Development of the college within the college premises for the last seven years. Young students and children of the college and the locality are beneficiaries of the school.**
- **The College under the supervision of NSS wing organized anti-drug and anti-smoking campaign with the help of the students and faculties from time to time.**
- **The College celebrates “National Communal Harmony Week” every year and along with it “Fund Raising Campaign” is also carried out with the help of students in order to create awareness among the local community and students.**
- **The well equipped Multi-Gymnasium hall of the college has the provision to cater the needs of the students and local people. The college organizes Gym related competitions of different levels and could produce some players of national and international repute.**



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	78960 sq.mts			
Class rooms	20			
Laboratories	03			
Seminar Halls	00	00	00	00
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (Administrative Block)		01	UGC	980000/-
Girls' Common Room	01	01	Assam Govt.	1470000/-

4.2 Computerization of administration and library

Computerization of administration and library going on

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10900	--	--	--	--	--
Reference Books	11390	--	--	--	--	--
e-Books						
Journals	48					
e-Journals						
Digital Database						
CD & Video						
Others (specify)	05					



4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	35	01	05	3	1	8	16	--
Added	--	--	---	--	--	--	--	--
Total	35	01	05	3	1	8	16	--

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

15 more internet connections have been sanctioned which are coming in operation soon. Construction of one lab is going on.

4.6 Amount spent on maintenance in lakhs:

i) ICT	--
ii) Campus Infrastructure and facilities	300000/-
iii) Equipments	200000/-
iv) Others	300000/-
Total :	800000/-



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC independently does not arrange any programme for enhancing awareness amongst the students. However, in the programmes arranged by the departments and the college authority IQAC advances its full support.

5.2 Efforts made by the institution for tracking the progression

The college keeps records of all progress of stakeholders. The career guidance cell counsels the students for their future prospects. The college authority arranges meeting of different stakeholders and takes feed-back from them.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
414			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	0%	Women	No	%
	Nil	0%		Nil	0%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
171	23	19	221	00	434	173	17	11	213	00	414

Demand ratio **100:95** Dropout % **35.5%**

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

Under Guidance Cell coaching different competitive are given to the students. In 2013 coaching for TET exam was conducted by the Career Guidance Cell and out of 200 participants 82 qualified and almost all of them got placed



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

The College has constituted a Career Guidance Cell with seven members. Dr. Shahiuz Zaman Ahmed, Assistant Professor in History is the Coordinator of the Cell.

No. of students benefitted

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
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

SPP College organised a ‘Workshop on Communal Harmony’

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		
Financial support from government	19	54000/-
Financial support from other sources	05	15000/-
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: _____ Nil _____



Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college was established with noble objectives of uplifting the backward socio-cultural and educational conditions of the locality with the esteemed goal of disseminating quality education by raising its standard, making the institution a pioneer one as well as increasing its social accountability, equally with greater interest of regional and national obligation. The institution takes for all round development of the students. The institution especially emphasizes on:

1. Generating human resource to serve the country.
2. Creation of knowledge oriented society.
3. Promote employability of the resources.
4. Communal harmony.
5. Environmental awareness.
6. Facilitating extracurricular, co-curricular activities and extension programmes.

With these initiatives the institution communicates its vision and mission among the teachers, students, staffs and different stakeholders.

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

Curriculum is developed by the University

6.3.2 Teaching and Learning

Innovative methods like introduction of ICT are introduced for teaching learning process

6.3.3 Examination and Evaluation

20% marks (Internal Assessment) is evaluated by the college and the rest 80% is evaluated by the University conducted examination.



6.3.4 Research and Development

SPP College has a Research Committee of seven members to monitor and assess the Research Projects. The project Proposals are evaluated by external subject experts recommended by the research committee before sending it to the funding agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

There is a central library of about 120 seating capacity with ICT facilities catering to the needs of the students from different streams.

6.3.6 Human Resource Management

The college authority as well as the faculty members takes initiatives within limited scope through Career Guidance Cell of the college in guiding the students within and outside classrooms.

6.3.7 Faculty and Staff recruitment

Faculty and Staff of the college are recruited as per UGC norms and State Government guidelines. DHE, Assam is the highest authority of the recruitment process.

6.3.8 Industry Interaction / Collaboration

The college has collaboration with ICA, Kolkata and IIE, Guwahati.

6.3.9 Admission of Students

Admissions are made on the basis of Merit and co-curricular activities.

6.4 Welfare schemes for

Teaching	SPP College Employees Cooperative Society, Leaves as per Govt. Rule, Health Camps, Career Development Opportunities, etc.
Non teaching	SPP College Employees Cooperative Society, Leaves as per Govt. Rule, Health Camps, training programmes, etc.
Students	Drinking water, Toilets, Sports facilities, Health Check-up Camps, Study tours and Excursion, NSS, Scout and Guide, Students' Union Body, Scholarships, etc.



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	Yes	Govt.	Y	GB
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?

NA

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

Recently the Dibrugarh University has started encouraging its affiliated colleges to upgrade academic and infrastructural spheres. If these are fulfilled by the affiliated college, autonomy status is given to the institute.

6.11 Activities and support from the Alumni Association

The college has one alumni association and this body has contributed for construction of the boundary wall (front side). The body also gives suggestions from time to time for academic development of the college.



6.12 Activities and support from the Parent – Teacher Association

The college has a ‘Guardians’ Association’ which advises the college authority in different developmental aspects. But we do not have a ‘Parent – Teacher Association’

6.13 Development programmes for support staff

Teachers of the college are deputed to different UGC sponsored programmes like Orientation Courses, Refresher Courses, Winter Courses, Summer Schools, various short term courses, etc. The college provides facilities for various research projects. Teachers are encouraged to organize seminars, workshops, conferences, etc. Office staffs are also deputed to different training programmes for their development in official skills.

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

Institution’s initiatives to make the campus eco-friendly are- Drinking water facility; Tree Plantation; Sanitation system; cleanliness of campus; plastic, tobacco and smoke free zone, disposition of garbage (Manually), and so on.



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.

A modern class room with ICT facilities has been set up. The room is used for special classes, seminars, workshops, film (Documentary) shows, visual lectures, etc. All these have brought a new and unique academic environment in the college.

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

At the very beginning of the session an academic calendar is provided by the affiliated university that includes exam dates, dates of college week, freshmen social, dates of holidays, dates of admissions and forms fill up, etc. is brought to the notice of the teachers and students. The class routines are also served.

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

Please see annexure i

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

7.4 Contribution to environmental awareness / protection

SPP College pays full attention to Climate Change and Environmental issues. Environmental studies have been mandatorily included into the curriculum. NSS volunteers help in creating environmental awareness through regular cleaning and plantation within the college campus and outside college campus.

7.5 Whether environmental audit was conducted? Yes No

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



Plans of institution for next year

To introduce Major Course in Zoology. Construction of new class rooms and Computer laboratory. Modified water supply system. To start new skill development courses, modification of College Canteen, etc.

(Ranjan Kumar Phookan)

Signature of the Coordinator, IQAC

(Dr. S. S. Zaman)

Signature of the Chairperson, IQAC



Annexure I

- 1. In the academic field the college has introduced a series of skill development courses. The college has also made collaborative linkages with NSDC and ICA. This year the college has also introduced major course in Zoology. All these endeavours partially fulfil the long cherished goals of the college. The Science and Commerce streams have started facilitating the students of greater Namti area to undergo for science and commerce studies. All these have attracted the students of the greater area and gave opportunities to them to get jobs in different sectors.**
- 2. In the field of co-curricular and extracurricular activities the college has paid full attention. To create national and international players from the college and its surrounding area the authority has established an international standard Gymnasium hall. It has been fulfilling the long awaited demands of the students as well as the local people. Many of the trainees of the Gymnasium hall have already earned national international fame.**