

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

- To set a hallmark in the field of education and to preserve, create and disseminate, knowledge through teaching, learning, innovation and experimentation, thus clinching new vistas of opportunities for the generations to come so that they may achieve, self-sufficiency and it may impart in them, faithfully and comprehensively, the accumulated conscience of modern human civilization in terms of cultural, scientific and technological experiences, thereby ensuring courage and determination in them to face the changing scenarios of the socio economical situation creating responsible individuals leading a responsible society to contribute to the advancement of the region, the state and the nation as a whole and thus identifying a collaboration with the ever sought desire for knowledge and progress of the human race.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

- The Governing Body (G. B.) of the college is the sole management body. The governing body consists of the president (nominated by DHE), the secretary (generally the principal), the vice-principal (co-opted member), university nominees (one member for academic purposes and the other for financial matter), two teacher representatives, one non teaching staff representative, three Parent-guardian representatives (two male, one female) and a donor member. The governing body represents all the stake holders of the college. All the policies and plans to ensure quality are designed by the governing body unanimously on the basis of need and merits of the college. The policies are implemented by the principal with the help of sub committees approved by the G.B. The sub committees (usually from faculty members) are appointed by the G.B. on the basis of expertise.

6.1.3 What is the involvement of the leadership in ensuring?

- The policy statements and action plans for fulfillment of the stated mission
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders

- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change
- The leadership in ensuring policy statements and action plans for the fulfillment of the mission of the college is formulated and developed by the G. B in the form of different improved mission, specific policies and action plans considering needs and inputs suggested by the different stakeholders. The policies are implemented by the Principal with the help of different sub-committees which are formed and approved by the G. B. The sub-committees are headed by the Principal of the college with other members from teaching and non teaching staff as well as experts from different concerned stakeholders. Sub-committees are looked after and supervised by the members of the top management. Increasing involvement of the management in the teaching learning process is reflected in the continuous improvement of the various facilities introduced in the college for enhancement of the quality of teaching learning processes. The college management has already provided smart class facilities etc for betterment of teaching learning process. The college has also exhibit its leadership in providing infrastructure facilities in games and sports and also regularly sending students in different State and National level competition (Section 5.3.2). For instance constructed a mini stadium which is donated by Rabha Hasong Autonomous Council in the year 2008-09, Swimming Pool and an Indoor Stadium granted by UGC under Merced Scheme in the year 2009. The college has great cultural heritage. The cultural heritage of the college is reinforced under the leadership of J.N. College Cultural Unit. The locality of the college is dominated by tribal cultural heritage mainly dominated by Rabha, Bodo, Hajong, Garo besides Assamese and Nepali culture, and organizing and participated in different cultural competition (Section 5.3.2). The college has also established a Women's Cell in the year 2002 for the empowerment of the girl students and abounding tribal women of the locality [Annexure -6(a)]. The college has also different Cells and Units, the list of which is mentioned below and performing different activities in the organizational change.

- ❖ Grievance and Redressal Committee
- ❖ RTI Cell
- ❖ Teachers' Unit
- ❖ Employees' Union
- ❖ Womens' Cell
- ❖ Students' Union
- ❖ NSS Unit
- ❖ Scout and Guide
- ❖ J.N. College Science Forum
- ❖ Information and Career Guidance Cell (ICGC)

- ❖ J.N. College Cultural Unit
- ❖ J.N. College Anthropological Society
- ❖ J.N. College Political Science Forum
- ❖ Aryabhata Science Centre

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- The policies and plans that designed by the GB are effectively implemented by the principal of the college with the help of sub committees approved by the G.B. The sub-committees are headed either by the President of the GB or by the Principal of the college with other members from head of the departments, teaching and non teaching staff as well as experts from different concerned stakeholders. Sub-committees are looked after and supervised by the members of the top management. The selection of the member of the sub committees are made by the G.B. on the basis of their expertise. For instance, the construction committee, purchasing committee etc. and the policies and plans are finally monitored and evaluated by the GB.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

- The college management fully encourages and supports the faculty members towards involvement in various activities of academic leadership. The Faculty Improvement Programme (FIP) which is provided and funded by UGC is well implemented for the advancement of the faculty member of the college. Career advancement programme viz. Orientation Course, Refresher Course and Short Term Course of different Academic Staff Colleges throughout the country is regularly attended and participated by the faculty member of the college. The college has also organizing seminar and workshop for the development of the faculty member along with the student community. However, the faculty member of the college has been participating in different seminar, conference, workshop etc. at national and international level.

6.1.6 How does the college groom leadership at various levels?

- The college has been continuously appreciating and providing facilities including infrastructure, academic atmosphere etc. in grooming leadership among the faculty members, non teaching staff as well as within the student community. During the last few years twelve numbers of faculty members have been awarded Ph. D. degree and they have continuing their research activities in their own fields besides publishing papers in different national and international

research journal with varying impact factor (Section 3.4.3). Also six numbers of faculty members have got M. Phil degree during this period. Non teaching staff has also developed their professional skill and expertise in accounts, office maintenance, computer skill development etc. through various programmes and courses conducted by Academic Staff College, Gauhati University funded by UGC. The principal of the college has developing his personal management and administrative skill by attending different workshop. The students of the college have also been grooming at various level through NSS, Scout and Guide, games and sports at state and national level (Section 3.6.4).

6.1.7 How does the college delegate authority and provide operational autonomy to the departments/ unit of the institution and work towards decentralized governance system?

- The college has decentralized management and administrative governance system on which the departments and different units/cell/sub-committees have operational autonomy (Section 6.1.4). The departments have academic autonomy in respect of conducting departmental seminar, academic field trip, unit test etc. besides routine college activities. All heads of the departments are the part of college management and administration. However, the vice principal is the academic head and co-opted member of the G.B. The college has different units/cell/sub-committees (Section 6.1.3 & 6.2.3) for enactment of various activities of which the members are selected democratically. All the executive bodies are formed democratically, discuss relevant issues under its own jurisdiction and resolved independently. Members of both teaching and non teaching or student community from various departments/section may raise their individual opinion/grievance which is conveyed to the administration for settlement.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

- The college has the culture of participative management system from its inception. Before deficit system and provincialization by the Government of Assam the college was managed and run by the peoples of the localities. The sole members of the present management system (G.B.) are also selected from the peoples of the locality in terms of Donner member, Parent- guardian member etc. (See Section 6.1.2). Besides, the college regularly organized parent-guardian meeting, alumni meeting, student union meeting to discuss and take suggestions and opinions against the key problems of the college.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

- Following are the formally stated quality policy which is developed by the IQAC to fulfill the mission and vision of the college. The policies were designed and developed on the basis of cater to the needs of the college and suggestion from the different stakeholders were also considered. The policies which are developed by the IQAC were reviewed and deployed by the governing body of the college.
 1. To developed infrastructure facilities in the college which includes academic, games & sports, research & development, sanitation system, drinking water facilities, development of library with online facility.
 2. To enhance teaching learning processes to impart quality education.
 3. To empower professional skill of the teaching and non teaching staff.
 4. To developed R&D and consultancy.
 5. To introduce career oriented courses along with new subjects.
 6. To extend extension service to the stakeholders and the society.
 7. To impart training on games & sports for the students.
 8. To impart training on cultural heritage.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

- The urgent needs of the college envisage infrastructural development in the college as the perspective plan.

6.2.3 Describe the internal organizational structure and decision making processes.

- The college has well organized internal organizational setup. Apart from GB and IQAC the college has 15 nos. well organized bodies to efficiently work out all the academic, administrative and financial activities of the college. Like other provincialized colleges of Assam, as per guidelines of Assam Provincialized College Management Act, 2006 the institution has also Governing Body which is empowered to intervene with necessary action in the internal management of the college. The GB having the Principal as its secretary is the sole authority to implement all major decisions concerning financial, administrative and academic activities of the college. The academic, administrative and other organizational bodies are enlisted below.

1. Governing Body
2. IQAC
3. Grievance and Redressal Committee
4. RTI Cell
5. Construction Committee
6. Purchasing Committee
7. Teachers' Unit

8. Employees' Union
9. Womens' Cell
10. Admission Committee
11. Prospectus Committee
12. Examination Committee
13. Examination Center Committee
14. Academic Council
15. Library Committee
16. Students' Union
17. Election Committee

6.2.4 Give abroad description of the quality improvement strategies of the institution for each of the following

- The quality improvement strategies of the college are developed and look after by the IQA Cell of the college along with the college authority.
- Teaching & Learning
Apart from the traditional system of teaching learning the college has developed facilities like e-class, power point presentation through projectors, over head projector, departmental seminar, group discussion, home assignment, field visit and visit to higher institutions like IIT Guwahati, College of Veterinary Science, Institute of Plasma Physics Sonapur, Gauhati University etc. to provide exposure to the student community of the college.
- Research & Development
The college has been trying its best for the development of research and development during this period which is explained very well in the section 6.1.5 & 6.1.6.
- Community engagement
The community of the locality has been engaged by the college in the form of alumni, parent/guardian etc. for the development of the college and it is well explained in the section 6.1.8.
- Human resource management
The college has decentralized management system and provides operational autonomy to the human resources of the college (Section 6.1.7).
- Industry interaction
The college has no direct interaction with the industry. But few awareness and motivation training programmes towards entrepreneurship have been conducted through Information and Career

Guidance Cell (ICGC) of the college by different external agencies (Section 5.1.4).

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

- The college is transparent in all respect of its activities and opens to all kinds of information, and the head of the institution ensures adequate information for the top management, stakeholders etc. by following different means.
 - (i) The college has comprehensive and up to date database and information to access in the college website i.e. *www.jncollegeboko.com* for management, stakeholders etc.
 - (ii) The college has also well setup effective RTI Cell which was established in the year 2009 with a nodal officer and it has been well operated and executed. All together nine numbers of RTI queries have been received by the authority of the college and all the required information and data were prepared and send to the concerned persons within the stipulated time [Annexure-6(b)].
 - (iii) The college also provides information of all kinds through application.
 - (iv) Besides all these above mentioned means the college is providing academic information through Prospectus and Magazine.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

- The college management has always been encouraging and supporting involvement of the staff in improving the effectiveness and efficiency in the institutional processes. So many college activities instance the process. For example at the time of college election of students' union, at the time of conducting internal and routine examination etc. the teaching and non teaching staff of the college take all kinds of care and sincerity. Even then the staff involve at the time of preparing any kinds college documents, and developing policy and at the time of their implementation when ever required from the part of the management besides normal duties and responsibilities of the staff.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

- In the session 2012-13 there were six meeting of G.B. and forty three (43) numbers of resolutions were resolved in different aspects of the college mainly on construction, approval of expenditure, promotion of teaching and non teaching staff, appointment of Librarian, appointment of contractual teaching and non teaching staff, service regularization of teaching staff, utilization of Government grants, resolution against unauthorized absent of one faculty member of Chemistry department, permission to Chhamaria Anchalik College, leave approval, advertisement of faculty in the Department of History, proposal for solar energy installation, approval of vice principal, condolence regarding in service death of a faculty member, mater regarding NAAC visit, meager enhancement of fee structure, annual audit report of the college, placement of audit report, introduction of Career Oriented Programme (COP), introduction of new subject viz. Computer Science and Statistics, NOC for Ph.D. etc. All the above mentioned resolutions have been well implemented. Apart from these G.B. meeting and resolutions there are twenty six resolutions have been resolved by three G.B. meeting till today. Among them main issues are Golden Jubilee of the College, appointment of faculty in the department of History and Political Science etc.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

- The university has no provision for providing autonomy to the affiliated colleges/institutions. Hence, question does not arise to make any effort for autonomy.

6.2.9 How does the Institution ensure that grievances/ complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

- The college has also well setup effective grievance - redressal Cell which was established in the year 2003 with a four members including principal of the college against the grievance/ complaints for the stakeholders. The cell comprises of the principal, vice-principal and any three senior HOD selected by the principal. Complains are applied in prescribed format which was developed by the cell. The grievances and complaints are to be put in the complaint box and within seven working days justice has been given to the stakeholders (Section 5.1.10).

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

- There is no any court case against the college during the last four years.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?

- The college has effective mechanism and management system for analyzing feedback from the part of the students. The major outcome of the student feedback is as follows.
 1. Renovation of girls’ common room
 2. Installation of drinking water facility
 3. Renovation of sanitary system
 4. Up-gradation of facilities of library
 5. Provide sports facility in the girls common room
 6. Renovation of infrastructure facility for games and sports
 7. Development of cycle and bike stand.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

- The college has made very meager efforts to enhance the professional development of its own for the teaching staff and non teaching staff. The college encourages for the courses and programmes funded by UGC and other organization (Section-6.1.6) and continuously appreciating for FIP, conducting research activities (Major & Minor Research Project), organizing national seminar etc. The institution has organized a National Seminar on *Wetland and Livelihood* in the year 2008 and another National Seminar *Sankardev: His Literature, Culture and Philosophy* on 30th November, 2011. The department of Geography (in collaboration with Chhaygaon College) also organized a National Seminar on *Forest Resources of Assam, Depletion, Regeneration, and Challenges of Conservation* on 6th & 7th November 2013 and a Short Term Training programme under Bio-Tech Hub on *Biological Instrumentation* from 30th June to 2nd July, 2010 where the faculty members of the college along with other teachers of various institution have got exposure and scope to enhance their professional knowledge. One Computer training programme for non teaching staff was organized by the college in the year 2011 to develop computer skill among the member of non teaching staff. The Institution also made efforts and send non teaching staff to participate in the professional skill development programmes which is organized by UGC Academic Staff College, Gauhati University.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- The college has been appreciating and motivating the faculty members for academic and research development. The four numbers teachers had attended O.C, twenty six numbers RC and eleven STC while twelve numbers teachers had completed Ph. D, six numbers M. Phil and three numbers have also been doing their research work for the degree of Ph. D. in indifferent Universities. Altogether three numbers minor research projects and two number major research projects completed and three numbers ongoing projects from the different funding agencies mainly from UGC, DST, DAE-BRNS etc. of the faculty members is indicative of a strong academic and research strategies of the college. However, junior faculty members have been providing training under senior teachers for the involvement in the corporate life of the college like examination work, election work and admission processes etc. ICGC of the college has also providing leadership in empowering the faculty members of the college (Section 6.1.6).
- 6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.
- The head of the Institution evaluates and ensures the performance appraisal of the staff on the basis of prescribe format supplied by Director of Higher Education of Got. Of Assam. Besides, the principal of the college have collected and analyzed feedback from the stakeholders mainly from student communities to strengthen and ensure better performance of the staff. Further college has decided to take performance appraisal on the basis of Academic Performance Indicator (API) under PBA System as adopted by UGC.
- 6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?
- The college authority analyses the appraisal of each staff of the college every year. The drawback of appraisal is discussed and suggestions are provided by the principal at individual level in the presence of vice-principal and head of the department. The major drawbacks are forwarded to the GB of the college for consideration.
- 6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?
- The college has very limited scope of welfare scheme for the teaching and non teaching staff. There is welfare and saving fund viz. *J. N. College Employee Mutual Aid Fund (JNCEMAF)* constituted by the staff of the college where every member of the college contributed on monthly basis. Almost all members have been availing the loan facility at a meager rate of interest. The welfare fund financial aid during the

time of emergency of the staff like accident, disease, death of family member etc. There is a day care centre for children of the staff of the college which was funded by UGC.

6.3.6 What are measures taken by the Institution for attracting and retaining eminent faculty?

- The college has been creating infrastructural facilities including well equipped laboratories like Bio-Tech Hub, Language Lab, Indoor stadium, swimming pool etc. for attracting and retaining good faculty.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- The college has effective and efficient monitoring mechanism for the use of available financial resources. The college has GB approved different sub committees with expert from the concerned field like purchase committee, construction committee etc. through college monitor all the activities regarding financial resources (Section 6.1.4).

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

- The internal audit of the college is looking after by the governing body (GB) of the college annually. The GB generally appointed competent internal auditor and the annual audit report placed in the GB meeting for consideration. The external audit of the college is audited by the government agency, Directorate of Audit (LF), Govt. of Assam. The internal audit was carried out up to the year 2009-2010 which is approved by the GB having no any objection while external audit is completed up to 2011-12, yet the final audited report is not received by the authority of the college. Audited reports will be made available at time of inspection by the NAAC Peer team.

6.4.3 What are the major sources of institutional receipts/ funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/ corpus available with Institutions, if any.

- The major sources of institutional receipts/funding of the college are fees collected form students, UGC grants in different heads, MLA/MP fund, state government grants, over head amounts from major research project etc. The following table indicates the cumulative income and expenditure statement of the college for the last four years.

Table 6(a): Cumulative Income and Expenditure statement

| Year | Income (Rs. in lakh) | Expenditure (Rs. in lakh) | Deficit/ Surplus (Rs. in lakh) |
|-------------|---------------------------------|--------------------------------------|---|
| 2011-12 | 206.02577 | 74.41848 | 131.60729 |
| 2010-11 | 166.35486 | 89.44369 | 76.91117 |
| 2009-10 | 327.34374 | 215.97218 | 111.37156 |
| 2008-09 | 223.84464 | 221.97213 | 1.87251 |

As evident from the audit report the college has no deficit to manage. An amount of rupees 1.6 lakhs has fixed deposit as reserve fund of the college.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

- Time to time the college has been made effort for acquiring additional funding in different funding agencies. During the last four years a good numbers of proposal/projects were applied for seeking additional fund. A mini stadium was applied in Rabha Hasong Autonomous Council (RHAC) which was already implemented and completed. An indoor stadium and a swimming pool were granted by UGC and they are in the implementing stage. Several proposals on construction of a science building, water supply, boundary wall of the campus etc. are applied to the Government of Assam. Other proposals have been sent to IPDP, RHAC etc. for the construction of Principal's quarter, Boys' Hostel, Extension of Administrative Building etc.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- A. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?
- The institution has an IQAC which is established in the year of 2006 for quality assurance of the college. Following are the year-wise policies developed by the cell.

2005-06 & 06-07

1. Introduction and functioning of New Courses:

The College has emphasize on opening of new courses under convergence scheme of Open Universities and the

process is on to get permissions from Universities like IGNOU and others.

2. Infrastructure Development:
 - i) Development of the Reading Room in Library.
 - ii) Development of classrooms.
 - iii) Laboratories augmentation.
3. Student Support Progression:
 - i) Remedial courses for the Students of SC, ST, Minority and economically weaker sections.
 - ii) Special Coaching of Games and Sports for Students.
4. Healthy Practice:
 - i) Youth Leadership Training Programmes under NSS and Rover and Ranger.
 - ii) Health and Sanitation Awareness programmes through NSS, Rover & Ranger and different Cells of the College.
5. Organization and Management:
 - i) Computer Training for Teaching and Non - Teaching Staff of the College.
 - ii) Active consideration for the Computerization of the college administrations.

2007- 08

1. Introduction of new courses:
CIC, PGDCA, BCA, MBA, MCA, MPA, PGDDE, PGDHE, PGDRD, PGDDM, PGDESD, CHR under IGNOU, KKH State Open University and IDOL (GU).
2. Infrastructure Development:
 - a) Construction of women Hostel (with U.G.C. Fund)
 - b) Up gradation and Augmentation of Laboratory (both equipments and building)
 - c) Incorporation of more books in the Library.
3. Students Supports progression:
 - a) Remedial course for the student of S.C., S.T., Minority and economically weaker Students.
 - b) Special coaching of games and sports for students.
 - c) Library Open Access System.

- d) Conductions of more departmental seminars.
- 4. Organization and Management:
 - a) Computerization of Admission.
 - b) Computer training for Teaching Non- Teaching staff.
 - c) Awareness to Faculty Members for more research oriented activities

2008- 09

- 1. Infrastructure Development:
 - a. Laying of foundation of Mini Stadium.
 - b. Construction of New Administrative Building.
 - c. Inclusion of more Books and Journals.
 - d. Development of classrooms.
 - e. Construction of Girls Hostel.
- 2. Student Support Progression:
 - a. Remedial courses for the Students of SC, ST, Minority and economically weaker students.
 - b. Special Coaching of Games and Sports for Students.
 - c. Holding a Book Fair in collaboration with an N.G.O.
- 3. Healthy Practice:
 - a. Youth Leadership Training Programme under NSS and Rover and Ranger.
 - b. Disaster Management Awareness Programme.
- 4. Organization and Management:
 - a. Computerization of Administration.
 - b. Computer Training for Teaching and Non Teaching Staff.

2009- 10

- 1. Infrastructure Development:
 - a) Construction of the 1st floor of the Girl's Hostel.
 - b) Construction of the New Library building.
 - c) Classroom Development and extension of a portico in the main building.
 - d) Construction of Biotech Hub.
 - e) Construction of GIS Laboratory.
- 2. Student's Support Progression:
 - a) Remedial courses for the Students of SC, ST, Minority and economically weaker students.
 - b) Special Coaching of Games and Sports for Students.

- c) Holding of a Book Fair in collaboration with an N.G.O in the college campus.
 - d) Organization of a free Health Check up Camp for the students and local people.
 - e) Construction of a Swimming pool and an Indoor Stadium under infrastructure development scheme to enhance sport facility.
3. Healthy Practice:
- a) Youth Leadership Training Programme under NSS and Rover and Ranger.
 - b) Organization of a Blood Donation camp in collaboration with Sikh Regiment of Indian Army (Red Horn Division).
 - c) Disaster Management awareness programme.
4. Organization and Management:
- a) Computerization of Administration.
 - b) Mass computer literacy Training for Teaching and Non Teaching Staff.

2010- 11

The plan of action chalked out by the IQAC in the beginning of the academic year 2010-11 are as follows-

- ❖ Extension of Girl's Hostel.
- ❖ Completion of Network Resource Centre.
- ❖ Completion of the New Library building.
- ❖ Completion of GIS Laboratory.
- ❖ Setting up one Weather Station.
- ❖ Construction of Day Care Home.
- ❖ Organization of a Blood Donation Camp.
- ❖ Construction of Language Laboratory.
- ❖ Youth Leadership Training Programme under NSS and Rover and Ranger.
- ❖ Computerization of College Accounts.
- ❖ Up-gradation of Library.
- ❖ Construction of a State of the Art Seminar Hall cum Smart Class Room.
- ❖ Introduction of Certificate Course in Computer Application.
- ❖ Extension of Computer and Internet Facility to the Department.
- ❖ Community Service.
- ❖ Organization of Seminar/ Workshop/ Training etc.
- ❖ Organized Career Counseling Programme.

❖ Extension of Pure Drinking Water facility in the College Campus

B. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

- The management approved all the policies developed by the IQAC of the college for the years 2005-06, 2006-07, 2007-08, 2008-09, 2009-10 and all are implemented except the policy which was developed for introduction of new courses in the year 2005-06 & 06-07 and 2007-08. The convergence scheme of IGNOU was totally withdrawn from the university.

C. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

- The IQAC of the college has external members on its committee and they generally take part in the various discussions.

D. How do students and alumni contribute to the effective functioning of the IQAC?

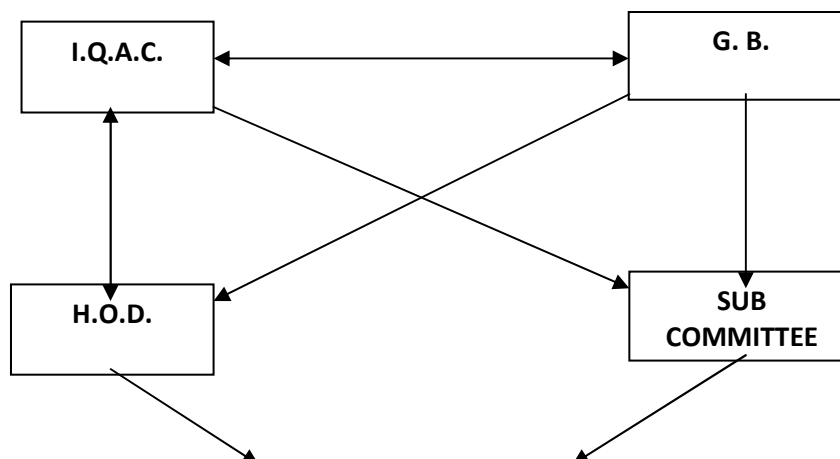
- The feedbacks from the student and alumni are considered at the time of policy development by the IQAC for the effective functioning.

E. How does the IQAC communicate and engage staff from different constituents of the institution?

- The IQAC of the college physically communicated with the staff and engage them through different sub committees as mentioned in the section 6.2.3.
-

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

- The institution has following integrated framework for Quality assurance regarding academic and administrative activities of the college.



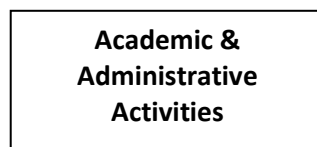


Fig: Academic & Administrative Framework.

- 6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.
- Though the college has no such type of training programme regarding quality assurance the college maintain its quality by the above mentioned framework.
- 6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?
- The college has internal academic audit system of its own. The principal of the college convene academic council meeting at the end of every academic session where academic matters related to teaching learning and evaluations are discussed. Important proceedings are sending to IQAC and college GB for necessary remedies. Results and related statistics are annually published in the college magazine where pictures of the academic audit are properly reflected.
- 6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?
- The college has no any kind of alignment with the requirements of relevant external quality assurance with the other agencies/regulatory authorities.
- 6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?
- The structure, methodologies of operation of the institutional mechanism for continuous review and evaluation of teaching and learning process of the college is described in the Criteria- 2 in details.
- 6.5.7 How does the institution communicate its quality assurance policies mechanisms and outcomes to the various internal and external stakeholders?
- The mechanism of quality assurance policies and outcome of the college communicate with the various internal and external stakeholders as described in the section 6.2.5. Besides college authority

discusses about outcome of the quality assurance policies with the parent-guardian and alumni of the college.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

Annexure: 6 (a)
Activities of Women's Cell

| Year | Event | Date | Resource person/organisation/collaboration | Participants | Remarks |
|------|--|----------------------|--|---|---------|
| 2008 | 'Gita Chetana Yatra', a lecture on Value Education | 27-08-08 | Guwahati and Boko chapters of the Kasturba Gandhi Memorial Ashram | Students and faculty members | |
| | seminar on 'Women's Rights and its Impact on the Society and Feminism' | 06.12.08 | Mr. Brajen Talukdar, (Advocate, Gauhati High Court) and Mrs. Deepika Sarma, Sr. Lecturer, Rangia College | Students and faculty members | |
| 2009 | Free Health Check-up camp | 25-11-09 | CHC, BOKO/IQAC | Villagers of nearby areas and faculty members | |
| 2010 | Celebration of 47th Foundation day of college | 3.8.2010 | College | All stakeholders of the college | |
| | Yoga Training Camp | 10.12.10 to 13.12.10 | Mr. N.K. Adhikari, Mr. Keshav Kalita and Mr. Binod Sarma/ Boko Branch, Patanjali Yoga Kendra | Students and faculty members | |
| 2011 | Formal Publication of constitution | June 2011 | Drafted by: Mrs. M. Sarma, faculty member | | |
| 2012 | Publication of 'Prerona', biennial magazine of Women's Cell | January 2012 | Faculty Members of College | | |
| | Felicitation of Rank-holders in last academic session | 3.8.2013 | students | | |
| | Associated to form GCASH of | 1.2.2013 | Noted locals persons women's | | |

| | | | | | |
|------|--|-----------|--|--|--|
| 2013 | J.N.College | | cell,college authority ,faculty | | |
| | Collaborated to organize self-defence skills prog | 12.2.2013 | Usha rani Boro,National Wushu Player | College Students | |
| 2013 | International women's Day observed;essay competition,felicitation of distinguished persons,painting exhibition | 2.3.2013 | Mrs.B.Devi, Mrs.K.K.Boro, Ms.P.Pal | Students ,college authorities, faculty members and local People. | |
| | Career counseling program | 3.5.2013 | Mr.P.Sarma,(IIE),Dr (Mrs)P.Vaquiline(GU)/ICGC,J.N.College | Students | |
| | Interaction program on UGC guidelines on women's studies | 3.5.2013 | Dr(Mrs).P.Vaquiline (GU) | Teaching Faculty | |
| | Collaborated to organize self-defence skills prog | 12.2.2013 | Usha rani Boro,National Wushu Player | College Students | |
| | International women's Day observed;essay competition,felicitation of distinguished persons,painting exhibition etc | 8.3.2013 | Mrs.B.Devi, Mrs.K.K.Boro,Ms.P. Pal | Students ,college authorities,faculty members and local People. | |
| | Career counseling program | 3.5.13 | Mr.P.Sarma,(IIE), Dr(Mrs) P.Vaquiline (GU)/ICGC, J.N.College | Students | |
| | Interaction program on UGC guidelines on women's studies | 3.5.2013 | Dr(Mrs).P.Vaquiline (GU) | Teaching Faculty | |
| | Assist research scholars in organising Focus Group Discussion on childlessness project among the villagers near Boko | 26.11.13 | Ms.A.Arvidsson and Ms.Sarah Pederson Uppsala University,Sweden and , W.S.Dept.(GU) | Focus groups of Villagers and students | |

Annexure 6(b)
Activities of RTI Cell

| Sl No | Date | Name of the applicant | Matter regarding on which information was sought | Remarks |
|-------|----------|--|---|---------------------|
| 1 | 10/03/10 | Jaidev Das Amtola Kaiborta Gaon, Kukurmara- 781134 | Name of the employees under ST category | Information Send |
| 2 | 14/06/10 | Case related of Avinash Malhotra vs Union of India | Facility of fire safety in school & colleges | Information Send |
| 3 | 01/11/10 | Dharmeswar Baishya Bauripara Nalbari | Name of the employees with qualification and percentage of marks | Information Send |
| 4 | 13/12/10 | Khireswar Borah Arya Veedyapeeth College | Number, Name, Department of Associate Professors with Date of joining | Information Send |
| 5 | 13/12/10 | Khireswar Borah Arya Veedyapeeth College | Name & number of Associate Professor who had obtained after 31/12/2006 | Information Send |
| 6 | 31/12/10 | Binita Lahkar Student, TDC 3 rd year J N College, Boko | Status of M Khan, Lecturer, Chemistry Department, J N College | Information Send |
| 7 | 05/06/12 | A J Sheihk Luluka, Dibrugarh | Details of Swimming Pool | Information Send |
| 8 | 17/06/13 | Juli Thakuria Guwahati | Appoinment of Librarian | Information Send |
| 9 | 08/08/13 | Juli Thakuria Guwahati | Appoiment of Librarian | Information Send |