



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		LAKHIPUR COLLEGE
Name of the head of the Institution		Mirza Mannaf
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+919101997329
Mobile no.		9435324525
Registered Email		lakhipurcollegeglp@gmail.com
Alternate Email		saloijk@gmail.com
Address		Lakhipur, Goalpara (Assam)
City/Town		Goalpara
State/UT		Assam
Pincode		783129
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Jayanta Kr. Saloi
Phone no/Alternate Phone no.	+919435324525
Mobile no.	8638072897
Registered Email	lakhipurcollegeglp@gmail.com
Alternate Email	saloijk@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://lakhipurcollege.in/wp-content/uploads/2022/03/AQAR-2018-19.Accepted.pdf">http://lakhipurcollege.in/wp-content/uploads/2022/03/AQAR-2018-19.Accepted.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://lakhipurcollege.in/wp-content/uploads/2022/01/ACADEMIC-CALENDAR-2019-2020pdf.pdf">http://lakhipurcollege.in/wp-content/uploads/2022/01/ACADEMIC-CALENDAR-2019-2020pdf.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	74	2005	28-Feb-2005	28-Feb-2010

### 6. Date of Establishment of IQAC

05-Sep-2002

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
INDUCTION PROGRAM	08-Aug-2019	15

	1	
TEACHERS ORIENTATION	16-Aug-2019 1	19
WORKSHOP ON DUTIES AF CITIZEN	21-Oct-2019 1	200
AWARENESS PROGRAM ON CHILD MARRIAGET	11-Nov-2019 1	59
NATIONAL VOTERS DAY CELEBRATION	25-Jan-2020 1	59
SEMINAR ON ICT	21-Jan-2020 1	17
CLEANLINESS DRIVE	11-Feb-2020 1	250
AWARENESS PROGRAM ON COVID	15-Feb-2020 1	300

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[View Uploaded File](#)

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. INDUCTION PROGRAM 2. TEACHERS ORIENTATION FOR COMMUNICATION SKILL. 3. WORKSHOP ON DUTIES OF CITIZEN. 4. AWARENESS PROGRAM ON CHILD MARRIAGE. 5. NATIONAL VOTERS DAY CELEBRATION.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
AWARENESS PROGRAM ON COVID	ORGANISED
CLEANLINESS DRIVE	ORGANISED
SEMINAR ON ICT	ORGANISED
AWARENESS PROGRAM ON HEALTH AND HYGENE	ORGANISED
NATIONAL VOTERS DAY CELEBRATION	ORGANISED
AWARENESS PROGRAM ON CHILD MARRIAGE	ORGANISED
WORKSHOP ON DUTIES OF CITIZEN	ORGANISED
ORIENTATION PROGRAM FOR TEACHERS	ORGANISED
INDUCTION PROGRAM	ACHIEVED
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	24-Dec-2021

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

30-Nov-2019

**17. Does the Institution have Management Information System ?**

No

Part B

**CRITERION I – CURRICULAR ASPECTS**

## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Lakhipur College is affiliated to Gauhati University like other colleges, Lakhipur College also follows academic calendar provided by the Gauhati University. The academic committee of the college is formed by the Principal to allot the classes to each subject. The HODs distributes the topics to the faculty members equally. Departmental meetings are held regularly to conduct seminar, group discussion, field visits, class test, mock test and surprise test by the Department was held at regular interval.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ASSAMESE	01/08/2019
BA	ARABIC	01/08/2019
BA	ENGLISH	01/08/2019
BA	HISTORY	01/08/2019
BA	POLITICAL SCIENCE	01/08/2019
BA	EDUCATION	01/08/2019
BA	ECONOMICS	01/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BA	ARABIC	15
BA	ASSAMESE	35
BA	ENGLISH	8
BA	HISTORY	12
BA	ECONOMICS	14
BA	EDUCATION	38
BA	POLITICAL SCIENCE	42
No file uploaded.		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Nil
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>To collect opinion and suggestion for the betterment of the institution, questionnaires were prepared by IQAC for 2019-20 as feedback form. The process of filling up the questionnaires was explained elaborately by the teachers. The date given in feedback form was analyzed by IQAC. The difficulties and drawbacks as pointed by the respondents were recorded by the IQAC. The necessary remedial measures are taken by IQAC to solve the problems. Questionnaires were also prepared by the IQAC about the teachers' behavior and performance. The feedback were analyzed, suggestion and requirement were conveyed to the principal. The necessary actions were taken by the principal HoDs to eradicate the problems, drawbacks as mentioned respondents.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA HONS AND GEN	840	1000	840
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### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2019	840	0	18	0	0
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## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	8	3	1	0	8

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

At the beginning of the academic session 2019-2020, the college organized an induction program for students of first semester and explained the course structure, syllabus and evaluation process in detail. Here the Principal of the college, along with the teachers and office staff took part. The members of the College Union body also participated. Members of Alumni association were present to talk about the experience to the new comers. Students of the College mainly come from low-middle income and low-income families and in many cases, they are first generation learners and therefore face many challenges in their academic endeavors as well as in social interactions. Teachers of the college take special initiative to address any issue faced by the students, academic or otherwise. As some students come from very disturbed backgrounds, regular mentoring is done by teachers. All the necessary information related to the students such as contact number, address etc. are initially collected by the department. The departments also maintain the records of the class tests, surprise tests, group discussions, attendance records etc. related to the reviewing of the students' performance to address the needs of the slow learners. The teachers of the respective department maintain interactive with students through individual meetings. The departments also organized parent teachers meeting and try to identify the problems faced by the students and issue related to them

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
840	18	1 : 47

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
22	18	4	0	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BA	TDC/ARTS	VI/2020	12/10/2020	05/12/2020
BA	TDC/ARTS	IV/2020	Nil	13/11/2020
BA	TDC/ARTS	II/2020	Nil	09/03/2021
BA	TDC/ARTS	V/2019	17/12/2019	04/06/2020
BA	TDC/ARTS	III/2019	03/12/2019	22/05/2020
BA	TDC/ARTS	I/2019	28/01/2020	18/09/2020
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Lakhipur College is a constituent of Gauhati University and is guided by the regulations formulated at the university level with regards to syllabi, examination and evaluation. The internal assessment is also as per the guidelines laid out by the University. The Choice Based Credit system has been implemented by the university and its affiliated colleges. Hence, Lakhipur College too has started with this system from the present years. The pattern of continuous internal evaluation for this system has been modified from the earlier existing pattern. The distributions of marks for the internal assessment has also been modified to suit the newly adopted CBCS. For the process of continuous internal evaluation, the college continues to hold class tests, give home assignments and assess the students through class performances. Sessional examinations are held and the marks obtained are sent to the university when asked for. The university has a continuous internal evaluation system in which each paper without practical has a component of 20 marks of internal assessment and 80 marks allotted for final examination of the paper. Papers with practical have sixty marks allotted for the final examinations, 20 marks for the practical examinations and 20 marks for internal assessment. The 20 marks allotted for internal assessment is further divided as 10 marks for sessional examinations, 6 marks for home assignment/ presentations and 4 marks for attendance. Assignments and presentations are on topics related to the syllabus. Thus a continuous internal assessment goes on throughout the semesters to assess the students on their daily performance

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepares an academic calendar at the beginning of the year based on the academic calendar issued by Gauhati University. The academic calendar takes into considerations the national and state holidays, the summer and the winter vacations, and the number of working days mentioned by the university. The Calendar has the schedule of the College examinations which includes the sessional examinations. Also included in it are the tentative dates for holding the freshmen social, college election and the College Week. The time within which the project works, field visits and other such are to be completed is also mentioned. Efforts are given to ensure that the events and examinations of the college are held according to the schedule mentioned in the academic calendar. Sometimes due to some unforeseen reasons the university needs to reschedule the timings of the examinations. This is then informed to all the affiliated colleges through notice issued by the University. In such cases the faculty member and students of the college are informed about the change of dates through notice issued by the Principal. If a when there is a need to reschedule of holding any events in the college, this is also notified to all the Persons Concerned through notice issued by the Principal.

#### 2.6 – Student Performance and Learning Outcomes



2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://lakhipurcollege.in/wp-content/uploads/2022/03/PROGRAM-AND-OUTCOME-2019-2-compressed.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
TDC ARTS	BA	ARABIC	12	12	100
TDC ARTS	BA	ECONMICS	4	3	75
TDC ARTS	BA	HISTORY	6	5	83.3
TDC ARTS	BA	EDUCATION	18	13	72.23
TDC ARTS	BA	POLITICAL SCIENCE	33	30	90.9
TDC ARTS	BA	ENGLISH	8	5	62.5
TDC ARTS	BA	ASSAMESE	22	14	63

[View Uploaded File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://lakhipurcollege.in/wp-content/uploads/2022/03/SSS-2019-20.pdf.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0

No file uploaded.

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	N/A	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	N/A	N/A	Nil	N/A

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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NIL	N/A	N/A	N/A	N/A	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	NIL	0	0
No file uploaded.			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
EDUCATION	1
No file uploaded.	

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	N/A	0
No file uploaded.						

#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	N/A	N/A	Nil	0	0	N/A
No file uploaded.						

#### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nil	0	0	0	0
No file uploaded.				

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
CLEANLINESS DRIVE	NSS	12	238
NATIONAL VOTERS DAY CELEBRATION	NSS IQAC	13	46
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
CLEANLINESS DRIVE	APPRECIATION AWARD	MUNICIPAL BOARD	238
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen- cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	N/A	0	0
No file uploaded.				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
CULTURAL PROGRAM	40	NILL	1
POEM RECITATION	20	NIL	1
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	N/A	0
No file uploaded.			

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES****4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15597677.87	5448788.8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Others	Newly Added
Seminar halls with ICT facilities	Existing
Class rooms	Existing
No file uploaded.	

**4.2 – Library as a Learning Resource**

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Partially	N/A	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11970	2409900	0	0	11970	2409900
Journals	27	7540	0	0	27	7540
Others(s pecify)	1392	6328	0	0	1392	6328
Others(s pecify)	2	7000	0	0	2	7000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives &amp; institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
N/A	N/A	N/A	Null
No file uploaded.			

**4.3 – IT Infrastructure**

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	20	1	12	1	1	3	0	25	0

Added	0	0	0	0	0	0	0	0	0
Total	20	1	12	1	1	3	0	25	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

25 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
15597677.87	4698897	15597677.87	5325635

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Physical facilities in the form of airy class rooms with good lighting facilities and good sitting arrangements are available for students in the college. A new College Gate has been constructed near the main road. Internet facility makes it easier for faculty members to undergo research activities during the time when they are not involved in classes. Internet facilities are also used by teachers to get updated information on the course they are teaching. The college has well an equipped computer lab where computers courses for students are held on a regular basis. A seminar hall with LCD facilities is used for holding seminars amongst the faculty members and lectures are also arranged for students here. The presence of a smart classroom facilities taking of classes using ICT. The library has been renovated. It is well equipped with books related to the course and reference books for further reading. Here both teachers and students can issue books in their name and can take the home for a fixed number of days. The presence of computers with internet facilities in the library can be used by students as a when necessary. The library committee of the college lays down rules to be followed by members while inside the reading room library and in issuing books from it. Photostat facility is also provided by the library. Computers are also available for each office employee along with internet facilities. This improves the efficiency of the administrative staff and keeps them well informed about the changes that take place in the rules and regulations in the functioning of the College. Others sports activities are also organized, especially during the annual college week in which all students can participate. The presence of good sports activities along with a big playground not only adds to the physical wellbeing of the students but also improves their mental health. The college engages employees for maintenance and overseeing of campus security. Classrooms, washrooms, library, departments are kept clean and well maintained.</p>
<a href="#">N/A</a>

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College week, Freshman social, Election	840	152456
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Spoken English Course	29/12/2021	45	not applicable
international Yoga day Celebration	21/06/2020	30	not applicable
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	nil	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	0	0	nil	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
Nill	1	lakhipur College	English	University of science and technology, Meghalaya	PG
Nill	5	lakhipur College	Education	IDOL GU, USTM	PG
Nill	3	lakhipur College	ARABIC	GU, USTM	PG
Nill	3	lakhipur College	Assamese	IDOL.GU	PG
Nill	1	lakhipur College	Political Science	IDOL GU,GU	PG
Nill	1	lakhipur College	Economics	Boroland University	MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SLET	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
QUIZ	Inter-College	16
Yoga	COLLEGE	30
College Week	COLLEGE	840
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	nil	Nill	Nill	Nill	nil	nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Lakhipur College's Student Council (SSC) representatives actively participate in various activities. They help in coordinating all the events related to academics and other co-curricular Extra-curricular activities, as per the directives of teaching faculty. They do lot of academic administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the Institute. They work as a medium between faculty and students. Student's council provides an opportunity to

students to develop their leadership skills through active participation in college administration and students collaboration. The student council perform various functions and activities as- Organizing cultural activities and sports activities for students, communicating problems faced by students to Principal and management of college, maintaining discipline in college campus, maintaining college campus clean and green, participation in extension activities like Voters Awareness Programme, Swachh Bharat Abhiyan, Tree Plantation, Yoga Day, Blood Donation etc. They give their suggestions for purchase of books, magazines for library

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Lakhipur College functions under the Supervision of the Governing Body. Any matter relating to the management and administration of the institution is placed before the Governing Body by the Principal for approval. The Principal in order to fulfill the vision and Mission of the Institution formulates common working procedures and entrusts the implementation to different faculty members. The faculty members are given representation in various committees and allowed to conduct various programmes to showcase their talent. For effective implementation and improvement of the college, the following committees are formed: 1. Admission cell 2. Examination Cell 3. Election Committee 4. Village adoption Committee 5. Cultural Committee 6. Sports Committee 7. Alumni Cell 8. Grievance and Redressal Cell

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

#### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	All the faculty members are involved in different committees and cells of the college. Different activities of the college are thus carried out smoothly by equal distribution of work.
Admission of Students	The students are admitted into the college following rules and regulations



	governed by the college authorities. Information regarding the dates of admission are given in the notice board. The prospectus states all the terms and conditions to be followed by candidate seeking admission.
Examination and Evaluation	The end term examinations are conducted as per the rules and guidelines provided by the affiliating University. The internal assessment is also done according to the guidelines set by the university. Evaluation of answer scripts are carried out by the faculty members for both internal and end term examinations. All works are completed within the stipulated time set by the University.
Teaching and Learning	With the implementation of the CBCS, it was required of the teachers to review the new syllabus and prepare the lesson plan accordingly. An academic calendar is prepared at the beginning of each year along with the teaching plans. Remedial classes are held for weak students
Research and Development	Faculty members are encouraged to publish Research papers in various national and international journals. A Research and Development Publication cell is present in the college comprising of faculty members. Teachers are encouraged to undertake research work by motivating them to attend seminars, workshops and conferences.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	Notifications related to examination and results are done through the college website. The marks secured by the students in the internal examination are uploaded through the university portal as and when directed by the University. The results are also received from the university through the online mode. The examination for the current session was held in the online mode due to the lockdown imposed for the pandemic situation.
Student Admission and Support	For the process of admission, a partial e-module is used where students can apply for the course. Forms may also be downloaded from the college website. The process of admission has been carried out in the online Mode in the present year.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	NIL	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ORIENTATION	1	26/08/2019	15/09/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts both internal and external audit regularly. Internal Audit is done by Chartered Accountant after initial scrutiny from the Audit Branch, Lakhipur College. The institute also participates in the Government Audit from time to time. The frequency of Government Audit is determined by the Department of Higher Education, Govt. of Assam.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
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NIL	0	0
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6.4.3 – Total corpus fund generated

0
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**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Generally Parent teacher Association is providing all essential amenities and their maintenance . It also supports the financially poor and backward students. Encouraging sports activities. cleanliness of the college is also looked after by the parent teacher association.

6.5.3 – Development programmes for support staff (at least three)

Medical check up by Lakhipur Civil Hospital, Orientation Programme on Work life, Seminar on Professional Ethics of a teacher.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Career Guidance programme, Spoken English Program, Seminar ON use of ICT.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	awareness Program On Child marriage	15/02/2020	15/02/2020	15/02/2020	300
Nil	Cleanliness Drive	11/02/2020	11/02/2020	11/02/2020	250
Nil	Seminar on ICT	21/01/2020	21/01/2020	21/01/2020	17
Nil	National Voters day celebration	25/01/2020	25/01/2020	25/01/2020	59
Nil	Awariness program on COVID 19	11/11/2019	11/11/2019	11/11/2019	59

Nil	Workshop on Duties of CITIZEN	21/10/2019	21/10/2019	21/10/2019	200
Nil	Teachers orientation for communication Skill.	16/08/2019	16/08/2019	16/08/2019	19
Nil	Induction Program	Nil	08/08/2019	08/08/2019	15
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness program on child marriage	15/02/2020	15/02/2021	155	40
Spoken English program	18/08/2020	18/08/2020	40	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1) Natural lighting in classrooms thus minimizing the use of electricity during class hours. 2) Use of LED Light Bulbs. 4. Maintenance of flower garden. 5) Awareness among students to switch off fans and lights when no required.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	08/03/2020	1	International womens day	Empowering Women	69
2020	1	1	05/06/2020	1	world environmental day	Environmental awareness	55
2020	1	1	21/06/2020	1	International	Mainten	33

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## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Library Rules	18/08/2020	A set of rules are stated in a framed board at the entrance of the library which serves as a guideline for code conduct in the library

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence day celebration	15/08/2019	15/08/2019	33
Republic Day	26/01/2020	26/01/2020	25
world environmental day calibration	05/06/2020	05/06/2020	40
yoga Day celebration	21/06/2020	21/06/2020	33

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## 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Regular cleaning of the college campus 2.maintenance of flower garden 3. Efforts at paperless communication 4. Efforts at a plastic free campus.

## 7.2 – Best Practices

## 7.2.1 – Describe at least two institutional best practices

**Best Practice :2019-2020 Lakhipur College Title:1. Paperless and Time-effective Communication Context:** The initiative for paperless and time-effective communication was initiated in our college in the year 2019. The context behind this initiative was to facilitate a time effective, smooth flow of communication between the Principal and the teaching faculty, non-teaching staff and the students. This means of communication was more effective during the nation-wide lockdown that was imposed following the Covid -19 outbreak. The idea behind the practice was to emphasize on a greener mode of communication that minimized the usage of reams of paper until absolutely necessary and to reach out to a wider audience in a shorter span of time. The usage of paper as a medium of communication was thus partially replaced by electronic media

**Objectives:** The objective behind such an initiative can be seen as 1. Ensuring effortless communication 2. Saving on resources 3. Establishing faster, free and direct communication

**Practice:**To put the concept of paperless and time-effective communication into practice, several WhatsApp groups were created to enable this initiative. WhatsApp is a smartphone application used for instant messaging. It has been popular in the community in the recent years, but is being also used in education. This means of communication is easy secure and reliable. The simplicity of its use allows it to be preferred by teachers and students alike. Teachers have realized that group chats can foster closer ties between the teacher and the students. It also serves as platform for receiving information quickly, especially in the event of an emergency. To

facilitate paperless communication groups were created between teachers and students. Each semester from every department has a WhatsApp group with the respective teachers. Information is shared in these groups and students also submit their assignments through them. During the lockdown period online classes were taken through zoom or google meet but it was through these WhatsApp groups that teachers communicated with the students regarding the class timing and the topic intended for the scheduled class. Principals are essentially leaders who lead faculty and staff and oversees daily operations in the college. For successfully carrying out one's duties it is necessary to have effective communication between all the stakeholders. With the immense responsibilities and hectic schedule, it is essential that communication is effortless and quick. A group was thus created between the Principal and the teaching faculty. Any information to be communicated to the teachers by the Principal is done through this group. The teachers too respond accordingly. Often requests for casual leave, duty leave and such are sent through this group. This means of communication not only saves on time but also on materials such as paper. There is also a group between the Principal and the office staff. Any communication to the office staff is done through this. Along with the WhatsApp groups email is also a means of communication between the stakeholders. It is a more official and formal medium of communication. Impact: The practice of paperless and time-effective communication has had the desired impact. Information is being shared effectively and is reaching a wider audience in a shorter span of time. It is also cost-effective as the use of paper has been reduced to a great extent. In the context of student-teacher communication, there has been a positive impact. This means of communication has extended beyond the classroom. Students are able to reach their respective teachers even beyond college hours. They are able to access study material which are provided by their teachers, at their own time. WhatsApp has enabled students to send text messages, images, videos documents. It has provided students and teachers with the ability to create a group that supports interaction of each member. Students' engagement through this means has also influenced their motivation for social interaction. Difficulties faced: Network connectivity is an issue that is a hindrance to the smooth running of this mode of communication. Although a WhatsApp message can be accessed even after the recovery of connectivity, students may miss out on a scheduled online class due to not receiving the information on time. 2. Title:

Providing a platform to the alumni for financial independence Context: Maintaining good relationships with the alumni is crucial to the success of the higher educational institutions. The Alumni association of the college mainly offers networking opportunities and events to help them stay in touch with the management of the college. It is a way for the management to keep track of them

They can be identified and reached out to for involving them in different activities and functions of the college. The alumni serve many valuable roles, such as helping to build and grow an institution through word of mouth.

Engaging an alumnus in the college is immensely beneficial to the students presently studying in the college. They can play an active role in voluntary programmes such as mentoring students in their areas of expertise. But it is not only a one-way process. It is also the responsibility of the institution to cater to the needs of its alumni and provide them with opportunities. The institution should help them financially and motivate them for higher education. Whenever an opportunity comes by, an alumnus should be given the preference to be involved as a faculty or in any other capacity. This initiative also motivates an alumnus to think about pursuing higher education so as to be suitable for the position. Objectives: 1. To make them financially independent. 2. To motivate the students to go for higher education. Practice: The alumni relationship with its alma matar should not be a one-way process. Effective alumni outreach should include offers of professional and personal support. This institution makes an effort to engage the alumni in different ways. Whenever the need arises, be it teaching, vocational skills, sports or

cultural activities, eligible alumni are encouraged and given the opportunity to be a part of the institution. Over the years the institution has engaged many alumni as faculty members in different departments as well as supported some in their endeavor to become financially independent through entrepreneurial ventures. 1. Ms. Aminul Islam has been engaged as a contractual teacher in the Department of Political Science. 2. Miss Nancy Singh has been engaged as a contractual teacher in the department of English. 3. Ms. Pratul DAS has been engaged as a yoga instructor. . Impact: By engaging alumni in the college in different capacities, the college is aiding in making them financially independent. The alumni of the college belong to families that are not financially sound. By offering them an engagement in the college, financial support is being extended to the family. Moreover, this helps in establishing a relationship that is beneficial to both the institution and the alumni. They are ever willing to come forward and help the college in times of need and in return they are benefitted by the remuneration that they receive. 2. Title of the practice: Continuation of Self Defense Training for Women Fraternity of the College. ii. Goal: To prepare oneself with adequate technical skill to defend and save from assault, injury during adverse situation and boosts them with confidence and growing sense of self trust. iii. The context: Gender Equality is the reverberating slogan in today's time. But the unprecedented spurt or growth of incidents of physical and mental harassment on women and the rise of virtual crime in the society, the demand of self defence class through physical training to save from any assault, injury or death threat is need of the hour. iv. The practice: Considering the importance of the women empowerment and demand of the training the IQAC planned for continuation of the training and a ten days long of the same training has organized from 14th to 24th June, 2019. v. Evidence of success: The practice has found beneficial for students and received Excellent response from student,, faculty, parents and alumni. College has decided to Hold such training every year.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://lakhipurcollege.in/wp-content/uploads/2022/03/Best-Practice-OF-2019-2020-Copy.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As an institution of higher education located in an urban area the college feels the importance of its role in giving a shape to the hopes and aspirations of the people around it. As most of our students are from poor economic background, they do not have an exposure in sports and cultural fields in spite of having talent and potential in these areas. The college feels the need of providing a platform for such talented students. The institution has taken initiatives for providing such students facilities of games sports as well as in the cultural field. It organizes training programmes a workshop etc. on various games sports such as athletics, football etc. and cultural activities like dancing and singing inviting resource persons from outside. As a result of such initiatives quite a good number of students have brought pride to the college in various athletic events and cultural competitions. The institution wishes to provide opportunities to students for teach the subjects to earn the desired degree and also help them to gain knowledge and skills in subjects beyond the course to make the students ready for the present global job market. The institution focuses on molding the students by skilled professionals so that they can sustain. The unemployment among educated youth is a burning problem of the society. Therefore, the need for "Skill-based system of education" is becoming more vocal in present times. Through proper planning and

strategies, the institution has been trying its level best to lessen the problem of unemployment through different ways.

Provide the weblink of the institution

[N/A](#)

### **8.Future Plans of Actions for Next Academic Year**

1.To convert the college to a complete green campus 2.To develop a classroom 3. To increase curricular, co-curricular and extension activities 4.To improve water and sanitation facilities