



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		JHANJI HEMNATH SARMA COLLEGE
Name of the head of the Institution		Dr Manjit Gogoi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03772228046
Mobile no.		9435703394
Registered Email		jhnscollege@gmail.com
Alternate Email		mgogoi51@yahoo.com
Address		Near NH37, Jamuguri, Jhanji
City/Town		Sibsagar
State/UT		Assam
Pincode		785683
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Mr Bidyadhar Boruah
Phone no/Alternate Phone no.	03772228046
Mobile no.	8403093993
Registered Email	iqacjhanjihns@gmail.com
Alternate Email	bdboruah@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://jhanjihnscollege.edu.in/aqar/AQAR%202016-17.pdf">https://jhanjihnscollege.edu.in/aqar/AQAR%202016-17.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="https://jhanjihnscollege.edu.in/academic/17.pdf">https://jhanjihnscollege.edu.in/academic/17.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	68.40	2004	08-Jan-2004	07-Jan-2009
2	B	2.5	2016	19-Feb-2016	18-Feb-2021

<b>6. Date of Establishment of IQAC</b>	31-Mar-2004
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### 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
International Seminar on Socio-cultural	30-Apr-2018 2	219

Assimilation in North  
East India and South East  
Asia

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**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	2018 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 File](#)

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

6

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 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)**

Organised an International Seminar titled Socio cultural Assimilation in North East India and South East Asia

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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	Achievements/Outcomes
To conduct a National Level Workshop	Organised a National Workshop on Gandhian Approach to Present Global Issues and Challenges by the initiative of UGC Approved Gandhian Study Centre, Jhanji Hemnath Sarma College

To organise a National/ International Level Seminar	Organised an International Seminar on "Socio-Cultural Assimilation of North East India and South East Asia"
To conduct academic activity through collaboration	Collaboration has been made with Institute of Tai Studies and Research Centre, Moranhat, Assam for organising International Seminar
To organise community related activities	Organised Yoga Camp, Swachh Bharat Summer Internship, Flood relief and health check up camp by NSS Wing and Women Cell
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14. Whether AQAR was placed before statutory body ?	No
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	2018
Date of Submission	20-Mar-2018
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

Jhanji Hemnath Sarma College has accepted the challenge of curriculum implementation and documentation in an effective way. The college prepares the class routine for new sessions well ahead. The routine is circulated in the departments and the Heads of the Departments allot classes to the teachers. The departmental routines are then submitted to the Vice-Principal, who is the academic head of the college. The combined routine for Arts and Commerce streams are displayed at the students' notice board. During the class days students' registers and teachers' class registers are maintained regularly for monitoring. The departments allot specific units of each paper or a complete paper to different teachers, who must complete these in all aspects within the time stipulated by the affiliating university in the annual academic calendar. Periodic review meetings are held in the departments to discuss the progress of the courses. Necessary and effective steps are taken by the departments for successful implementation of the curriculum. Seminars, group-discussions and sessional examinations are regularly held for internal assessment of students.

Records of these events are properly kept and marks of the students are submitted by online as per university norms. These marks are entered and kept for future reference in formats especially designed for the purpose by the college. The project papers are completed strictly as per university guidelines. The college also has a very strict and effective mechanism for conducting semester end examinations. The Principal of the college is the Officer-in-Charge of the examination centre. The examination centre committee ensures smooth conduction of all examinations in the college centre. The committee is reconstituted annually. The committee periodically sits to discuss matters related to different examinations.

#### 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
NIL	NIL	Nil	0	NIL	NIL

### 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
Nil	NIL	Nil

#### 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
0	Nil	0
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	BA (Education)	16
BA	National Service Scheme and Unnat Bharat Abhiyaan	54
BA	BA (Economics)	5
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

#### Feedback Obtained

1) Student feedback is taken via feedback forms. The forms are distributed among students of every semester in all courses. It covers all courses but individual students are selected randomly. Duly filled in forms are collected and submitted for analysis to a committee which includes administrators and teachers etc. The committee submits its report to the IQAC and steps are taken as per result of analysis and the suggestions made by the expert committee for the general development of the institution. 2) Feedback is taken from teachers also via feedback forms. The forms are given to each teacher. Duly filled in forms are collected and the IQAC core committee analyses these forms and steps are taken as per result of analysis and the suggestions made by the college administration. 3) Employer's feedback is taken from the principal of the college. This is also done by questionnaire method. Principal's comments and observations on teaching-learning and administrative works are used for further development of these activities. 4) Feedback from Alumni of the college is taken by giving them feedback forms. Their remarks are also studied and improvements are made in needed areas. 5) Feedback from parents is also collected by giving them feedback forms. Thereby they get a chance to express their opinions apart from the parents meetings. Their observations, expectations and remarks etc. are also taken very seriously in the improvement of the academic and administrative sides of the institution.

## 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	English	25	10	6
<a href="#">View File</a>				

### 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
2017	574	0	32	0	0

### 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	Number of	ICT Tools and	Number of ICT	Numberof smart	E-resources and
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Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
32	10	52	4	2	0

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

No file uploaded.

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

Mentoring in higher education helps learners to adapt with new academic topic, increases the likelihood of academic success and reduces dis-integration. The mentoring system of Jhanji Hemnath Sarma college provides the students a platform for a dynamic learning environment and lead them for successful careers. Each faculty member of the college is a mentor of a group of students allocated to him/ her by the Head of the Departments of the various departments. The mentoring process is done in the following way: - • The IQAC of the college provided a specific format of Student Mentoring system to every faculty at the beginning of the academic session. • The mentor collects personal information from the mentees and systematically enters it in the format. • Advises mentees regarding choice of elective subjects and project. • Continuously monitors, counsels, guides and motivates the students in all academic as well as non-academic matters. • Maintains a detail progressive record of the mentees • Mentors communicate with fellow faculty and promote mentees at the time of difficulty to help them, develop further in their areas of interest • Intimates HOD and suggest if any administrative action is required • Mentors coordinate with the parents regarding the progress of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
574	32	1:18

## 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
39	32	7	0	4

### 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
2017	Mrs Jewti Boruah	Assistant Professor	PhD
2017	Dr Manjit Gogoi	Principal	D.Litt.
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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-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nill	1st Semester	13/11/2017	08/02/2018

[View File](#)

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the college is affiliated to Dibrugarh University of Assam so we are bound to follow the evaluation pattern framed by the University. The university has introduced major reformations in the examination system since the introduction of semester system from 2011. So far as the examination system of semester is concerned 20 marks is allotted for formative evaluation and 80 marks for summative evaluation. The 20 marks for formative evaluation is distributed as follows • 5 marks for 1st sessional examination • 5 marks for 2nd sessional examination • 5 marks for Seminars/Home assignments/Group discussions • 5 marks for attendance Summative evaluation is done through semester end examination. In our college all the matter related to examination is monitor by the semester monitoring committee. The college has adopted "Self Evaluation Method" to evaluate the answer scripts of Internal Examinations. Another reform initiated by the college regarding examination is introduction of "Open Book Examination."

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

As an affiliated college of Dibrugarh University, the college follows the academic calendar prepared by the university every year. Additionally, the academic committee of the college also prepares academic calendar of their own by following the university calendar in the beginning of the session with the help of principal. The entire academic activities of the college have been carried out by following the calendar.

**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)

<https://jhanjihnscollege.edu.in/pdf/Programme%20Outcome,%20Programme%20Specific%20outcome%20and%20Course%20Outcome.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
ENGM	BA	English (Major)	6	6	100
<a href="#">View File</a>					

**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)

[https://jhanjihnscollege.edu.in/feedback\\_analysis/9.pdf](https://jhanjihnscollege.edu.in/feedback_analysis/9.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	0	0	0
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### 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	NIL	

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	NIL	NIL	Nil	NIL
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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
0	0	0	0	0	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)
National	Economics	1	Nil
<a href="#">View File</a>			

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
Assamese	3
<a href="#">View File</a>	

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	NIL	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NIL
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	21	22	0	0
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### 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
Awareness Camp on Swachha Bharat Abhiyan	NCC and NSS Unit, Jhanji Hemnath Sarma College	8	51
<a href="#">View File</a>			

#### 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
NIL	NIL	NIL	0
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#### 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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
National Service Scheme	NSS and NCC Unit	Health Check up Camp	9	50
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### 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
International Seminar	219	Self financed	2
<a href="#">View File</a>			

#### 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/	Duration From	Duration To	Participant
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		industry /research lab with contact details			
NIL	NIL	NIL	Nil	Nil	0
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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	NIL	0
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## 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
0.5	0.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Class rooms	Newly Added
Laboratories	Existing
Laboratories	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
<a href="#">View File</a>	

### 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
SOUL 2.0	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25454	2804320	924	101640	26378	2905960
Reference Books	2200	242000	150	16589	2350	258589
Journals	17	9175	0	0	17	9175

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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 & 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
NIL	NIL	NIL	Nil
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#### 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	35	0	4	1	1	1	0	100	0
Added	30	1	0	0	0	0	0	0	0
Total	65	1	4	1	1	1	0	100	0

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

100 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	Nil

#### 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
6	4	9	4

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)

**Academic and Allied Infrastructure:** The college assesses the equipment and infrastructure on a regular basis. Regarding the IT infrastructure, all major computer related problems, a service provider is hired. Computers are regularly updated with Anti-virus software to protect them from malicious programs. In respect of teaching learning, during Covid19 Pandemic, the college facilitated online teaching learning and other academic activities (i.e., Webinar, Discussions, workshop, Meetings etc) through Microsoft Teams, Google Classroom, Zoom, Cisco Webex. The end semester and internal examinations were conducted through these online platforms. Promoting research and creation of innovation centre is another responsibility of the college. Being a rural college, cultivation of economically potential plants like Agar and Tea on which the college is stressing upon. The college has established different study centres in the name of renowned personalities like Mahatma Gandhi and Srimanta Sankaradeva through which different popular talks, workshops, seminars etc are

being organised in order to the body of knowledge among the stakeholders of the college. NCC, NSS, Scout Guide are regularly exercised among the students which enrich their social responsibilities. For skill enhancement of the students, college organise training camps, workshops, practical based lecture series. Moreover, two research Cell of the college promote research in Language and Social Science. Library Infrastructure: The library is the backbone of an educational institution. The college library seeks the requisitions from every department, according to meet the students' needs. The college has library monitoring committee for smooth functioning of the library activities. All books and journals are routed through the library committee members before finalising the purchased orders. Library committee is responsible for effective functioning of the library and purchase of library resources which is appointed by the college authority with due approval of Governing body of the college.

The library has an institutional membership with UGC-N-LIST and D-SPACE Programs. During the pandemic period, the library facilitated to these e-resource programs to the students and faculty members of the college. The various rules and regulations for the usage of library and its resources are displayed in the entrance of the library. College library creates an environment among the age-old interested learners with mobile theatre in the surrounding villages of the college specially in adopted villages through Unnat Bharat Abhiyan etc. Sports Infrastructure: The college provides indoor and outdoor sports facilities to the students. The college possess different equipment and stocks for both indoor and outdoor games which is maintained by administrative personnel. Those are being provided to students on their demands pertaining to approval of the Principal. An indoor stadium is under construction under the monitoring of Construction Committee of the college. The college has also a mini gym for the students and staff. The college do train the students in order to participate in various sports events in local, inter-college and state level. The well performing students in particular sport events are allowed by college authority to participate in inter-college or state level competition subject to the approval of fitness.

<https://jhanjihnscollege.edu.in/pdf/PROCEDURE%20AND%20POLICIES%20OF%20THE%20COLLEGE.pdf>

## 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	Hemnath Sarma Memorial Award	1	5000
Financial Support from Other Sources			
a) National	Jindal Trust Foundation	19	182400
b) International	NIL	0	0

[View File](#)

#### 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 implemetation	Number of students enrolled	Agencies involved
Yoga Camp	19/06/2018	60	NSS Unit, Jhanji Hemnath Sarma College

Training Programme on Life Skill, Leadership and Personality Development	17/08/2017	4	NSS, Dibrugarh University
Pre Nau Sainik Camp - I (NCC)	09/07/2017	30	49 Assam Naval Unit, NCC, Sivasagar
Pre Nau Sainik Camp - II (NCC)	19/07/2017	30	49 Assam Naval Unit, NCC, Sivasagar
Annual Training Camp (NCC)	18/12/2017	10	49 Assam Naval Unit, NCC, Sivasagar
National Integration Camp (NCC)	04/09/2017	10	NCC Directorate
Sealling Camp (NCC)	16/11/2017	2	NCC Directorate
Combined Annual Training Camp (NCC)	11/04/2018	3	49 Assam Naval Unit, NCC, Sivasagar
NSS Mega Special Camp	07/02/2018	2	NSS Unit, Dibrugarh University

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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

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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	Kaziranga	26	1

University

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	1	BA (Major)	Political Science	J. B. College, Jorhat	Masters of Arts

[View File](#)

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
Any Other	1

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

Activity	Level	Number of Participants
Quiz and Debating Competition	College Level	80
Annual College Week	Intra College Level	275

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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
2018	3rd Position	National	Nil	3	Nil	Madhurima Dutta

[View File](#)

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

The Students Union or Students Council is the representative body of the students and it provides them an opportunity to develop their leadership skills. This body very actively participates and coordinates in organising all the academic, co-curricular and extra-curricular activities as per guidance of the teachers and authority of the college. The council/union plays the soul communication between the authority and the students in solving problems faced by the students. It also helps to develop an academic atmosphere inside the college campus maintaining discipline and cleanliness. The annual cultural and game sports activities are organised by the Students' Council. Besides, various other awareness programmes, seminars and workshops are organised among students with the active participation and co-operation of the Students' Council. It protects the rights of the students and encourages them to become good and

sensible citizen. The Students Union of the college is constituted with the following portfolios represented solely by students: 1. President 2. General Secretary 3. Assistant General Secretary 4. Cultural Secretary 5. Games Sports Secretary 6. Magazine Secretary 7. Debating and Symposium Secretary 8. Literature Secretary 9. Social Service Secretary 10. Boys' Common Room Secretary 11. Girls' Common Room Secretary This union works as per guidance of the Principal and Teacher Advisors to ensure the general welfare of the students in academic and non-academic fields. All the students of college are members of this union by virtue of their admission into college. Representatives of the students actively participate in the following committees of the college:- 1. Students' Union 2. NSS 3. NCC 4. Grievance Redressal Cell 5. Students' Union Election Committee 6. Annual Magazine Committee 7. Anti-Ragging Committee 8. Alumni Association

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

225

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)

The administrative practices of the College are conducted under decentralised procedure. The top level authority of the College is Governing Body consisting of the Chairman, Principal and Secretary, two Representatives from the teaching staff, Representatives from the Guardians and local Educationists. All major academic and administrative activities are executed through the approval of the Governing Body of the college. Besides, the following sub committees are formed for smooth conduct and control the activities concerned with various internal aspects of the college:- a) Core Committee b) Library Committee c) Disciplinary Action Committee d) Admission and Academic Committee e) Purchase Committee f) Construction Committee g) Student support and Welfare Committee h) Hostel Committee i) Canteen Committee j) Career Counselling and Placement Cell k) Research Cell l) Campus Development Committee m) Publicity Committee n) Infrastructure Committee o) Gender Equality Committee The Academic Committee of the college is formed consisting of the Principal and Heads of all departments. The students related extra-curricular activities are conducted by NSS and NCC/ Scout Guide and Green Club Wings of the college headed by trained up and experienced teacher of the college. General administrative activities such as appointments, promotion, admission, Accounts and audits, Registration, scholarships, students welfare and other Secretarial responsibilities are entrusted to experienced non teaching staff of the college. As per RUSA guidelines, a coordinator is appointed from the teaching staff of the college. All construction related activities are performed and supervised as per the decision of the sub-committees, Purchase committee and construction sub-



committee in their concerning aspects.

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

No

## 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
Curriculum Development	The Parent University designs the curriculum of the under graduate course. There is no autonomous power of the college to restructure or change the curriculum already designed by the University. The university authority composes the Academic Council in which a few teachers of different colleges involve as members. The teacher members may give suggestion(s) to the Academic Council for any revision or change of the curriculum subject to the consent of teaching community and greater interest of the students.
Teaching and Learning	The parent university prepares the Academic calendar for each Academic session for smooth conduct of the colleges. The college also prepare an academic schedule on the basis of Academic Calendar so as to complete all academic and other activities within the scheduled time. All matters of teaching and learning are discussed in the meeting of Academic Committee of the College regularly. The HODs take initiative for class allotment to the teachers in their respective departments. All the departments regularly conduct the departmental seminars, group discussions, assignments and internal examinations. The semester monitoring committee look after the matter of course completion of each department. The teaching learning and evaluation cell of IQAC take student feedback and evaluate the quality of the students and suggest to initiate necessary measures for their improvement.
Examination and Evaluation	The end semester examinations are conducted by the college as per the rules and guidelines of the University. Besides two internal (sessional) examinations are conducted for every semester as per the schedule of Academic calendar. The answer scripts of such examinations are checked by the concerned teachers of the departments.

The semester monitoring committee also take care of the smooth conduct of internal examinations. All examination related records are properly kept by the departments so as to evaluate the credit points of internal assessment of the students. Alternative remedial measures are taken for the weak students by the concerned teachers after evaluating the answer scripts of internal examinations.

Research and Development

The teachers of the college are engaged in publication of research based articles and research papers in both peer reviewed and non peer reviewed journals, magazines and knowledge based books. A few teachers publish knowledge based books in different disciplines. A UGC approved Bi-lingual Multi-disciplinary research journal titled 'Academia' (with ISSN) is published annually by the college through the initiative of the teachers. Department wise Students' Seminars and Group Discussions are organised on subject related topics, so as to improve the writing skill of seminar/ research paper by the students. The teachers of the concerned departments guide their students to prepare and present the seminar papers. They are also suggested to participate in seminars and workshops in different institutions outside the college. The teachers of literature departments take special initiative to improve the traits of creative write up of the students in different disciplines.

Library, ICT and Physical Infrastructure / Instrumentation

Library stock verification activity was undertaken as a measure for collection development. Library automation activity was already started earlier with SOUL 2.0 software in a partial manner, at present the process is on to complete it. Also a new computer has been inducted for the purpose. Registration for N- LIST has been re-activated. Apart from the e-resources available through N-LIST, some other periodicals (print) has been subscribed. Books have been acquired on a regular basis. For accommodating the increasing collection of books, a number of book racks have been inducted. The library roofing has been renovated.

Human Resource Management

UGC rules and regulations are

strictly followed in respect of appointment of teachers against the vacancy. Remaining staff of the college is appointed on the basis of skill and experience from the qualified persons. Manual attendance register and Biometric system is used for maintaining regular attendance for all employees. IQAC of the college thoroughly scrutinise the API scores of teachers before screening by DPC. UGC Leave rules are followed in respect of all kinds of leaves. There is also a registered Employees' Cooperative Society formed among the teaching and non-teaching staff of the college to provide financial loans as and when required by its members.

**Admission of Students**

As per the decision of Academic Committee of the college, the process of new admission of students in the 1st semester class conducted. The candidates, who cleared examination with 1st division in the last 102 examination, are allowed to take direct admission. The application of remaining candidates are thoroughly scrutinised and allowed to take admission as per the norms fixed by the Academic Committee. Within one week of admission, the departments organise a test examination for major course. A counselling procedure is also conducted for selection of Major students based on the marks obtained by the candidates in concerned subject in the last examination. The meritorious students are allowed to take major course as per their own choice.

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

E-governance area	Details
Student Admission and Support	The entire admission process is conducted through online mode by the Academic Committee of the college. Basically, the meritorious students are preferred to take direct admission in the 1st semester class. The major course is selected for each student through a counselling process conducted by the departmental teachers within the limited seat capacity. A major test examination is also organised to select the candidates whenever the member of applicants cross the limit of seat capacity. Besides, the academically poor students are restricted to take

	major course in any subject.
Examination	The end semester examinations of three year degree course are conducted by the parent university. The examination form fills up process is executed via online mode i.e., through affiliating University website. Apart from that, examination marks of End Semester evaluation zone are uploaded through a central online portal for smooth declaration of results.
Administration	The administration of the college uses the college website as the main channel to disseminate information to all the stakeholders of the college. All important information are displayed in the college website. The attendance of the college staff is recorded through Biometric/ Facial Scanner. Apart from that, the salary of the staff is paid through online process.
Planning and Development	All academic activities are carried on within the scheduled time of Academic Calendar which is displayed on the college website. Besides, the co-curricular and extension activities are planned as per the decision of various sub-committees such as NSS, NCC, Career Counselling Cell, Women Cell etc. The proposals for any kind of programmes and activities are displayed in the website for active participation of all the stakeholders.

### 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
Nill	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)
2017	National Workshop	NIL	28/10/2017	03/11/2017	98	Nill

	on Gandhian Approaches to Present Global Issues and Challenges					
2018	Internat ional Seminar on Socio- Cultural A ssimilatio n in North East India and South East Asia	NIL	30/04/2018	01/05/2018	219	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
Refresher Course	2	04/10/2017	24/10/2017	21

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
32	32	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Jhanji College Employee Cooperative Society	Jhanji College Employee Cooperative Society	Kalyani

## 6.4 – Financial Management and Resource Mobilization

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

A few internal funds of the college is audited by Internal Auditor appointed by the Principal through the approval of the Governing Body of the college. Generally, the Examination Centre Fund, Grants for Seminars and Workshops, Funds provided by University for conducting End Semester examination Zone, Employees' Co-operative Fund are audited by the Internal Auditor. All other remaining funds and grants received by the college from Government and other agencies including the above are audited by External Auditor (Local audit of State Government and Chartered Accountant) subject to the requirement by granting authority.

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
Mina Khanikar Boruah Memorial Trust	100000	Memorial Awards to Students
No file uploaded.		

6.4.3 – Total corpus fund generated

50000
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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	Null	No	Null
Administrative	No	Null	No	Null

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

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

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

<p>1. Proposal have been submitted to RUSA, Assam for construction and renovation of college building. 2. College campus has been developed through paver block. 3. Proposal for installation of Solar Panels in the administrative block and library. 4. A computer lab has been started with 30 computers.</p>
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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
2018	International Seminar on Socio-Cultural Assimilation in North East India and South East Asia	25/02/2018	30/04/2018	01/05/2018	219
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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 Programme on Women Health and Hygiene	08/03/2018	08/03/2018	100	50

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
The college is very much concerned with consumption of electric power and taking initiatives for the purpose. In order to reduce the consumption of electricity, the college has installed rain water harvesting project so that rain water can utilize for day-to-day use of the college. The NSS and NCC unit of the college conducts Plantation programme in and outside the college time to time. These units also organized Poster competition among students on environmental issues to create awareness on the occasion of World Environment Day. Beside this Environment consciousness cell is working properly. The Cell organizes various programmes to make the campus eco-friendly.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Any other similar facility	Yes	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
2017	1	1	14/08/2017	1	Swachha Bharat Abhiyan	Cleanliness	50
2017	1	1	17/08/2017	1	Flood relief Camp	Social Issue	20
2018	1	1	15/06/2018	7	Seven Day Yoga Camp	Health Issue	60
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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)
NIL	Nil	NIL

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

Activity	Duration From	Duration To	Number of participants
Organized Patriotic Song Competition on the eve of Independence Day	15/08/2017	15/08/2017	80
Celebration of Teachers Day	05/09/2017	05/09/2017	302
Celebration of Gandhi Jayanti	02/10/2017	02/10/2017	151
National Unity Day	31/10/2017	31/10/2017	120
Voters Day Celebration	25/01/2018	25/01/2018	65
Mother Language Day	21/02/2018	21/02/2018	60
International Women's Day	08/03/2018	08/03/2018	151
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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Organized Swachhata Pakhwada programme by NSS Unit. 2) Swachh Bharat Summer Internship (Hundred hours for swachhata) programme was organized by NSS Unit from 20th June to 25th July 2018. 3) Observed World Environment Day at 5th June. 4) Organized awareness camp on health and sanitation. 5) Plantation and campus cleanliness programme was conducted by the college with the help of students union, NSS, NCC and Environment conscious cell.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Practice I: MOBILE LIBRARY CONCEPT WAS DEVELOPED** Goal: In consideration to rural base the college introduced Mobile Library concept to provide reading facility to interested local people. Through this programme the college also try to develop reading culture among all groups in today's rural society. Context: Modern people are living in the world of materialism. They try to get only various information using modern technologies like mobile phone, TV, etc. This is also an impact in rural society. The reading culture which is the most important way to acquire real knowledge is thrown away by us. This is why our college has developed the concept of mobile library to bring a revolution of reading culture among all age groups of rural society. The Practice: The Library extension cell of the college conducted this mobile library programme. Members of the cell accumulated some selected books from college library and distributed the books among local people. Evidence of Success: This programme encourages local people to come to the college library and help to make an effective environment for reading. Problems Encountered: All people cannot be covered because of time constraint.

**Practice II: ACADEMIC AUDIT OF SCHOOLS AND MOTIVATION CLASS FOR SCHOOL STUDENTS** Goal: The college conducted academic audit of nearby schools for their development and organized motivation class for school students. This programme helps to create a bond between college and schools. Context: It is very important for an educational institution to create a congenial environment and work together with their feather institutions. Therefore, the college conducted academic audit of its nearby schools and



arranged motivational class among its students towards higher education. The Practice: The college formed an expert committee including head of the institution and faculty members to evaluate the academic, infrastructural and c-curricular activities of the nearby schools. Through this evaluation the faculty members of the schools are able to know their shortcomings. Evidence of Success: Due to this programme. The schools can show their proper documents before the authorities during inspection. The programme also helps the schools to preserve the documents systematically. Problems Encountered: The college arranged the programme along with other stipulated activities. So, it is not possible to give so much time and cover all the educational institutions.

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

[https://jhanjihnscollege.edu.in/best\\_practice/2.pdf](https://jhanjihnscollege.edu.in/best_practice/2.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

Jhanji Hemnath Sarma College is one of the premier centers of Higher Education, situated in Sivsagar District of Assam. The college has been imparting quality education to the students since its establishment on 25th July, 1964. The college is situated by the side of National Highway No. 37 at Jhanji Jamuguri which is rural in its surroundings. The students from neighboring rural areas come to this college to fulfill their dreams. The college has a mission to create an intellectual group who will be able to serve their society and nation. Therefore, the college take initiatives to develop young learners through imparting scholastic and non-scholastic education. All the departments of the college organize seminars, group discussions and interactive discussions among students and teachers to enhance students career, performance and personality. The students are inspired and motivated by the college by giving them various merit awards. The college also take special care for poor and weaker students providing special classes and personal counseling. Career oriented guidance are also given by the college through The information and career guidance cell. Financial support are given to needy students so that all students are able to overcome their problems and fulfill their dreams. The college organizes International and National workshops on various issues for faculty and researchers. To make a bridge between college and community the college organizes Parent-Teacher and Student meet every year.

Provide the weblink of the institution

<https://jhanjihnscollege.edu.in/>

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

The college has the plan to implement the following proposals in the next academic year 2018-19: 1) A proposal to be sent to NAAC for organizing a National Seminar. 2) Proposed to organize a State Level Student Seminar 3) A proposal has been made to organise All Assam Debate Competition.