

ANNUAL QUALITY ASSURANCE REPORT 2010-11



अप्रमत्तेन वेद्ध्यव्यम्

**COTTON COLLEGE
GUWAHATI, ASSAM**

Part – A

1. Details of the Institution

1.1 Name of the Institution

Cotton College

1.2 Address Line 1

Panbazar

City/Town

Guwahati

State

Assam

Pin Code

781001

Institution e-mail address

principalcottoncollege@rediffmail.com

Contact Nos.

+91-361-2540715 (Fax)

Name of the Head of the Institution:

Dr. Indra Kumar Bhattacharyya

Tel. No. with STD Code:

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Mobile:

+91-9435012728

Name of the IQAC Co-ordinator:

Dr. Ratul Chandra Rajkhowa

Mobile:

+91-9435113576

IQAC e-mail address:

iqaccg@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN10719

1.4 NAAC Executive Committee No. & Date:

EC/54/RAR/093dt 08/01/2011

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A		2004	Jan, 2011
2	2 nd Cycle	A	3.39	2011	Jan, 2016
3	3 rd Cycle				

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

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

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

Not Applicable

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid* UGC 2(f) UGC 12B

*(Cotton College is a Government College from its very inception)

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

<input type="checkbox"/>	N/A
<input type="checkbox"/>	

1.12 Name of the Affiliating University (*for the Colleges*)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

- NAAC peer team visit
- Library Automation
- Basic Computer training
- Training on Short hand & Reprography

2.14 Significant Activities and contributions made by IQAC

- Preparation of the SSR for the NAAC accreditation.
- Providing Computer training programme to non-teaching staff.
- Publication of a bi-monthly news bulletin called **EVENTS**.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	21	0	0	0
PG	22	0	0	0
UG	23	0	2	0
PG Diploma	2	0	2	2
Advanced Diploma	0	0	0	0
Diploma	2	0	2	2
Certificate	6	0	6	6
Others	0	0		0
Total	76	0	12	12

Interdisciplinary	2	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓
Trimester	
Annual	

1.3 Feedback from stakeholders*Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

Cotton College is an affiliated college under Gauhati University and the University upgrades its syllabus on regular interval to incorporate new subject matter.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

None in the year 2010-11

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	216	94	122	Nil	

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	12	18	0	0	0	0	0	0	0	18

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	22	43	27
Presented papers	15	33	15
Resource Persons	12	22	30

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

Some of the significant innovative practices include: <ul style="list-style-type: none">▪ Computer facilities▪ 24x7 internet▪ Central Instrumentation Centre▪ E-resources and audio-visual resources in the central Library▪ Improved laboratory infrastructure

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

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

** Not under the purview of an Affiliated/Constituent College*

2.9 No. of faculty members involved in curriculum restructuring/
Revision/syllabus development as member of Board of
Study/Faculty/Curriculum Development workshop

43	4	12
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2.10 Average percentage of attendance of students

91%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG- 23	472	40.0	38.6	47.4	0	86.1
PG - 23	359	NA	45.4	54.6	0	81.83

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

** Through student feedbacks and parent-teacher meetings.*

2.13 Initiatives undertaken towards faculty development: *The College provides requisite facilities for its faculties to avail faculty/staff development programmes as and when needed.*

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	19
UGC – Faculty Improvement Programme	02
HRD programmes	0
Orientation programmes	08
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	04
Others (UGC Short term Course)	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	239	13	0	20
Technical Staff	14	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC helps the faculty to prepare project proposal and project report of MRP (UGC,DST, ASTEC etc.)
- IQAC in collaboration with IDSC in the Department of Physics offers consultancy for establishment of new laboratories and also for the fabrication of instruments.
- IQAC works in close collaboration with Cotton College Research Council which publishes a peer reviewed journal, 'Research Journal Contemporary Concern' (ISSN-0972-7922)

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3		--
Outlay in Rs. Lakhs	11.78 lakh	56.63 lakh	14.57 lakh (2 nd Instalment)	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	13	10	4
Outlay in Rs. Lakhs	3.79 lakh	20.31 lakh	14.3 lakh	3.79 lakh

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	26	13
Non-Peer Review Journals	---	10	15
e-Journals	2	5	
Conference proceedings	22	33	20

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC,DST	14.57 lakh	14.57 lakh
Minor Projects	2	UGC	14.3 lakh	8.78 lakh
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects (<i>other than compulsory by the University</i>)	16	UGC(BSR), ASTEC	1.15 lakh	1.15 lakh
Any other(Specify)				
Total	16		30.02 lakh	24.50 lakhs

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the institution

Level	International	National	State	University	College
Number	2	2	0	0	2
Sponsoring agencies	NA	UGC	Self funded	NA	Self funded

3.12 No. of faculty served as experts, chairpersons or resource persons: 37

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year: None

3.15 Total budget for research for current year in lakhs:

From funding agency

24.50 lakhs

From Management of University/College

Nil

Total:

24.50 lakhs

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

44

62

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

18 (Degree awarded by Gauhati
University)

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

JRF

14

SRF

0

Project Fellows

1

Any other

10

3.21 No. of students Participated in NSS events:

University level

10

State level

25

National level

0

International level

0

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="05"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text" value="0"/>

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

- On-the-Spot Poster Art Competition on the theme ' Striving for AIDS Free Society' was held on 5th February,2011 by Cotton College Union Society and Red Ribbon Club, Cotton College.
- Three days Workshop on 'Bioinformatics and Techniques of Molecular Biology' was organized by the Department of Zoology, Cotton College in collaboration with Zoological Society of Assam on 24th-26 March ,2011.
- World Environment day was celebrated by Cotton College and extempore speech competition was organized among the students under the initiatives of Department of Education on 7th June ,2011.
- Cotton College Union Society and Red Ribbon Club, Cotton College jointly organized blood donation camp on 7th June ,2011 in keeping with the International Blood Donation Day on 14th June. The event was sponsored by State AIDS control Society and was supported by Gauhati Medical College.
- An eight week long Skill Development Training Programme through Science & Technology (STST) on 'Raising of Modern & Scientific Nursery' was organized by the Entrepreneurship Development Cell (EDC), Cotton College from 2010 . This Programme was organized in association with the Krishi Vigyan Kendra (KVK), Kamrup, Assam Agriculture University, Kahikuchi Campus, Guwahati and was sponsored by the National Science & Technology Entrepreneurship Development Board (NSTEDB), Department of Science & Technology

(DST), Govt. of India. Altogether 25 educated unemployed youth belonging to rural areas from ten districts of Assam participated in this programme.

- Cotton College women forum undertaken some extension activities for under privilege children and women of remote area under CPE scheme of UGC. Cotton College Women's Forum has initiated a drive for inculcating the habit of saving among the non-gazetted employees of Cotton College. The programme was started in 2010.

Criterion – IV

4. Infrastructure and Learning Resource

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	39.824 (in acre)	0	NA	--
Class rooms	148	0	NA	--
Laboratories	63	0	NA	--
Seminar Halls	6	0		--
No. of important equipments purchased (\geq 1.0 lakh) during the current year.	--	1	UGC	~ 15 lakh
Value of the equipment purchased during the year (Rs. in Lakhs)	--	30.0 lakh	BSR, CPE(UGC)	--
Others	--	--	--	--

4.2 Computerization of administration and library

The pay cell of the college has been computerized with necessary accounting software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	71,200	Not available	2099	10,00,000	73299	Not available
Reference Books	47000	do	1866		48866	do
e-Books		do				
Journals	29	do	29 (subscription renewed)	50,000	29	do
e-Journals	Full Package under NLIST					
Digital Database						
CD & Video	300	do	14	15,000	314	do
Periodicals & manuscripts	50	do	8	2000	58	do

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	114	7	In entire campus	0	1	1	23	
Added	08	1	0	0	0	0	0	
Total	122	8		0	1	1	23	

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

- Internet is available from the BSNL Lease line 1:4 through a LAN in the entire campus
- Installing INFLIBNET (NLIST) in library
- The Library is also using SOUL software for library automation.
- Computer related orientation programmes have been organized for the staff.

4.6 Amount spent on maintenance in lakhs:

i) ICT

1.0

ii) Campus Infrastructure and facilities

Campus maintenance is done by PWD, Govt. of Assam

iii) Equipments

0.85 lakh

iv) Others

0.65 lakh

Total:

2.50 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC enhance awareness about students support services by

- Contact programmes with the elected students' Union
- IQAC bulletins

5.2 Efforts made by the institution for tracking the progression

- The College keeps records of all internal and end semester examination through examination cell in collaboration with IQAC.
- Provide the Students with the latest in education facilities and opportunities.
- IQAC with alumni association keeps information of the students through alumni association.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1298	545	62	96

(b) No. of students outside the state

45

(c) No. of international students

Nil

Men

No	%
605	30

Women

No	%
1396	70

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1394	136	271	365	3	2169	1254	129	202	411	5	2001

Demand ratio 7:3

Dropout %: 21%

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

IQAC organizes various programmes under the aegis of Cotton College Union Society for National and State level competitive examinations.

No. of students beneficiaries

40

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

1. S.B.I. Life visited and selected students for placement.
2. A Career development workshop was organized and a team Vedanta Aluminium Ltd. Has visited invited for placement and six students from undergraduate classes were selected.
3. Wipro Technology conducted campus recruitment interview and recruited 2 students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	61	10	No record maintain

5.8 Details of gender sensitization programmes

The Cotton College Women's Forum has been taking keen interest on issues related to gender and has been actively involved in organizing gender related seminars, workshops and lectures to sensitize both staff and students of the institution.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	0
Financial support from government	21	1,65,367.00
Financial support from other sources	16	1,15,000.00
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: There has been no major recorded grievance of the students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To build it into a teaching and research institution that would emerge as a centre of excellence at par with the best of its kind in the country committed to intellectual leadership by offering diverse multidisciplinary educational programmes and strengthening the knowledge base in accordance with the demands of the changing times so as to produce eventually leaders in every field of intellectual and civilized human activity. It is also a part of the vision to encourage brilliant students from economically challenged groups to pursue their education and bring about a positive intellectual and ethical change in the society.

Mission:

Cotton College which is a Government educational institution with classes from HS through Post Graduation and research in the streams of Science and Humanities purports to -

- i) Address the needs and aspirations of students in keeping with the demands of the changing times
- ii) Give space and scope to encourage and promote optimum usage of the resources available.
- iii) Engage faculty in prosecuting effective teaching and learning so as to facilitate critical thinking, problem solving, oral and written communication skills in students.
- iv) Create a dynamic ambience where teaching, learning, research innovation, leadership and public service have a harmonious blend.
- v) Prepare useful and leading citizens for the country by fostering fruitful relationships with the community
- vi) Provide educational opportunities to all who qualify from the state and other states at an affordable cost.
- vii) Serve diverse student populations with a broad range of programmes in instruction, research and extension work.
- viii) Inculcate volunteerism among students to facilitate all round development of the institution.

6.2 Does the Institution has a management Information System

None

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

6.3.1 Curriculum Development

Cotton College is an affiliated college under Gauhati University which designs and implements the curriculum. However, several faculty members from this college are members of board of studies of Gauhati University and the ambiguity in the curriculum, if any, are placed in the board of studies by the faculties from Cotton College.

6.3.2 Teaching and Learning

Cotton College tries to provide best class room teaching and learning opportunities for the students. The same is ensured by corrective measures according to the feedback from students and parents through parent teacher

6.3.3 Examination and Evaluation

Examination and evaluation strategies are governed by the affiliating university and Cotton College actively participates in all decision making committees of the university.

6.3.4 Research and Development

Cotton College encourages active research by the faculty members. Facilities for R&D work by the faculty members as well as for the PhD students are gradually been improved. A central instrumentation facility is being established. Journals and periodicals are subscribed by the central library and in few departments and subscription of a resource is planned subject to availability of funds

6.3.5 Library, ICT and physical infrastructure / instrumentation

The central library and the department libraries of Cotton College have large number of books available for the students as well as teachers. Every year new books are purchased for all the libraries depending up on the need of the students and teachers.

The college has incorporated the ICT into its teaching programme. The institution is preparing the ground work for providing such inclusion in the curriculum in a major way. The following initiatives bear testimony to the statement:

Provision of

- LAN in the entire campus
- Computer facilities
- Free internet facility

6.3.6 Human Resource Management

Cotton College ensures friendly working environment for all of its faculty and staff and encourages active participation of all in every day to day activities. Frequent Staff Council (comprising of the Principal, Vice Principal and all of the teaching staff) and Head Council (comprising of the Principal and the Heads of Departments) meetings are convened by the college authority to ensure their participation in all these activities.

6.3.7 Faculty and Staff recruitment

Faculty members are recruited by the Assam Public Service Commission. Staffs are appointed by a selection process conducted by the College Authority.

6.3.8 Industry Interaction / Collaboration

Presently we do not have any collaboration with any industry.

6.3.9 Admission of Students

Students are admitted on the basis of the marks obtained in the qualifying examination and strictly on the basis of merit. Quotas for SC, ST, OBC and PH are available as per the government rules. A total of 20 seats are available under sports and cultural quota in the UG level

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">• GPF• GIS• Health Centre• Cotton College Teachers Cooperative Society
Non teaching	<ul style="list-style-type: none">• GPF• GIS• Health Centre facility• Staff Insurance (LICI)
Students	<ul style="list-style-type: none">• Student Welfare Fund• Students Insurance• Health Centre facility

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	IQAC
Administrative	No	--	Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

(NOT APPLICABLE)

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

(NOT APPLICABLE)

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

(NOT APPLICABLE)

6.11 Activities and support from the Alumni Association

- Cotton College Alumni Association organizes talks by prominent personalities in various topics of current interest. Cotton College Alumni Association also organizes get-togethers of past students in regular intervals.
- Alumni of the Department of Chemistry organize career counselling session each year for the outgoing graduates. Also, they honour toppers of the college with prizes etc.
- Alumni of the Department of Geology honour the toppers of the college with medals (Gold and Silver) every year. The 1981-83 and the 1982-88 batches of Cottonians support economically disadvantaged students in pursuing their studies in Cotton College.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher meetings are organized the departments in regular interval. The difficulties faced by the students are discussed and steps are taken to mitigate their concerns.

6.13 Development programmes for support staff

Orientation programmes on the use of ICT in office administration are conducted on regular basis.

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

- Plastic free campus
- Green Campus
- Programmes on environment awareness among the students.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Inculcating some of the best curricular practices using modern teaching aids in the teaching-learning process by the teachers.
- Development of a Central Instrumentation Centre which provides access to some highly sophisticated instruments faculty and students.

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

- Up gradation of Laboratory infrastructure with UGC(BSR) fund
- Computer with high speed internet facility

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

In keeping with the motto of the institution, it has always been the sustained aim of the institution to inculcate in the learners a spirit of pure quest for knowledge in the best interest of both the pursuers themselves and the society with a sense of implacable determination and commitment. The best among such practices, therefore, include:

- Seminars, workshops, contact programmes, debates and interactive sessions on latest trends and developments in various disciplines in the presence of experts in the chosen fields both from within and outside the state to augment the knowledge base of the learners.
- Installation of computers in all Departments for the prosecution of latest knowledge in the relevant disciplines.
- Establishment of Central Facility Centre and Central Internet Facility Centre for enabling students to procure information and knowledge relating to the curriculum and beyond with the use of latest technology.

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

7.4 Contribution to environmental awareness / protection

- Cotton College organizes World Environmental Day every year.
 - International Geographical Union (IGU) Commission and the Department of Geography, Cotton College organized a International conference at Cotton College from 11th-13th December, 2011 on 'Land use, Biodiversity and Climate change'.
 - Department of Zoology in collaboration with Zoological Society of Assam and Aaranyak, an NGO, organized a lecture on ' Himalayan Bird' in the occasion of world environment day on 5th June 2011
 - World Environment day was celebrated by Cotton College and extempore speech competition was organized among the students under the initiatives of Department of Education on 7th June ,2011
- Earth hour is observed every year to sensitize the students regarding preservation of the nature.
- Steps are taken to keep the college campus clean and green.
- Protection and conservation of the old trees in the century old campus are ensured by the Cotton College fraternity.

7.5 Whether environmental audit was conducted? Yes No

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

Strength: The college is equipped with a highly qualified team of faculty with a PTR of 9.2 (excluding 1500 the 10+ 2 students).

Weakness: Inadequate use of ICT in class rooms and library.

Opportunity: To introduce new courses in UG level or Diploma, Certificate and add on courses.

Challenges: To cope with fast changing academic scenario.

8. Plan of Institution for next year

- Up gradation of the college
- Guidance for NET/ SLET
- To develop a software for evaluation of API score of the faculty
- Up gradation of the internet speed



Signature of the Coordinator, IQAC

*Name: Dr Saranga Ranjan Patgiri
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Student Feed -back Report 2010-11

The Principal calls for the feedback from the students of the college. Normally, only the UG final year students submit their feedback remarks to the respective HoDs. The HoDs concerned examine the feedback reports and discuss with his colleagues in the department if any objection is raised against the teaching-learning process. The HoDs try to rectify at their own level shortcomings pointed out by the students. The observations which are beyond the capacity of the HoDs, are sent to the Principal for necessary action. Implementation of ICT in the class rooms in one of them. Some students sought the use of ICT in the class rooms and accordingly the college authority is requested to meet this demand. Students require better internet facility and improved library facility.

Report on Parent Teacher Meeting 2010-2011

The departments of the college arranged parent-teacher meeting in their departments and submit the reports to the IQAC. On scrutiny, some of the common points that emerge from such meetings are as follows:

- Most of the parents are happy with the present academic scenario of the institution.
- No adverse remark against any of the teaching members as well as against the functioning of the institution has been made.
- The members of the faculty requested the parents to encourage their wards to build good moral characters and discipline.
- Overall feed-back of the parents/guardians was encouraging.