

ANNUAL QUALITY ASSURANCE REPORT 2011-12



अप्रमत्तेन वेद्ध्यव्यम्

COTTON COLLEGE
GUWAHATI, ASSAM

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

Cotton College

1.2 Address Line 1

Panbazar

Address Line 2

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. Nirada Devi

Tel. No. with STD Code:

+91-361-2540715

Mobile:

+91-9435012728

Name of the IQAC Co-ordinator:

Dr. Saranga Ranjan Patgiri

Mobile:

+91-9435113575

IQAC e-mail address:

iqaccg@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN10719

1.4 NAAC Executive Committee No. & Date:

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

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

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

1.5 Website address:

www.cottoncollege.org.in

Web-link of the AQAR:

http://www.cottoncollege.org.in/aqar/2011_2012.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	NA	2004	Jan, 2011
2	2 nd Cycle	A	3.39	2011	Jan, 2016
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

12/08/2002

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

2011-2012

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)

AQAR for the year 2010-2011 submitted on 23/05/2016

1.10 Institutional Status

University State Central Deemed Private
Affiliated College* Yes No
Constituent College* Yes No

* Cotton College had been an affiliated college under Gauhati University until Nov, 2011 when Cotton College State University was established with Cotton College as its only constituent college.

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

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

2.14 Significant Activities and contributions made by IQAC

A Software called "API QUEST" has been developed by the IQAC, Cotton College in collaboration with M/S PARSEER INDIA (a software firm). The software evaluates and stores the API scores of the faculty members. The Government of Assam has approved the software and at present about 100 colleges of Assam have bought the "API QUEST". The IQAC, Cotton College has organised a number of faculty orientation programme on "API QUEST".

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To develop a software for evaluation of API score of the faculty members.	1. Increase in the number of publications of the faculty. Enhanced interest shown by the faculty in soft skill programmes. Enhanced participation by the faculty in the corporate life of the college.
2. A special effort for guiding the PG students for NET/SET/SLET.	2. Significant increase in the number of NET/SET/SLET qualified students.
3. Upgradation of the internet speed	3. Improved internet facility

* Attach the Academic Calendar of the year as Annexure.

Academic Calendars of [2011 \(Jan-Dec\)](#) and [2012 \(Jan-Dec\)](#) have been attached

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body*

* Committee of Heads of Department, Cotton College.

Provide the details of the action taken

The AQAR 2011-12 was placed before the Committee of HoDs, Cotton College on 03/08/2015. However, the Committee of HoDs, Cotton College is not a statutory body.

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	0
Total	76	0	12	10

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	55
Trimester	None
Annual	None

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.

None in the year 2011-12.

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

None in the year 2011-12

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Assistant Professors	Associate Professors	Professors	Others
	214	90	124	Nil	--

2.2 No. of permanent faculty with Ph.D. 120

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
	0	20	0	0	0	0	0	0	0	20

2.4 No. of Guest and Visiting faculty and Temporary faculty 10 0 11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	44	126	10
Presented papers	18	83	3
Resource Persons	9	35	10

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

<p>Some of the significant innovative practices include:</p> <ul style="list-style-type: none"> ▪ Computer facility ▪ High speed internet. ▪ Full package under NLIST ▪ Automation of the library ▪ Improved laboratory infrastructure (under the UGC BSR scheme)
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2.7 Total No. of actual teaching days during this academic year 245

2.8 Examination/ Evaluation Reforms initiated by the Institution* (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) None

* 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

45	3	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	445	39.55%	53.03%	33.26%	0	86.29%
PG	376	NA	36.17%	50.27%	0	86.44%

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

- by means of the analysis of student feedback
- by means of the report of parent-teacher meeting.
- by means of the analysis of performance of students in examinations.

2.13 Initiatives undertaken towards faculty development:

The College allows its faculty to avail faculty/staff development programmes as and when needed.

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	23
UGC – Faculty Improvement Programme	13
HRD programmes	02
Orientation programmes	07
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	04
Others (UGC Short term Course)	05

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	Nil	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 proposals as well as project reports of MRP (UGC, DST, ASTEC etc).

IQAC involves students through student project under BSR (UGC) grant and Assam Science Technology and Environment Council (ASTEC).

IQAC works in close collaboration with Cotton College Research Council which publishes a peer reviewed research journal “Research Journal of Contemporary Concern” (ISSN-0972-7922).

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	3	1	3
Outlay in Rs. Lakhs	NA	44.97	3.2	28.48

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	6	2	7
Outlay in Rs. Lakhs	7.7	8.8	1.7	7.2

3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	12	27	--
Non-Peer Reviewed Journals	--	08	10
e-Journals	02	--	--
Conference proceedings	09	58	--

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 in Rs. lakh	Received in Rs. lakh
Major projects	3	UGC	9.02	2.2
Minor Projects	2	UGC, ASTEC	1.7	1.3
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)				None
Total			10.72	3.5

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*

- * (1) Instrument Development and Service Centre (IDSC)
- (2) Royalty on the APIQUEST (IQAC)
- (3) Chemical Society of Cotton College (sale proceeds of the water and soil testing kit)

3.11 No. of conferences organized by the institution

Level	International	National	State	University	College
Number	0	04	04	0	06
Sponsoring agencies	NA	UGC	Self funded	NA	Self funded

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year: None

3.15 Total budget for research for current year in lakhs:

From funding agency

From Management of University/College

Total:

3.16 No. of patents received this year

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="15"/>
National level	<input type="text" value="9"/>	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="04"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="01"/>
		Any other	<input type="text" value="0"/>

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

- Cotton College women forum has undertaken a number of extension activities for underprivileged children and women under the CPE scheme of UGC which include
 - ✚ a pilot survey on the education of the girl child and the school dropout rate among them at Hajongbori and Thakurkuchi, two villages in the outskirts of Guwahati (Feb, 2011).
 - ✚ A health check up camp cum awareness programme on the health of the girl child among the womenfolk of Hajongbori and Thakurkuchi (April, 2011).
 - ✚ International Women's Day was celebrated with the female inmates of the "Old Age Home" situated at Pathar Kuwari near Dispur. A lecture on the "Role played by women in India with special reference to high status of women in the tribal society of NE India was also arranged.
- The NSS organized a state level Youth Awareness programme (June, 2012) at Cotton College.
Personality development
- Botanical Hobby centre, Cotton College has organised a painting competition among the students on environment awareness.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total in lakh
Campus area	39.824 (in acres)	0	NA	---
Class rooms	148	0	NA	--
Laboratories	63	0	NA	--
Seminar Halls	6	0		--
No. of important equipments purchased (≥ 10 lakh) during the current year.	---	1	UGC	22.0
Value of the equipment purchased during the year (Rs. in Lakhs)		30.0	BSR, CPE (UGC)	---
Others	---	---	---	---

4.2 Computerization of administration and library

- The drawing and disbursement of salary from the state treasury and IT related accounts have been upgraded to computerised processes.
- Administration of the Library (S K Bhuyan Library) is computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	73299	Data not available	2359	1080539.00	75658	Data not available
Reference Books	48866	do	1573		50439	do
e-Books						
Journals	29	do	29 (subscription renewed)	50000.00	29	do
e-Journals	Full package under NLIST					
Digital Database						
CD & Video	314	do	25	19000.00	339	do
Periodicals & manuscripts	58	do	5	1500.00	63	do

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	122	08	In the entire campus	0	1	1	23	--
Added	30	0	--	0	0	0	0	--
Total	152	08	--	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.)

- The entire campus has been covered under an optical fibre network to provide internet connectivity.
- Computer related orientation programmes have been organised for the staff.

4.6 Amount spent on maintenance in Rs. lakhs:

i) ICT	1.5
ii) Campus Infrastructure and facilities	Campus is maintained by the PWD, Govt of Assam.
iii) Equipments	1.5
iv) Others	0.5
Total:	3.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC endeavours to enhance awareness about student support system by

- Contact programmes with the elected students' union (CCSU)
- IQAC bulletins.

5.2 Efforts made by the institution for tracking the progression

- The College maintains the records of all internal and end semester examination through the examination cell.
- IQAC of the college maintains records of the outgoing students with the help of the alumni association.

5.3 (a) Total Number of

UG	PG	Ph. D.	Others
1673	1035	96	135

students

(b) No. of students outside the state

50

(c) No. of international students

Nil

No	%
846	31.24

Men

No	%
1862	68.76

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1297	201	398	751	5	2652	1317	210	415	762	4	2708

Demand ratio 8:1 Dropout* %: 33%

* Contributed mainly by the students leaving the BSc 1st SEM for various professional courses.

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

No institutional mechanism for coaching for competitive examinations currently exists. However, short term training sessions are conducted under the aegis of a unit of the Cotton College Union Society every year.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="21"/>	SET/SLET	<input type="text" value="29"/>	GATE	<input type="text" value="10"/>	CAT	<input type="text" value="0"/>
IAS/IPS* etc	<input type="text" value="01"/>	State PSC	<input type="text" value="26"/>	UPSC	<input type="text" value="01"/>	Others	<input type="text" value="26"/>

* Sri Mukesh Pandey secured 14th position in the UPSC Examination, 2011

5.6 Details of student counselling and career guidance

1. A team of S.B.I. officials was invited to conduct a seminar on 'Career options in Banking sector's on 20-08-2011
2. A Career development workshop was organized and a team of resource persons from Sharda University, UP, was invited to deliver lectures on different topics in this regard on 05-11-2011

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	49	16	19

5.8 Details of gender sensitization programmes

Cotton College Women's forum conducted a pilot study on the education of the girl child and their dropout rates in two backward villages in the outskirts of Guwahati and discussed the issues with the village elders. Subsequently a girl child specific health awareness programme was organised.

The forum has also published a journal named 'Concerns and voices' on issues related to women.

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

* *Tania Choudhury reached the Quarter Finals in 6th Asia Pacific Merdeka Championship 2011, Malaysia. Murchana Gohain was selected to participate in a Table tennis Coaching Camp in California, USA from June 11, 2012 to Aug 24, 2012.*

***Arimdom Bokataki won Munin Borkataki Award (State level), 2011.*

5.10 Scholarships and Financial Support

	Number of students	Amount in Rs.
Financial support from institution	61	221550.00
Financial support from government	23	173135.00
Financial support from other sources	10	150000.00
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 grievance of 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

The parent university designs and implements the curriculum. However, a large number of teachers of this college are members of board of studies of University. They play important roles in augmenting/upgrading/ correcting in the curriculum and the syllabi.

6.3.2 Teaching and Learning

Cotton College tries to provide best possible class room teaching and learning facilities for the students. The same is ensured by corrective measures, if required. Such measures are based on the feedback of students and also on the reports of the parent teacher meet.

6.3.3 Examination and Evaluation

Examination and evaluation strategies are governed by the parent university. Cotton College actively participates in all such activities under the university.

6.3.4 Research and Development

- Cotton College encourages active research by its faculty members. Facilities for R&D work by the faculty members as well as for the PhD students have been gradually improved.
- A central instrumentation facility has been established.
- Journals and periodicals are subscribed by the central library as well as by a number of individual departments.
- Subscription to e-resources is currently under process.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The central library and the departmental libraries of Cotton College have a large collection of text and reference books. Fresh collection/addition is a continuous affair.

The college plans incorporate ICT into its teaching programme. The following facilities bear testimony to the statement:

- LAN in the entire campus
- High quality Computer facilities
- Free internet facility
- Full package under NLIST
- Central Instrumentation Facility
- The project "Instrument Development and Service Centre"(IDSC), which is a collaborative project of Cotton College and ASTEC produce, repair and service laboratory instruments.

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 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 Co-operative 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

Nil

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	NA	Yes	IQAC, Cotton College
Administrative	No	NA	Yes	Principal, Cotton College

6.8 Does the University/ Autonomous College declare 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 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 by the departments in regular intervals, one during each semester.
- The difficulties faced by the students are discussed and steps are taken to mitigate their concerns, if any.

6.13 Development programmes for support staff

- Orientation programmes on the use of ICT in office administration are conducted on regular basis.
- Counselling programme was organised for the office staff and lectures were delivered by Dr. Jayanta Das and Dr. Nahid Ahmed (GNRC), both noted psychologists on effects of alcohol abuse on 7th March, 2012.

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

- Cotton College maintains a green campus
- Dustbins are installed in the entire campus.
- Trees in the campus are pruned at regular intervals.
- Number safai karmacharis are engaged in maintaining the campus.



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.

- The concept of Environmental study tour has been made compulsory.

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

- The internet, through BSNL lease line speed had been enhanced from 1 MBPS 1:4 to 1 MBPS 1:1
- A DPR has been prepared for the development of laboratory infrastructure under the FIST programme of the DST, Govt of India.

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:

1. Regular seminars, workshops, contact programmes, debate and interactive session 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.
2. Motivating postgraduate and undergraduate students towards undertaking research activities by garnering financial and academic support from various agencies associated with the promotion of scientific research.

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

7.4 Contribution to environmental awareness / protection

Regular programmes

- Cotton College organizes World Environmental Day every year.
- 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 college fraternity with active cooperation of the Department of Forest, Government of Assam.

Special Programme:

- A state level seminar on Big Dams and their Impact on the Environment was held under the joint aegis of the Cotton College and Cotton College Students Union.

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: Participatory governance exists.

Weakness: Confusion aroused on account of the enactment of the CCSU Act, 2011 which converted Cotton College from a PG College to a UG college .

Opportunities: To introduce new courses under the new university.

Challenges: To face the new scenario under a new university.

8. Plans of institution for next year

- To organise a NAAC sponsored workshop on Best Practices in Higher Education.
- To establish a centre for emotional counselling of students, faculty and non teaching staff of the college.
- An awareness program in Science & Technology sector to be initiated by Cotton College & Merrylook in association with Assam Science Technology & Environment Council (Dept. of Science & Technology, Govt of Assam) & Starbru Techsystems, Indore. It has its vision to create a new era in the respective sector through introduction of new technology like robotics in North Eastern states of India.



Signature of the Coordinator, IQAC

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Signature of the Chairperson, IQAC

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Student Feed- back Report-2011-12

IQAC called for the Student Feed Back from all the academic departments of both Arts and Science streams. The HoDs of the respective departments distributed Feed-Back forms (NAAC prescribed) to the final year students of UG classes for their remarks. Some of the departments distributed the forms in groups too. The students submitted the forms to their respective heads and the concerned HoDs examined them. If the HoDs found any adverse remarks in regard to the teachers and syllabus, the concerned HoDs tried to discuss them with the specific teacher individually. The HoDs tried to rectify all the weak points of some teachers as pointed by the students. The use of ICT in teaching process has been minimum through the last few years. This time this was reflected in the student feed back reports. The college has therefore incorporated the ICT into the teaching programme. The institution is preparing groundwork for providing such inclusion in the curriculum in major way. Free internet facilities, state on the art computer facility have been introduced. Preliminary work for EDUFAST facility was undertaken.

Report on Parent Teacher Meeting, 2011-12

The departments organised the parent teacher meeting in their department and send the reports to the IQAC. After examining the reports the following points were highlights:

1. Few teachers put emphasis on the moral up gradation of the students and requested the parents to encourage their wards on these lines.
2. Few teachers highlighted the need of parent's role for building up of a competitive mindset and inculcate good reading habit.
3. Most of the parents did not express any adverse remarks against any teachers. They were quite happy with the teaching process of the teachers of the college.
4. Overall feed-back of the parents/ guardians was good.