

# **ANNUAL QUALITY ASSURANCE REPORT 2013-14**



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](http://www.cottoncollege.org.in)

Web-link of the AQAR:

[http://www.cottoncollege.org.in/aqar/2013\\_2014.pdf](http://www.cottoncollege.org.in/aqar/2013_2014.pdf)

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC:

12/08/2002

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

2013-2014

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)

- i. AQAR 2011-12 submitted to NAAC on 30/09/2015 (DD/MM/YYYY)
- ii. AQAR 2012-13 submitted to NAAC on 30/09/2015 (DD/MM/YYYY)

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

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

\* Cotton College is a government college.

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Cotton College State University

### 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

## 2.14 Significant Activities and contributions made by IQAC

- ✚ Digital documentation of the history of the century old Cotton College has begun under the aegis of the IQAC.
- ✚ Cotton College organized an International conference on ‘Harnessing Natural Resources for Sustainable Development –Global Trends’ from 29th - 31st January 2014. The conference was organized with an aim to bring together researchers, students, NGOs, environmentalists and others working in the area of utilization, preservation and protection of the Natural Resources for sustainable development and pollution free environment, and also to discuss the new trends and technologies in this area. The conference also highlighted the threats towards the natural resources of the North-East region of India and challenges in their preservation.\*
- ✚ The Department of English organised a National Seminar on 11th and 12th February, 2014 on ‘Reading the Ramayana: Text and Context’ where there were about 200 participants both from within and outside the state.\*
- ✚ National Seminar on “Recent trends of Research in Science and technology”: The seminar was held to mark the 59<sup>th</sup> Annual Technical Session of the Assam Science Society.\*

\* *The IQAC was actively involved.*

## 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
<ul style="list-style-type: none"> <li>▪ Augmentation of laboratory, ICT and Library infrastructure under the FIST programme of DST and BSR programme of the UGC.</li> <li>▪ Students’ Research Projects.</li> <li>▪ Formation of the Cotton College Photography Club (CCPC).</li> </ul>	<ul style="list-style-type: none"> <li>▪ The laboratories of the Departments of Botany and Biotechnology have been upgraded to research level. New titles have been added to the central as well as the departmental libraries. ICT infrastructure has been augmented.</li> <li>▪ A number of students successfully completed the assigned projects.</li> <li>▪ The first of a series of photographic exhibition was organised in the college.</li> </ul>

\* *Attach the Academic Calendar of the year as Annexure.*

Academic Calendars of [2013 \(Jan-Dec\)](#) and [2014 \(Jan-Dec\)](#) have been attached.

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

*\* Committee of Heads of Departments, Cotton College.*

Provide the details of the action taken

The AQAR 2013-14 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
<b>Total</b>	<b>76</b>	<b>0</b>	<b>12</b>	<b>10</b>

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	
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.

New curriculum and syllabi introduced under the auspices of the Cotton College State University with the following salient aspects:

- CBCS system
- BA/BSc degree with a core subject (each paper with 4 credits) and a choice for electives (each paper with 3-4 credits)
- Stress on electives
- Stress on proficiency in English
- increased options for electives with 2 credits

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

None in the year 2013-14

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	184	81	103	NA	NA

2.2 No. of permanent faculty with Ph.D. 145

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	50	NA	NA	NA	NA	NA	NA	0	50

2.4 No. of Guest and Visiting faculty and Temporary faculty 12 1 12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	19	4
Presented papers	11	12	4
Resource Persons	1	3	2

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

All the innovative processes initiated in the last two years have been continued.

2.7 Total No. of actual teaching days

during this academic year 254

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

\* *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 42 3 11

2.10 Average percentage of attendance of students

92%

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	473	43.34%	61.10%	32.98%	0.42%	94.50%
PG	455	NA	38.68%	43.08%	0	81.76%

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 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	16
UGC – Faculty Improvement Programme	3
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	20
Others ( UGC Short term Course)	5

#### 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	221	31	0	25
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

The initiatives as mentioned in the last two year's annual reports (2011-12, 2012-13) are pursued during the current year also.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	4	3	2
Outlay in Rs. Lakhs	37.98	46.33	11.00	6.00

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	8	14	19
Outlay in Rs. Lakhs	8.9	32.4	91.5	27.2

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	21	54	--
Non-Peer Review Journals	--	09	12
e-Journals	01	01	--
Conference proceedings	16	04	--

##### 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	ICSSR, ASTEC	13.94	8.24
Minor Projects	2	UGC	91.54	62.16
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	ASTEC	.83	.83
Any other(Specify)				None
Total			106.31	71.28

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 in Rs. Lakh\*

\* Instrument Development and Service Centre (IDSC)

3.11 No. of conferences organized by the institution

Level	International	National	State	University	College
Number	01	02	02	--	07
Sponsoring agencies	DST, DBT, INSA, ICMR, ASTEC	UGC, Assam Sc Soc.	Self	--	Self

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

3.15 Total budget for research for current year in Rs. lakhs:

From funding agency	<input type="text" value="71.28"/>
From Management of University/College	<input type="text" value="Nil"/>
Total	<input type="text" value="71.28"/>

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
1	Nil	01	Nil	Nil	1	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	<input type="text" value="0"/>	State level	<input type="text" value="40"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="0"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="16"/>
National level	<input type="text" value="4"/>	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="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="Nil"/>

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

- Organisation of a breast cancer awareness programme in collaboration with Oncologist Society of North East India on 26<sup>th</sup> October' 2013 under the aegis of Cotton College women's forum (CCWF).
- CCWF adopted Mithingapuri Gopal Boro L P School, Gorchuk in the year 2014.
- Visit to the old-age home at Pathar Kuwari on the occasion of International Women's Day, 2013 under the aegis of Cotton College women's forum.
- A special Camp at Udayachal, Pandu under the aegis of Cotton College Unit of the NSS. There was a free medical camp, slum area cleanness drive, seminar and workshop on HIV-AIDS and drug addiction (March, 2013).



## 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	--	--
Class rooms	148	0	--	--
Laboratories	63	0	--	--
Seminar Halls	6	0	--	--
No. of important equipments purchased (≥ 10 lakh) during the current year.	1	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)		8.02	UGC	8.02
Others	--	--	--	--

#### 4.2 Computerization of administration and library

Details given in the Annual report 2011-12.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	76511	Data not available	227	147973.00	76738	Data not available
Reference Books	51007	do	151		51158	do
e-Books						
Journals	31	do	31 (subscription renewed)	75000.00	31	do
e-Journals	Full package under NLIST					
Digital Database						
CD & Video	373	do	27	4273.00	400	do
Periodicals & manuscripts	78	do	0	0.00	78	do

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	227	8	In the entire campus	0	1	1	23	--
Added	60	0		0	0	0	0	--
Total	287	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.)

As detailed in the Annual Report 2011-12.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT

1.5

ii) Campus Infrastructure and facilities

Campus maintenance is done by 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 follows the procedure as detailed in the Annual Report 2011-12.

#### 5.2 Efforts made by the institution for tracking the progression

The College follows the procedure as detailed in the Annual Report 2011-12.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1909	577	146	130

#### (b) No. of students outside the state

51

#### (c) No. of international students

Nil

	No	%		No	%
Men	994	39.98	Women	1492	60.02

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1491	207	362	695	2	2757	1315	204	313	649	5	2486

Demand ratio 6:1      Dropout % \*: 26.0

\* Contributed mainly by the students leaving the BSc 1<sup>st</sup> SEM for various professional courses.

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

A four-day training programme was organized by Cotton College Union Society (CCUS) in association with Cotton College AASU Unit for all India competitive exam aspirants in 2013.

But no institutional mechanism for coaching for competitive examinations currently exists.

Cotton College Career Counselling Cell organised a 15 day training programme for CAT/MAT and Banking Service Examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="07"/>	SET/SLET	<input type="text" value="09"/>	GATE	<input type="text" value="03"/>	CAT	<input type="text" value="1"/>
IAS/IPS etc	<input type="text" value="04"/>	State PSC	<input type="text" value="14"/>	UPSC	<input type="text" value="04"/>	Others	<input type="text" value="05"/>

5.6 Details of student counselling and career guidance

1. Byatikram Mass Awareness and Social Development Organisation conducted a seminar on Career Preparedness / Career Grooming on 20-01-2013.
2. An academic counselling program was organized where a team of representatives from different universities of UK and members of British Council Division, Kolkata deliver lectures and interact with the students to help them learn more about the different opportunities available in UK on 18-06-2013.
3. Counselling /training program on competitive exam review, speed mathematics, time management by Career Clinique, Guwahati on 30-08-2013.
4. Col. Ranjit Talukdar delivered a talk on - Building Career in Armed Forces on 08-11-2013

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
1	63	45	25

5.8 Details of gender sensitization programmes

A special awareness programme on the occasion of International Breast Cancer Awareness Month was held under the aegis of the Cotton College Women's forum on 26<sup>th</sup> Oct, 2013.

## 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

\* Monava Bezbaruah won Bronze Medal, 26<sup>th</sup> National Karate-Do Championship, Jamshedpur and Silver Medal in Senior Female Team Kata.

Cultural: State/University level  National level\*  International level\*\*

\* Anurag Saikia won Rajat Kamal National Award as the Best Music Director in the non-feature film category for Yougadrasta in 2013, Best Music Director Award: Tup tup (Big Music Award) and Best Music Director Award for Yougadrasta in the 2<sup>nd</sup> International Short Film Festival, Mumbai.

\* Bijay Sankar Barman received Sahitya Academy Yuba Award, 2013.

\*\* Anindita Deka was selected by the Council for the Lindau Nobel Laureate Meetings, Gemany for participating in the 64<sup>th</sup> Lindau Nobel Laureate Meeting in Lindau, Germany.

## 5.10 Scholarships and Financial Support

	Number of students	Amount in. Rs
Financial support from institution	81	196550.00
Financial support from government	173	804363.00
Financial support from other sources	15	120000.00
Number of students who received International/ National recognitions	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\*

- ✦ *The first art and culture forum of Cotton College “Arohan” was established by the Cotton College Union Society (CCUS) in 2013.*
- ✦ *Sangeet Natak Akademy winner and renowned Odissi dancer Geeta Mohalikar was invited by the Cotton College Union Society to perform at Cotton College on 2<sup>nd</sup> May, 2013.*
- ✦ *A regional seminar on ‘Eco-restoration for Development in North-east India’ and relevant themes was organized on the occasion of Dharitri Divas on 23rd April, 2013 by Cotton College Union Society.*
- ✦ *Student organised/initiatives also include Street Plays, Puppet Show, Celebration of National Science Day, Photography Exhibition (as a part of a fair Metropolies organised at Guwahati), Publication of Bulletins and wall Magazines etc.*

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.

The vision, mission statement is communicated to the different communities as follows

- Students – Teaching and related activities
- Teachers – Research, interaction, teaching and interface with public
- Staff – Involvement with diverse institutions from time to time.
- Stakeholder – Through websites, proposals related to the college and in meetings etc.

#### 6.2 Does the Institution has a Management Information System

In process

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

6.3.1 Curriculum Development

As detailed in the Annual Report 2011-12.

6.3.2 Teaching and Learning

As detailed in the Annual Report 2011-12. Use of ICT in a major scale is being planned.

6.3.3 Examination and Evaluation

As detailed in the Annual Report 2011-12.

6.3.4 Research and Development

As detailed in the Annual Report 2011-12.

6.3.5 Library, ICT and physical infrastructure / instrumentation

As detailed in the Annual Report 2011-12.

6.3.6 Human Resource Management

As detailed in the Annual Report 2011-12.

6.3.7 Faculty and Staff recruitment

As detailed in the Annual Report 2011-12.

6.3.8 Industry Interaction / Collaboration

Presently we do not have any collaboration with any industry.

6.3.9 Admission of Students

As detailed in the Annual Report 2011-12.



6.4 Welfare schemes for

Teaching	As detailed in the Annual Report 2011-12.
Non teaching	Do
Students	Do

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	No	NA

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

As detailed in the Annual Report 2011-12.

6.12 Activities and support from the Parent – Teacher Association

As detailed in the Annual Report 2011-12.

6.13 Development programmes for support staff

An interactive session on alcohol abuse with the psychologist attached with the cell for emotional counselling, Cotton College was organised.

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

As detailed in the Annual Report 2011-12.

## 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.

- Improved laboratory environment
- Introduction of students' projects
- Federation of Indian Chambers of Commerce and Industries declared the "Soil and Water Testing Kit" developed by the Department of Chemistry, Cotton College as one of the top 50 innovations in the field of Science and Technology in India in 2013.

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

- CBCS introduced with improved curriculum and syllabi.
- Laboratory development programme is implemented under the DST FIST and the UGC BSR and GDA.



Before



After

- Digital documentation of the century old history of the College has begun.
- An International Conference on "Harnessing Natural Resources for Sustainable Development- Global trends" held.
- A National Seminar on 11<sup>th</sup> and 12<sup>th</sup> February, 2014 on 'Reading the Ramayana: Text and Context'.
- A national seminar on "Recent Trends of Research in Science & Technology" to mark the 59<sup>th</sup> Annual Technical Session of the Assam Science Society held.
- Construction of the New Physics block started.

Cont'd

Cont'd

- With the technical and artistic support of the Dr Bhupen Hazariaka Centre for Mass Communication and Journalism (run by Entrepreneurship Development Cell, Cotton College), the renowned Filmmaker and Director Mr. Dip Bhuyan, an ex Cottonian and also a resource person of the Centre made the Documentary Film "Resonance of Mother's Melody" in the year 2013. The accomplishments of the film are:
  - ☞ World Premiere and nominated for Audience Award, Indian Film Festival, Stuttgart, Germany, 2013
  - ☞ Italian Premiere and nominated for Audience Award, River to River Florence Indian Film Festival, Italy, 2013
  - ☞ Indian Panorama, 44<sup>th</sup> International Film Festival of India, Goa, 2013
  - ☞ Mumbai International Film Festival -2014, National Competition.
  - ☞ Entry: In competition, International Documentary and Short Film Festival of Kerala, 2014
  - ☞ Entry: Parnu Film festival, Estonia, 2015
  - ☞ Entry: Trento Film Festival, Italy, 2015
  - ☞ Preserved for research at Tufts University library, Medford, United States.

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

As detailed in the Annual Report 2011-12 & 2012-13.

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

7.4 Contribution to environmental awareness /protection

Regular programmes on environmental awareness /protection as detailed in the Annual Report 2011-12 are pursued in the year 2013-14 as well.

A regional seminar on 'Eco-restoration for Development in North-east India' and relevant themes was organized on the occasion of Dharitri Divas on 22<sup>nd</sup> April, 2013 under the aegis of the Cotton College Union Society and the proceedings have been published in the form of a book (published by Global Publishing House India, Visakhapatnam.

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 has now its own syllabi of different courses approved by the Cotton College State University. The Faculties are now in a position to properly judge their students through the new academic systems.

**Weakness:** More to do for applied and skill oriented courses.

**Opportunities:** Scope for strengthening outreach programme.

**Challenges:** To aim for and achieve National status.

8. Plans of institution for next year

1. Development of a students' database (MIS for the College).
2. Use of ICT: installation of smart classes
3. Use of ICT: facility of e-journals: subscription to JSTOR
4. Full computerisation of accounts
5. NIC and National Knowledge Network link
6. Renewal of CPE (Colleges with Potential for Excellence) status of the college.
7. To apply for the Heritage College status under the UGC.
8. Proposals for the college under RUSA to be formulated.
9. An operational platform for the students from which they can contribute to the preservation of the heritage of the state in general and the locality in particular.
10. A workshop on Film & Television Production under the aegis of Entrepreneurship Development Cell (EDC), Cotton College.



*Signature of the Coordinator, IQAC*

*Name: Dr Saranga Ranjan Patgiri  
Associate Professor of Botany  
Cotton College, Guwahati*



*Signature of the Chairperson, IQAC*

*Name: Dr Nirada Devi  
Principal, Cotton College  
Guwahati*

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## Student Feed- back Report-2013-14

IQAC sent the Feed-Back Forms to the academic departments of Arts and Science Stream in time and this time all the students were asked to drop the Feed-Back forms directly to the Drop-Box in the IQAC instead of submitting the forms before the HOD's. In IQAC the Feed-Back forms were sorted out department wise and examined. The principal after examining some of the Feed-Back forms, called the teachers and discussed about the negative feed-back of the students. Later-on all the forms were sent to the concerned departments for HODs comment and action taken report. In case of the most of the teachers the students marked good or very good in regard to the sincerity, commitment, integrity, behaviour, knowledge and teaching methods. In view of the less use of the ICT in teaching process, the college authority has started to develop some smart class rooms in certain departments.

## **Report on Parent Teacher Meeting 2013-14**

The reports of the Parent-Teachers Meetings sent by the HoDs of different departments analysed in IQAC and the vital points summarised as follows:

1. The Parents and guardians have expressed full satisfaction regarding commitment of the teachers towards the welfare of the students on both academic and non-academic fronts.
2. The Parents are very much eager to know the feedback of the teachers on their wards.
3. The parents wanted the teachers to make parental control of their wards.
4. Some parents have expressed their confusion over the relation and functioning between Cotton College and Cotton College State University.
5. Most of the parents have expressed their opinion that parent teacher's meets are very much fruitful and suggested for frequent meetings.