

# ANNUAL QUALITY ASSURANCE REPORT 2014-15



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:

iqacccg@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/2014\\_2015.pdf](http://www.cottoncollege.org.in/aqar/2014_2015.pdf)

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	NA	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)

2014-2015

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)
- iii. AQAR 2013-14 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

- Augmentation of the IQAC infrastructure using the NAAC financial assistance.
  - Creation of a database of students.
  - Preparation of the project proposal for the renewal of CPE grant under the UGC.
  - Preparation of the project proposal for the Heritage College Status under the UGC.
  - Preparation of the project proposal for infrastructure grant under RUSA.
  - Use of ICT: installation of 9 smart class room using the grants of the DST and the UGC GDA.\*
  - Computerisation of the accounts of the college.\*
  - Internet connectivity provider is switched over to NIC from the existing BSNL.\*
- \* 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
NIC connectivity installed	Browsing speed enhanced
Use of ICT: Installation of smart class rooms.	No of smart class rooms increased to 9 (nine).
Use of ICT: Subscription to JSTOR	Availability of e-resources

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

Academic Calendars of [2014 \(Jan-Dec\)](#) and [2015 \(Jan-Dec\)](#) 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 2014-15 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	0	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>54</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	54
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.

None in the year 2014-15

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

None in the year 2014-15

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	179	79	100	NA	NA

2.2 No. of permanent faculty with Ph.D. 150

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	55	NA	NA	NA	NA	NA	NA	0	55

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 Seminars/ Workshops	34	69	19
Presented papers	9	41	12
Resource Persons	9	16	06

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

<p>All the innovative processes initiated in the last three years have been continued. In particular</p> <ul style="list-style-type: none"> <li>▪ Use of the ICT in teaching-learning has been made more extensive.</li> <li>▪ The library resources have been augmented with the subscription e-journals.</li> </ul>
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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 48 3 10



2.10 Average percentage of attendance of students

90%

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	446	NA	79.82%	15.92%	0.45%	96.19%
PG	488	NA	38.73%	44.18%	0	85.71%

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	10
UGC – Faculty Improvement Programme	0
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.	4
Others ( UGC Short term Course)	4

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	216	36	0	24
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 three year's annual reports (2011-12, 2012-13, 2013-14) have been pursued in the year 2014-15 as well.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	6	3	2
Outlay in Rs. Lakhs	3.2	54.13	65.64	35.5

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	10	12	13	11
Outlay in Rs. Lakhs	32.4	36.7	43.9	35

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	37	--
Non-Peer Review Journals	--	24	20
e-Journals	--	--	--
Conference proceedings	10	23	--

#### 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	SERB, NRDMS	65.63	29.02
Minor Projects	2	UGC	70.63	52.09
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	1	UGC (BSR), ASTEC	3.43	3.43
Any other(Specify)				None
<b>Total</b>			139.69	84.54

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	<input type="text"/>	CAS	<input type="text"/>	DST-FIST	<input type="text"/>	
DPE	<input type="text"/>			DBT Scheme/funds	<input type="text"/>	
3.9 For colleges	Autonomy	<input type="text"/>	CPE	<input checked="" type="checkbox"/>	DBT Star Scheme	<input type="text"/>
	INSPIRE	<input checked="" type="checkbox"/>	CE	<input type="text"/>	Any Other (specify)	<input type="text" value="DST-FIST"/>

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	Nil	04	02	Nil	07
Sponsoring agencies	--	UGC	ASTEC	--	Self

3.12 No. of faculty served as experts, chairpersons or resource persons: 42

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 Rs. lakhs:

From funding agency

From Management of University/College

**Total:**

3.16 No. of patents received this

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
0	0	0	0	0	0	0

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\*

\* Under Gauhati University

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="20"/>
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="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="01"/>
National level	<input type="text" value="02"/>	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="02"/>	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's forum adopted Hajongbori L P school, which is located in the outskirts of Guwahati on 10<sup>th</sup> April, 2015. In the first phase, the library of the school is being developed.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	39824 ( in acre)	0		Nil
Class rooms	148	3	Govt. of Assam	151
Laboratories	63	2	UGC(BSR), DST-FIST	65
Seminar Halls	6	1		7
No. of important equipments purchased ( $\geq 10$ lakh) during the current year.	1	4	UGC(BSR) DST-FIST	40.63 lakh
Value of the equipment purchased during the year (Rs. in Lakhs)		45.2	BSR, CPE FIST	45.2
Others				

#### 4.2 Computerization of administration and library

The account division of the college has been fully computerised wef 14<sup>th</sup> Aug, 2014.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	76738	Data not available	966	644999.00	77704	Data not available
Reference Books	51158	do	644		51802	do
e-Books						
Journals	31	do	31 (subscription renewed)+1	75000.00	32	do
e-Journals	Full package under NLIST and JSTOR					
Digital (Bibliographic) Database			92000			
CD & Video	400	do	26	3674.00	426	do
Periodicals & manuscripts	78	do	0	0.00	78	do
Reports					622	
Bound Volumes					3017	
Maps					50	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	200	8	In the entire campus	0	1	1	23	--
Added	75	0	0	0	0	0	0	--
Total	275	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

1.7

iv) Others

.6

**Total:**

3.8

## 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
1773	Nil	132	135

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

46

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

Nil

No	%
585	32.99

Men

No	%
1188	67.01

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1315	204	313	649	5	2486	991	151	252	377	2	1773

Demand ratio 6:1

Dropout % \*: 28%

\* 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)

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

50



### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="26"/>	SET/SLET	<input type="text" value="32"/>	GATE	<input type="text" value="12"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="30"/>	UPSC	<input type="text" value="04"/>	Others	<input type="text" value="25"/>

### 5.6 Details of student counselling and career guidance

1. Dr. Rupak Gupta, UTM, Shillong was invited to deliver a talk on- Career in Petroleum Technology on 20-09-2014.
2. IIMS, Kolkata conducted a seminar on –Management Education on 08-11-2014.
3. A Café Conversation with the students in collaboration with Youth Forum on Foreign Policies, on the topic – INDIA-ASEAN Relations: New Dimensions in the context of India’s Look East Policy on 07-11-2014.
4. Global-Reach conducted a seminar on –Study Abroad on 20-12-2014 A one month (from 05-02-2015 to 06-03-2015) ‘Competitive Exam Training Program’ was organized. Highly experienced faculties from different fields were invited as resource persons. The program included- Quantitative Aptitude and Data Interpretations, Logical Reasoning, English, General Awareness, Group Discussion and Personal Interview.
5. Developing Minds, Kolkata conducted a career counselling program on 17-02-2015.
6. ITM Group of Institutes conducted a seminar on MBA as a career option on 18-04-2015.
7. A workshop on – How to get Government jobs was organized and resource persons from IMS, Guwahati, conducted the program on 04-04-2015.
8. Jettwings, Guwahati conducted a seminar on –Career Opportunities in service sector on 09-05-2015.

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
2	116	50	56

## 5.8 Details of gender sensitization programmes

A one day National Level Seminar was held (Feb, 2014) on the topic “Status of Women in Assam: Challenges and Solutions” under the aegis of Cotton College Women’s Forum and Dristi Stree Adhyan Kendra, Pune. Participants from the states of NE India dealt with the status of women in the region and focussed on the increasing rate of domestic violence and trafficking in the region. The Survey Report on the Socio Economic Status of Women in Assam carried out by the Dristi Stree Adhyan Kendra, Pune in 5 selected districts of Assam was released during the seminar.

## 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

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

Cultural: State/ University level  National level  International level

*\* Rantu Moni Saikia and Nilakshi saikia respectively won the Gold and the Silver Medal in Karate in the National Karate Championship, 2014. Ramen Boro won Gold Medal, National Kick Boxing championship, AP, 2014.*

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	57	2.18
Financial support from government	247	2.02
Financial support from other sources	15	1.2
Number of students who received International/ National recognitions	0	5.4




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\*

*\* Some Examples are*

-  *One week long Obesity Counselling Camp, Sept, 2014*
-  *Two week long Self Defence Training for Women, Nov, 2014 etc.*
-  *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: No major grievance has been reported.

## 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, likely to be operational in 2015.

#### 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. Moreover, extensive use of ICT has been institutionalised.

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. Moreover, e-journal facility (JSTOR) has been made available.

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) has 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. Moreover,
- The Alumni Association has renovated their office in the campus of the college.
- The Alumni Association has established a library in their office to be used by the past as well as the present students.
- The Alumni Association has received a grant of Rs. 30 lakhs from the MPLAD Fund to build an Alumni Hoses with a facility of a Conference Hall in the campus of the college.

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

A training programme on the use of ICT in teaching-learning.

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

As detailed in the Annual Report 2011-12.

## Criterion – VII

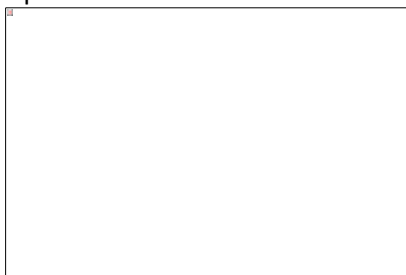
### 7. Innovations and Best Practices

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

Use of ICT (smart class room, e-library facility, faster internet etc.) in teaching-learning on a wide scale.

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

- Student database is made operational.
- Use of ICT has been institutionalised.
- Computerisation of accounts section of the college.
- The proposal for the Heritage College Status presented before the UGC expert Committee at the UGC Office, New Delhi.
- The proposal under the RUSA (college infrastructure grant) presented before the Executive Council, Assam Higher Education Council.
- Heritage Club of Cotton College formed.
- A workshop on “Film & Television Production” was organized by Dr. Bhupen Hazarika Centre for Mass Communication & Journalism, Cotton College, Guwahati from 27<sup>th</sup> June to 3<sup>rd</sup> July, 2015. The workshop was conducted with an aim to give the participants about the basic knowledge of film and television production including camera, scrip writing, editing, direction, sound, production management etc. Resource persons who graced the workshop include National Award winning Filmmaker Manju Bora, Documentary Film maker Dip Bhuyan and a host renowned personalities connected with film & television productions.
- A Memorandum of Understanding was signed between the Departments of Biotechnology, Cotton College and St. Joseph’s College of Tiruchirappali, Tamil Nadu.
- New Physics Block completed.



New Physics Block



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, 2013-14.

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

7.4 Contribution to environmental awareness / protection

Regular programmes as detailed in the Annual Report 2011-12 are pursued in the year 2014-15 as well.

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:** Cotton College is likely to be given the status of a Heritage College by the UGC which ultimately will help the college to grow further.

**Weakness:** Less number of vocational programmes.

**Opportunities:** Establishment of a centre for All India Services Examination in view of the growing trend of selection of local students in All India Services.

**Challenges:** To prepare the students to face the challenges of the changing market scenario.

## **8. Plans of institution for next year**

1. Use of ICT: Facility for video conferencing.
2. Use of ICT: Augmentation of e-library facility with a dedicated server for the linkage.
3. Use of ICT: Installation of computer aided students' response system.
4. Use of ICT: Installation of touch screen (47 inches) computer monitor in the library.
5. Use of ICT: Augmentation of smart class room facility.
6. Use of ICT: Digitalisation of the library.
7. To establish a Weather Station in the Department of Physics, Cotton College
8. An effort for Barrier Free Education, a scheme arising out of the Implementation of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 under the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and empowerment, GoI. The focus will be on the construction of Lift, ramps and disable friendly toilets.
9. Production of a documentary film "We" of length 86 min with the technical and artistic support of the Dr Bhupen Hazariaka Centre for Mass Communication and Journalism (run by Entrepreneurship Development Cell, Cotton College).

Cont'd

10. Formation of an Animal Ethical Committee for the College.
11. To observe 150 years of general Theory of Relativity in the Department of Physics with seminars, competitions and general awareness among the local school children.
12. Documentation of all Herbs, Shrubs and Trees of the college campus.
13. Institutional Membership of DELNET.
14. A two day workshop on the use of ICT in teaching learning process for the faculties.
15. A computer training programme for the employees of the college in collaboration with the AMTRON.
16. Construction of a three story RCC hostel for male students.



*Signature of the Coordinator, IQAC*

*Name: Dr Saranga Ranjan Patgiri  
Associate Professor of Botany  
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*Signature of the Chairperson, IQAC*

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

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## Student Feed- back Report-2014-15

Most of the HoDs of academic departments have already sent their reports on student Feed-Back. It is observed that the input provided by the students while filling the feed-back form is found to be extremely useful for the teachers. The teachers got the opportunity to rectify their weakness and became more accountable towards their teaching as well as other course related activities. On the basis of the feed-back reports given by the students, a few departments have arranged some remedial measures like extra classes or tutorial classes. The number of smart class rooms are being increased so that, the more use of ICT in teaching process is increased. Moreover, Plan of installation of Wi-Fi, connection in the college has been proposed for the benefit of the students as well the teachers. HoDs are trying their best to keep one or two teachers of their department on right tract by counseling them on students feed-back. From the reports it has been cleared that most of the teachers are dedicated towards their duties. Students marked mostly good and very good in respect of the sincerely, commitment, integrity, behaviour, knowledge, communication skill and very good ability to finish syllabus within stipulated period of time. Of course, one department has expressed the opinion that due to the entrustment of administrative works by the college authority, some teachers could not complete their course in time. In that case, the HoD arranged some alternative measures like engaging extra faculty and classes, to complete the course. Students of some departments opined that the course is very vast and course can't be completed within limited time period.

## **Report of the Parent Teacher Meeting, 2014-15**

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

1. Most of the parents consider the teaching, the teachers as well as the overall atmosphere of college to be very good.
2. Library facility is found to be very good by common consent.
3. Some guardians have expressed the opinion that there is scope for the improvement of laboratory facilities in certain departments.
4. Parents have praised the teachers for holding informal counselling sessions for the students which help in bringing positive outcomes.
5. Some parents have suggested repairing or replacing the old electrical fans in New Arts Building which are either remain non functional most of the time or make noise even when they are in running condition.
6. A few of the parents seemed to express their concern at the delay in the announcement of the examination results.
7. Some guardians are concerned about the status of Cotton College and the Cotton College State University and also the Degrees being offered by the Cotton College State University in view of the anomalies in the Cotton College State University Act, 2011 as well as the subsequent amendments.