

Annual Quality Assurance Report

For the session: 2012-2013



SUBMITTED BY

JANATA COLLEGE, SERFANGURI

KOKRAJHAR, ASSAM

SUBMITTED TO

NAAC, BANGALORE

The Annual Quality Assurance Report (AQAR) of the IQAC,2012-13

Part - A

1. Details of the Institution

- 1.1 Name of the Institution : JANATA COLLEGE
- 1.2 Address line 1 : SERFANGURI
City/ Town : KOKRAJHAR
State : ASSAM
Pin Code : 783346
Institution e-mail address : info@janatacollege.org
Contact Nos. : 9435511870
9435325570
- Name of the Head of the Institution : DR. SUBUNG BASUMATARY
Tel.No. with STD Code :
Mobile : 9435511870
9435026695
- Name of the IQAC Co-ordinator : DR. ADA RAM BASUMATARY
Mobile : 9435325570
IQAC e-mail address : info@janatacollege.org
- 1.3 NAAC Track ID : ASCOGN11588
- 1.4 NAAC Executive Committee No. & Date : EC/33/455 dated September 16, 2004
- 1.5 Website address : www.janatacollege.org
Web-link of the AQAR : <http://www.janatacollege.org/AQAR2012-13.doc>
- 1.6 Accreditation Details :
- | Sl.No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|--------|-------|-------|------|-----------------------|-----------------|
| 1 | 1 | C+ | | 2004 | 2004-2009 |
- 1.7 Date of Establishment of IQAC : 31st May,2005
- 1.8 AQAR for the year : 2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2010-11 submitted to NAAC on 17/12/14
- ii. AQAR 2011-12 submitted to NAAC on 17/12/14
- iii. AQAR 2012-13 submitted to NAAC on 17/12/14

1.10 Institutional Status

Affiliated College : Yes
 Type of Institution: Co-education
 Rural Tribal
 Financial Status : UGC 2 (F) UGC 12 B

1.11 Type of Faculty/Programme : ARTS

1.12 Name of the Affiliating University : Gauhati University

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

Autonomy by State/central Govt./ University : No
 University with Potential for Excellence : No
 UGC-CPE : No
 DST Star Scheme : No
 UGC-CE : No
 UGC- Special Assistance Programme : No
 DST-FIST : No
 UGC-Innovative PG Programme : No
 UGC-Cop Programme : No

2. IQAC Composition and Activities

2.1 No. of Teachers : 08
 2.2 No. of Administrative/ Technical staff : 02
 2.3 No. of Students : Nil

- 2.4 No. of Management representatives: 02
- 2.5 No. of Alumni : Nil
- 2.6 No. of any other stakeholder and community representatives : 02
- 2.7 No. of Employers/ Industrialists : Nil
- 2.8 No. of other External Experts : Nil
- 2.9 Total No. of members : 16
- 2.10 No. of IQAC meeting held : 04
- 2.11 No. of meetings with various stakeholders :
- | | |
|------------------------------------|-----|
| Faculty : | 03 |
| Non- Teaching Staff and Students : | 02 |
| Alumni : | Nil |
| Others : | Nil |
- 2.12 Has IQAC received any funding from UGC during the year : No
If yes, mention the amount :
- 2.13 Seminar and Conference (only quality related)
- (i) No.of seminars/Conferences/Workshops/Symposia organized by the IQAC
- | | |
|-----------------|-------|
| Total Nos : | |
| International : | Nil |
| National : | 01 |
| State : | Nil |
- Institutional level:
- (ii) Themes : Modern Trends in Literature.
- 2.14 Significant activities and contributions made by IQAC :
- The IQAC of Janata College through its 'Budget and Planning prepared the Plan of action at the beginning of the session and submitted it to the authority for approval.
 - Organised a National Seminar sponsored by Sahitya Academy in collaboration with the Bodo department.
- 2.15 Plan of Action by IQAC/Outcome :
- The plan of action undertaken by the Budget and Planning Committee for the Session 2012-13 was as follows-

Plan of Action	Achievements
Drinking water facility for library & computer room	Not Accomplished
Wooden Plateform for the classes	Accomplished
Beautification & plantation	Accomplished
Installation of V- Sat and Wi-fi	Not Accomplished
Furnitures for the canteen	Accomplished
Kitchen shade for the canteen	Accomplished
Refreshment shade for the teachers at the canteen	Not Accomplished
Boaring and plumbing at the college	Accomplished
Latrin for the lady teachers	Accomplished
Fire extinguisher installation	Not Accomplished

Renewal of College Insurance	Not Accomplished
Instruments for education practical	Not Accomplished
Staff quarter repairing	Accomplished
Bamboo plantation around fishery tank	Not Accomplished
Software installation for library automation	Accomplished
Software installation for the account branch	Not Accomplished
Software installation for the general branch	Not accomplished
Photo copier for the central library	Accomplished
Laboratory equipments for the education department	Purchased
Computer for the Principal	Purchased
Books and journals for the library	Books and journals amounting to Rs. 77,844.00 purchased

Academic Calender attached in Annexure 1

2.15 Whether the AQAR was placed in statutory body : Yes
Governing Body

Provide the details of the action taken :

The AQAR was placed at GB through the Principal and the Principal placed it in the G.B meeting dated 8th November, 14. The G.B through its resolution empowered the Principal to execute the Plan of Action chalked out by the Budget and Planning Committee and towards the end of the session most of the plans have been successfully accomplished and the unaccomplished parts would be carried forward to the next year.

Part – B**Criterion – I****I. 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				
PG				
UG	09			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	09	Nil	Nil	Nil

Interdisciplinary	Nil			
innovative	Nil			

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

(ii) Pattern of programs :

Pattern	Number of programmes
Semester	09
Trimester	Nil
Annual	09

1.3 Feedback from stakeholders :

Alumni : Nil
 Parents : Nil
 Employees : Nil
 Students: Nil

Mode of feedback: Online : Nil
 Manual : Nil

Co-operating schools (for PEI) : Nil

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

As an affiliated college under GU, the college enjoys no freedom of revision or updating of the syllabi. But the University revises the syllabi in a regular interval. From the session 2011-12 the New Semester system has been introduced by the university with a new syllabus. Prior to that TDC I+I+I system was going on with a different syllabus. And before that TDC Part I (1st year + 2nd year) and Part II system was in force. So far the current Academic year is concerned no major change has been done in the syllabus.

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

Department of Computer Application has been introduced and the necessary permission for that has been taken from the University. A student can opt Computer Application as an optional subject.

Criterion – II

2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

2.2

Total	Asst. Professors	Associate Professors	Professors	Others
25	04	21	Nil	Nil

- 2.2 No. of permanent faculty with Ph.D : 04 Nos

- 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
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

- 2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest faculty : Nil

Visiting : Nil

Temporary faculty : 01 Non-Santioned, 07 Part-Time

- 2.5 Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended	Nil	15	
Presented papers		01	
Resource Persons			03

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

- i. Use of audio-vidual aids for the major students.
- ii. Departmental Seminars in some departments.
- iii. Field Trips

2.7 Total No. of actual teaching days during this academic year : 170 days

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

As an affiliated college under Gauhati University the college is not entitled to make any change in the scheduled procedure to conduct the examinations. Still the college has introduced the system of a ' Flying Squad' to monitor and control the unfair means .

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of study/ Faculty/curriculum development/workshop : 02

2.10 Average percentage of attendance of students : 60%

2.11 Course/ Programme wise distribution of pass percentage :

Title of the programme	Total No. of students appeared	Division				
		Distiction %	I %	II %	III %	Pass %
B.A	316	Nil	0.55	20.5	53.9	84.4

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

As the IQAC was defunct during the session various sub-committees constantly monitored the teaching-learning process of the college. The Academic Council is responsible for scheduling Academic Calander of the college, scheduling unit and periodical tests, evaluation of copies in a stipulated time and sending the students to various study and survey tours; the Grievance Redressal Cell is responsible for redressing any grievance , career counseling cell is entrusted the responsibility for career awareness, the Budget and Planning Committee is entrusted the responsibility for overall plan of action to be undertaken for the development of the college.

2.13 Initiative undertaken towards faculty development

Faculty/Staff Development Programme	Number of faculty benifitted

Refresher Courses	01
UGC- faculty Improvement Programme	Nil
HRD Programmes	Nil
Orientation Programmes	Nil
Faculty Exchange Programme	Nil
Staff Training conducted by the College	Nil
Staff training conducted by the other institutions	Nil
Summer/ Winter school, Workshops, etc	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of vacant Positions	Number of Permanent Position filled During the year	Number of position filled temporarily
Administrative Staff	10	Nil	Nil	Nil
Teaching Staff	25	Nil	Nil	Nil

Criterion – III**3. Research, Consultancy and Extension**

3.1 Initiative of the IQAC in Sensitizing/ Promoting Research Climate in the institution
The IQAC approaches

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		05
Outlay in Rs. Lakhs			1,50,000.00	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review	Nil	Nil	Nil

Journals			
e-Journals	Nil	Nil	Nil
Conference Proceedings	Nil	Nil	Nil

3.5 Details on impact factors of publications:

Range

Average

h-index

Nos. in SCOPUS

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

Nature of the project	Duration Year	Name of the funding agency	Total grant sanctioned	Received
Major projects				
Minor projects	18 months	UGC	1,50,000.00	1,27,500.00
Interdisciplinary projects				
Industry projects				
Projects sponsored by the university/college				
Students research projects <i>Other than compulsory by the university</i>				
Any other (specify)				
Total				

3.7 Number of book published

i) With ISBN No. 01

ii) Chapters in edited books: Nil

ii) Without ISBN No. Nil

3.8 No. of University Departments receiving funds from : Nil

UGC-SAP

CAS

DST-FIST

DPE

DBT scheme/funds

3.9 For colleges : Nil

Autonomy

CPE

DBT Star Scheme

ISPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy: Nil

3.11 No. of conferences organized by the institution

Level	International	National	State	University	College
Number		01	01		
Sponsoring agencies		Sponsored by Sahitya Academy	Sponsored by the college		

3.12 No. of faculty served as experts, chairpersons or resource persons : 05

3.13 No. of collaborations

International : Nil

National : Nil

Any other : Nil

3.14 No. of linkages created during this year : Nil

3.15 Total budget for research for current year in lakhs:

From Funding agency :Rs 1,50,000.00 From Management of University/College : Nil

Total : Rs 1,50,000.00

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialized	Applied	Nil
	Granted	Nil

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

: 02 Nos

3.19 No. Of PhD awarded by faculty from the institution : 04 Nos

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

JRF : Nil

SRF : Nil

Project Fellows : Nil

Any other : Nil

3.21 No. of students Participated in NSS events :

University level :	Nil	State level :	Nil
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National level :	Nil	International level :	Nil
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3.22 No. of students participated in NCC events :

University level :	Nil	State level :	Nil
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National level :	Nil	International level :	Nil
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3.23 No. of Awards won in NSS :

University level :	Nil	State level :	Nil
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National level :	Nil	International level :	Nil
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3.24 No. of Awards won in NCC :

University level :	Nil	State level :	Nil
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National level :	Nil	International level :	Nil
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3.25 No. of Extension activities organized

University forum :	Nil	College forum :	06 Nos
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NCC :	Nil	NSS :	Nil	Any other :	Nil
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3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility :

The college is situated in one of the most remote, rural, tribal and bordering areas of Assam where various tribes and castes like Boro, Rabha, Saotal, Rajbonshis and others have been living since years together. But as most of them are not properly educated social evils and superstitions like Witch-Hunting and approaching to Ojhas in case of any disease is very common among them. So the college has taken initiative to eradicate to a certain extent this Social Evils and as such the college has made several awareness drives in the nearby villages.

Session 2012-13	Cleaning Drive	Free	Students' Union Body
	Plantation Drive	Free	Extension Activity cell
	Environmental field trip	Free	Every department
	Workshop on Creative Drama At Science College, Kokrajhar	Free	Nayan Jyoti Das
	Workshop on towards understanding the Self	Free	Nayan Jyoti Das

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	15 acres	Nil		15 acres
Class rooms	12 nos	Nil		12 Nos
Laboratories	Nil	Nil		
Seminar Halls	01 no	Nil		
No. of important equipments purchased (≥1-0 lakh) during the current year				
Value of the equipment purchased during the year (Rs. In Lakhs)			UGC	9,30,000.00
Others				

4.2 Computerization of administration and library :

Computerization of admission process, account branch and accession of books in the libraries has been initiated.

4.3 Library services :

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	8549	13,92,917	1299	3,55,100	9848	17,48,017
Reference Books	3976	7,42,124	473	1,74,230	4449	9,16,354
e-Books						
Journals	08		01		09	
e-Journals						
Digital database						
CD & Video		7554				7554
Others (News Paper)	06	9395			06	9395

4.4 Technology upgradation (overall)

	Total computers	Computer labs	Internet	Browsing centres	Computer centres	Office	Departments	others
Existing	28	01	01	01	01	02	09	
Added	01							Educational laboratory
Total	29	01	01	01	01	02	09	

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

- Computers have been provided to all the departments.
- Software has been installed for the automation of the library

4.6 Amount spent on maintenance in Lakhs :

i.	ICT :	
ii.	Campus Infrastructure and facilities :	Rs.47,17,727.00
iii.	Equipments :	Rs.12,53,865.00
iv.	Others :	
	Total :	Rs.59,71,592.00

Criterion – v

5. Students Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services :

With proper co-ordinations with various committees meant for the welfare of the students community the IQAC of the college promotes various academic activities among the students. Admission fee is provided to the poor but meritorious students from the 'Students Aid Fund' maintained by the college. Departments have been encouraged to organize departmental seminar for promoting research activities among the students.

The Principal convene the meeting of the HoDs every now and then to have a review of the progress relating to the execution of the syllabus.

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
1033			

(b) No. of students outside the state : Nil

(c) No. of international students : Nil

Men

No	%
670	65

Women

No	%
365	35

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
29	05	840	97	Nil	972	22	05	835	173	Nil	1033

Demand ratio:

Dropout %: 21

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

Nil

No. of students beneficiaries : Nil

5.5 No. of students qualified in these examinations :

NET : Nil SET/SLET : Nil GATE : Nil CAT : Nil

IAS/IPS : Nil State PSC : Nil UPSC : Nil Others : Nil

5.6 Details of students counseling and career guidance : Nil

No. of students benefitted : Nil

5.7 Details of campus placement

On Campus			Off Campus
No. of Organizations visited	Number of students participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of Gender sensitized programmes : Nil

5.9 Students activities

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

State/University level : 26 nos National level : 04 International level : Nil

No. of students participated in cultural events

State/University level : 26 nos National level : 06 International level : Nil

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

Sports : State/University level : 13 National level : 02 International level :

Cultural : State/University level : 11 National level : 02 International level :

5.10 Scholarships and Financial Support

Financial support from the institution	Number of students	Amount
Financial support from the government	61	1,12,325.00

Financial support from other sources	179	4,80,000.00
Number of students who received International/National recognitions	Nil	

5.11 Student organized/initiatives

Fairs : State/University level : Nil National Level : Nil International level : Nil

Exhibition : State/University level : Nil National Level : Nil International Level : Nil

5.12 No. of social initiatives undertaken by the students : Nil

5.13 Major grievances of students (if any) redressed : Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution :

Vision of the college :

The vision of the college is to produce changes in the behavior and attitude of students, to develop creativity, entrepreneurship and to train students to meet the demands and challenges of the modern world.

Mission of the college :

- To impart higher education to the eligible youths in general and SC,ST,OBC & MOBC, in particular.
- To arrange remedial teaching for the upliftment of the students of the weaker section
- To make conscious effort to promote ideas of national integration, secularism, a scientific outlook and a cosmopolitan and a humanistic approach towards life.
- To impart training in Games and Sports, Music, Arts and Culture.
- To lay emphasis on teaching and research in non-traditional area avoiding duplication of facilities available in other Colleges
- To promote in the students and teachers and awareness and understanding of the social needs

- To work for preservation and dissipation of arts and culture.
- To train up the students for future self-employment
- To take special care for easy accessibility for woman education

6.2 Does the Institution has a management Information System

- Regular meeting of various sub-committees as a part of decision making.
- Academic Council meeting in a regular interval for syllabus completion and conduction of various exams.

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

6.3.1 Curriculum Development

As the college is affiliated to Gauhati University, it follows the Curriculum prepared by the affiliating University.

6.3.2 Teaching and Learning

- The audio-visual aids in terms of computer has been introduced whenever necessary.
- The LCD projectors have been introduced for making some of the classes easy and interesting
- Departmental seminars have been being conducted
- Sessional and Periodical tests have been being conducted in a regular interval
- Selective students are being send for outdoor learning through educational trips, excursions etc.

6.3.3 Examination and Evaluation

- The Semester System has been introduced by the university from the Academic year 2011. So as an affiliated college under Gauhati University, the college has been following Semester system since 2011. Unit Test and Sessional Test has been being conducted in a regular interval. Home assignments and departmental seminars has been being conducted. Enviromental field survey for the students of Semester III and Semester IV has been made compulsory.

6.3.4 Research and Development

- Motivating teachers for engaging in Research activities and to apply for Research projects.
- Library facilities have been improved to create a research atmosphere in the college.

6.3.5 Library,ICT and physical infrastructure/institution

- The process of installing V-Sat has been initiated to have an easy access of internet in all the departments.

- The new administrative block is under construction.
- The Indoor stadium and outdoor stadiums are under construction.
- Half of the boundary wall of the college has been constructed.

6.3.6 Human Resource Management

- The college organize Annual College Week for promotion of Games and Sports, cultural and literary activities among the students.
- 'Bodo Literary Society' of Janata College celebrates every year 'Satish Chandra Basumatary' Cultural and Literary Programmes. They also send team every year to Kokrajhar and Gossaigaon to participate in various events in the cultural and literary programmes at 'Iswan Mushahary Cultural and Literary Day Celebration' and 'Nileswar Brahma Cultural and Literary Day Celebration' respectively.

6.3.7 Faculty and Staff recruitment

- No recruitment either in the form of permanent or temporary in teaching and non-teaching post has been done during this year.

6.3.8 Industry Interaction/Collaboration : Nil

6.3.9 Admission of Students

Admission of the students is done strictly on merit basis. There is always a local pressure to admit all the students whoever approached. But keeping in mind the infrastructure, faculty position and university restrictions the college always stuck to its insistence on a cut off percentage. But as the college is located purely in a tribal, remote and rural area the cut off percentage is always low.

6.4 Welfare schemes for

Teaching	The college has a Govt. Registered Society named 'Janata College Theft and Credit co-operative Society Ltd' wherefrom the faculty members avail loan upto Rs 1,00,000.00 in a minimal interest of 1% per month. In addition to that a share holder of that society can avail another Rs. 50,000.00 in case of a medical emergency.
Non-Teaching	Same facility can be availed by the non-teaching staff also like that of the teaching staff
Students	Students can avail the Govt. scholarship meant for SC,ST,OBC and other backward classes. The students from BPL families can avail BPL scholarship provided by the UGC.

6.5 Total corpus fund generated :

6.6 Whether annual financial audit has been done : Yes

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

Audit Type	External	Internal
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	Yes/No	Agency	Yes/No	Authority
Academic	Yes		No	
Administrative	Yes		no	

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

For UG Programmes : No

For PG Programmes : No

6.9 What efforts are made by the University/Autonomous College for Examination Reforms ?
Does not arise.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent college?
Does not arise.

6.11 Activities and support from the Alumni Association

The Alumni Association is defunct after its initial support for the session 2003-2004. However process has been initiated for re-formation and re-activation of the Alumni Association.

6.12 Activities and support from the Parent- Teacher Association

The college has no Parent-Teacher Association.

6.13 Development programmes for support staff

- Provision of Advance Payment in case of non-payment of salary for two months consecutively.
- Provision of loan upto Rs.1,00,000.00 for the Janata College Employees Threft and Credit Co-operative society to the staff. Additional loan of Rs.50,000.00 is offered in case of medical emergency.
- Limited work load.
- Occasional get-together and annual picnic.

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

The college is having a sprawling campus of 15 acres. Every year a plantation drive is initiated under the guidance of a competent faculty to make the campus eco-friendly. Occasional cleaning operations, as a part of social activity among the students are performed. Wastes are disposed in a scientific way for keeping the campus pollution free. As the college is located in a pollution free zone and the scenic beauty of the college is so attractive that the NAAC Peer Team during their visit in 2004 named it as mini Shanti-Niketan.

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 institutions. Give details.
- 'Bodo Literary Society' of Janata College celebrates every year 'Satish Chandra Basumatary' Cultural and Literary Programmes. They also send team every year to Kokrajhar and Gossaigaon to participate in various events in the cultural and literary programmes at 'Iswan Mushahary Cultural and Literary Day Celebration' and 'Nileswar Brahma Cultural and Literary Day Celebration' respectively.
 - Introduction of 'Flying Squad' to free the examinations from any kind of unfair means.
 - Introduction of LCD Projectors and PPT in teaching learning process has been introduced.
 - The class rooms have been made dust free zone.
 - Selective students are send every year to participate in various events at the National Level Seminar cum cultural programme conducted by the Bodo Department Teachers' Association held at different colleges in rotation basis.
- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
- One National Level Seminar sponsored by Sahitya Academy was conducted.
 - 06 Nos of Departmental Seminar have been conducted.
 - The ground floor of the administrative building is under construction.
 - Plantation drive has been accomplished.
 - Faculty members have been sent as Resource persons.
 - Minor Research Proposal of Mr. Mihir Kumar Brahma and Mrs. Bibha Rani Nath has been forwarded.
 - Some of the old black boards have been replaced completely with new white boards.
 - The proposal of Indoor stadium and outdoor stadium have been submitted to UGC
- 7.3 Give two Best Practices of the institution (*Please see the format in the NAAC Self-study Manuals*)
- The college has been made an anti-ragging zone. No case of Ragging has been recorded for the last many years. A strong anti-ragging committee has been constituted to monitor the activity relating to ragging. Students are motivated not to engage themselves in this type of un-lawful activity.
 - The college has been maintained as a pollution free zone. Annual plantation drive has been performed with the budget provided by the college to make it a pollution free zone. The black boards have been replaced with the white boards to make the class rooms dust free.

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

7.4 Contribution to environmental awareness/protection

- Students in groups are send for environmental survey for environmental awareness every year.
- Regular classes are allotted in the routine to have classes on environmental awreness

7.5 Whether environmental audit was conducted?

No

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

8. Plan of institution for the next year

Drinking water facility for library & computer room
Wooden Plateform for the classes
Refreshment shade for the teachers at the canteen
Boring and plumbering at the canteen
Repairing of the latrin of teachers' quarter
Renewal of the Insurance of the college property
Instrument for the Educational Practical
Round Table for the Teachers' Common Room
Furnitures for the departments
50 pairs of desks and benches
Running water connection
Repairing of furnitures
8 nos of white board installation
Purchasing of new computers for IQAC and Library and printers for IQAC
Software installation for office automation and library automation
Three Nos of Digital Smart class rooms
Publication of ISSN Journal
Construction of the first floor of the administrative building
Construction of indoor stadium
Construction of outdoor stadium
Construction of boundary wall
Construction of Principal's quarter



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