

Academic and Administrative Audit Report
of Cinnamara College
Cinnamara, Jorhat-8 (Assam)

The facts and documents pertaining to the College's academic and administrative issues have been inspected and examined to prepare the report. The Committee examines and cross verifies all the documents and information. After careful examination and verification, the committee notes a few observations, comments and recommendations that are presented in tabular form. It is to be noted that the facts, documents and records presented by the College authorities bear testimony of the facts.



(Prof. Pranjal Dutta)

AAA Member1

PRANJAL DUTTA
Associate Professor & HOD
Deptt. of English
Jorhat Kendriya Mahavidyalaya
Jorhat-10



(Dr. Binoybrot Rajkhowa)

AAA Member2

Dr. Binoybrot Rajkhowa
Associate Professor
Department of Economics
C. K. B. College, Teok, Jorhat

CINNAMARA COLLEGE, CINNAMARA, JORHAT-8
Internal Quality Assurance Cell (IQAC)

FORMAT OF
EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

(ACADEMIC YEAR: 2021-22)

Page
| 1

Date of Audit: 16/09/2022

Name and Designation of Audit Member-1: Dr. Binoybrot Rajkhowa (Associate Prof. and Co-ordinator IQAC, CKB College, Teok)

Name and Designation of Audit Member-2: Prof. Pranjal Dutta (Associate Prof. & Co-ordinator, IQAC, Jorhat Kendriya Mahavidyalaya, Jorhat)

(The activities are to be graded on the following scale)

Excellent	Good	Satisfactory	Needs improvement
A	B	C	D

Details of Programmes in the college:

S.No.	Name of the Programme	Sanctioned Strength	Actual Strength
UG			
1	Bachelor of Arts	600	588
2			
3			
UG Total		600	588
PG			
1			
2	NA		
3			
PG Total			
UG and PG Total			

Pranjal Dutta
16/9/2022

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Associate Professor & HOD
Deptt. of English
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Jorhat-10

Dr. Binoybrot Rajkhowa
(Dr. Binoybrot Rajkhowa)

Dr. Binoybrot Rajkhowa
Associate Professor
Department of Economics
C. K. B. College, Teok, Jorhat

1. Curricular Aspects				
S. No.	Item	HEIs input	Grade	Remarks
1.1	The institution ensures effective curriculum delivery through a well planned and documented manner.	The College plans and follows the curriculum pattern designed by the Dibrugarh University.	B	Mention Departmental plan in a documented manner.
1.2	Preparation and adherence to Academic Calendar	Being affiliated to Dibrugarh University, Cinnamara College follows the academic calendar of university where dates for various curricular and co curricular activities are mentioned. The college prepares its own academic calendar as per university guidelines on academic and non academic activities	B	Well Designed.
1.3	Percentage of new courses introduced of the total number of courses across all programs	NIL	-	D.U Prescribed and approved courses have to be run by the College.
1.4	Percentage of programs in which Choice Based Credit System (CBCS) / Elective course system has been implemented	100%	B	As per DU guideline.
1.5	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	Cinnamara College being affiliated to Dibrugarh University follows the course syllabus offered by the University. A compulsory paper on Environmental Studies is taught in the fourth semester of non-CBCS course and in the second semester in the CBCS course. The Economics Honours course includes a paper on environmental economics. The Political Science, History, Education and Sociology Honours course have papers on society and more particularly on women studies. Besides the Women Cell and NSS Unit deals with issues related to gender and environment.	B	Participants from neighbouring area of the College, also needs to be included in such programs.
1.6	Number of Value-added courses imparting transferable and life skills offered	College is already offering 04 courses and University has approved another 14 value added courses which will begin from 2022-23 session.	B	Good Initiative.
1.7	Feedback on curriculum and other aspects from stakeholders	Feedback on curriculum collected from students and teachers. Besides Students Satisfaction Survey done for session 2021-22.	B	Feedback from neighbouring community, and alumni, parents are also to be high priority issues.

16/9/2022

4/2

2. Teaching-Learning and Evaluation				
S.No.	Item	HEIs input	Grade	Remarks
2.1	Demand Ratio (% of students admitted)	260/300=86.67	B	Efforts to be needed for the fulfillment/of optimal demand ratio.
2.2	Number of full-time teachers	30	A	
2.3	Number of students enrolled	588	A	
2.4	Student - Full time teacher ratio	588/30=18.6	A	
2.5	No. of permanent faculty with Ph.D	05	D	College Authority should pursue for more teachers to be enrolled in Phd Degree.
2.6	Average teaching experience of full time teachers in years	??		
2.7	Student centric methods, such as experiential learning, participative learning and problem solving methods are used for enhancing learning experience.	Cinnamara College adopts various student centric methods to encourage experiential learning and participative learning in the form of Group Discussions, Seminars, Field Studies' Home Assignments, etc. Students are encouraged to be involved in active participation in the class by their interactions, group discussions, brain-storming sessions, etc. Students are given regular assignments and tasks to develop their problem-solving skills. The college organises excursions and fields studies to enhance experiential, participative and life-skill learning of the students. Students take part in outreach and extension programmes organised by NSS Units of the college.	B	Mentoring/Counselling of the students may be introduce(If Practised kindly noted)
2.8	Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning	The teachers try to use maximum possible ICT tools in the classroom. Two digital classrooms are under construction in the college. The	B	Keep records for future reference.

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16/9/2022

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	resources, MOODLES etc.	teachers use personal laptop and mobile internet in the classroom to make teaching learning more interesting. Social Media like BWhatsapp, and email are extensively use by the teachers and students for exchange of information and learning materials. Online platforms like Google meet and Zoom are extensively used by the teachers for online teaching, especially, during lockdown period.		
2.9	Remedial Classes for slow learners and backlog students	The slow learners are identified and they are given remedial classes and extra assignments for solution, involvement and self-improvement	B	Must be reflected in daily routine with alt whole attendance register
2.10	Mentoring System	The college has a mentoring system. The teachers in the college are allotted a group of students as mentee under this system. Mentors apply their guidance, experience and expertise to help the mentee to reach his/her potential.	B	Records to be maintained properly
2.11	Adequate facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc.	The College has modest facilities for teaching and learning .There are a total of 17 classrooms and a total of 33 rooms for various academic and administrative purposes. Two digital class rooms are under construction. The department of Geography and education has laboratories for practical learning purposes. The college has a computer lab with ten number of computers. The college has a research centre namely Mohan Chandra Mahanta Research Centre for encouraging research among faculties and students. The college has a branch of <i>Assam Sahitya Sabha</i> for developing literary activities among student communities, faculties and local people. The college has a resourceful library to cater to the needs of the students and faculties and also for the local people.	B	Try for more digital classrooms & Conference Halls,
2.12	Teachers attending professional development programs	Teachers attended orientation course, refresher course and other short term courses at various centres of UGC-HRDC.	B	

16/9/2022

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2.13	Organisation of Guest Lectures, Industrial Visits, Workshops, etc.,	<p>1)Workshop on Goods and Services tax organised by IQAC in collaboration with MCMAGK(7/3/2018)</p> <p>2)Workshop on preparation for NAAC organised by IQAC in collaboration with MCMAGK(16/02/2019).</p> <p>3)Entrepreneurship Awareness Programme organised by IQAC in collaboration with MCMAGK(19/02/2020 to 03/03/2020)</p> <p>4)Workshop on Performing Art organised by Cinnamara College in collaboration with Asom Satriya Sangeet Mahavidyalaya(06/01/2020 to 11/01/2020)</p> <p>5)Workshop on Journalism and Media Studies organised by IQAC in collaboration with Jugabarta(21/01/2021 to 26/01/2021)</p> <p>6) One day workshop on Library as Learning Resource organized by IQAC on 15th Feb 2022</p> <p>7) Four days workshop on Art & Craft and Beautician work organized by women cell in collaboration with IQAC held from 2nd June to 5th June 2022.</p>	B													
2.14	No. of Students undertaking field projects / internships	<p>Students of geography and education dept undertakes field study. Total no. of students undertaking field study from 2017-18to 2021-22 are</p> <table> <tr> <th>Year</th> <th>No. of students</th> </tr> <tr> <td>2017-18</td> <td>22</td> </tr> <tr> <td>2018-19</td> <td>20</td> </tr> <tr> <td>2019-20</td> <td>36</td> </tr> <tr> <td>2020-21</td> <td>34</td> </tr> <tr> <td>2021-22</td> <td>41</td> </tr> </table>	Year	No. of students	2017-18	22	2018-19	20	2019-20	36	2020-21	34	2021-22	41	B	All departments need to practicise such field studies beyond the courses curriculam
Year	No. of students															
2017-18	22															
2018-19	20															
2019-20	36															
2020-21	34															
2021-22	41															
2.15	Mechanism of internal assessment is transparent and robust.	The internal assessment is conducted by each department according to the rules set by Dibrugarh University.Sessional examinations, Seminar, group discussions, field studies, home assignments are held as a part of internal assessment. Attendance register of students is strictly maintained and it is given proper weightage in internal assessment.	B													
2.16	Pass percentage of outgoing students	<table> <tr> <th>Year</th> <th>Appeared</th> <th>Pass</th> <th>Pass Percentage</th> </tr> <tr> <td>2016-17</td> <td>122</td> <td>99</td> <td>81.14</td> </tr> <tr> <td>2017-18</td> <td>149</td> <td>76</td> <td>51.00</td> </tr> </table>	Year	Appeared	Pass	Pass Percentage	2016-17	122	99	81.14	2017-18	149	76	51.00	B	
Year	Appeared	Pass	Pass Percentage													
2016-17	122	99	81.14													
2017-18	149	76	51.00													

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		2018-19	215	108	50.23		
		2019-20	174	82	47.12		
		2020-21	156	153	98.07		
		2021-22	144	96	66.67		
2.17	Online student satisfaction survey	Done for the session 2021-22				B	

3. Research and Innovation				
S.No.	Item	HEIs input	Grade	Remarks
3.1	The institution has a well-defined policy for promotion of research	<p>The College has initiated a number of measures to promote research-</p> <p>1) The College has a social Science research centre "Mohan Chandra Mahanta Adhyan Gobesona Kendra" to promote Social Science Research among faculties, students and other interested researcher.</p> <p>2) Six departments publish annual</p>	A	Commendable works have been performed

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16/9/2022

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		<p>research journals and two departments annually publishes book on research articles.</p> <p>3) The Journal of history department "The Mirror" was earlier UGC listed and it is applied for UGC care list.</p> <p>4) The College publishes tri monthly News Magazine "Viswamukhi Jugobarta" to refresh the students with contemporary academic, political, social, economic events.</p> <p>5) The Library and information centre of the college and KKSOU Centre of the college also publishes annual journal.</p>		
3.2	Teachers recognised as research guides	Principal of the college Dr Anjan Saikia is recognized as PhD Examiner of various universities	B	Due to not getting permission from affiliating University guideship have not been awarded to the teachers of the College.
3.3	Sponsored research Projects and consultancy	<p>Two UGC sponsored Minor Research Projects were completed</p> <p>1) "A Study of SHG engaged in various income generating activities and their problems of sustainability" by Ranju Kumar Bharali of Dept of Economics</p> <p>2) "Women empowerment through MGNREGA" by Apurba Kr Gogoi Of Dept of Economics</p>	B	
3.4	Workshops/seminars/conference conducted	<p>During the period 2017-18 to 2021-22 the college has conducted eight seminars and workshops-</p> <p>1) UGC sponsored National Seminar on "Socio Economic Development and women Empowerment"(3rd and 4th Feb 2017)</p> <p>2) Workshop on Goods and Services tax organised by IQAC in collaboration with MCMAGK (7th March 2018)</p> <p>3) ICSSR sponsored National Seminar on "Bishnu Prasad Rabha's writing and their Social, Cultural and Historical Naunces"(22nd and 23rd March 2018)</p> <p>4) Workshop on preparation for NAAC organised by IQAC in collaboration with MCMAGK (16th Feb 2019)</p> <p>5) ICHR sponsored national seminar on "Political, Cultural, Scenario of Post-colonial Assam: Changing perspective and Values. (7th and 8th Sep 2018)</p> <p>6) Entrepreneurship Awareness Programme organised by IQAC in collaboration with MCMAGK (19th Feb to 3rd March 2020)</p> <p>7) Workshop on Performing Art organised by Cinnamara College in collaboration with Asom Satriya Sangeet Mahavidyalaya. (6th January to 11th</p>	B	

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16/9/2022

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		January 2020) 8) Workshop on Journalism and Media Studies organised by IQAC in collaboration with Jugabarta. (21 to 26 th January 2021) 9) Workshop on Art & Craft and Beautician Work organized by Women Cell in collaboration with IQAC. (2 nd June to 5 th June)																						
3.5	Research Papers published in Journals	There are about 58 research publication of faculties in various non peer reviewed and peer reviewed journals, UGC listed journals and books between 2016-17 to 2020-21. List of publications in journals is shown in the Appendix	A	Commendable works have been done by the faculties.																				
3.6	No. of Faculty participated in conferences and symposia	??																						
3.7	Books and chapters in edited volumes / books published, and papers in national/international conference-proceedings.	List of books and chapters in edited volumes and conference proceedings are shown in Appendix	A	Good work																				
3.8	Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc	Selected students of the college have been going for field trip financed by Govt of Assam since 2017-18. As a matter of linkage with other institution the faculties of our institution are invited for delivering lectures and speeches in other institution and the faculties of other institutions are also invited to our institution. Student exchange programme is also carried out by Sociology and Education department so far.	B	Students internship may be increasing by increasing Industry Academic relations																				
3.9	Functional MoUs	<table><tr><td colspan="2">There are 5 MOUs in 2019-20 ,1 MOU in 2020-21 and 2 in 2021-22</td></tr><tr><td>Organisation with which MoU is signed</td><td>Year of Signing MoU</td></tr><tr><td>Society for North East Handmade Paper Development(SNEHPAD),Jorhat Development Block</td><td>2019</td></tr><tr><td>University of Science and Technology, Meghalaya</td><td>2019</td></tr><tr><td>Dr Nobin Bordoloi college</td><td>2019</td></tr><tr><td>District Museum, Jorhat</td><td>2019</td></tr><tr><td>Dept of Economics, dr Nobin Bordoloi college</td><td>2019</td></tr><tr><td>Dept of Geography, Golaghat Commerce College</td><td>2020</td></tr><tr><td>Department of Geography, Majuli College</td><td>2022</td></tr><tr><td>Department of English, Majuli College</td><td>2022</td></tr></table>	There are 5 MOUs in 2019-20 ,1 MOU in 2020-21 and 2 in 2021-22		Organisation with which MoU is signed	Year of Signing MoU	Society for North East Handmade Paper Development(SNEHPAD),Jorhat Development Block	2019	University of Science and Technology, Meghalaya	2019	Dr Nobin Bordoloi college	2019	District Museum, Jorhat	2019	Dept of Economics, dr Nobin Bordoloi college	2019	Dept of Geography, Golaghat Commerce College	2020	Department of Geography, Majuli College	2022	Department of English, Majuli College	2022	B	
There are 5 MOUs in 2019-20 ,1 MOU in 2020-21 and 2 in 2021-22																								
Organisation with which MoU is signed	Year of Signing MoU																							
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District Museum, Jorhat	2019																							
Dept of Economics, dr Nobin Bordoloi college	2019																							
Dept of Geography, Golaghat Commerce College	2020																							
Department of Geography, Majuli College	2022																							
Department of English, Majuli College	2022																							

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16/9/2022

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4 Library Facility				
S.No.	Item	HEIs input	Grade	Remarks
4.1	Library is automated using Integrated Library Management System (ILMS)	The automation process of the library is going on. Name of ILMS software: SOUL 2.0 Nature of Automation: Partial. Version: 2.0 Year of Automation: 2019	B	
4.2	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	There are collection of manuscripts in the Library	B	
4.3	Does the institution have the following: e - journals, e-ShodhSindhu, Shodhganga membership, e-books, Databases	No	-	
4.4	Per day usage of library by teachers and students	52		

6. Physical Facilities				
S. No.	Item	HEIs input	Grade	Remarks
6.1	The institution has adequate infrastructure and physical facilities for teaching-learning viz, classroom, laboratories etc	The College has modest facilities for teaching and learning. There are a total of 17 classrooms and a total of 33 rooms for various academic and administrative purposes. Two digital class rooms and a conference hall is under construction. The department of Geography and education has laboratories for practical learning purposes. The college has a computer lab with ten number of computers. The college has a research centre namely Mohan Chandra Mahanta Research Centre for encouraging research among faculties and students. The college has a branch of <i>Assam Sahitya Sabha</i> for developing literary activities among student communities, faculties and local people. The college has a resourceful library to cater to the needs of the students and faculties and also for the local people. There is also an open Library in the college containing news papers and books for competitive examination. This library is open for public.	B	

16/9/2022

7

6.2	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	The college has an open auditorium for various cultural activities. The college does not have playground of its own but have the plan to volleyball and badminton court within the campus.. Student participate in various inter-college sports and cultural competition organized by the university. During last five years few student of the college won medals and awards in various cultural and sports events. Sports and cultural competition are organized annually in the college weeks where students get a platform to showcase their sports and cultural talents. Besides the students are also taken to Youth festival and encouraged to join national and State level competition.	B	Sports facilities needs to be enhanced .
6.3	The institution has classrooms and seminar halls with ICT enabled facilities such as smart class, LMS etc	Two ICT enabled classroom and a seminar/conference hall is under construction.	B	Needs more ICT based classrooms to accomodate every student.

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16/9/2022

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7. Student Participation and activities				
7.1	Awards/medals for outstanding performance in sports, /cultural activities at university/state/national/international level	A total of 24 no of students have received awards/medals in inter college and other state and national level sports and cultural events from 2017-18 to 2021-22	B	
7.2	Number of sports, Yoga and cultural activities / competitions organised at the institution level.	College week is organized every year as per academic calendar with exception in covid period. International Yoga day is celebrated on 21 st June by the NSS Unit of College.	B	
7.3	Institution facilitates students representation and engagement in various administrative, co-curricular and extracurricular activities	Institution facilitates student's representation and engagement in various administrative, co-curricular and extracurricular activities. Student union is an important part of administrative, academic and non-academic committees of the Institution. The student Union is elected annually through democratic process. Students' union organizes Freshman Social, College Week and other cultural and literary events every year under the guidance of teacher incharge. Through NSS the students were actively involved in various extensions and outreach programme in the neighbouring areas through annual camp of NSS, flood relief, blood donation etc. The student have been given due representative in various academic and administrative bodies of the College such as IQAC, Anti-ragging Cell, NSS, Grievance and Redressal Cell.	B	Students internship programs needs to be increased.

8. IT Infrastructure				
S. No.	Item	HEIs input	Grade	Remarks
8.1	Institution frequently updates its IT facilities including Wi-Fi	Two smart classroom with audio visual facilities are under construction. The Wi-Fi facilities are available in the college with limited access. The College office, IQAC Office and library are provided internet facility through	B	

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		Wi-Fi. The library uses SOUL2.0 for library management system. The college has a total of 15 computers. Computers in the office, library and IQAC office are connected with printers. Xerox machines are installed in both office and library. The college has a web site with all required information of the college. The entire college campus including classroom are under the surveillance of C.C T.V		
8.2	Student - Computer ratio	5:588	D	More PC's to be needed at per student ratio.
8.3	Available bandwidth of internet connection in the Institution			

9. Student progression

S. No.	Item	HEIs input	Grade	Remarks												
9.1	Capability enhancement and development schemes	To enhance capability of students various initiatives like Entrepreneurship Awareness Programme(2019-20), workshop on Journalism and Media studies(2020-21),Performing Art(2019-20) were organized in the college. International Yoga Day is celebrated every year by the NSS Unit of the college. Popular Talks at departmental level and college level and important days like Shilpi Divas, Rabha Divas, World Environment Day etc are annually celebrated in the college to enrich the students and to make students aware of such important days. Student Mentoring System is regularly carried out for all round development of the students.	B													
9.2	No of students benefited by guidance for competitive examinations and career counseling offered by the institution	In 2019-20 34 students and in 2020-21 95 students are benefitted by career counseling Programme.	B	Prepare a list of the bonafied students												
9.3	Number of placements of outgoing students	Number of outgoing students placed year wise during last five years <table><tr><th>Year</th><th>Number</th></tr><tr><td>2016-17</td><td>03</td></tr><tr><td>2017-18</td><td>03</td></tr><tr><td>2018-19</td><td>06</td></tr><tr><td>2019-20</td><td>04</td></tr><tr><td>2020-21</td><td>13</td></tr></table>	Year	Number	2016-17	03	2017-18	03	2018-19	06	2019-20	04	2020-21	13	B	
Year	Number															
2016-17	03															
2017-18	03															
2018-19	06															
2019-20	04															
2020-21	13															

Signature
16/9/2022

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		2021-22	03		
9.4	No. of students progressing to higher to education	Number of students progressing to higher education during last five years		B	
		Year	Number		
		2016-17	07		
		2017-18	06		
		2018-19	06		
		2019-20	07		
		2020-21	14		
		2021-22	06		

10. Alumni Engagement

S. No.	Item	HEIs input	Grade	Remarks
10.1	The Alumni Association / Chapters	The Cinnamara College Alumni Association is there but the association is not yet registered.	B	Alumni Associates to be registered Under Govt. of Assam.
10.2	Alumni contributions			
10.3	Alumni Association / Chapters meetings Conducted	The General meeting of Alumni Association is conducted time to time.	B	

11. Extension activities

S. No.	Item	HEIs input	Grade	Remarks
11.1	Extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic development	The extension activities are carried out by the NSS unit, NCC, Medical Cell, Women Cell, Teachers' unit and Eco Club of the college. Special Camps were organized	B	

Signature
16/9/2022

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		<p>annually by the NSS unit in the neighbourhood villages where the students get the opportunity to connect with the community. Free medical camp and blood donation camp organized by NSS and medical cell of the college. Flood reliefs were provided by NSS and Teachers' Unit at Majuli, Lakhimpur and Dhemaji. Important days like International Yoga Day are celebrated in the neighbouring schools and villages to create awareness among the community.</p>														
11.2	Awards and recognition received for extension activities	<p>From 2016-17 to 2020-21 NSS unit of the college received 04 awards and recognition.</p> <p>1) Certificate of Appreciation to NSS Programme Officer for NSS Mega Special Camping Programme in 2017-18</p> <p>2) Achievement Award for Leadership in Tobacco Control in 2018-19</p> <p>3) Leadership Certificate to Podmeswar Katoni, Programme Officer, NSS Unit for Tobacco Control Activities in Assam</p> <p>4) Best NSS Programme Officer Award for the year 2018-19.</p> <p>5) Best NSS Unit Award for the year 2021-22</p>	B													
11.3	Extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/YRC etc	<p>The number extension and outreach activities from 2016-17 to 2020-21 are</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>2016-17</td> <td>04</td> </tr> <tr> <td>2017-18</td> <td>05</td> </tr> <tr> <td>2018-19</td> <td>03</td> </tr> <tr> <td>2019-20</td> <td>01</td> </tr> <tr> <td>2020-21</td> <td>05</td> </tr> </tbody> </table>	Year	Number	2016-17	04	2017-18	05	2018-19	03	2019-20	01	2020-21	05	B	
Year	Number															
2016-17	04															
2017-18	05															
2018-19	03															
2019-20	01															
2020-21	05															
11.4	Number of students participating in extension activities	<p>Number of students participating in extension activities from 2016-17 to 2020-21</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>2016-17</td> <td>150</td> </tr> <tr> <td>2017-18</td> <td>220</td> </tr> <tr> <td>2018-19</td> <td>104</td> </tr> <tr> <td>2019-20</td> <td>11</td> </tr> <tr> <td>2020-21</td> <td>194</td> </tr> </tbody> </table>	Year	Number	2016-17	150	2017-18	220	2018-19	104	2019-20	11	2020-21	194	B	
Year	Number															
2016-17	150															
2017-18	220															
2018-19	104															
2019-20	11															
2020-21	194															
11.5	Village adaptation	<p>The college has adopted Borbam Chungi Goan as adopted village where NSS Unit of the college has</p>														

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16/9/2022

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		organized Mega Winter Camp in the year 2018-19		
11.6	NCC/NSS (Awards)	<p>From 2016-17 to 2020-21 NSS unit of the college received 04 awards and recognition.</p> <p>1) Certificate of Appreciation to NSS Programme Officer for NSS Mega Special Camping Programme in 2017-18</p> <p>2) Achievement Award for Leadership in Tobacco Control in 2018-19</p> <p>3) Leadership Certificate to Podmeswar Katoni, Programme Officer, NSS Unit for Tobacco Control Activities in Assam</p> <p>4) Best NSS Programme Officer Award for the year 2018-19.</p> <p>5) Best NSS Unit Award for the year 2021-22</p>	A	Excellent

12.Administrative Procedures				
S. No.	Item	HEIs Input	Grade	Remarks
12.1	Budget allocation, excluding salary for infrastructure augmentation			
12.2	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	Provided in the audited statement of account duly certified by Chartered Accountant.	B	Annual budget of the college to be published in the beginning of every financial year.
12.3	Established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	College has various Committees to look after the maintenance and utilization of physical, academic and support facilities. The college has construction committees for different projects of infrastructure creation and development. The infrastructure committee looks after the regular maintenance and upgradation existing infrastructure. Regular cleaning of physical facilities are done by the Grade IV staff of the college. There is a library committee for the development and upgradation of library facilities. Geography and Education laboratories are maintained by the respective departments.	B	

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16/9/2022

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12.4	Students benefited by scholarships and freeships provided by the Government.	Number of students benefited by freeship provided by the government from 2016-17 to 2020-21	B	
		Year		
		2016-17		
		2017-18		
		2018-19		
		2019-20		
		2020-21		
12.5	Students benefited by scholarships, freeships, etc. provided by the institution besides government schemes	At institution level various memorial prizes and awards are conferred to meritorious students	B	Best students but Lib. Users etc. recommunicate for students
12.6	Support to differently-abled students	Does not arise yet	D	Ramp facility, toilet introduce etc to be an urgent need
12.7	Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	There is grievances redressal cell which addresses students' grievances.	B	
12.8	Presence of an active Student Council & representation of students on academic & administrative bodies/committees	Student union is an important part of administrative, academic and non-academic committees of the Institution. The student Union is elected annually through democratic process. Students Union represents the student's community and addresses their views and grievances and conveys them to concerned authority. The student have been given due representative in various academic and administrative bodies of the College such as IQAC Anti-ragging Cell, NSS, Grievance and Redressal Cell.	B	
12.9	Professional development / administrative training programs organized by the Institution for teaching and non-teaching staff	No major professional development programme organized by the college yet. However one day workshop on preparation for NAAC was organized by IQAC in the year 2018-19.	B	

13. Governance, Leadership and Management

S. No.	Item	HEIs Input	Grade	Remarks
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Signature
16/9/2022

Signature

13.1	Governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution	<p>VISION:- Work with a holistic approach towards making higher education feasible to the poor and underprivileged and to inculcate basic moral, social and cultural values through quality education to students with equity and justice in rural environment.</p> <p>MISSION:- 1. To cater to the growing demand for higher education in the Southern part of Jorhat District. 2. Work for upliftment of educationally and economically backward groups of neighbouring society consisting a good number of population belonging to OBC,MOBC,Minority and TGL communities. 3. Committed to work for society with the ideals of inclusion, equity and justice. 4. Work for preservation of local heritage and tradition. 5. Promote Research simultaneously with Teaching for holistic development of Academic Environment.</p> <p>The college is governed by an apex statutory body, namely, governing body constituted as per provision of The Assam Provincialised College Management Rules 2009(as amended from time to time). The Principal of the college function as the secretary of the GB who happens to be the DDO. The college is managed by a number of cells/ committees/ bodies like IQAC, admission committee, construction committee, women cell, Anti ragging cell, library committee, NSS unit, examination committee, Research council, Grievance redressal cell etc. Besides the HODs function as the intermediary between principal and faculty members of respective departments.</p>	B	
13.2	Decentralization and participative management	The management of the college is decentralized and participative. The Principal of the College functions as the Secretary of the G.B who also happens to be the DDO. The Principal of the College functions as the President/Chairperson of all the ad-hoc committees formed in the College. The	B	

16/9/2022

27/9

		empowered team of Principal, Academic Incharge, IQAC coordinators mentors, HOD's, Teachers and supporting staff helps in designing and implementation of policies, plan and programme. HOD's functions as the intermediary between the Principal, Academic Incharge and the faculty members of their respective department. The College is managed by a number of Cells/Committees/Bodies like the IQAC, Grievance Redressal Cell, Admission Committee, Examination Committee, Anti Ragging Committee, Counseling cell, Women Cell etc. All these Cells, Bodies helps in smooth functioning of the activities of the College.		
13.3	Perspective/Strategic plan and deployment documents	The College has made reasonable progress during the last few years , in the field of Infrastructure and academics. After consultation with various stakeholders , faculty members, staff, alumni, students, guardians , locals etc the Institutional Development Plan is prepared. This plan is implemented from time to time. When required the college authority also consults with the local MLA and MP of the district. To foster an environment for proper academic growth and development the Inter Quality Assurance Cell of the college takes various strategic plans for internal quality development from time to time. Staff meetings are held regularly for preparing and deployment of plans and programmes.	B	
13.4	Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism	The governing body is the apex authority of the institution formed as per the provisions of the Assam Provincialised College and Assam Non-Govt. Colleges Management Rules 2009 as amended from time to time .The body is represented by persons from various fields such as two teacher representative from among teachers of the college, one non teaching member, three guardian members. The librarian of the college is special invite to the GB. The president of the governing body is nominated by Dept of Higher Education, Govt of Assam for a period of five years. Two members are nominated by vice chancellor of the affiliating University for a period of three years. The Principal of the college	B	

[Signature]
16/9/2022

[Signature]

		functions as the secretary of the GB. The services of the employees are regulated as per Provincialization of College Employees Act, 2005 and College Service conduct Rule. The Service rules and promotional policies are governed by the rules and regulation of State Government of Assam and University Grant commission. Various Adhoc Committees and Cells are constituted for smooth functioning of Academic, Administrative and other development of the College.		
13.5	Implementation of e-governance in areas of operation	e-governance is implemented only in the area of student admission.	D	Needs more thrust in this area

13.6	Welfare measures for teaching and non-teaching staff	The management of the Institution looks after the needs of the Teaching and Non-Teaching Staff. Financial assistance is provided to the part time, non sanctioned teaching and non teaching staff whereas the permanent teaching and non teaching staff enjoys all the benefits of the UGC and State Government. The Teachers Unit of the College has maintained a fund to help the needy in times of emergency. For the purpose the permanent teachers of the College contribute an amount of their earning to strengthen the fund. Prompt approval of leave for attending national/international level seminars or conference		
13.7	Performance Appraisal System for teaching and non-teaching staff	The Institution makes assessment of the performance of teaching and non-teaching staff by adopting policy such as- <ul style="list-style-type: none"> At the beginning of each academic session the teachers are allotted the courses and syllabus by the Head of the Departments. The HOD's continuously monitors and evaluates the progress of 	D	Needs more thrust in this field

Signature
16/9/2022

Signature

		<p>teaching in the department.</p> <ul style="list-style-type: none"> • At end of every session the teachers submit their handbooks which are verified by the respective HOD's, academic Incharge, IQAC and finally by the Principal. • The student's feedback is very significant in ensuring the performance of teaching staff. The annual feedbacks are collected by IQAC for analysis and results are discussed in the staff meeting for taking future course of action. • The performance of non-teaching staff are directly monitored and evaluated by the Principal and necessary suggestions are given by IQAC from time to time. 		
13.8	Institutional strategies for mobilisation of funds and the optimal utilisation of resources	<p>The College has a system for mobilization of fund and its optimal utilization</p> <ul style="list-style-type: none"> • All fees collected by the administration are deposited under the respective heads of account like development, games & sports, Library, Social Service etc. • The fee structure is decided by the governing body. • The Institution has received fund from UGC for construction of Women Hostel and for General Development. The fund is used for the purpose for which it was given and utilization certificate is submitted to UGC. • The College has also received fund from ONGC and MP Local area development fund, for building construction. • All payments are made through cheques except in few circumstances cash payments are made. • In case of any purchase, 	B	

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16/9/2022

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		<p>quotations are invited from established firms. The purchase committee makes a comparative statement of the quotations and the lowest bidder with requisite norms is ordered to supply the material.</p> <ul style="list-style-type: none"> A constructions committee is constituted by the Principal with due approval from GB to look after all construction related work. 		
13.9	Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies	Due to fund constraint teachers are not provided with financial support to attend conferences/workshops.	D	Needs some special care and attention in this particulars issues.

14. Best Practices of the Institution				
S. No.	Item	HEIs Input	Grade	Remarks
14.1	Number of gender equity promotion programs organized by the institution	??		
14.2	Power requirement of the Institution met by the renewable energy sources	Nil		
14.3	Percentage of lighting power requirements met through LED bulbs	100%	B	Energy Audit Report
14.4	Waste Management steps	<p>Solid waste management: The buildings and the surrounding area in the campus are cleaned everyday by the grade-IV employees of the College. The garbage collected are put in the dustbin. Separate dustbin are used for degradable and non-degradable waste. NSS unit of the College regularly undertakes cleaning and plantation programme in the campus.</p> <p>Liquid waste management: Liquid waste generated from toilet, hostel, canteen etc. is let out as effluent into drainage system to avoid stagnation.</p> <p>Biomedical waste</p>	B	Follow the water management system of pollution control board.

Signature
16/9/2022

Signature

		<p>management: Since the College does not have Science Stream, therefore the release of biomedical waste is very rare.</p> <p>E-waste management: The E-waste such as computers, batteries and other electronic devices are disposed off for resale, reuse, recycling etc.</p> <p>Waste Recycling System: NIL.</p> <p>Hazardous Chemicals and radioactive waste management: Since the College does not have Science laboratory, therefore, the generation of hazardous chemicals and radioactive waste is almost negligible.</p>		
14.5	Rain water harvesting structures and utilization in the campus	There are rain water harvesting structures in the college.	B	
14.6	Green Practices	As a part of green practices the college always undertakes the activity of plantation during special occasions and days. Tree saplings were planted during foundation day, world environment day and at NSS special camps. Lemon plantation was done in the college campus.	B	Green Audit reports to be attached.
14.7	Expenditure on green initiatives and waste management (Excluding salary component)		B	Eco club budget to be attached
14.8				
14.9	Code of conduct handbook exists for students, teachers, governing body, administration including Principal /Officials and support staff		B	Highlight
14.10	Display of core values in the institution and on its website		B	To be displayed in College Website & computer.
14.11	Activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens obligations and other constitutional obligations	The institution undertakes various initiatives for sensitization of students and employees to the constitutional obligation. Republic day and Independence day are observed where students were made aware of the history of India's struggle for Independence. NSS Unit organizes special camps every year in the neighbouring	B	

16/9/2022

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		villages to sensitize students about their responsibility towards the society. Teachers Unit and NSS Unit initiates flood relief camp so as to arouse the feeling of brotherhood these activities expose the students to reality. Across the year the institution also celebrations the important days like World Environment day, International Yoga day, Constitutional day, Ekta divas, Mother Tongue Day etc. to arouse the feeling of nationalism among the students and employees.		
14.12	Two Best Practices of the College.	1) Publication of the College: A Platform to encourage faculties, students, community to express their research interest, critical thinking including dynamism, unending urge for innovation and curiosity to explore the new horizons of knowledge 2) Extension activities to connect students to the Community.	A	Commendable works done by the College
14.13	Organizes national festivals and birth / death anniversaries of the great Indian personalities.	The college celebrates various national and international commemorative days, events and festivals to create national and communal harmony among students. Republic day and Independence day is celebrated every year. Teachers day, Gandhi Jayanti, Shilpi Divas(death anniversary of Jyoti Prasad Agarwalla), Rabha Divas and Rastriya Ekta Divas is also organized by the college. The college also celebrates World Environment Day, International Women's day, International Yoga Day and NSS Day.	B	

Signature
16/9/2022

Signature

14. IQAC				
S. No.	Item	HEIs Input	Grade	Remarks
14.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes	<p>The IQAC of Cinnamara College has Institutionalized a number of initiatives for quality assurance.</p> <p>The IQAC introduced teachers hand book. The Hand book is to record teachers class routine, syllabus allotted, number of classes allotted in a month and the number of classes actually done and record of seminar, group discussion etc. The handbook is continuously verified by the HOD's and at the end of each semester the handbook is submitted to IQAC through Principal.</p> <p>IQAC introduced mentoring system for academic and non-academic support to the students. The teachers are allotted certain number of students across departments and semesters. The teacher is the mentor and the allotted students are the mentee. The mentor provides necessary counseling to the mentee regarding all curricular, co-curricular and extra-curricular activities.</p> <p>The IQAC organized workshops on various academic themes for the benefits of students and teachers.</p>	B	
14.2	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms	<ul style="list-style-type: none"> The IQAC takes curriculum feedback from students, teachers and parents which are then analysed. The IQAC annually provides and takes feedback from students in respect of teachers quality, teaching methodology and completion of syllabus. Periodic staff meeting is arranged by IQAC to evaluate academic and non academic activities done and to take future course of action. The IQAC has initiated mentoring system for guidance and counseling of students. Organises workshops on relevant quality related theme. 	B	
14.3	Quality initiatives by IQAC for promoting quality culture	Regular meeting of IQAC are held to discuss on various quality initiatives. Feedbacks collected and analysed for improvement. Various collaborative quality initiatives with other institutions were also undertaken. Academic audit, green audit and energy audit	B	

[Signature]
16/9/2022

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		are in process.		
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Strength,Weakness,Opportunity and Challenges(SWOC)

Page

| 25 Institutional Strength:-

- 1.The large feeding area of the college with diverse demographic patterns. A sizeable percentage of learners belongs to ST's, OBC, MOBC, Tea Garden labourers and religious minority making the college a rich centre of the varied culture of Assam.
- 2.College has a strong relationship with the local community as such the local community actively co-operate in different programmes of the college.
- 3.College has a publication house under the college unit of Assam Sahitya Sabha.A good numbers of books were published under this publication bearing ISBN.
- 4.College has a research centre named Mohan Chandra Mahanta Adhyayan Gobesona Kendra to encourage and guide the faculty members and the students in research .
- 5.The College has well stocked Central Library.
- 6.The Institution has dedicated teaching and non-teaching staff and a good student strength.
- 7.College organizes seminars, workshops and lectures from time to time for academic enrichment of faculties and students.
- 8.Close vicinity to big PSU like ONGC, FCI, some medium scale Industries of Jorha -Mariani Road and a good number of tea estates including historic Cinnamara Tea Estate make the college ideal place for collaboration for mutual benefit and learning.
- 9.The IQAC is continuously involved in enhancing the quality education and it is supported by management in the formulation and implementation of policies.

Institutional Weakness:-

- 1.Lack of adequate infrastructure, specially ICT infrastructure.
- 2.A large number of teachers are yet to be provincialised by the Govt.
- 3.Less number of sanctioned non-teaching staff.
- 4.The general socio-economic backwardness of the feeding area sends learners to the College who have to struggle a lot for learning.
- 5.Poor condition of Approach road to the College.

Institutional Opportunities:-

- 1.Avenues of collaboration learning and research with local industries including the ONGC,Tea Garden,Medium and Small Scale Industries etc.
- 2.There is scope for publication and research activities for both faculties and students through the publication unit of Sakha Sahitya Sabha and Mohan Chandra Mahanta Social Science Research Centre.

Institutional Challenges:-

- 1.A great majority of students coming from poor economic background and many of them cannot complete their courses.
- 2.Generating/getting sufficient funds for infrastructure development.
- 3.Generating more funds from internal resources for various academic and research related activities.

Signature
16/9/2022

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Suggestions/Specific recommendations for quality enhancement of the Institution:

Page
| 26

- 1) Usage of ICT facilities in the classroom should be increased properly managed by the faculty members.
- 2) Initiative should be taken for the increase of development fund for academic & physical infrastructure from different stakeholders including national and state agencies.
- 3) Efforts to be made to develop a hub of entrepreneurship development centre through industry academic relationship.
- 4) Sports facilities needs to be enhanced.
- 5) Alumni engagement needs to be enhanced in a diversified manner.
- 6) Research works such as Phd research by faculty members should be enhanced.
- 7) Annual budget of the college should be prepared at the beginning of every financial year.
- 8) All academic, Infrastructure and overall development works of the College should be mentioned and channelized through IQAC.

Principal's Note (With Seal & Signature):

I accept all recommendations and suggestions of the Academic and Audit Committee.

Pranjal Dutta
16/9/22
PRINCIPAL
CINNAMARA COLLEGE
JORHAT-8

Pranjal Dutta
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