

Annual Quality Assurance Report (AQAR)

Part – A

AQAR for the year

2015-16

I. Details of the Institution

1.1 Name of the Institution

Goreswar College

1.2 Address Line 1

Goreswar

Address Line 2

Dist.-Baksa, P.O Goreswar

City/Town

Goreswar

State

Assam

Pin Code

781366

Institution e-mail address

goreswarcollege@gmail.com

Contact Nos.

094353 85548, 094355 41495

Name of the Head of the Institution:

Dr. Khargeswar Deka

Tel. No. with STD Code:

03621-282221

Mobile:

094353 85548

Name of the IQAC Co-ordinator:

Mr. Jadab Ch. Goswami

Mobile:

094355 41495

IQAC e-mail address:

jadabgoswami@yahoo.in

1.3 NAAC Track ID

ASCOGN11668

1.4 NAAC Executive Committee No. & Date:

EC/33/236 & 16-09-2004

1.5 Website address:

www.goreswarcollege.in

Web-link of the AQAR:

<http://www.goreswarcollege.in/AQAR/2014-15.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	-	2004	2004-2009
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

28-06-2005

1.8 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 : for the year 2013-2014 submitted to NAAC on 25-04-2015
- ii. AQAR : for the year 2012-2013 submitted to NAAC on 25-04-2015
- iii. AQAR : for the year 2011-2012 submitted to NAAC on 01-04-2015
- iv. AQAR : for the year 2010-2011 submitted to NAAC on 01-04-2015
- v. AQAR : for the year 2009-2010 submitted to NAAC on 05-11-2012
- vi. AQAR : for the Year 2008-2009 submitted to NAAC on 27-03-2012
- vii. AQAR: for the Year 2007-2008 submitted to NAAC on 27-03-2012
- viii. AQAR: for the Year 2006-2007 submitted to NAAC on 15-02-2008

ix. AQAR: for the Year 2005-2006 submitted to NAAC on 15-02-2008

1.9 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, UGC)

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Gauhati University

1.12 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 (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	-
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	01

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

- Features of Assam-Nepal Relations.-Dept. of History
- Critical Analysis of Ahom Bhutia Relations.-Dept. of History
- Witch Hunting-its Impact on Society.-Dept. of Political Science.
- Problems of Woman Education among different Communities.-Department of Education
- Feminism and Anita Desai's Works.-Dept. of English
- Role of Commercial Banks in Economic Development with special reference to Goreswar area.
- Life Skill Education-Department of Education.
- Critical Study of Bodo Poetry.-Bodo Dept
- Production-Laws of Variable Proportion.- Dept. of Economics
- -

2.14 Significant Activities and contributions made by IQAC

- Arrangement of skill development programmes among students
- Plantation in the college campus to make the campus eco friendly.
- Organisation of women empowerment programme such as 'Security&Human Rights of women and other issues'.
- Introducing students' Progress Cards for their quality upgradation..

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 :

The College follows the academic calendar of Gauhati University. On the basis of this calendar, we have prepared our own Academic Calendar, our own plan of action is prepared by the IQAC in consultation with the college authority and the faculty members.

Plan of Action	Achievements
Undergraduate academic improvement <ul style="list-style-type: none"> • Arrangement of special Tutorial classes. • Monitoring regular attendance of students in classes • Enhancement of use of library by the students • Book bank facility for all students • Coaching classes for Job oriented Examinations. 	Achievements in the university examination results. <ul style="list-style-type: none"> • There is provision for scholarships for students Of ST/SC/OBC/Minorities. • Number of books in Central and Departmental Libraries increased. Coaching classes for employment has been arranged and many students(who have completed study) have been recruited in different govt. and private sector jobs.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Aims and objective of the plan: Undergraduate academic development.

Methodology:

- Comparative analysis of the results among different departments.
- Use of teaching plan encouraged.
- Extra Guest faculties are invited whenever necessary.
- Departmental tests are held by different departments for major .
- Extra and remedial/Tutorial classes are encouraged.
- Students seminars are organized by teaching departments..
- Project reports are prepared and submitted by students of 4th, 5th and 6th semester.
- Coaching classes for examinations of different jobs arranged.
- Teachers are encouraged to supply teaching materials to students.

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	02(B.A Major & General)	02(B.Com Major & General)	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	-	-
Others	-	-	-	-
Total	03	02	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04✓
Trimester	-
Annual	-

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

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.

The college follows the syllabus prepared by Gauhati University. Revision of the Syllabus is made by the affiliating University.

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

NO new Department /Centre introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	13	13	-	-

2.2 No. of permanent faculty with Ph.D.

08

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
-	01	-	-03	-	-	-	-	-	04

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	7	6
Presented papers	01	04	-
Resource Persons	-	-	

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

Participation of teachers and students in departmental survey, seminars and workshops, Quizes organized by various teaching departments.

2.7 Total No. of actual teaching days during this academic year 184days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)
The college follows the rules and regulations of the affiliating university regarding examination/evaluation. Yet the college has taken the following steps:

- Departmental test held for students offering Major.
- Analysis of performance of students in internal and sessional examinations among departments
- Students' Progress Card Introduced.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 03 in syllabus committee

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage : Not yet appeared.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA						
B.Com			-			
-	-	-	-	-	-	-

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

The IQAC of the college collect the Self Appraisal reports of the teachers to know their strength and weakness and after thorough discussions, suggestions are intimated to respective faculty through the authority for necessary measures. There is an internal monitoring mechanism to monitor students attendance in class and library reading room to use reading materials of the library. It is done through the Academic Committee. Coordinator and other members of the IQAC keep close contact with teachers in-charge of the students' union and sort out problems faced by the students and recommend measures for solution to the authority.

Moreover students feedback on teachers taken from time to time helps to monitor and evaluate the teaching learning process. Teachers are sensitized regarding their commitment towards students and on the other hand students are advised to attend the classes regularly.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses (ASC, GU)	02
UGC – Faculty Improvement Programme	1-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	02
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	
Others (STC)	01

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	09	03	1	02
Technical Staff	-	-	-	02

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC of the college encourages the faculty members to pursue Doctoral and M Phil programmes and apply for various research projects. Moreover for creating research atmosphere in the college, the IQAC encourages the Departments to organize some programmes such as

- Departmental students seminars Guest Lectures.
- Departmental field study.
- Encouraging faculty members to apply for different research projects (e.g. MRP etc.)
- Encouraging departments to organize guest lectures inviting faculty from other higher institutions.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	03	-	-
Outlay in Rs. Lakhs	-	-	-527000/	ongoing

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals		01	01
e-Journals	-	-	-
Conference proceedings	-	-	-

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	Received
Major projects	-	-	-	-
Minor Projects	2	UGC	527000/-	527000/
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	527000/-	527000/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences/seminars organized by the Institution	Level	International	National	State	University	College
	Number	-		-	-	09
	Sponsoring agencies	-	UGC		-	College authority

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides
 and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Programme on Life Skill Education,organised by Education Department.
- Plantation drive in and around college campus on world environment day.
- Awareness programme on Human Rights of women and Children, organised by Women study cell.
- Cancer Awareness Programme organised at Bengenahati M.E. School.

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	34875 sq mtr	-	-	34875 sq mtr
Class rooms	5(Hall) 19(Room)	02 (Hall)	UGC	26
Laboratories	02	-	-	01
Seminar Halls	01	-	UGC	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	10	UGC	10
Value of the equipment purchased during the year (Rs. in Lakhs)	-	15	UGC	2.55lac
Others (Infrastructures)	-	Indoor stadium (Under construction)	UGCs	40lac

4.2 Computerization of administration and library

Library is computerized and the administration is under process of automation.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Lac)	No.	Value (Lac)	No.	Value (Lac)
Text Books	21023	20.74	520	.97	21543	21.71
Reference Books	15112	17.11	250	.65	15362	17.76
e-Books	-	-	-	-		
Journals	53	1.66	9&6n ews paper s	..27	62	1.93
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	24	10	01	-	-	02	10	01
Added	14	05	02	-	-	05	-	05
Total	38	15	03	-	-	07	10	06

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

In computer laboratory,
Certificate course in basic computer, Basic Computer Hardware and internet is introduced for students of the college under the supervision of Computer Cell of the College. Internet facility is available for teachers and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Programme undertaken to develop spoken and communicative English.
- Enhancement of learning through quiz, Field Survey, departmental/Students seminar for students.
- Arrangement of coaching classes for candidates appearing Bank and Railway Examination.
- Encouraging students to appear in competitive examinations.
- Tutorial Classes for weak students.

5.2 Efforts made by the institution for tracking the progression

- As per the capacity of the institution, fund is provided to carry out the programme
- Search for collaboration with other social and educational institutions for future development of the institution.
- Inviting resource persons from other institutions to deliver lecture on important topics.
- Arranging Departmental Survey involving students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
BA 1682	-	-	89 (B.Com)

 (2014-15)

(b) No. of students outside the state

-

(c) No. of international students

-

No	%
741	51.85

Men(arts)

No	%
688	48.15

Women(arts)

Last Year 14-15						This Year 2015-16					
General	SC	ST	OBC	Physically Challenged	Total (BA& BCom.)	General	SC	ST	OBC	Physically Challenged	Total
BA-310, BCom-06	1134	89361	36618	-	168289	(BA)370(BCom)06	972	929100	26010	-	1646118

Demand ratio 1:1.7 Dropout ;-

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

The Cell for Coaching Classes for Entry in Service organized training and coaching programmes for the benefit of students such as

- Arrangement of coaching classes for candidates appearing Banking, defence and other competitive examinations.
- Programme on spoken English to prepare students for competitive examinations

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

The career guidance and counseling cell organized training and coaching programmes for benefit of students such as

- development, building entrepreneurial awareness among students
- Disseminating information regarding career options

No. of students benefitted

100

5.7 Details of campus placement

<i>On campus</i>	<i>Off Campus</i>
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Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	27

5.8 Details of gender sensitization programmes

Girls students are encouraged to participate in different programmes organized in the college such as college week, Debating Competition, sports competition, Inter College youth Festival cultural Procession. There are many national level players among girls students. To make aware about different women welfare programme of Govt., Women awareness programme was organized at Barphukankhat village by women study cell in collaboration with Barphukankhat Mahila Samiti. Moreover Awareness programme on Human rights of women was organized at village Barphukankhat. In college students' union also there are secretaries from boys and girls.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		/-
Financial support from government		
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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 01

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: Goreswar College aims to become one of the pioneer higher educational institutions of the BTAD area. It aims to impart quality education to the students from all sections of the society and thereby enable them to meet the needs and challenges of time. The college envisages to build proper platform for the teachers and students to mould knowledge value and morality, social commitment for building social order and discipline amidst plurality and diversity of religion and culture of the society.

Mission: The College has been working with the mission to provide quality education to the new generation to prepare them as responsible citizen of India so that they can face the challenges of time. Moreover the college emphasises on education of ST and SC students.

6.2 Does the Institution has a management Information System

Yes, the college principal is the executive head of the management information system. By his supportive staff, the necessary information is disseminated through

- a) Notification in college notice board
- b) Letter delivery ensured through messengers
- c) Meeting with concerned persons or groups
- d) Publication of general rules of the institution through prospectus
- e) College website is used where necessary

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

6.3.1 Curriculum Development

The college follows the curriculum developed by the affiliating university. Yet ,the college prepares its own academic Calendar following the GU academic calendar.

6.3.2 Teaching and Learning

- More focus is given on student centric teaching
- Students are encouraged to participate in seminar and field survey.
- Special attention is given to meritorious students so that they can achieve their goal.
- Guest lecture is organized for the benefit of students.
- Coaching classes for Job oriented examinations organised.
- Tutorial classes are taken.

6.3.3 Examination and Evaluation

- The college conducts university examinations as per university rules. Evaluation is also made according to university rules.
- Departmental faculties focus on enhancement of quality of evaluation mechanism.

6.3.4 Research and Development

Faculty members are encouraged to engage themselves in active research. They are also encouraged to apply for minor and major research projects. One of our faculty members have published research papers in national journals. Two research projects are on going.

6.3.5 Library, ICT and physical infrastructure / instrumentation

In this year, steps have been taken to increase the number of text books, reference books, journals etc. the amount spent on purchases of books, journals etc. in the library are as shown below.

Type	Number added	Amount spent (in Lakh)
Text Books	1280	1.03
Reference books	757	0.96
Journals/Periodicals	10	0.38

6.3.6 Human Resource Management

- Different vocational training programmes are organised with the help of MSME, Govt. Of India.
- Students are encouraged to pursue skill based vocational programmes
- Students are encouraged to participate in sports and cultural programmes to develop their talent in this sphere.
- Emphasis is given on value and institutional discipline.
- Students are encouraged to show academic excellence.
- Students are encouraged to appear in job oriented competitive examinations.

6.3.7 Faculty and Staff recruitment

- Permanent faculties and staffs are recruited as per Govt. norms
- Guest faculties and temporary staff are recruited when ever required.

6.3.8 Industry Interaction / Collaboration

Students are guided by teachers to visit local industry and nationalised banks.

6.3.9 Admission of Students

- Admission committee follows the norms approved by the management and the state Govt. for admission of students.
- Selection test is arranged by different departments to select students for Major programmes.
- Admission advertisement is made both locally and through News papers.
- Along with the form, Prospectus is given which contains brief introduction of the college and Departments, programme details with rules and regulations.

6.4 Welfare schemes for

Teaching	Group Insurance and Mutual Fund
Non teaching	Group Insurance and Mutual Fund
Students	Students Aid fund, Book Bank

6.5 Total corpus fund generated

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	Yes	GU	Yes	College academic Committee
Administrative	Yes	DHE	Yes	Auditor appointed by the Management

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

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N/A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N/A

6.11 Activities and support from the Alumni Association

Alumni association provides

- Feedback on overall academic environment of the college
- Helps in developmental activities in the college
- Provides information about placement of alumni
- Serves as a link between the institution and the community.

6.12 Activities and support from the Parent – Teacher Association

- The college maintains contact with parents of students and seek their advice regarding development of the college.
- Parents are invited on the occasion of college foundation day.
- Parent Teacher Association advises the teachers regarding development of the College..
- This association serves as a bond between the society and the Institution.

6.13 Development programmes for support staff

- Financial support is offered to the support staff in distress according to the financial affordability of the college.
- They are advised to save through group insurance/ Mutual Fund for future.
- Training programmes for support staff are organised from time to time. Two such programmes were arranged recently.

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

- Plantation drive is taken by students and extension education cell of the college
- Cleanliness drive is made by the students during college week.
- The Students' Union of the college takes cleanliness drive in and around the college.

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.

- Departmental seminars and workshops are organized and students are encouraged to present papers in the same.
- Students are encouraged to take part in departmental survey.
- Academic results in some of the departments show positive impact of the steps followed.
- Guest lectures are arranged by every Department
- Publication of magazine by students of Assamese Department.
- Organising Debating and Quiz competition among students.

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

The status of the previous year in all aspects is discussed among the stake holders i.e. students, teachers, guardians and the management. On the basis of these discussions the Governing Body of the college realises :

- An urgent need of infrastructural development and filling up of the vacant posts.
- Finding ways to collect capital and appoint contractual teachers to meet the increased needs of faculty.

The mission is supposed to be successful, if the academic scenario is developed sufficiently to achieve targeted goals of education. Hence efforts have been made to achieve good results in final examinations. The tools for achieving the goal is conceived as follows

- Departmental test to be held regularly
- Modern tools for teaching and learning are to be used
- Result oriented and Learner centric teaching learning process to get priority
- Students to be encouraged to participate in departmental seminars and field-survey.

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

- Students' Field Survey
- Sensitization about Environment

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

7.4 Contribution to environmental awareness / protection

- Plantation in the campus and development of gardens.
- Celebration of world environment day
- Organization of environment awareness programme
- Cleanliness drive in and around the college campus.
- Sensitization among students to protect the environment.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (SWOT Analysis)

Strength :

- Internal discipline among students.
- Unity among students representing multi cultural entity

Weakness:

- Deficiency in infrastructure
- Weak communication and networking system
- Majority of students coming from BPL families
- Quality of students at entry level not satisfactory.
- Inadequate teaching and non teaching staff.

Opportunity:

- Students having talent in sports and culture.
- Demand for admission into the UG programme goes on increasing

Threat :

- Lack of Govt. Initiative towards appointment of sufficient faculty and staff
- Simultaneous growth of institutions under private initiatives.

8. Plans of institution for next year

- Undergraduate academic improvement

Name: *Jadab Ch. Goswami*



Signature of the Coordinator, IQAC

Name: *Dr. Khargeswar Deka*



Signature of the Chairperson, IQAC

Abbreviations:

ASC	-	Academic Staff College
CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DHE	-	Director of Higher Education
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
GU	-	Gauhati University
MSME	-	Micro, Small and Medium Enterprise
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Academic Calendar: The College follows the Academic Calendar prepared by Gauhati University. We prepare the class routine and teaching plan on the basis of this academic Calendar.

GAUHATI UNIVERSITY
Guwahati-14
Academic Calendar for B.A./B.Sc./B.Com. (Semester Course)
(June 2013 to June 2014)

Approved by the Executive Council, GU Vide resolution No. R/EC-03/2013/74 dated : 29/04/2013

Month/Year & Date	Class Days/ Working Days/ Examination Days/ Holiday	Academic & other Activities
July/2013		
1-6	Working days	Summer Vacation
7	Sunday	
8-13	Working days	
14	Sunday	
15-20	Working days	
21	Sunday	
22-27	Working Days	
28	Sunday	
29-31	Working Days	
August/2013		
1-3	Working days/Class days	Commencement of odd semester classes from 1 st August
4	Sunday	
5-8	Working days/Class days	
9-10	Id-UI-Fitre (Holiday)	
11	Sunday	
12-14	Working days/class days	
15	Independence day (Holiday)	
16-17	Working days/Class days	
18	Sunday	
19-24	Working days/Class days	
25	Sunday, Tithi of Sri Madhav Dev (Holiday)	
26-27	Working days/ Class days	
28	Janmastomi	
29-31	Working days/Class days	
Septemer/2013		
1	Sunday	Sectional I Exam be completed by 1 st week of September
2-6	Working days/Class days	
7	Tithi of Srimanta Sankar Dev (Holiday)	Students Union Election of the Colleges be held within 2 months of completion of admission
8	Sunday	
9-14	Working days/Class days	
15	Sunday	
16-21	Working days/Class days	
22	Sunday	
23-28	Working days/Class days	
29	Sunday	
30	Working day/Class day	
October/2013		
1	Working day/Class day	Sectional II exam be completed by 2 nd half of October
2	Birth Day of Mahatma Gandhi (Holiday)	
3-5	Working days/class days	Educational Field Trip be arranged in the first half of October. Publication of College Magazine be made before Puja Holidays.
6	Sunday	
7-10	Working days/Class Days	

11-18	Durga Puja, Vijaya Dashami, Janmotsav of Srimanta Sankar Dev., Id-Ud-Zuha, Kati Bihu, & Lakhimi Puja. (Holidays)	
19	Working days/Class days	
20	Sunday	
21-26	Working days/Class days	
27	Sunday	
28-31	Working days/Class days	
November/2013		
1	Working days/Class days	
2-3	Kali Puja/Dewali (Holiday)	
4-9	Working days/Class days	
10	Sunday	
11-13	Working days/Class days	
14	Mahram (Holiday)	
15-16	Working days/Class days	
24	Sunday	
25-30	Working days/Class days	
December/2013		
1	Sunday	
2-7	Working days/Class days	End Semester Exam be completed by 15 th December
8	Sunday	
9-14	Working days/ Class days	
15	Sunday	
16-21	Working days/Class days	
22	Sunday	
23-24	Working days	
25	Christmas Day (Holiday)	
26-28	Working days	
29	Sunday	
30-31	Working days	
January/2014		
1-4	Working days	Annual College week be held in the last part of January
5	Sunday	
6-11	Working days	
12	Sunday	
13-17	Magh Bihu, Silpi Divas (Holidays)	Commencement of even semester classes be from 18 th January
18	Working day/Class day	
19	Sunday	
20-25	Working days/Class days	
26	Republic Day/ University Foundation Day (Holiday)	
27-31	Working Days/Class Days	
February/2014		
1	Working Day/Class Day	Sessional I exam (for even semesters) be completed by 3 rd week of February
2	Sunday	
3	Working/Class Day	
4	Swaraswati Puja (Holiday)	
5-8	Working days/Class Days	
9	Sunday	
10-15	Working days/Class days	
16	Sunday	
17-22	Working days/Class days	
23	Sunday	

24-26	Working days/Class Days	
27	Shivratri (Holiday)	
28	Working days/Class days	
March/2014		
1	Working day/Class day	
2	Sunday	
3-8	Working days/Class days	
9	Sunday	
10-15	Working days/Class days	
16	Dol-Yatra (Holiday)	
17-22	Working days/Class days	
23	Sunday	
24-29	Working days/ Class days	
30	Sunday	
31	Working days/Class days	
April/2014		
1-5	Working days/Class days	Sessional II exam. (for even semesters be completed by 1 st half of April
6	Sunday	
7-12	Working days/Class days	
13	Sunday	
14-16	Bohag Bihu (Holidays)	
17-19	Working days/Class days	
20	Sunday	
21-26	Working days/Class days	
27	Sunday	
28-30	Working days/Class days	
May/2014		
1-3	Working days/Class days	
4	Sunday	
5-10	Working days/Class days	
11	Sunday	
12-17	Working days/Class days	
18	Sunday	
19-24	Working days/Class days	
25	Sunday	
26-31	Working days/Class days	
June/2014		
1	Sunday	End Semester exams (for even Semesters) be completed by 15 th June and will be followed by 15 days evaluation period.
2-7	Working days/Class days	
8	Sunday	
9-14	Working days/Class days	
15	Sunday	
16-21	Working days	
22	Sunday	
23-28	Working days	
29	Sunday	
30	Working day	

Copy to:
To all concerned.

Academic Registrar
Gauhati University

Academic Registrar
Gauhati University

SALIENT FEATURES

1. Sumer Vacation : 1st July/2013 to 31st July/2013. Winter Vacation : 1st January/2014 to 12th January/2014.
2. Admission to 1st Semester TDC classes be completed by 31st July/2013.
3. The classes of odd Semester be commenced from 1st of August/2013.
4. Educational field trip be arranged in the first week of October/2013.
5. Annual College week be held within the month of January/2014.
6. Students Union Election of the colleges be held within 2 months of completion of admission.
7. Sessional I Exam (for odd Semesters) be completed by 1st week of Sept.,2013, and Sessional II Exam (for odd semesters) be completed by 2nd half of Oct.,2013.
8. End Semester Exam (for odd Semesters) be completed by 15th December/2013 and will be followed by 15days evaluation period upto 30th December/2013.
9. Declaration of end Semester (for odd Semesters) examination results be given within 45 days from the date of last examination day.
10. Publication of College Magazine be made before the Puja holiday.
11. Commencement of even Semesters classes will be from 18th January/2014.
12. Sessional Examination I (for even Semester) be completed by 3rd week of February, 2014 and Sessional II exams for even semesters be completed by 1st half of April,2014.
13. End Semester Examination (for even Semesters) be completed by 15th June/2014 and will be followed by 15 days evaluation period.
14. Declaration of end Semester (for even Semesters) Examination results be given within 45 days from the date of last examination day.
15. The colleges should organize activities such as Seminar/Group Discussion etc for I A of the students and for the teachers, suitably during the year.
16. Orientation programmes for teacher, employees of the colleges be organized conveniently in the colleges for academic review; and the report may be submitted to the University by 2nd half of January/2014.
17. The sessional examination in the colleges should be designed in such a way that the other normal classes are running smoothly.

Note : (1) In the event of any change in the Holidays mentioned in the Academic Calendar, the University holiday list be followed.

(2) During evaluation period the Principal will release the examiners engaged for evaluation and after completion of the evaluation work the Zonal Officer concerned shall issue a release order which is to be submitted to the respective Principals.

- (3) The examiners engaged in evaluation duties must complete his/her assigned duties within the stipulated period, failing which his/her name will be reported to the appropriated authority for necessary action.

SUMMARY

Odd Semester (July to December)		Even Semester (January to June)
Class days	91	92
Election/College Week	01	06
Study Leave	03	03
End Semester Exam.	15	15
End Semester Evaluation time	15	15
Holidays, Sundays, Winter Vacation/Summer Vacation		59
Total	184	181

Students' Feedback on Teachers.

The institution takes feedback from students and stake holders on teaching learning and extra curricular activities in the college. Feedback from stake holders and alumni is taken during the meeting of guardians, parents and alumni from time to time.

Students feedback on teachers is obtained by the IQAC and the same are analysed. The strength and weaknesses in different attributes such as communication skill, interest generated by teachers, ability to integrate across the courses etc. are communicated to the teachers with suggestions of improvement for academic excellence.

Best Practice:

i) **Teachers' Self Appraisal Report**

Teachers are responsible to students and the society. If teachers are conscious about their duties and responsibilities, they must work hard to give their best to the students. They should introspect themselves whether they are performing their duties in the true sense of the term. Teachers self appraisal report is an initiative in this direction.

Teachers' self appraisal reports are analysed thoroughly and the same is communicated to the concerned teachers for better performance.

ii) **Students' Feedback on Teachers: Students'** Feedback on Teachers are taken from students of different semesters in prescribed forms. Each student is supplied with a feedback form. There are ten criterion with maximum 10 marks for each criterion. For very good performance in a criterion, students may award maximum 10 marks and for very poor performance, students may award 1 or 2 marks. After completing the forms, students submit the filled in forms to the Coordinator, IQAC.

After collecting the forms from the students, these are analysed. Necessary suggestions are made for the improvement of the quality of teaching of the concerned teachers. We are continuing with this practice since 2005-06 onwards. Due to this practice, teachers are able to know about their deficiency in terms of teaching and accordingly have developed their proficiency in teaching.