

AQAR REPORT- 2013-14

NAAC, BANGALORE

**GARGAON COLLEGE
P.O. – SIMALUGURI
SIVASAGAR, ASSAM
785686**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Gargaon College

1.2 Address Line 1

Simaluguri

Address Line 2

City/Town

Sivasagar

State

Assam

Pin Code

785686

Institution e-mail address

gargaoncollege@rediffmail.com

Contact Nos.

03772-252251

Name of the Head of the Institution:

Dr. Punyadhar Gogoi

Tel. No. with STD Code:

03772-252251

+919435727738

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) **EC/54/RAR105 Dated 8/1/2011**

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2004	5
2	2 nd Cycle	B	2.36	2010	5
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

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

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 2011-12 submitted to NAAC on 14/03/2012
- ii. AQAR 2012-13 submitted to NAAC on 21/12/2013
- iii. AQAR 2013-14 submitted to NAAC on 23/05/2014

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)

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*)

Dibrugarh University

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="--"/>
2.9 Total No. of members	<input type="text" value="13"/>

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

1. Student Seminar: How to prepare for examination?
2. Teacher Seminar: Question paper setting and answer script evaluation in Semester system

2.14 Significant Activities and contributions made by IQAC

To ensure quality education, periodic notices have been served to the teachers and students and try to encourage them to involve in quality teaching, learning and research activities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Attached as annexure (Annexure-I)	

* Attach the Academic Calendar of the year as Annexure. (**Attached in Annexure—II**)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Before submitting to the NAAC Bangalore, the AQAR prepared by IQAC is placed before the management. The management discusses the report in details and recommend suggestions which are later considered in the IQAC meetings and finally prepare the report to submit the same.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	3		1	
PG Diploma				
Advanced Diploma				
Diploma	1			
Certificate				
Others				
Total	4		1	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure (Attached in Annexure—III)*

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
72	44	28		

2.2 No. of permanent faculty with Ph.D.

16

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
4	2		1					4	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	7	6
Presented papers		5	6
Resource Persons		2	3

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

Teachers are requested to apply the teaching and course plan in every subject. Seminar on how to prepare for examination in is held and resource persons are invited from the Teacher education Institute.

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

180 days

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

nil

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

3		
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	337	2.37	1.78	24.93	41.54	70.62
B. Sc	91	6.59	10.99	21.98	18.68	58.24
B. Com	29		27.58	13.79	19.78	55.17

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

1. Contribution: IQAC organises seminar and lecture programme to improve the teaching & learning process.
2. Monitor: There are a Internal Semester Monitoring Committee under the guidance of IQAC, which has monitor the progress of the teaching and learning.
3. Evaluation: IQAC evaluate the teaching and learning through feedback process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	7
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	4
Faculty exchange programme	
Staff training conducted by the university	5
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
Others	

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	9		1	
Technical Staff	10	1		6

Criterion – III

3. Research, Consultancy and Extension

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

Under the guidance of IQAC, a Research Forum has been constituted which has encouraged the teachers as well as students to involve in research activities. IQAC also distribute the guidelines of Research Funding institutes like UGC & ICSSR among the teachers to carry out the minor and major research projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				1
Outlay in Rs. Lakhs				8,00,000.00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			2	1
Outlay in Rs. Lakhs			2,05,000.00	1,50,000.00

3.4 Details on research publications

	International	National	Others
Peer Review Journals		1	
Non-Peer Review Journals		5	
e-Journals			
Conference proceedings		6	

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	2013	SERB,MS&T	58.5 Lac	
Minor Projects				
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				

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

organized by the Institution

Level	International	National	State	University	College
Number					2
Sponsoring agencies					College

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 : Nil

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 : NIL

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

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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	25 acre	12 acre		
Class rooms	57	12	UGC	69
Laboratories	4	4	UGC	8
Seminar Halls	3		UGC	3
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Yes, the entire administration and library is computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18434	329000.00	1132	256000.00	19566	585000.00
Reference Books	5250	64250.00	403	85000.00	5653	149250.00
e-Books						
Journals	1200	56000.00	89	4780.00	1289	60780.00
e-Journals	N-List	DOAJ				
Digital Database						
CD & Video	24	1800	56	2500	80	4300.00
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41	1	15	1	1	7	16	
Added	?		3			2	25	
Total								

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

No

4.6 Amount spent on maintenance in lakhs :

i) ICT 97,010.00

ii) Campus Infrastructure and facilities 15,65,390.00

iii) Equipments 98,715.00

iv) Others --

Total : 17,61,115.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. For easy access to the relevant information regarding academic and research, display board is placed.
2. Regular update in College web-site for circulating necessary information.

The institution makes all possible efforts for tracking the progression. Such as –

1. Delimit the attendance of the students so that they may become alert.
2. Information relating to their class test, sessional examination, group discussion, semester examination results etc.
3. The institution asked report from the departments about the progression of classes in monthly basis.
4. Counselling classes of students have been held regularly to understand their progress.
5. Any mid-term change of academic and other related matters have been immediately informed to the students.

5.2 Efforts

Revised G

UG	PG	Ph. D.	Others
1412			

5.3 (a) Total Number of students

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	678	48		734	52

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
257	30	48	1147		1482	187	25	58	1142		1412

Demand ratio 60:40 Dropout = 2%

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Career counselling-guidance cell of the College under the supervision of IQAC gives necessary guidance on the following -

1. Entrance in University and Technical educational institutions in Northeast and abroad.
2. Medical entrance examination
3. MSW
4. MBA
5. BBA
6. Paramilitary and Military Services

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

The Women Cell of the College organises Gender Sensization Programme on the various issues related to Women. On 8th March, 2013, the Cell organised a lecture programme namely "Common Health Problem of Women". Resource person of the above programme was Dr. Reena Changmai, Joint Director of Health Dept, Sivasagar. More than 350 girl's students have participated the same.

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	73	1,83,100.00
Financial support from government	73	2,30,000.00
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

5.13 Major grievances of students (if any) redressed: Toilet of Girls and Boys improved and drinking water supply facility has been provided to the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the college:-

- 1) Impart quality education.
- 2) It is committed to deliver quality teaching and guidance to the students to realize and utilize their potential and creativity.
- 3) To maintain a broad relationship with the outgoing students by providing the necessary support in terms of employment opportunities.
- 4) The college strives for continuous educational innovation, creative expression and artistic production.

- 5) The college remains committed to take care with the best possible approach of the classroom, student- teacher relationship, all the support system of the college, mutual support and team work amongst the students, participatory roles to enhance quality of campus life, research activities and above all to embark upon successful careers.
- 6) Every guardian assesses their own children and maintains a record in career advancement.

7) Teacher's improvement through self assessment and professional development.

Mission of the College:

- 1) To expand the minds of the students by emphasizing upon traditional as well as recent values of life through education.
- 2) Positive thinking and develop a sense of moral, social and aesthetic values among students.
- 3) Aim to inculcate honesty, integrity & civilized behaviour among students so that they can step into society as shining examples.
- 4) It will try to shape individuals for all round development in the progress of the nation.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

As it is an affiliating College, so very little scope is left for curriculum development

6.3.2 Teaching and Learning

Notices have been issued regularly to the teachers, students and office staffs for providing teaching plan, class schedule, seminar to access the IT and regularity in attendance etc.

6.3.3 Examination and Evaluation

6.3.4 Research and Development

Notifications have been issued to the teachers and students about the research funding of various funding agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Soul system, LAN, Broad Band and Computer Lab have been installed. Open access system in Library and book bank facility.

6.3.6 Human Resource Management

Time to time notifications has been issued to the teachers, office employees and students reminding their duties and responsibilities to the institution.

6.3.7 Faculty and Staff recruitment

Regular and sanctioned post appointment is done as per Government and UGC regulation and adhoc and temporary engagement is done to run the institution smoothly.

6.3.8 Industry Interaction / Collaboration

No.

6.3.9 Admission of Students

Notification has been issued for admission of students through supplying prospectus and uploading in website. The selection is made on merit basis.

6.4 Welfare schemes for

Teaching	SARSS
Non teaching	SARSS
Students	Aid fund

6.5 Total corpus fund generated

1,00,000.00

6.6 Whether annual financial audit has been done

Yes

No

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

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

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?

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

No effort has been made.

6.11 Activities and support from the Alumni Association

Alumni Association of the College gives moral support to the authority in running the college.

6.12 Activities and support from the Parent – Teacher Association

Moral support has been given by the Parent – Teacher Association

6.13 Development programmes for support staff

Organise the seminar for the support staff.

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

1. Plantation of various species i.e. medicinal plant, fruits plants and local flowers.
2. Use of plastic is minimised.

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.

Open library-study circle for the student's intellectual orientation.

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

Plan of action sorted out at the beginning of the year is handed over to the respective organising committees constituted for that specific purpose and after the completion of that activities, the report of completion have to be submitted to the IQAC for documentation and necessary action.

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

Attached in **Annexure -- IV**

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

7.4 Contribution to environmental awareness / protection

For awareness of the environment, the College organises world environment day every year amongst teachers, students and office staff.

7.5 Whether environmental audit was conducted? Yes No

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

Attached in **Annexure -- V**

8. Plans of institution for next year

1. Introduce new self finance skill base courses.
2. Organise seminar and conferences of Teachers and Students.
3. Involve in research (Teachers and Students.)
4. Conduct Academic Audit by external agencies

Name :Dr. Pobon Kr. Gogoi

*Associate Prof.
Signature of the Coordinator, IQAC*

Name: Dr. Punyadhar Gogoi

*Principal & Secretary
Signature of the Chairperson, IQAC*

ANNEXURE – II

ACADEMIC CALENDAR OF THE IQAC, GARGAON COLLEGE

(For the period of January, 2013 to Dec, 2013)

DATE(S)	EVENT(S)
1 st January, 2013	Programme for welcoming New Year in the College
11 th January, 2013	Last date for submission of the Evaluated Answer-scripts of the End Semester (1 st & 3 rd Semesters) Examinations of the B.A/B.Sc/B.Com Programmes with the relevant document by the Zonal Officer to the University
16 th January, 2013	<ol style="list-style-type: none">1. Commencement of the 2nd Semester Classes of the B.A/B.Sc/B.Com Programmes2. Re-commencement of the Part-III Classes of the B.A/B.Sc/B.Com Programmes3. Notification of the class routine of the College4. Notification of Course Plan/Departmental Class Routine in the Dept. Notice Boards of the College of the 2nd Semester Classes of the B.A/B.Sc/B.Com Programmes
15 th February, 2013	Declaration of the 1 st and 3 rd Semester Examination results of the B.A/B.Sc/B.Com Programmes
20 th Feb – 5 th March, 2013	1 st Sessional Examination of the 2 nd and 4 th Semester of the B.A/B.Sc/B.Com Programmes
21 st Feb – 31 st March, 2013	Commencement of TDC Part II Examination, 2013
1 st March, 2013	Last date of submission of the TDC Part-II Internal Assessment marks to the University
4 th March, 2013	Science Day celebration
1 st to 6 th March, 2013	Counseling for the B.A/B.Sc/B.Com 2 nd & 4 th Semester Students and Mid Semester Feedback Assessment (any one day)
8 th March, 2013	International Women Day celebration
15 th March, 2013	Consumer's Rights Day and Disabled Day celebration
21 st March, 2013	Forestry Day celebration
19 th to 23 rd March, 2013	Internal Assessment through Seminar/ Group discussion of 2 nd & 4 th Semester students of BA/BSc/BCom.
20 th to 26 th March, 2013	Notification of the result of the 1 st Sessional Examinations conducted by the teaching departments of the College
22 nd March, 2013	Last date of submission of TDC Part III Internal Assessment marks to the University

22 nd March to 26 th April, 2013	TDC Part III Examination, 2013
7 th April, 2013	World Health Day celebration
18 th to 30 th April, 2013	2 nd Sessional Examination of the 2 nd and 4 th Semesters of the B.A/B.Sc/B.Com Programmes
23 rd April, 2013	World Book Day Celebration
27 th April, 2013	1. Last date for submission of Assignment by the students of the the B.A/B.Sc/B.Com Programmes 2. Last date for Form fill up of the the B.A/B.Sc/B.Com End Semester Examination (2 nd & 4 th Semeter)
8 th May, 2013	Red Cross Day
10 th May, 2013	1. Last date for submission of the filled in Examination forms to the University (2 nd & 4 th Semester) 2. Last date for notification of 2 nd Sessional Examination Marks of 2 nd & 4 th Semester students 3. Completion of 2 nd & 4 th Semester Classes of the B.A/B.Sc/B.Com Programmes 4. Last date for submission of Internal Assessment marks of the 2 nd & 4 th Semester students of the B.A/B.Sc/B.Com Programmes to the University.
20 th May to 15 th June, 2013	End Semester (2 nd & 4 th Semester) Examinations of the B.A/B.Sc/B.Com Programmes
21 st May, 2013	Anti-terrorism Day celebration
23 May to 25 th June, 2013	Evaluation of Answer scripts of the B.A/B.Sc/B.Com end semester examinations at the zones
31 st May, 2013	Declaration of TDC Part-II examination result 2013
31 st May, 2013	No Tobacco Day celebration
1 st June to 20 th July, 2013	1. Admission notice and completion of the admission process in the the B.A/B.Sc/B.Com 1 st , 3 rd and 5 th Semester Classes
17 th June to 15 th July, 2013	Semester end vacation for the teaching staff
26 th June, 2013	International Drug Abuse Day celebration
28 th June, 2013	Poor Day celebration
29 th June, 2013	Declaration of TDC Part-III Examination result 2013
11 th July, 2013	World Population Day celebration
16 th July, 2013	1. Commencement of the 1 st , 3 rd & 5 th Semester Classes of

	<p>the B.A/B.Sc/B.Com Programmes</p> <ol style="list-style-type: none"> 2. Notification Class Routine 3. Notification of Course Plan/ Departmental Class Routine in the Department Notice Board
17 th July, 2013	Declaration of TDC Part-I Examination, 2013 result
17 th – 22 nd July, 2013	Interaction with the 1 st Semester students by the Principal and teachers of the College
20 th July, 2013	Freshers' Social
5 th August, 2013	Declaration of the B.A/B.Sc/B.Com Even Semester Examination results
20 th August, 2013	Sadbhavana Divas celebration
22 nd Aug- 24 th Aug, 2013	<ol style="list-style-type: none"> 1. Blood Group Determination Programme, and 2. Japanese Encephalitis vaccination Programme
24 th August, 2013	Student Workshop on “How to prepare for examination”
26 th August, 2013	Last date for submission of filed in registration forms of the B.A/B.Sc/B.Com 1 st Semester Students to the University
26 th Aug – 4 th September, 2013	1 st Sessional Examination of the B.A/B.Sc/B.Com Programmes
28 th – 30 th August, 2013	Book fair
31 st August, 2013	Alumni Association Meeting
5 th September, 2013	Teachers Day celebration
6 th September, 2013	Student Union Election
6 th to 11 th September, 2013	Counseling for the B.A/B.Sc/B.Com 1 st Semester Students and Mid Semester Feedback Assessment (any one day)
8 th September, 2013	International Literacy Day celebration
13 th September, 2013	Students' workshop on How to prepare for examination
14 th September, 2013	Tanu Konger Memorial Debating Competition
21 st September, 2013	Teachers' Workshop on “Question Paper Setting and Answer Script Evaluation in Semester System”
23 rd to 28 th September, 2013	Internal Assessment of B.A/B.Sc/B.Com Students through Group discussion/ Seminar
27 th September, 2013	Last date of notification of the marks of the 1 st Sessional Examination of the B.A/B.Sc/B.Com 1 st Semester Students in the departmental notice boards

27 th September, 2013	World Tourism Day celebration
2 nd October, 2013	Gandhi Jayanti observation
6 th October, 2013	Road safety day celebration
12 th October, 2013	Workshop on Save Electricity
14 th October, 2013	World Student Day celebration
21 st to 26 th October, 2013	2 nd Sessional Examination of B.A/B.Sc/B.Com Programmes in the semester system
23 rd October, 2013	Last date for assignment submission by the students (if any)
25 th October, 2013	Last date for Form Fill-up of the B.A/B.Sc/B.Com End Semester Examination
8 th November, 2013	<ol style="list-style-type: none"> 1. Last date for submission of Internal Assessment marks of the B.A/B.Sc/B.Com students to the University 2. Last date for submission of filled in Examination forms of the B.A/B.Sc/B.Com End Semester Examination to the University
11 th November, 2013	<ol style="list-style-type: none"> 1. Last date for notification of 2nd Sessional Examination marks in Departmental notice boards 2. Completion of Odd Semester Classes
14 th November, 2013	World Diabetes Day celebration
20 th Nov –14 th Dec, 2013	End Semester Examination
23 rd Nov – 21 st Dec, 2013	Evaluation of End Semester Answer Scripts
9 th Dec – 15 th Dec, 2013	College Week (Seven days)
16 th Dec, 2013—15 th January, 2014	Semester End Vacation for the Teaching Staff

N.B.: All the programmes included in the list is not been organised due to lack of time.

ANNEXURE-I

IQAC'S ACTIVITIES OF THE YEAR 2013

- 1) **April 27th 2013.** One day workshop on “Office Management” was held in the College premises .The workshop was delimited the Colleges of Sivasagar District.

Sri Promod Kakoty , Registrar, DHE and Sri S. Barman , Vice President of All Assam Karmachari Parishad and Sri P.Gayan, the Treasury Officer, Nazira had grace the occasion and delivered their valuable lecture on how to manage the offices of the College after provincialization.



2) 5th June 2013 World Environment Day

World Environmental Day (WED) was observed by Gargaon College Science Society at Na-Mati High School, Nazira premise. The day was celebrated with a plantation programme in Gargaon College campus as well as Na-Mati High School campus. The meeting was presided jointly by Prof. Benu Gogoi and Mr. M. Mahanta (senior teacher of Na-Mati High school). A lecture programme was organized in the school where Prof. D. K. Deka and Dr. Surajeet Konwar were the resource persons. Prof. Deka discussed the significance of WED and explained the present status of environmental degradation in the age of high pollution and heavy industrialization. Dr. Konwar explained the success story of Mr. Jadov Payang, “The Forest Man of India” and the negative impacts of the use of Polymers in day-to-day life. He also vividly explained the dire consequences of consumption of Arsenic in drinking water collected from ground water sources.

Teachers attended the programme were Mr. Benu Gogoi, Dr. Ranjana Gogoi, Prof. Milon Bhuyan, Prof. Dimbeswar Das, Prof. Chandraditya Gogoi, Prof. P. J. Bora and Prof. Dilip Bordoloi .



3) July 24th to 27th 2013, **Gyanam Book Fair** organized by Librarian, Gargaon College. More than 500 books have been sold and almost all students have visited the same to purchase books.

4) 29th to 30th July, 2013, **Blood Sugar level checking (Determine) camp** organized by NSS unit of Gargaon College with the help of Khelua Block Medical Unit, Sivasagar, Assam. More than 250 students have benefited.

5) **22nd August, 2013 Blood Group Determine Camp** was held in the Gargaon College premises in 22nd August 2013 to determine the Blood Group of students under the banner of IQAC and NSS unit. Three members team of Nazira Health Center under the leadership of Mr. Lakhi Phukon had determined the blood group of 250 students.

6) **24th August, 2013 Systematic Voters Education in Electoral Participation (SVEEP)** was held in Gargaon College as per direction and assistance of Charaideo Election District. The training programme was carried out by delivering lectures to the students about the new entry in the voter list by the youth ageing 18-19 years. The trainers were Mr. Rajen Dutta and Prof. Dibyajyoti Konwar. In this training camp, more than 300 students have participated and trained how they could enter their names in voters list.

7) **5th September, 2013 Teachers day** celebrated in all the department of Gargaon College. In the celebration, all were remembered the Dr. Sarbapalli Radhakrishnan. The students had given respect to the teachers of their respective departments..

8) **7th September, 2013, 54th Foundation day celebration:** The 54th Foundation Day celebration programme was organized by the College very prestigiously. The responsibility to hold the post of Organizing Secretary was given to Dr. K J. Handique. The programme was started with the singing of College chorus. In the preceding programme retired teachers of Gargaon College was remembered and felicitated. In the occasion teachers who received Ph.D. degree in 2012-13, they were Dr. Pobon Kr. Gogoi, Dr. D. K. Deka, and Dr. Eva Zaman, were felicitated.

In the open session, Dr. Sammujal Kr. Bhattacharya, the Chief adviser of ASSU and Mr. Tapan Gogoi, General Secretary of ASSU were invited to encourage the students and delivered lecture in the meeting. The meritorious students who received 1st class in Degree final examination had been felicitated and awarded with cash prize.

11. 13th September, 2013: Students' workshop on **How to prepare for examination** was organized by IQAC Gargaon College. The organizing secretary was Prof. P. J. Borah and Dr. Pobon Kr. Gogoi, Coordinator, IQAC Gargaon College. Mrs. Binita Dutta, retired Principal of PG College, Jorhat, as well as member Board of Studies of Dibrugarh University and British SCERT was invited to deliver a lecture on the topic. More than 1000 students have participated. She talked about how a student should prepare themselves not only for College examination but also for earning knowledge in their further life.



12. 14th September, 2013

22nd Tanu Konger memorial All Assam Inter College Debating Competition was held under the leadership of Prof. P. Dowarah. To help Prof. Dowarha three Assistant organizing secretaries were appointed which were Prof. B.N. Borkakoty, Prof. (Dr) N. B. Konwar and Prof. Anjan Konwar. In the debating competition 20 Colleges and institutions of Assam had sent their competitors. The topic of the debate was “In the present day scenario the poverty eradication schemes of the Government are not against the work culture of Indian people”.



13. Open Learning Centre and Poetry Writing Centre was opened on 20th September, 2013. This centre was opened in an open space within the college campus. Twenty numbers of books had been installed there along with a pasting board to paste the poems

written by the students themselves. The motivational and encouragement related books were selected and placed in the Centre. The students had shown their interest and wrote numerous poems of their own. In the whole year, student's participation in this programme was very encouraging.

14. **24th September, 2013: Popular talk on Swami Vivekananda and National Integrity** in the occasion of 150th birth anniversary of Swami Vivekananda under the banner of FINS (Forum Integrative National Security) in Gargaon College was held. Mr. Jitu Saikia was the programme coordinator in the talk. Prof. S.N. Dutta, the Vice-principal of Gargaon College was the Chairmen and Mr. Susanta Amshekar and Mr. Jayanta Thakuria were the Speaker along with the dignitaries, Mr. Gopal Bora and Mr. Bhupen Gogoi, Both from Sankardev Sishu Niketon were presents and MR. Keshob Bhuyan , District Publicity Secretary of RSS wear also present.



15. **21st September, 2013**, Teachers workshop on **“Question Paper Setting and Answer Script Evaluation in Semester System”** was organized by IQAC, Gargaon College. The Organizing Secretary was Prof. Jogesh Borah, Dept of Economics. Dr. Harish Mahanta, the Controller of Examination of Dibrugarh University, was the Resource person who delivered lecture (with power point presentation) on the subject cited above. Almost all teachers of Gargaon College had participated in the workshop.



16. 2nd October, 2013 - Gandhi Jayanti Celebration: in connection with the birth anniversary of Mahatma Gandhi, the Gargaon College has organized a programme to memorise the great soul. The Organising Secretary were Prof. Anil Tanti, Dept of Commerce and Dr. K. J. Handique, Director Gandhian Studies Center. The details programme is attached herewith.

A report on Gandhi Jayanti Celebration

Gandhi Jayanti Celebration was organized by Gandhian Studies Centre, Gargaon College, and Simaluguri, Assam. The programme has been observed at Gargaon College premises as per schedule and agenda as follows:

1. Floral tribute was made on the photograph of Mahatma Gandhi and lighting the ceremonial lamp by Dr. P.D. Gogoi, Principal, and Gargaon College.
2. Oath taking function was conducted by Dr. Pobon Kr. Gogoi, IQAC Coordinator, and Gargaon College.
3. Art competition was held from pre-primary level to class-VIII students on the topic of Gandhi and his related items. It was judged by Mr. Robin Dohia, Kendiya Vidiyalay, ONGC, Nazira and Asstt. Prof. Bitupal Bargohain, Gargaon College. The due cooperation and assistance was made by Biswajit Sahu, Principal of Rang Tulika Fine Art School, Nazira.
4. Quiz competition was held among the students of Gargaon College on the life history of Mahatma Gandhi. It was conducted by Asst. Prof. Dr. Surajit Konwar, Asst. Prof. Mr. Raktim Pator, Asst. Prof. Mr. Rupanta Charingia Phukan and Asst. Prof. Mr. Pankaj Dutta.
5. Prize Distribution and Rastriya Sangeet was conducted by the programme Co-ordinator, Mr. Anil Tanti with due assistance from Dr. K. J. Handique, Director of Gandhian Studies Centre, Gargaon College.

On the occasion more than two hundred students participated in the art competition.

In the day long programme all the teachers of the college, guardians of the students and the members of the Organising Committee – Prof. Jitu Saikia, Prof. Nilakhi Chetia, Prof. M. Borah, Prof. Poli Konwer, Prof. Kabita Phukan and Dr. Surajit Konwar actively extended their helping hand in making the programme grand and successful.



17. General Body meeting of Alumni Association: 31st October, 2013

The alumni of Gargaon College have organized a meeting to discuss certain issues related with the stalemate condition of the presently existing Alumni Association. The members present in the meeting are -- Mr. Jatin Konger, Mr. Ranjit Dutta, Mrs. Anna Gogoi, Dr. Surajit Konwar, Mrs. Jayanti Gogoi, Mr. Pranab Dowarah, Mrs. Priyama Dihingia, Mr. Bitupal Borgohain, Mr. Nilambar Chutia, Mr. Anil Tanti, Mr. Abdul Malik Saikia, Mrs. Irani Konwar, Mrs. Rina Handique, Mr. Sunil Chetia, Mrs. Kabita Phukon, Mr. Mahananda Tamuli , Mr. Prashadjyot, Bora, Mrs. Poli Konwar, Mrs. Bonika Buragohain, Mr. Pankaj Dutta , Mr. Abhigyan Gogoi, Mrs. Madhu Rajkhowa, Mr. Luhit Gogoi, Mr. Goutam Gogoi, Mr. Biju Phukon, Mr. Debasish Gogoi, Mr. Sourabh Gogoi, Mr. Nitya Gogoi and Mr. Nekib Ali

18. 14th November, 2013. Celebration of World Diabetes Day.

World Diabetes Day was observed in the College on 14th Nov, 2013 by IQAC. An awareness programme was organized among the teachers. More than 29 teachers and office members of the college have participated. The resource person was Prof. Diganta Konwar, Associate Prof. Dept of Physics. He delivered a lecture on the present scenario of Diabetes patient, the various causes, sources of the disease as well as remedial system .In the interaction,

Mr. R. C. Phukon, Prof. A. M. Saikia , Prof. A. Mahanta and other had asked the question to the Resource Person.

19. Alumni Meeting: 25th December, 2013

A general meeting of the Alumni Association of Gargaon College was held on 25th December 2013 to discuss some issues related with the association. The meeting with the presence of a large number of alumni working in different strata of life accepted the newly framed constitution of the association after certain modifications. The meeting also enlarged the Executive Body of the association. The general meeting resolved to entrust the charge upon the Executive Body to fix a date to organize the Alumni Meet of the association. Another significant resolution of the meeting was that the association would quite shortly make a computer Literacy Awareness Drive in some of the schools around the college.

BEST PRACTICES:

1. Open library for students:

Goals: The goals of this practice are:

1. Disseminating the knowledge on current affairs.
2. Utilization of leisure time properly by the students.
3. Creating motivation and inspirations among the students.
4. Crop up the study habit among the students.
5. The writing skill of the students.

The practice:

A library is set up in an open space of the college campus and that is why it is called open library for student. The college authority arranges sitting provision for students and students use their spare time between two classes. During this off time the students usually gossips themselves and spend their valuable time without any work. So, in order to make this time worthier, the IQAC has decided to set up an Open Library where only motivational and inspirational books will be kept and a sticking green board will also be placed and requesting them to paste their creative writing. The books have been selected very carefully and only those books have been selected which are motivational and inspirational. The selected books have been kept for fifteen days and then new books are provided by replacing earlier. The student's attendance is recorded in a record book. The interested students come and read the books as per their own choice. The students also get open option to select the book read as such. Moreover, a pasting board has been placed along with books where students are asked to write poems, short story and academic related article.

Evidence of success:

Importance of this open library is not visibly seen but number of students who visited and read the books is remarkable. The students are enthusiastically waiting to see the new books in every fifteen days. A feedback has been taken from the students who regularly used this Library and come to know that they are benefited and get encouragement. Thus, it seems that students are attracted and encourage so much and this initiative of IQAC has been successful.

Problem encountered and resource required:

The primary problem encountered is that numbers of books which are purely motivational or inspirational are not available. Therefore, it is difficult to replace the book in

every fifteen days. Further, most of books are written in English, hence, students from Assamese medium get trouble to catch the content of the book. Moreover, there is no extra employee to keep the system up-date. Therefore, it is difficult to continue the system in a fruitful manner.

So far as resources is concerned, there are very less resource is required to run this endeavour. But still, there are no separate funds to purchase books and other requirements.

Contact detail:

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2. Cash relief to the poor meritorious students: (Student Aid Fund Scheme)

Goal: The main goals of this scheme are –

- a. To help the meritorious students of the poor families.
- b. To provide relief to the meritorious students.
- c. To attract the meritorious students to the college.
- d. To provide right to education envisaged in the fundamental right of the constitution.
- e. To prepare the students for the service of the nation.

The context:

Higher education is becoming a distance dream for the students who are economically backward. It has become more expensive in private educational institutions than the government aided or provincialised educational institutions. Therefore, the students of this category choose government aided institution instead of private institutions. But in recent years, it has been observed that the fees (admission, tuition, examination and others) of government aided institutions have also enhanced the fees structure day by day. The present semester system compels the students to spend money twice in a year. At this juncture, the meritorious students belonging to poor families are unable to admit themselves in the course due to lack of money. Therefore, they are bound to withdraw their dream of receiving higher education. Apart from this, there is no support system, except lump sum scholarship of the Government, to the meritorious student of this category. So, in order to help this section of our society, the Gargaon College has initiated this Student Aid Fund Scheme or in a sense, cash relief to the poor meritorious students.

The practice:

The students' aid fund scheme was introduced in 1975. Since then, this scheme is continuing. The Students' Aid Fund is generated from the fees of the students at the time of

admission and distributed the same among the meritorious students belonging to economically backward families. The deserving students are selected by a committee constituted for this purpose.

Evidence of success:

This scheme has attracted the students of the backward families of this region. This scheme helped more than 5000 students till 2014. The amount spend till date has crossed 5,00,000 rupees. Due to this provision, numbers of students has increased. Almost ninety per cent students of this category had already become self dependent. Some of them had got employed in higher post in the government and private sector.

Problem encountered and resources required:

Problems faced in this scheme are –

- a. Numbers of applications have increased tremendously in recent years but the resources is limited, therefore, it is difficult to cover all of them at a time.
- b. Some students produce fake document in support of the claim which sometimes create problem.

Resources required:

A good sum of fund is required to dispense assistance to the student belonging to this category. More funds are required to cover up all the genuine students of this category.

Contact detail:

The Principal

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Strength, Weakness, Opportunity and Threats (SWOT) analysis

Strength:

Since inception the Gargaon College has been striving to maintain high standards in teaching in order to achieve excellence. Years of concerted efforts of the college have clearly shown the sigh of qualitative as well as quantitative progress. The college has been organizing various programmes in order to generate, disseminate and upgrade knowledge on various key issues. Since 1959 the college has made its endeavour to prove its academic excellence, social commitment through extension services and cultural interest with a clear vision for its future growth.

Thus College has a mission to expand the minds of the students by emphasizing upon traditional as well as recent values of life through education. The College is optimistic to march ahead with positive thinking and to develop a sense of moral, social and aesthetic values in them. The College aim to inculcate honesty, integrity and civilized behavior among the students so that they can step into society as shining examples.

Although the College is situated in the catchment areas but still a sufficient numbers of students are enrolled and most of them are from backward classes. This is an encouraging strength of our College. The number of students is increasing in recent years because the teachers are well trained and equipped with modern techniques of teaching. Due to this strength, number of students from the neighbouring districts comes to take admission in our College. The College is situated in a place where the communication facilities like road, railway and air are easily accessible. So far as academic environment is concerned, the College maintains a good academic atmosphere in teaching, learning and evaluation.

Apart from the above the College has:

- Career Guidance and Counseling Cell.
- UGC Cell.
- Internal Quality Assurance Cell (IQAC)

- Remedial Teaching Centre for weak and needy students.
- Library
- IGNOU study centre
- Centres for Distance Education (under KKHSOU and Dibrugarh University)
- Gandhian Studies Centre under UGC
- Buddhist Studies Centre under UGC
- Equal Opportunity Centre under UGC
- NSS
- Grievances Redressal Cell
- Research Forum
- Women Cell
- Writers Club
- Sapling plantation firm and flower garden
- Vermi compost production unit
- Gargaon College Alumni Association.
- Departmental libraries.
- Open learning study centre
- Sports Centre, Gargaon College

Weakness:

So far as weakness is concern, the Collage lack basic infrastructure required for smooth functioning. There acute shortage of large class rooms due to which B. A. 1st Semester classes remain overcrowded. Further, there is lack of spacious reading rooms (both for faculty and students), recreation room, sports equipments, laboratory equipments digital classroom and finally digital library. It hampers not only teaching and co-curricular activities but also smooth conduction of examination. Moreover, due to shortage of teaching faculty in different department big classes would not be divided into sections. In some subjects the teacher-student ration is vey high (1:100).

Opportunity:

In spite of the weakness mentioned above, the result of the student is quite satisfactory. The students get the opportunity to engage in co-curricular activities and doing well in comparison to other Colleges of Assam. After passing the final examination, most of the students

are absorbed in central and state government services. Many students are also selected for private section services. A good number of students who completed their undergraduate course engaged in business sector. Some students are involved in social and community development works.

Although the Higher Education sector facing many challenges in twenty-first century but still the Gargaon College has maintained the mission of quality education and its reflection has been observed in the quality of its students. The students of Gargaon College are highly motivated in the social, economic, cultural, moral and spiritual issues of the society and humanity as a whole. In this age of globalization, the institute has played multiple roles – creating new knowledge, acquiring new capabilities, producing an intelligent human resource. The Gargaon College is situated nearby the industrial establishments like ONGCL, OIL GAIL and Tea Industry. The students get the opportunity to engage these industries.

Threats:

Social unrest in our region creates problem in conducting normal classes in the college. In addition insurgency problem in the region also creates a major threat not only to our institution but also entire Assam. Being located at a rural area the economic condition of the local people are not sound to provide higher education to their children. Due to their inability to pay their fees, many students leave the college without completing their respective courses. Another threat of the institution is that majority of students having strong economic condition migrating to other states for pursuing their higher education. The insufficient modern equipments in science section due to limited fund, it is very difficult to run the practical classes smoothly. The above problem is also for the teachers who want to engage in research activities. Another major threat of the Higher Educational institutions is that the job insecurity after completing the courses discouraged the talented students to concentrate in their education.

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Student’s feedback analysis:

A feedback from the students is taken to understand the teaching quality of the teachers of the college. A questionnaire containing twenty questions of two hundred point scale is prepared and randomly distributed among the students. In response to the question students are asked to quantify the individual teachers from 1 to 10 marks points. The sample is 850 students. During 2013-14, out of the total 72, 41 teachers of the college have been evaluated by the students and their analysis is figured out in the following table.

Table: 1: Point and ranking of teachers

Point (in percentage)	No. of Teachers	Ranking of Teachers (in per cent)
< 100	6	14.63
< 90	21	51.21
< 80	8	19.51
< 70	5	12.19
< 60	0	--
< 50	1	2.46

The table shows that more numbers of teachers is ranked in below 90 per cent point whereas only 1 teacher ranking is below 50 per cent. Second highest ranking is from below 80 per cent category whereas 14.63 per cent has reached below 100 point. Thus, it reveals that single teachers who ranked below 50 per cent need some orientation, refresher and motivational courses for his improvement.

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