



# **AQAR REPORT 2015-16**

**NAAC, BANGALORE**

**SUBMITTED BY:  
GARGAON COLLEGE  
P.O.-SIMALUGURI  
DIST.- 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

#### I. 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.	03773252251
Name of the Head of the Institution:	Dr. Punyadhar Gogoi
Tel. No. with STD Code:	03773252251
Mobile:	+919435727738
Name of the IQAC Co-ordinator:	Dr. Pobon Kr. Gogoi
Mobile:	+919435058164
IQAC e-mail address:	iqacgc@rediffmail.com
1.3 NAAC Track ID (For ex. MHCOGN 18879)	
1.4 NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)	EC/54/RAR/105 dated 8-1-2011

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1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

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

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

1.8 AQAR for the year (*for example 2010-11*)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2011-12 submitted to NAAC on 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*
- iv. AQAR 2014-15 submitted to NAAC on 30/04/2015*
- v. AQAR 2015-16 submitted to NAAC on 13/03/2018*

1.10 Institutional Status

University                      State  Central  Deemed                       Private

Affiliated College              Yes  No

Constituent College            Yes  No

Autonomous college of UGC    Yes  No

Regulatory Agency approved Institution    Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution    Co-education  Men  Women

Urban  Rural  Tribal

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Financial Status      Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing       Totally Self-financ

## 1.11 Type of Faculty/Programme

Arts       Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)       Engineering       Health Science       Management

Others (Specify)

## 1.12 Name of the Affiliating University (for the Colleges)

Dibrugarh University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and community representatives

2

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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

1. Student workshop on Toy making techniques
2. Student workshop on Yoga for good health
3. Entrepreneurship development Programme in order to develop entrepreneurship skill of the students.
4. Consumer Awareness programme among the students.
5. Counselling programme on job opportunity for young graduates.

2.14 Significant Activities and contributions made by IQAC

In order to ensure quality education, periodic notices have been served to the teachers and students. Further, the teachers and students are informed about the various funding agencies for MRP, student project, seminar, workshop, conferences etc. to encourage them to participate for quality enhancement.

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-I	Attached as Annexure-II

\* Attach the Academic Calendar of the year as Annexure-I and Achievements as Annexure-II.

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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 for prior approval and whatever suggestions and recommendations provided by the management is considered in the IQAC meeting and finally prepare the report to submit to the NAAC.

## 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	3		1	
PG Diploma	1			
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>4</b>		<b>1</b>	
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)

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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
68	34	34		

2.2 No. of permanent faculty with Ph.D.

23

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
2	3							2	3

2.4 No. of Guest and Visiting faculty and Temporary faculty



3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	23	3
Presented	--	11	--
Resource Persons	--	--	--

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

In order to improve the quality in teaching and learning, the teachers are granted leave to attend seminar, workshop, field trips, attend classes in different reputed institutions. Regular meetings with the faculties are organised to stimulate their quality of teaching and learning.

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

2

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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 %
BA	332	0.90	25.00	40.66	--	66.56
B Sc	172		36.63	16.86	--	53.49
B Com	30		--	23.34	--	23.34

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

1. Contribution: IQAC organises seminar, workshop and lecture programme to improve the teaching and learning process.
2. Monitor: Along with the Internal Semester Monitoring Committee, the different committees constituted for monitoring the progress of the teaching and learning process regularly is done through IQAC.
3. Evaluation: IQAC evaluates 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	4
UGC – Faculty Improvement Programme	
HRD programmes	6
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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	24	3		9
Technical Staff				



## Criterion – III

### 3. Research, Consultancy and Extension

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

Information regarding funding agencies is regularly informed to the teachers. A research Committee is constituted to give guidance to the teachers who wish to engage in research activities. IQAC also distributes the pamphlet of seminar, workshops, lecture programmes etc. to the teachers to present their research papers.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	2
Outlay in Rs. Lakhs	Nil	Nil	Nil	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	--	--
Non-Peer Review Journals	--	16	--
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	--	--	--	--
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.

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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					
Sponsoring agencies					

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): Nil

JRF  SRF  Project Fellows  Any other

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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: Nil.

University level  State level  National level  International level

3.24 No. of Awards won in NCC: Nil

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

- Orientation Program for NSS volunteers on 1<sup>st</sup> September, 2015
- Environment Cleanliness Drive on 3<sup>rd</sup> September, 2015
- Yoga Training Camp on 20<sup>th</sup> June, 2015
- Workshop on handicrafts for NSS volunteers on 28<sup>th</sup> February, 2016
- NSS special Camp from 24<sup>th</sup> March to 28<sup>th</sup> March, 2016

## 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	--	--	25 acre
Class rooms	57	12	UGC	69
Laboratories	5	1	UGC	6
Seminar Halls	3		UGC	3
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in La khs)				
Others				

4.2 Computerization of administration and library

Yes, entire administration and library is computerised

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### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20980	25,00,342.00	871	2,66,468.00	21,851	27,64,810.00
Reference Books	5,733	1,98,673.00	74	32,651.00	5,807	2,31,324.00
e-Books	All the e-books available in N-list and other open source journal links given in the library website: gcclibrary.weebly.com					
Journals	1672	80,610.00	413	20,577.00		
e-Journals	All the e-journals available in N-list and other open source journal links given in the library website: gcclibrary.weebly.com					
Digital Database	No	No	1	Free of cost	1	Free of cost
CD & Video	80	4300.00	--	--	80	4300.00
Others (specify)	--	--	--	--	--	--

### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	70	1	25	1	1	8	16	--
Added	10	0	0	1	0	0	0	--
Total	80	1	25	2	1	8	16	--

### 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

1,13,420.00

ii) Campus Infrastructure and facilities

4,32,043.00

iii) Equipments

Nil

iv) Others

54,920.00

**Total :**

6,00,383.00

## Criterion – V

### 5. Student Support and Progression

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

1. Notices have been issued regularly to the students regarding academic and research activities in India and abroad.
2. Updates College web-site for circulating current information to the students.
3. The central library informs the new arrival of books, journals and periodicals to the students.
4. Career guidance cell informs the students about admission and job opportunity regularly.

#### 5.2 Efforts made by the institution for tracking the progression

- The institution makes all possible efforts to track the progression, such as—
1. Regularly inform the percentage of attendance to the student to make them alert.
  2. Notices have been issued to inform about the class test, in-semester examination, group discussion and results to the students.
  3. The Principal asked report from the departments about the progression of classes in monthly basis.
  4. Counselling classes of students are held frequently to know the progress of the students.
  5. Any mid-term change of academic programmes is immediately informed to the students.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1790	--	--	--

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

Nil

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

Nil

Men	No	%	Women	No	%
	920	51.40		870	48.60

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
264	41	65	1302	1	1673	302	46	68	1374		1790

Demand ratio 3:4

Dropout = 3%

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

Nil

No. of students beneficiaries

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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 and Guidance Cell of the College has organised following programmes

1. Job Opportunities for young graduates
2. Career Counselling
3. Vermi Compost plantation

5.7 Details of campus placement – Nil

<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 has organised Health and Hygiene awareness programme for girls' students of the College on 8<sup>th</sup> Feb, 2016. The Cell has also organised a Self Defence Program for Girls students on 26<sup>th</sup> March, 2016

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

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	Number of students	Amount
Financial support from institution	124	1,82,500.00
Financial support from government	9	40,380.00
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:

1. Grievances regarding short of text books in Central Library is redressed and more books have been purchased.
2. Water supply of urinals has been repaired.
3. Shortfall of permanent teachers is redressed by appointing temporary/part time teachers.

## 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 institution so very little scope is left for curriculum development

### 6.3.2 Teaching and Learning

Notices have been issued to the teachers, students and office staffs as and when necessary regarding the matters of teaching and learning.

### 6.3.3 Examination and Evaluation

As per academic calendar of the affiliating University in-semester (sessional) examinations, group discussion, class seminars, even and odd semester examinations (as per affiliating University), evaluation of answer scripts, result declaration etc. are done regularly.

### 6.3.4 Research and Development

Information to pursue research projects is circulated regularly to the teachers to receive funds from different funding agencies.



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## 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is updated on a regular basis, e-resources are collected and installed, Soul system, LAN and Broad Band is installed for the students. Book bank facility and open access system is provided to the students. Special care is taken to the physically abled students and ramps are constructed and Wheel chair is supplied when necessary. New computers have been purchased for students.

## 6.3.6 Human Resource Management

Regular notices have been circulated to the teachers, students and office staff to remind them about their duties and responsibilities to the institution.

## 6.3.7 Faculty and Staff recruitment

Vacant posts are filled up as per State Government and UGC regulations. The adhoc and temporary engagement is done by the Governing Body as per requirement of the college.

## 6.3.8 Industry Interaction / Collaboration

No.

## 6.3.9 Admission of Students

Admission notice is served in notice board and College website and prospectus is supplied to them to give an overview of the college to attract meritorious students. The selection is made on merit basis.

## 6.4 Welfare schemes for

Teaching	Through SARSS
Non teaching	Through SARSS
Students	Student 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		No	GB
Administrative	No		No	GB

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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?

No effort made by University for examination reforms.

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

University serves notices regarding autonomy as per UGC scheme.

6.11 Activities and support from the Alumni Association

Moral support has been given by the Alumni to the College Authority to run the college.

6.12 Activities and support from the Parent – Teacher Association

Only moral support has received by the authority.

6.13 Development programmes for support staff

Organise seminar and workshop 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 plants, fruit plants and local flowers.
2. Use of plastic materials is restricted within the campus.

### 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.

Different committees have been constituted to look into the matters relating to different subjects on teaching, learning and evaluation of academic and co-curricular programmes of the college. The committees had functioned sincerely and made different innovative practices during the year.

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

Plan of actions prepared at the beginning of the year are handed over to the committees constituted for that purpose and they are directed to submit the report after completion to the IQAC for documentation and further 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

Sign board is placed in different parts of the campus to generate environmental awareness among the students. The college celebrates world environment day in an extensive manner to create awareness among students and community.

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**

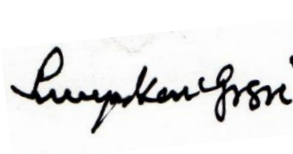
1. To organise seminar and conferences for teachers and students.
2. To stimulate research environment among the teachers and students.
3. To conduct green, academic and financial audit by external agencies.

Name: Dr. Pobon Kr. Gogoi



\_\_\_\_\_  
Signature of the Coordinator, IQAC

Name: Dr. Punyadhar Gogoi



\_\_\_\_\_  
Signature of the Chairperson, IQAC

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### **ACADEMIC CALENDAR OF THE IQAC, GARGAON COLLEGE (For the period of January, 2015 to Dec, 2015)**

<b>DATE(S)</b>	<b>EVENT(S)</b>
1 <sup>st</sup> January, 2015	Programme for welcoming New Year in the College
10 <sup>th</sup> January, 2015	Last date for submission of the Evaluated Answer-scripts of the Even Semester (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters) Examinations of the B.A/B.Sc/B.Com Programmes with the relevant document by the Zonal Officer to the University
16 <sup>th</sup> /17 <sup>th</sup> January, 2015	<ol style="list-style-type: none"> <li>1. Commencement of the Even Semester Classes of the B.A/B.Sc/B.Com Programmes</li> <li>2. Notification of the class routine of the College</li> <li>3. Notification of Course Plan/Departmental Class Routine in the Dept. Notice Boards of the College of the Even Semester Classes of the B.A/B.Sc/B.Com Programmes</li> </ol>
14 <sup>th</sup> February, 2015	Declaration of the even Semester Examination results of the B.A/B.Sc/B.Com Programmes
20 <sup>th</sup> Feb – 5 <sup>th</sup> March, 2015	1 <sup>st</sup> Sessional Examination of the 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester of the B.A/B.Sc/B.Com Programmes
4 <sup>th</sup> March, 2015	Science Day celebration
1 <sup>st</sup> to 6 <sup>th</sup> March, 2015	Counseling for the B.A/B.Sc/B.Com 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester Students and Mid Semester Feedback Assessment (any one day)
8 <sup>th</sup> March, 2015	International Women Day celebration
15 <sup>th</sup> March, 2015	Consumer's Rights Day and Disabled Day celebration
21 <sup>st</sup> March, 2015	Forestry Day celebration
20 <sup>th</sup> to 26 <sup>th</sup> March, 2015	<ol style="list-style-type: none"> <li>1. Notification of the result of the 1<sup>st</sup> Sessional Examinations conducted by the teaching departments of the College</li> <li>2. Internal Assessment through Seminar/ Group discussion of 2<sup>nd</sup>, 4<sup>th</sup> &amp; 6<sup>th</sup> Semester students of BA/BSc/BCom.</li> </ol>
7 <sup>th</sup> April, 2015	World Health Day celebration
18 <sup>th</sup> to 30 <sup>th</sup> April, 2015	2 <sup>nd</sup> Sessional Examination of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A/B.Sc/B.Com Programmes
23 <sup>rd</sup> April, 2015	World Book Day Celebration
26 <sup>th</sup> April, 2015	<ol style="list-style-type: none"> <li>1. Last date for submission of Assignment by the students of the B.A/B.Sc/B.Com Programmes</li> <li>2. Last date for Form fill up of the the B.A/B.Sc/B.Com End Semester Examination (2<sup>nd</sup>, 4<sup>th</sup> &amp; 6<sup>th</sup> Semeter)</li> </ol>
8 <sup>th</sup> May, 2015	Red Cross Day
7 <sup>th</sup> May, 2015	<ol style="list-style-type: none"> <li>1. Last date for submission of the filled in Examination forms to the University (2<sup>nd</sup>, 4<sup>th</sup> &amp; 6<sup>th</sup> Semester)</li> <li>2. Last date for submission of Internal Assessment marks of the 2<sup>nd</sup>, 4<sup>th</sup> &amp; 6<sup>th</sup> Semester students of the B.A/B.Sc/B.Com Programmes to the University.</li> </ol>
10 <sup>th</sup> May, 2015	1. Last date for notification of 2 <sup>nd</sup> Sessional Examination

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	Marks of 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester students 2. Completion of even Semester Classes of the B.A/B.Sc/B.Com Programmes
19 <sup>th</sup> May to 14 <sup>th</sup> June, 2015	End Semester (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester) Examinations of the B.A/B.Sc/B.Com Programmes
21 <sup>st</sup> May, 2015	Anti-terrorism Day celebration
22 <sup>nd</sup> May to 24 <sup>th</sup> June, 2015	Evaluation of Answer scripts of the B.A/B.Sc/B.Com even semester examinations at the zones
31 <sup>st</sup> May, 2015	No Tobacco Day celebration
1 <sup>st</sup> June to 20 <sup>th</sup> July, 2015	1. Admission notice and completion of the admission process in the the B.A/B.Sc/B.Com 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester Classes
16 <sup>th</sup> June to 15 <sup>th</sup> July, 2015	Semester end vacation for the teaching staff
26 <sup>th</sup> June, 2015	International Drug Abuse Day celebration
28 <sup>th</sup> June, 2015	Poor Day celebration
11 <sup>th</sup> July, 2015	World Population Day celebration
16 <sup>th</sup> July, 2015	1. Commencement of the 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Classes of the B.A/B.Sc/B.Com Programmes 2. Notification Class Routine 3. Notification of Course Plan/ Departmental Class Routine in the Department Notice Board
17 <sup>th</sup> – 22 <sup>nd</sup> July, 2015	Interaction with the 1 <sup>st</sup> Semester students by the Principal and teachers of the College
20 <sup>th</sup> July, 2015	Freshers' Social
5 <sup>th</sup> August, 2015	Declaration of the B.A/B.Sc/B.Com Even Semester Examination results
20 <sup>th</sup> August, 2015	Sadbhavana Divas celebration
26 <sup>th</sup> August, 2015	Last date for submission of filed in registration forms of the B.A/B.Sc/B.Com 1 <sup>st</sup> Semester Students to the University
26 <sup>th</sup> Aug – 4 <sup>th</sup> September, 2015	1 <sup>st</sup> Sessional Examination of the B.A/B.Sc/B.Com Programmes
28 <sup>th</sup> – 30 <sup>th</sup> August, 2015	Book fair
31 <sup>st</sup> August, 2015	Alumni Association Meeting
5 <sup>th</sup> September, 2015	Teachers Day celebration
6 <sup>th</sup> September, 2015	Student Union Election
6 <sup>th</sup> to 11 <sup>th</sup> September, 2015	Counseling for the B.A/B.Sc/B.Com 1 <sup>st</sup> Semester Students and Mid Semester Feedback Assessment (any one day)
8 <sup>th</sup> September, 2015	International Literacy Day celebration
14 <sup>th</sup> September, 2015	Tanu Konger Memorial Debating Competition
23 <sup>rd</sup> to 28 <sup>th</sup> September, 2015	Internal Assessment of B.A/B.Sc/B.Com Students through Group discussion/ Seminar
27 <sup>th</sup> September, 2015	World Tourism Day celebration
27 <sup>th</sup> September, 2015	Last date of notification of the marks of the 1 <sup>st</sup> Sessional Examination of the B.A/B.Sc/B.Com 1 <sup>st</sup> Semester Students in the departmental notice boards
2 <sup>nd</sup> October, 2015	Gandhi Jayanti observation
6 <sup>th</sup> October, 2015	Road safety day celebration
12 <sup>th</sup> October, 2015	Workshop on Save Electricity
14 <sup>th</sup> October, 2015	World Student Day celebration

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21 <sup>st</sup> to 26 <sup>th</sup> October, 2015	2 <sup>nd</sup> Sessional Examination of B.A/B.Sc/B.Com Programmes in the semester system
23 <sup>rd</sup> October, 2015	Last date for assignment submission by the students (if any)
25 <sup>th</sup> October, 2015	Last date for Form Fill-up of the B.A/B.Sc/B.Com End Semester Examination
8 <sup>th</sup> November, 2015	<ol style="list-style-type: none"><li>1. Last date for submission of Internal Assessment marks of the B.A/B.Sc/B.Com students to the University</li><li>2. Last date for submission of filled in Examination forms of the B.A/B.Sc/B.Com End Semester Examination to the University</li></ol>
11 <sup>th</sup> November, 2015	<ol style="list-style-type: none"><li>1. Last date for notification of 2<sup>nd</sup> Sessional Examination marks in Departmental notice boards</li><li>2. Completion of Odd Semester Classes</li></ol>
9 <sup>th</sup> Nov, to 14 <sup>th</sup> Nov, 2015	College Week
14 <sup>th</sup> November, 2015	World Diabetes Day celebration
14 <sup>th</sup> November, 2015	World Diabetes Day celebration
16 <sup>th</sup> Dec, 2015—15 <sup>th</sup> January, 2015	Semester End Vacation for the Teaching Staff

**N.B: All the programs enlisted in the calendar are not been organised due to lack of time.**

### ***IQAC'S ACTIVITIES OF THE YEAR 2015-16:***

- 1. February 21<sup>st</sup> 2015: Radio Programme:** A team of two members from All India Radio, Dibrugarh have come to the college to record various programmes like poem recitation, singing etc. to broadcast in the Yuba Bani Programme. A total number of 15 students have participated and their performance is broadcasted on 26<sup>th</sup> February, 2015.
- 2. February 24<sup>th</sup> 2015: Entrepreneurship development Programme:** an entrepreneurship development programme is held in the college to sensitize the students about the entrepreneurship skill of the students.
- 3. February, 28<sup>th</sup>, 2015:** The Career Counseling and Guidance Cell of the College has organised 7 days workshop on “Soft Toys Making” among the students of the College. The resource person of the programme is Mrs. Dipika Roy Boruah of Nazira where 30 students have participated in the programme.



- 4. Consumer Awareness Programme: March 18<sup>th</sup>, 2015:** Consumer Awareness programme: The Gargaon College as per direction of District Authority, Sivasagar, has organised a Consumer Awareness Programme among the students on 18<sup>th</sup> March, 2015. More than 300 students have participated in the programme.
- 5. World Yoga Diwas: 21<sup>st</sup> June, 2015:** World Yoga Diwas is organised in the college and a team of yoga guru from Patanjali Yoga Centre, Simaluguri has been invited to train and demonstrate the yoga among the students. The NSS of Gargaon College has organised this programme in which Principal has inaugurated the same and more than 300 students have participated.



6. **Rajiv Gandhi National Level Youth Entrepreneurship Development Programme: 22<sup>nd</sup> to 26<sup>th</sup> June, 2015:** A five days youth entrepreneurship development programme is organised in the college to develop the entrepreneurship skill of the students of the College.
7. **Freshman Social: 30<sup>th</sup> July, 2015:** Freshmen Social of the College is organised to welcome the new students admitted to the College, 1<sup>st</sup> Semester, 2015. In this occasion prize has been given to Miss Purnima Boruah, 3<sup>rd</sup> Semester student who secured first position in Literary Writing organised by Writer's Club, Gargaon College



8. **Spiritual Talk at Central Teacher's Day Programme: September, 5, 2015:** In connection with the occasion of Teacher's Day, the College has invited Dr. Pitambar Dev Goswami, the Satradikar of Auniati Satra, Jorhat as invited guest to deliver lecture on **"Intellectual upliftment and spiritual reflections of the new generation"**. In the occasion the retired teachers of the college are also invited and they are felicitated by the students. An essay competition entitled **"Role of teachers in personality development of the students"** was held among the students before the ceremony and winners are felicitated with prize in the occasion.





9. **SVEEP Awareness Programme: September 29<sup>th</sup>, 2015:** Awareness Programme on SVEEP by IQAC and GCSU in collaboration with Election Officer, Nazira. More than 300 students have participated in the programme.



10. **February 5<sup>th</sup> February, 2016: Career Opportunity for 6<sup>th</sup> Semester Students:** Gargaon College Career Counselling & Guidance Cell has invited the Times of India group to meet the 6<sup>th</sup> Semester students of the college to sensitize about the job opportunity in different fields.
11. **February 20, 2016: Counselling Programme of Career Counselling and Guidance Cell:** A programme on career counselling is conducted by the Career Counselling and Guidance Cell on 20<sup>th</sup> February, 2016. Prof. Buljit Buragohain, Mechanical Engineer, Girijananda Institute of Management and Technology, Guwahati has delivered lecture on the probable career opportunities of undergraduate students of the college. More than 500 students have participated in the programme.



12. **Consultancy Programme: February 26, 2016 (Session 2015-16):** The Gargaon College Career and Counselling Cell has organised a counselling programme on **Job Opportunity for Young Graduates** in the session 2015-16 in collaboration with Kaziranga University. The programme was conducted by Tata Consultancy Services, Kolkata. More than 1000 students have attended the programme.



**13. Legal Awareness Programme: February, 02, 2016:** A legal awareness programme is held in the Academic Gallery of the College to provide awareness about the provisions of law for women. Mr. Dipam Boruah, Faculty of Juridical Studies, Dibrugarh University delivered lecture on protection of women under Indian law.



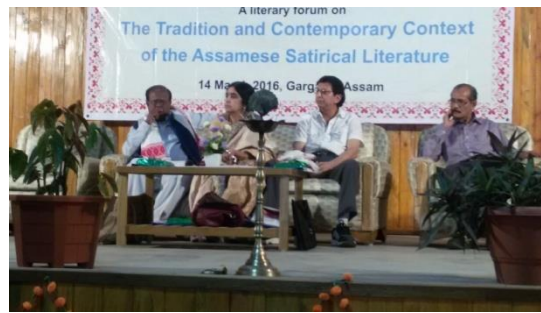
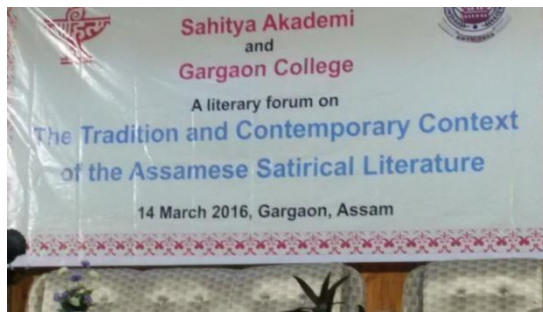
**14. Popular Talk on Post Colonial Literature: March, 05, 2016:** A popular talk is organised in the college on post colonial literature by English Department of the college to analyse the literature emerged during post colonial period. Dr. Mridul Bordoloi, Dibrugarh University has attended the programme and delivered his lecture.



**15. Sahitya Akademi Programme: March, 14, 2016:** Sahitya Akademi programme is held in the college on “**The Tradition and Contemporary Context of the Assamese Satirical Literature**”. The programme is graced by Prof. Karabi Deka Hazarika, Dibrugarh University, Dr. Bikash Boruah, Mr. Punya Saikia and Mr. Durlov Buragohain.

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**16. Self Defence Training Programme: March, 23, 2016:** A self defence training programme for girls is organised in the college to train the girls to safeguard themselves during emergency. 300 girls have taken part in the programme.



**17. Disaster Management Programme: June, 23, 2016:** Disaster management programme is held in the college to train the students on how to handle the situation at the time of disaster.



**18. Guardian Meet: 2015-16:** Regular Guardian Meet is held in the college which is organised by the departments annually.



ANNEXURE -- III

Students feedback analysis:

### **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 questions students are asked to quantify the individual teachers from 1 to 10 marks points. The sample is 552 students. During 2015-16, out of the total 72, 63 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)
91- 100	25	39.68
81- 90	20	31.75
71- 80	15	23.81
61- 70	2	3.17
51- 60	1	1.59
41- 50	0	--
31-40	0	--
21-30	0	--
11-20	0	--

The table shows that more numbers of teachers (39.68%) is ranked in 91-100 percentage point whereas one teacher each ranking is 51-60 percentage scale. Second highest ranking is from 81-90 categories whereas 23.81 per cent has reached 71-80 point categories. Thus, it reveals that 1teachers who ranked below 61 per cent need some orientation, refresher and motivational courses for their teaching, learning and research improvement.

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### BEST PRACTICES:

#### **1. Title of the practice: Swachhta drive:**

**Goals:** The goals of this practice are:

1. To make campus clean.
2. To create awareness among the students.
3. To create positive impact on society.

#### **The practice:**

Cleanliness is a good habit which everyone should have to have healthy life and standard lifestyle. It is a good habit and healthy way of our healthy life. All type of cleanliness is very necessary for our good health whether it is personal cleanliness, surrounding cleanliness, environment cleanliness, pet animal cleanliness or work place cleanliness (like school, college, office, etc). Everybody is highly aware about how to maintain cleanliness in daily lives. It is very simple to include cleanliness in our habit. We should never compromise with cleanliness, it is as necessary as food and water for us. It should be practiced from the childhood which can only be initiated by each parent as a first and foremost responsibility. Cleanliness should be initiated at home, school, college, society, community, office, organization and country level to bring a clean. We need to clean ourselves, home, surrounding areas, society, community, city, garden and environment on daily basis. We all should understand the motto, importance and necessity of cleanliness and must try to apply it in our daily lives.

Cleanliness is very important topic now a day, as, a huge population are dying daily just because of diseases caused due to the lack of cleanliness. So it is very necessary to be aware about the importance and necessity of the cleanliness in our life. More importantly cleanliness can save thousands of lives and give them healthy life. Cleanliness is not a job which we have to do to earn money however, it is a very good habit which we should do to earn a good health and healthy life. Cleanliness is a greatest virtue which should be followed by everyone as a great responsibility to enhance the standard of life.

#### **Evidence of success:**

The students are extensively participated in the swachhta programmes organised by the college in time to time. They used to clean their classroom, campus regularly. In addition, the teachers and office staff also participated in the swachhta drives. Sometimes awareness programmes also organised in the college among the students to acquaint with the necessity of the cleanliness. This noble practice is done in the college through many activities like cleaning of college campus, classrooms, labs, poster

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making on cleanliness, waste segregation, essay writing, painting on cleanliness, poems recitation, group discussion, documentary videos etc.

### **Problem encountered and resource required:**

The primary problem encountered is that due to busy academic schedule less amount of time is left to engage in cleanliness drives.

So far as resources are concerned, the cleaning paraphernalia is less expensive, but still, there are no separate funds to purchase tools and other requirements.

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The Principal

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## **2. Title of the Practice: Admission Process**

### **Goal:**

- To fulfil institutional goals through transparent admission process
- To ensure access to higher education by all categories of students

### **The Context:**

- Due to non availability of professional courses the enrolment of meritorious students are a great challenge for rural based colleges. The demand for admission is many more but quality students are less and challenge is to attract and retain the students in Science and Commerce stream.
- Due to the presence of many competitive institutions in and around the district and state, attracting quality students to B.Sc and B.Com is a challenge. Therefore, the admission process must be started in time to enrol the meritorious students at the earliest. Otherwise, the bright students will go to seek admission elsewhere.
- It is essential to ensure gender equity and access to education by the marginalized sections of the society by giving due weightage in admission process as per the Assam Government Rule.

### **The practice:**

- i. The admission process starts by publicity in the leading newspapers and college notice board.
- ii. The admission application forms are issued on the day of announcement of Higher Secondary results of Assam Higher Secondary Education Council. The applications are issued till the last date and time for receiving the application forms.

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- iii. The last date for receiving the filled-in application forms, announcement of date of admission of selected students.
- iv. Fee structure for different courses and different categories of students.
- v. Students desirous of claiming admission under special categories like Sports, NCC, Physically Handicapped, etc. are suggested to submit a copy of the application with necessary documents to either the Principal or Sports In-charge in person.
- vi. An acknowledgement is provided to the students for receiving applications showing the date of receipt and signature of the official-in-charge along with the college seal.
- vii. The consolidated lists of students who have applied for the different courses are sent to the departments for selection of candidates and prepare the list. Every department are directed to select the candidate of different categories of SC, ST, OBC, MOBC, Tea Tribes and minority community. As per the final list prepared by the departments are displayed in the notice board to ensure transparency in the admission process.
- viii. Admission to all courses are done on the basis of *interview, academic record and counseling* after assessing the student's aptitude and proficiency.
- ix. Admissions are carried out by a group of teachers with a senior faculty as the Admission Committee convener.
- x. Seats are reserved under each of the categories like SC/ST or OBC as per the Assam State Govt. norms.
- xi. The gender equity is ensured by reserving 50% of the seats for women candidates exclusively in every category.
- xii. Students with different abilities are advised to meet the Principal in person and establish the nature of infirmity with the necessary document. Based on the satisfactory presentation, seats are provided without looking into merit.
- xiii. Students desirous of claiming admission under special categories like Sports, NCC, or excellence in cultural activities are suggested to submit a copy of the application with necessary documents to either the Principal or Sports Incharge in person. Based on being satisfied with the documentary evidence, admissions are provided.
- xiv. Students from outside the state are encouraged to join the college and such of those students are required to meet the Principal in person and seek admission. Subject to eligibility certificate and migration certificate issued by the concerned universities, admission is made either on the basis of merit or from the Management quota.

### **Evidence of Success:**

i. The reduction of drop – out rate in admissions to the science and commerce courses is another proof of evidence.

ii. The increasing trend of SC/ST/OBC/Tea Tribes/Minority category of students and the total number of girl students exceeding the boy students is an evidence of success.

### **Problems Encountered and Resources required:**

- The competition generated amongst the staff of different subjects to attract the students to their subjects creates unhealthy debates and unrest in the system.
- Due to a large number of candidates with merit in some subjects like Geology, Chemistry, Sociology and Assamese create disturbances in the entire admission process.
- Less number of application in different subjects also create strain in the admission process.
- Late comers also create disturbances in the admission process.
- The recommendation given by local MLA and MP's for admission is also creates unhealthy practice.

To ease the admission process and hasten the process, computers with good printers and high speed internet are essential. Admission software containing all criterions is required to make entire admission process transparent.

### **Contact detail:**

The Principal

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### Strength, Weakness, Opportunity and Challenges (SWOC) analysis

#### **Strength:**

1. Large area of 25 acres
2. Well developed infrastructure
3. Highly qualified teachers
4. More young teachers
5. Better hostel facilities for girls
6. Playground, indoor stadium with gym
7. Resourceful library with on line facility
8. Meritorious students
9. Well equipped laboratories
10. Better research environment
11. Various medicinal plant inside the campus
12. Large catchment area for a College having 3 streams
13. Netball coaching

#### **Weaknesses:**

1. Insufficient support from alumni
2. Less numbers of research publication of the teachers
3. No publication cell
4. No medical unit
5. Publication of books and journals is not enough
6. Financial support for publication of books and journal is not available.
7. No regular PG classes
8. Lack of vocational courses
9. No campus appointment system is available
10. Absence of co-ordination among the various stakeholders
11. The boys hostel is not enough to accommodate more boarders
12. Less attentiveness of the students about the 21<sup>st</sup> century challenges
13. High percentage of students from economically weaker section of the society.
14. No regular appointment of hostel employees
15. Absence of technical experts like engineer and electrical technician
16. Absence of health unit within the campus

### **Opportunities:**

1. Large area can be used to set up more building or infrastructure for academic and research purpose.
2. Large area can be utilised to provide teacher's quarters
3. Existing teachers can properly be used for quality up-gradation of teaching, learning and evaluation process
4. The teachers have the quality to engage in more research activities
5. There are lot of scope for opening vocational courses or skill base courses
6. Central library can be utilised for more research activities.
7. Students have the quality to involve in research activities, so more space could be provided to them.
8. Ample opportunity to collaborate with industry
9. New courses can be introduced to exploit the local resources (forest, mineral, agro and water)

### **Challenges:**

1. Fund scarcity
2. Scarcity of brilliant and highly meritorious students
3. Scarcity of teachers in some department due to delay process of concern authority
4. The workload of some teachers are very high
5. Building built up during 1960s need to immediate renovation and up-gradation.
6. Comparatively less number of students achieves remarkable results.
7. Challenges arises from the private educational institutions
8. Lack of awareness among the students
9. Less objectivity among the students.

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