AQAR REPORT
2016-17

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

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.

03773252251

Name of the Head of the Institution:

Dr. Punyadhar Gogoi

Tel. No. with STD Code:

03772-252251

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

1.5 Website address:

www.gargaoncollege.org

Web-link of the AQAR:

http://www.gargaoncollege.org/AQAR2016-17.doc

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	1st Cycle	B		2004	5
2	2nd Cycle	B	2.36	2010	5
3	3rd Cycle				
4	4th Cycle				

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

05.12.2004

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

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted 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. *AQAR2013-14 submitted to NAAC on 23/05/2014*
 iv. *AQAR2014-15 submitted to NAAC on 30/04/2015*
  v. *AQAR 2015-16 submitted to NAAC on 13/03/2018*
 vi. *AQAR 2016-17 submitted to NAAC on 04/07/2018*

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 ☐

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`

2.7 No. of Employers/ Industrialists

`--`

2.8 No. of other External Experts

`--`

2.9 Total No. of members

`13`

2.10 No. of IQAC meetings held

`4`

2.11 No. of meetings with various stakeholders: No. `4`   Faculty `2`

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. `1`   International `  `   National `  `   State `  `   Institution Level `1`

(ii) Themes | 1. Nanotechnology, Nature and Societal impact

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.

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 is prepared and placed before the Governing Body for approval. The suggestions and recommendations given by the Governing Body is considered in the IQAC meeting and finally prepare the report to submit to the NAAC.

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	1			
Advanced Diploma				
Diploma				
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
64/71	33	31		

2.2 No. of permanent faculty with Ph.D.   21

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
1	7							1	7

2.4 No. of Guest and Visiting faculty and Temporary faculty | | | 5 |

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

3

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

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: Organised seminar, workshop and lecture programme to improve the teaching and learning process.

2. Monitor: Different committees had constituted for monitoring the progress of the teaching and learning process regularly along with the Internal Semester Monitoring Committee.

3. Evaluation: IQAC evaluates the teaching and learning through feedback from the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	4
Orientation programmes	3
Faculty exchange programme	11
Staff training conducted by the university	
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	11
Others	

2.14 Details of Administrative and Technical staff

Category	Number of	Number of	Number of	Number of

	Permanent Employees	Vacant Positions	permanent positions filled during the Year	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	--	--	--
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 *(other than compulsory by the University)*	--	--	--	--

Any other(Specify)	--	--	--	--
Total				

3.7 No. of books published   i) With ISBN No. | 2 | 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 | Nil |

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 | 1 |

3.13 No. of collaborations   International | | National | | Any other | 2 |

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

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

year

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

| 1 |

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

| Nil |

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

JRF | | SRF | | Project Fellows | | Any other | |

3.21 No. of students Participated in NSS events:

University level | 250 | State level | | National level | | International level | |

3.22 No. of students participated in NCC events: Nil

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 | 6 | Any other | |

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

- 2nd International Yoga Day on 21st June, 2016
- Environment Cleanliness Drive on 17th September, 2016
- Orientation Programme of NSS volunteers on 22nd September, 2016
- Mock Drill on Earthquake and Fire on 23rd September, 2016
- Socio-economic survey in Dorika Kaibarta Gaon (under Adopt village scheme) on 22nd October, 2016
- One week digital literacy programme from 6th to 11th January, 2017
- NSS special camp on 13th to 18th March, 2017
- 3rd International Yoga Day on 21st June, 2017
- Street play on Superstitions 25th June, 2017.

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	69	--	UGC	69

Laboratories	6	--	UGC	6
Seminar Halls	**3**		UGC	3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.			RUSA	350 equipments
Value of the equipment purchased during the year (Rs. in Lakhs)			RUSA	20,00,000.00
Others				

4.2 Computerization of administration and library

Yes, entire administration and library is computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21,851	27,64,810.00	585	97,192.00	22436	28,62,002.00
Reference Books	5,807	2,31,324.00	26	15,775.00	5833	2,47,099.00
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	2085	1,01,187.00	632	34,135.00	2717	1,35,322.00
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	20	--	100	4300.00
Others - Manuscript	--	--	2	--	2	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	80	1	25	2	1	8	16	--
Added	63	-	-	-	-	-	-	--
Total	143	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

1,12,820.00

ii) Campus Infrastructure and facilities

| 3,57,039.00 |

iii) Equipments

| 2,76,412.00 |

iv) Others

| 14,49,482.00 |

Total :

| 21,95,753.00 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. Notices have been served regularly to the students regarding academic and research activities in India and aboard.
> 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 opportunities 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 informed 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
1951	--	--	--

(b) No. of students outside the state

| 16 |

(c) No. of international students

| Nil |

| No | % |

977	50.07

Men

No	%
974	49.93

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
302	46	68	1374		1790	1088	46	61	756	-	1951

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

5.5 No. of students qualified in these examinations

Nil

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. Career Counselling and Employability Skill for Young Graduates on April 3rd 2017

5.7 Details of campus placement – Nil

On campus			Off Campus
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 4th Feb, 2014. The Cell has also organised a Capacity Building of Women Employees on 8th March, 2017.

5.9 Students Activities

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

        State/ University level   150   National level   15   International level

        No. of students participated in cultural events

        State/ University level   100   National level   13   International level

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

    Sports: State/ University level   2   National level   1   International level

    Cultural: State/ University level   13   National level   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	71	1,99,600.00
Financial support from government	--	--
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level   National level   International level

Exhibition: State/ University level   National level   International level

5.12   No. of social initiatives undertaken by the students   5

5.13 Major grievances of students (if any) redressed:

    1. Grievances regarding water crisis at Girls Hostel which is solved by installing high power water pump set.

    2. New guideline and strict rules have been issued to the Night Watchmen and make the campus safe and secured.

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

No

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 but feedback from teachers and students are collected on design and review of curriculum and placed before the Governing Body for consideration.

6.3.2   Teaching and Learning

> Notices have been served 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.

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 and Employees Welfare Society.
Students	Student Aid Fund

6.5 Total corpus fund generated

0

6.6 Whether annual financial audit has been done √ Yes ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Prof. Jogen Kalita and Prof. P. J. Handique of Gauhati University	Yes	GB
Administrative	No	Nil	Nil	Nil

6.8 Does the University/ Autonomous College declare 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.
> 3. Posters and notices have been installed and circulated in order maintain eco-friendly environment.

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 evalution of academic and co-curicullar programmes of the college. The committees had functioned sincerely and made different innovative practices during the year.

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. Name casting of different species of plants are done in the campus. 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   *Name: Dr. Punyadhar Gogoi*

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

ACADEMIC CALENDAR OF THE IQAC, GARGAON COLLEGE
(For the period of January, 2016 to Dec, 2016)

DATE(S)	EVENT(S)
1st January, 2016	1. Commencement of the Even Semester Classes 2. Notification of class routine (College & Depts) 3. Celebration of New Year Programme
22nd January, 2016	Last date for submission of the Evaluated Answer-scripts of the End Semester Examinations of the B.A/B.Sc/B.Com Programmes with the relevant document by the Zonal Officer to the University
10th – 15th February, 2016	Declaration of the even Semester Examination results of the B.A/B.Sc/B.Com Programmes
10th – 15th February, 2016	1st Sessional Examination of the 2nd, 4th and 6th Semester of the B.A/B.Sc/B.Com Programmes
29th February, 2016	1. Notification of the result of the 1st Sessional Examinations conducted by the teaching departments of the College 2. Internal Assessment through Seminar/ Group discussion of 2nd , 4th & 6th Semester students of BA/BSc/BCom.
25th -29th February, 2016	Counseling for the B.A/B.Sc/B.Com 2nd,4th and 6th Semester Students and Mid Semester Feedback Assessment (any one day)
4th March, 2016	Science Day celebration
8th March, 2016	International Women Day celebration
15th March, 2016	Consumer's Rights Day and Disabled Day celebration
21st March, 2016	Forestry Day celebration
24th March, 2016	Last date for Form fill up of the the B.A/B.Sc/B.Com End Semester Examination (2nd , 4th & 6th Semeter)
7th April, 2016	World Health Day celebration
1st to 8th April, 2016	2nd Sessional Examination of the 2nd , 4th & 6th Semesters of the B.A/B.Sc/B.Com Programmes
23rd April, 2016	World Book Day Celebration
20th April, 2016	1. Last date for submission of Assignment by the students of the B.A/B.Sc/B.Com Programmes 2. Completion of even semester classes. 3. Last date of notification of 2nd Session examination.
2nd – 31st May, 2016	End Semester (2nd , 4th & 6th Semester) Examinations of the B.A/B.Sc/B.Com Programmes
8th May, 2016	Red Cross Day
9th May, 2016	1. Last date for submission of Internal Assessment marks of the

	2nd, 4th & 6th Semester students of the B.A/B.Sc/B.Com Programmes to the University.
5th -31st, May, 2016	Evaluation of Answer scripts of the B.A/B.Sc/B.Com even semester examinations at the zones
11th -30th May, 2016	Admission notice and completion of the admission process in the the B.A/B.Sc/B.Com 1st , 3nd and 5th Semester Classes
21st May, 2016	Anti-terrorism Day celebration
31st May, 2016	No Tobacco Day celebration
1st June, 2016	1. Commencement of the 1st, 3rd & 5th 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
26th June, 2016	International Drug Abuse Day celebration
28th June, 2016	Poor Day celebration
1st -31st July, 2016	Mid semester vacation for the teaching staff of the college
10th -16th July, 2016	Declaration of Even Semester examination results
11th July, 2016	World Population Day celebration
16th July, 2016	4. Commencement of the 1st, 3rd & 5th Semester Classes of the B.A/B.Sc/B.Com Programmes 5. Notification Class Routine 6. Notification of Course Plan/ Departmental Class Routine in the Department Notice Board
1st August, 2016	Re-commencement of the 1st, 3rd & 5th Semester classes
8th – 13th, August, 2016	1st Sessional Examination (any four days)
20th August, 2016	Sadbhavana Divas celebration
16th -25th August, 2016	Student Union election (any one day)
20th August, 2016	Last date of notification of 1st Sessional Examination
16th -23rd August, 2016	Counseling for 1st Semester student and Mid Semester feedback assessment.
28th – 30th August, 2016	Book fair
31st August, 2016	Alumni Association Meeting
1st – 10th Sept, 2016	Internal assessment through seminar/group discussion
5th September, 2016	Teachers Day celebration
7th Sept. 2016	Foundation day of the college
8th September, 2016	International Literacy Day celebration
20th September, 2016	Tanu Konger Memorial Debating Competition
27th September, 2016	World Tourism Day celebration
28th September, 2016	Last date of form fill up by the students
2nd October, 2016	Gandhi Jayanti observation
1st – 10th Oct, 2016	2nd Sessional examination (any four days)
5th Oct, 2016	1. Last date of notification of 2nd Sessional examination 2. Last date of filled in examination form at the University 3. Completion of Odd semester classes
6th October, 2016	Road safety day celebration
12th October, 2016	Workshop on Save Electricity
14th October, 2016	World Student Day celebration
5th Nov. 2016	Last date for submission of Internal assessment to the University
14th November, 2016	World Diabetes Day celebration

| 14th November, 2016 | World Diabetes Day celebration |
| 1st -31st Dec, 2016 | Semester End vacation for teaching staff. |

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

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ANNEXURE – II

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IQAC'S ACTIVITIES OF THE YEAR 2015-16:

1. Independence Day Program on 15th August, 2016

2. 25th Tanu Konger memorial All Assam Inter College Debating Competition 30th September, 2016

3. **Observation of International Day of Drug Abuse and illicit trafficking on 31st October, 2016.**

4. Dr. Bikash Dev Choudhury of KTH, Stockholm, Sweden has deliver a lecture on **''Nanotechnology, Nature and Societal impact''** on 3rd January, 2017. His areas of interest are on Silicon Nanophotonic devices for solar photovoltaic, biosensing and colour imaging applications.

5. Digital Literacy Program on 11th January, 2017

6. An Overview of quality management system vis-à-vis requirement of NAAC 11th February, 2017

7. Science Exhibition on 30th March, 2017 is held in the college organised by Gargaon College Science Forum.

8. Capacity Building of Women Employees 12th April, 2017

9. 3rd International Day of Yoga on 21st June, 2017 the NSS Unit, Women Cell and Yoga Centre, Gargaon extensively celebrated the programme with different functions.

10. World Environment Day on 5th June, 2017 by the college by the Gargaon College Science Forum.

11. Street Play on 30th June, 2017 is held under the banner of Assam Science Society, Gargaon College branch in association with Zenith Youth Club, IBT hub and North East India Research Forum on Superstition.

ANNEXURE – III

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 on qualitative questions of two hundred and ten 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 480 students. During 2016-17, out of the total 72, 64 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	30	46.87
81- 90	18	28.12
71- 80	13	20.31
61- 70	2	3.12
51- 60	1	1.56
41- 50	0	--
31-40	0	--
21-30	0	--
11-20	0	--

The table shows that more numbers of teachers (46.87%) 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 20.31 per cent has reached 71-80 point categories. Thus, it reveals that 1 teachers who ranked below 61 per cent need some orientation, refresher and motivational courses for their teaching, learning and research improvement.

BEST PRACTICES:

1.   Title of the practice: Book bank facility for poor meritorious students

Goals: The goals of this practice are:
1. To provide service to the poor meritorious students for enhancing learning process.
2. To help them by providing more text and reference books.

The practice:

Library recouces like books, journals and periodicals are an essential part of an educational institution. the libraries are constituted to lend books as wells provide reading spaces to the students, teachers and researchers. Sometimes it is observed that some students want to lend more books other than general procedure of borrowing two books for ten days. As the case enquired, it is found that the students belonging to poor families want more books due to financial crunch of their families. Therefore, in order to provide more books to these students the central library of the institute introduced the Book Bank facility scheme. In this process the HoDs are requested to recommend the names of the students for availing Book Bank facility. As and when the library received the recommendations the Library Advisory Committee select the student and special library card has been issued. Through this facility a student can borrow additional four books for one month time. They are allowed to renew the same book if there is no booking of that book by other users.

Evidence of success:

Since inception of this scheme in 2001 more than 1000 students had been benefited so far.

Problem encountered and resource required:

The primary problem encountered is that due to large number of books are issued, therefore, other normal users are failed to get the benefit of these books. Secondly, the users of this facility do not return the books within one month, so other students are deprived from using these books.

As the demand under Book Bank facility is increasing thus, more resources are required to procure books. But fund provided by the institute is not enough to purchase more books

Contact detail:
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2. Title of the Practice: Free browsing Unit (Internet access facility)

Goal:

- ➢ To facilitate students to easily access Web resources.

- ➢ To educate the users for the systematic approach to the current information.

The practice:

Internet becomes an essential tool in present day ICT world. Large numbers of resources are available in the Web and students need to be provided with the required facility to access the same. In order to provide this facility the institute has established a browsing unit in the central library with 20 computers with internet connectivity for free use by the students and teachers during working hours. Librarian and senior faculty members are guiding them in searching the relevant topics and information of the subject concerned. In addition, print out facility is also provided to the students.

Evidence of Success:

i. More than thousand numbers of students and teachers have used this facility.

ii. Students become familiar with the e-resources and e-content as well as its importance.

iii. Students are able to collect up-to-date information out of this service.

iv. It has also created an ambience of competitiveness among the students.

Problems Encountered and Resources required:

- ➢ The number of users is more than the computers.

- ➢ Frequent power cut is another problem.

Strong on-line UPS is required. Separate fund is required to be generated to solve this problem.

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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. Badminton 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 21st 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

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 appointment from State Government.

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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