Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**THE GARGAON COLLEGE**
Name of the head of the Institution	**Dr. Sabyasachi Mahanta**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03772296164**
Mobile no.	**9435727738**
Registered Email	**gargaoncollege@rediffmail.com**
Alternate Email	**collegegargaon@gmail.com**
Address	**P. O. Simaluguri**
City/Town	**Sivasagar**
State/UT	**Assam**
Pincode	**785686**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Krishnajyoti Handique**
Phone no/Alternate Phone no.	**03772296164**
Mobile no.	**9435466338**
Registered Email	**kjhandique2006@gmail.com**
Alternate Email	**iqacgc2@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gargaoncollege.ac.in/pdf/iqac/ssr/2018-11.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://gargaoncollege.ac.in/pdf/academic/calendar/academic-calender-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	**B**	**2.37**	**2019**	**28-Mar-2019**	**27-Mar-2024**

6. Date of Establishment of IQAC	**05-Dec-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Entrepreneurs Academia Meet	**09-Apr-2019** **1**	**100**

Badminton Tournament	09-Feb-2019 2	150
National Science Day	25-Feb-2019 1	170
National Unity Day	31-Oct-2018 1	500
ICSSR sponsored National Seminar on Exploring Female Voices in the Writing of Contemporary Indian Literature	21-Sep-2018 2	250
Remdial Classes for Slow and Advanced Learner	01-Aug-2018 3	2000
Addon Courses Mushroom Cultivation, Vermicompost, SPSS, Communicative English, etc.	01-Sep-2018 30	300
Special training for Football, Volleyball and Cricket	01-Sep-2018 30	100
Model Village	17-Sep-2018 48	150
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
RUSA	RUSA INFRASTRUCTURE	CENTRAL GOVERNMENT	2019 250	500000
ICSSR	NATIONAL SEMIANR	ICSSR	2018 2	112500
DBT	DBT STAR COLLEGE SCHEME	DBT	2017 730	800000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. To create awareness regarding green environment and sustainable development, the IQAC in collaboration with the Department of Botany and Zoology conducted a Biodiversity audit. 2. IQAC established an incubation centre for training cum production of leaf compost, vermicompost and organic farming. 3. As a part of the institution social responsibility, the IQAC has organised various community development works in the adopted village with the active participation of students and teachers. 4. IQAC has initiated semester wise remedial classes for slow learners and special classes (such as coaching for competitive examinations, project work, etc.) for the advanced learner. 5. IQAC has started Addon courses on the Vermicompost, Mushroom Cultivation, Communicative English and Green Tea for skill enhancements and entrepreneurship development.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Nearby Village, Darika Kaibatra Gaon was adopted as a model village	Various activities were taken up for the socio - economic upliftment of the village.
Internal Semester Monitoring Committee was formed	Continuous evaluation of the Students were monitored throughout the academic year.
Semester wise remedial classes for slow learners and special classes for the advanced learner.	Two Thousands Students were benefited from the Remedial Classes and secured good marks.
Addon courses on the Vermicompost, Mushroom Cultivation, Communicative English and Green Tea was Initiated	Three Hundred students were benefited.
Gargaon College Publication Cell was formed	Two News Letter of the College was published and proposal for publishing of three books in the area of Arts, Science and Commerce were taken
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date

| Governing Body of the College | 19-Jun-2019 |

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	10-Dec-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1. The college uses the Tally software and Public Financial Management System (PFMS) for recording the various financial transactions and events with transparency. 2. The college uses a transparent admission portal for the promotion of a paperless admission process. 3. The college uses DSpace (an opensource repository software package) and Koha [an opensource Integrated Library System (ILS)] for providing open access repositories for the students, faculty, and other stakeholders of the college. 4. Communication of important information to the stakeholders through college website and conventional notices.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

(i) Planning The curriculum planning is initiated by following the Academic Calendar issued by Dibrugarh University for the affiliated colleges. The Academic Development Committee incorporating the Principal, Heads of Departments and all Faculty members of the college holds a meeting at the beginning of every session and discusses the various aspects of curriculum planning and implementation. It is also entrusted with the task of forming the Routine Development Committee. (ii) Implementation The Routine Development Committee formed by the Academic Development Committee prepares a general routine. The routine includes classes for the three streams including remedial classes, sports etc. The departments, too, hold meeting to discuss the preparation of departmental routine, allotment of classes to teachers, course distribution etc. Accordingly, the departmental routines are prepared, course is distributed and classes allotted to teachers. An Induction programme, both

general and department wise, is held for the newly admitted students to acquaint them with the course curriculum, examination pattern etc. In respect of course delivery, teachers make use of ICT, conduct group discussions and seminars, hold internal semester examinations, class tests etc. Moreover, certain bridge courses in subjects like Assamese, English, Economics etc. are conducted to enhance and develop the skills of students in creative writing, communication skill, mathematical economics among others. Further, the college takes the initiative of taking feedback from students regarding the curriculum and accordingly, a joint meeting of authority and IQAC is held to address the grievances and offer solutions.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Mushroom Cultivation	NIL	01/09/2018	30	Entrepreneurship	Skill Development
Vermicompost	NIL	01/09/2018	30	Entrepreneurship	Skill Development
SPSS	NIL	01/09/2018	30	Nil	Skill Development
Communicative English	NIL	01/09/2018	30	Nil	Skill Development
NIL	Post Graduate Diploma in Computer Application	02/09/2018	365	Nil	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	300	30

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	PROJECT WORK (ALL COURSES)	300
BCom	PROJECT WORK (ALL COURSES)	30
BSc	PROJECT WORK (ALL COURSES)	200
PGDCA	PROJECT WORK (ALL COURSES)	30
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Yes, formal feedback is collected from stakeholders formally. Feedback was collected in 2018-19 through a questionnaire that covers various aspects of the college facilities. The data is analyzed and presented in the Feedback Committee Meeting, organized under the IQAC for discussion and debate. The IQAC along with the Students Grievance Redressal Cell uses the feedback data as a critical input in designing plans for improvement of the institution. Based on the nature of the feedback, the respective committees under IQAC are assigned the task of solving the issues. The feedback is also shared with the administration to improve the college infrastructure and related facilities.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ASSAMESE	60	200	59
BA	EDUCATION	70	142	62
BA	ENGLISH	60	248	56
BA	ECONOMICS	50	109	38
BA	HISTORY	50	244	34
BA	GEOGRAPHY	50	263	43
BA	SOCIOLOGY	60	258	51
BA	POL SCIENCE	50	320	43

BSc	PHYSICS	50	232	42
BSc	CHEMISTRY	40	237	36
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2005	Nill	63	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
63	63	7	19	4	11
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

As part their duties and responsibilities, the teachers of the college always act as mentors in and outside the classrooms. In addition to the regular academic interactions with the students, the teachers guide and advise the young learners on various issues ranging from academic, social to even personal. However, keeping in view the slow learners in almost all the departments of the college, tutorial/ remedial classes have been introduced wherein the teachers act as academic mentors. In such sessions, a teacher-cum-student counselor meets every needy student of the college and offers counseling to those seeking personal help. Sometimes special lecture sessions, workshops etc are also organized for upliftment of the student community. Furthermore, as and when required help is also sought and received from the mentors vis-a-vis parents.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2005	63	1:32

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
71	63	8	8	34

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Dwijen Nath	Associate	Awarded the PhD

		Professor	degree by Rajiv Gandhi University , Arunachal Pradesh
2018	Dr. Pankaj Kr. Nath	Associate Professor	Awarded the PhD degree by Gauhati University, Assam
2018	Dr. Poli Konwar	Associate Professor	Awarded the PhD degree by Dibrugarh University

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BA	601-604	VI	20/06/2019	16/07/2019
BSc	601-604	VI	20/06/2019	16/07/2019
BCom	601-604	VI	20/06/2019	16/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Reforms- (i) Internal Semester Monitoring Committee evaluates the internal semester examinations of the college and focuses on the transparency of the examination. (ii)The notice about the examination, guidelines and results of the internal semester examination are uploaded in the website of the college as well as in the notice board of the respective departments. (iii) Group Discussions, Seminar through Power Point, Field Reports, Poster Presentation etc., are also a regular and compulsory part of the internal evaluation. (iv) Attendance of the students are also counted under internal evaluation. (v) All the academic departments of the college maintain the records of the internal marks properly through a standard register. In addition to this, the internal semester monitoring committee maintains the E-Records of the marks too for future reference.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Detailed academic calenders are prepared for both odd and even semester by the institute. The calenders allows each departments to plan the academic and co-curricular activities in a systematic and cohesive manner. It records days allocated for assignments, seminars, department fests, mentorship programmes etc. The college internal academic audit ensures that the activities in the calenders are clearly stated preferebly before the beginning of the semester.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage

Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
BA	BA	ASSAMESE	52	32	60.53
BA	BA	EDUCATION	41	20	48.78
BA	BA	ENGLISH	41	33	80.48
BA	BA	ECONOMICS	27	16	59.25
BA	BA	HISTORY	19	8	42.10
BA	BA	POLITICAL SCIENCE	38	23	60.52
BA	BA	GEOGRAPHY	55	41	74.54
BA	BA	SOCIOLOGY	66	48	72.72
BSC	BA	GEOLOGY	46	38	82.60
BSC	BA	ZOOLOGY	40	27	67.50
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://gargaoncollege.ac.in/pdf/iqac/feedbackreport/GARGAON%20COLLEGE%20STUDENT%20SATISFACTORY%20SURVEY%20RESULT%202018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	Nill	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Industrial Academia Meet-2018	Economics	24/03/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
(i) Leaf Compost	Leaf Compost	IQAC	NIL	NIL	14/09/2018

(ii) Vermicompost	Vermi Compost Making and Marketing Training Centre	IQAC	NIL	NIL	24/09/2018
(iii) Organic Farming	Organic Farming Training Centre	IQAC	NIL	NIL	24/09/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
GEOGRAPHY	1
EDUCATION	1
LIBRABY	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ECONOMICS	1	Nill
National	ENGLISH	1	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ECONOMICS	3
EDUCATION	4
HISTORY	2
POLITICAL SCIENCE	1
GEOLOGY	1
CHEMISTRY	5
COMMERCE	4
STATISTICS	2
ENGLISH	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	Nill

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	Nill	Nill	NIL

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	5	2	Nill
Presented papers	4	8	Nill	Nill
Resource persons	Nill	Nill	Nill	5

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
An awarness program on Tobaco Control	NSS in collaboration with Anirudha Academy	3	35
An awarness program on Tobaco Control	NSS in collaboration with Bartala HS School	7	270
World Environment Day	NSS Incollaboration with Social Forestry Dept, Nazira, Municipality Board Nazira and Gargaon College Science Forum	18	210
World No Tobaco day	NSS In collaboration with Sankardev Vidya Niketan	16	170
International	NSS in	4	114

Womens day	collaboration with Women Cell Gar114aon College			
A cleanliness programme Simaluguri Town and Balighat Tiniali	NSS in collaboration with Womens Cell Gargaon College	7		175
National Science day	Gargaon College Science Forum	6		130
49th NSS foundation day	NSS	4		41
Von Mohotsav	NSS	4		22
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	NSS Gargaon College	Swachh Bharat Summer Internship Programme	4	67
Swachhata Pakhwada	NSS Gargaon College	Swachhata Pakhwada	5	70
World No Tabacco Day	NSS Gargaon College	Awareness Programme on consumption and its adverse effects	16	170
World Environment Day	NSS Gargaon College in collaboration with the Social Forestry Department of Nazira Range	Cleanliness Drive	7	60
Tobacco Control Programme	NSS Gargaon College	Awareness programme on tobacco Control at Bartala Higher Secondary School	7	270
Tabacco	NSS Gargaon	Awareness	27	476

Control Awareness Programme	College	programme			

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Teachers Exchange	25	IQAC, Gargaon College	25

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Green Tea Processing	Green Tea Processing Programme	Abhilex Tea	07/03/2019	21/03/2019	28
Offset press training	Offset Press Training for Undergraduate Students	Rohman Press, Simuluguri	04/02/2019	10/02/2019	36
Vermicompost Trainning	Vermicompost Trainning for Entrepreneurship Development	Seuj Bon Nurserry	15/11/2018	17/11/2018	25
Skilled Based Trainning	Bioflock Fish Farming	Seuj Bon Nurserry	09/10/2018	18/10/2018	30

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nazira College	02/05/2019	Teachers Exchange	25

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

39.5	39.32

4.1.2 – Details of augmentation in infrastructure facilities during the year	
Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	1	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20801	4760103	70	24120	20871	4784223
Reference Books	11364	12700851	4	400	11368	12701251
Digital Database	1	Nill	1	Nill	2	Nill
CD & Video	132	Nill	5	Nill	137	Nill
Library Automation	Nill	Nill	53100	2	53100	2
Journals	Nill	Nill	56	2970	56	2970
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	98	4	98	1	1	7	17	40	0
Added	0	0	0	0	0	2	0	0	0
Total	98	4	98	1	1	9	17	40	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[NA](NA)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
30.48	21.63	31.3	27.73

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic and support facilities —laboratory, library, sports complex, computers, classrooms etc. The college has drawn up a list of procedures and policies for maintaining and utilizing physical, academic and support facilities. Laboratories: Each laboratory has dedicated lab assistants and attendants for regular maintenance of laboratory equipments and stock keeping of chemicals and materials on regular basis, proper documentation of equipments purchased, repairs undertaken, replacements etc. The staff are trained in proper use and handling of equipment and are responsible to keep the laboratories clean and in order. Library: The library development is done by the Library Advisory Committee. The library has an experienced and knowledgeable library staff with required qualification. Books, journals and magazines etc. are purchased in consultation with teachers and staff members, under the supervision of the library advisory committee. The library staff are trained in systematically arranging or shelving books, periodicals etc., displaying new books on the display racks, dusting and cleaning of the shelves and books at regular intervals, proper cataloguing through library database. There is facility of mending and rebinding of old and worn out books, imposing fine for late return of books, maintenance of register of visitors to the library, managing or overseeing of the collection by the librarian, subscription of new journals, newspapers after consultation with the faculty and Principal. If books issued to a member are found mutilated at the time of return, he/ she needs to replace the same or pay the price thereof. All students of the college are members of the college library by virtue of the library fees they pay at the time of admission. Every student using the library is provided bar-code generated Library Identity Card. Library provides two books on loan to each member student of HS and Degree

(Core) students and three books to each Degree (Major) students. Book Bank facility is provided to the poor meritorious students. In this service the library provides 04 (four) books for a period of one month to the selected poor meritorious students. Sports Complex: The college has a well-resourced gymnasium for the students and the staff. It has all the modern amenities including equipments like dumbbells, barbells, treadmill etc. for an effective workout. The indoor stadium is periodically inspected for carrying out cleaning, repairs and maintenance. Care is taken to provide proper lighting facility. The students and faculty visit the stadium on a daily basis for practice. The college has a lush green playground of 5000 square feet area. Various sports and outdoor games like football, volleyball, cricket etc., are conducted time to time here. The open field is regularly mowed in order to hold various sporting events of the college as well as external events. The college has a Badminton Coaching Centre whose activities are supervised by a managing committee. The coaching is imparted by qualified and experienced coaches. Besides, there is a volleyball court in the college which is also maintained and supervised regularly. Computers: The computers and internet resources and other facilities in the college campus are provided through the College Computer Centre. It is responsible for maintenance, repair and upgradation of the computers and other items of Information Technology. The purchase of required computers is done by the Purchase Committee after due approval of the Principal of the college. The departments of the college are provided with internet and Wi-fi facility. Classrooms: The regular cleaning and maintenance of classrooms are done by the fourth grade workers and sweepers. Besides, students, too undertake cleanliness drive. The office of the Principal ensures the provision of sufficient benches, desks, equipments like blackboards, lighting facility along with necessary repairs that have to be undertaken from time to time. Student Support and Welfare: The college has constituted various sub-committees to extend support for students and work for their welfare such as Students' Welfare Committee to look after students' affairs, Grievance and Redressal Cell to address the grievances of students, ST/SC/Minority committee for the welfare of the minority committees, hostel committee to look after the affairs of the hostel such as the administration of the hostel and supervision of the boarders. The National Service Scheme in the College has helped the students in many ways. By adopting this scheme the College has been able to create awareness among the students to develop a sense of responsibility and to redefine their personality through community service. Free Medical camps are organized by the College from time to time with the help of reputed Medical Practitioners. These camps are open for the students, staff and for the people of the neighboring locality. A number of scholarships and fellowships have been initiated by the college itself to support students in their learning. Academic Support: The college provides academic support by various means such as holding of that semester wise remedial classes for slow learners and special classes (such as Coaching for competitive examinations, project work etc.) for the advanced learners. It also has the facility of teacher exchange programme.

https://gargaoncollege.ac.in/pdf/facility_procedures/Procedures-and-policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships and Financial Support	588	2084660
Financial Support from Other Sources			

a) National	UGC Ishan Uday, Post Matric Scholarship Scheme, etc.	100	5767200
b)International	Nill	Nill	Nill

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Language Lab (Assamese)	21/10/2018	159	College Administration, Department of Assamese and Faculties
Mentorship Programme	18/08/2018	2100	Mentorship Programme
Communication Development	16/06/2018	300	College Administration, Department of English and Faculties
SPSS	22/11/2018	40	College Administration, Department of Economics and Faculties
Computer Application	18/11/2018	45	College Administration, Computer Centre, Gargaon College and Faculties

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
50	45	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	6	B.SC. CHEMISTRY	CHEMISTRY	SIKKIM UNIVERSITY, NORTH EASTERN HILL UNIVERSITY, CENTRAL PUNJAB UNIVERSITY, MIZORAM UNIVERSITY, ASSAM UNIVERSITY	M.SC. CHEMISTRY
2018	8	BA ENGLISH MAJOR	ENGLISH	TEZPUR UNIVERSITY, KAZIRANGA UNIVERSITY, ASSAM UNIVERSITY	M.A. IN LINGUISTICS, MA IN MASS COMMUNICATION, MA IN ENGLISH MSW
2018	4	BA ECONOMICS MAJOR	ECONOMICS	DIBRUGARH UNIVERSITY	M.A. IN ECONOMICS
2018	19	BA POLITICAL SCIENCE MAJOR	POLITICAL SCIENCE	DIBRUGARH UNIVERSITY, GAUHATI UNIVERSITY, ASSAM UNIVERSITY, GAUHATI LAW COLLEGE, DIBRUGARH LAW COLLEGE, JORHAT LAW COLLEGE	M.A. IN POLITICAL SCIENCE, LLB, MASS COM.,
2018	7	B.SC. MATHEMATICS	MATHEMATICS	DIBRUGARH UNIVERSITY, JORHAT INSTITUTE OF SCIENCE AND TECHNOLOGY, DHSK DIBRUGARH,	M.SC. MATHEMATICS, B.ED.

2018	2	B.SC. BOTANY	BOTANY	SIKKIM UNIVERSITY, MIZORAM UNIVERSITY	M.SC. BOTANY
2018	13	B.A. SOCIOLOGY	SOCIOLOGY	DIBRUGARH UNIVERSITY, COTTON UNIVERSITY, JORHAT COLLEGE, GARGAON COLLEGE, MIZORAM UNIVERSITY	M.A. SOCIOLOGY, PGDCA, MSW
2018	17	B.SC. GEOLOGY	GEOLOGY	BANGALORE UNIVERSITY, DIBRUGARH UNIVERSITY, KOCHI UNIVERSITY, ASSAM UNIVERSITY, SIKKIM UNIVERSITY, GAUHATI UNIVERSITY, MIZORAM UNIVERSITY	M.SC. GEOLOGY
2018	2	B.A. ASSAMESE	ASSAMESE	DIBRUGARH UNIVERSITY	M.A. ASSAMESE
2018	5	B.SC. ZOOLOGY	ZOOLOGY	SIVASAGAR COLLEGE, ASSAM AGRI. UNIVERSITY, DOWNTOWN UNIVERSITY, MIZORAM UNIVERSITY	B.ED., AGRI M.SC., RADIOLOGY, M.SC. ZOOLOGY
			[View File](#)		

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
College Week	Institutional Level	1500
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	JURY AWARD (Group Songs)	Nill	Nill	1	123, 320, 260, 111, 174, 184,	Hritwik Tamuli, Parishmita Kakoty, Pulak Krishna Boruah, Swastika Borkotoky, Nilootpal Rajkonwar, Kasturi Kanchan Boruah
2018	3rd Prize (Tabla)	Nill	Nill	1	58	Kashyap Buragohain
2018	3rd Prize (Flute)	Nill	Nill	1	58	Kashyap Buragohain
Nill	3rd Prize (Folk Songs)	Nill	Nill	1	260, 98, 123, 168	Pulak Krishna Boruah, Mrinal Mahanta, Hritwik Tamuli, Abhijit Boruah
2018	Jury Award (One Act Play Competition)	Nill	Nill	1	108	Parishmita Kakoty
2018	Best Volunteer (	Nill	Nill	1	220, 224	Jnyantrisha Phukan, Ankita Konwer
				View File		

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

   1 Celebration of 'Swacchta Pakhwara' from 1st August to 15th August 2018 NSS No. of students-200 2 Celebration of 72nd Independence day on 15th August,2019, 3 Awareness programme on Tobacco Control on 29th August 2018, NSS, No. of students- 30 4 Celebration of 49th NSS Foundation Day on 24th September 2018, NSS, No. of students-100 5 Celebration of Gandhi Jayanti on 2nd October

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

3532

5.4.3 – Alumni contribution during the year (in Rupees) :

100000

5.4.4 – Meetings/activities organized by Alumni Association :

6

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Gargaon College authority follows a decentralized and participative management system with the active involvement of faculty members, non-teaching staff, students and other stakeholders. i) The college authority decentralizes its administrative and academic activities through IQAC and Head of the Departments (HOD) meetings. The Governing Body of the College is constituted with members from different stakeholders. Two members from the teaching faculty and two guardian members, one non-teaching staff representative is nominated/elected as members of Governing Body. ii) Various Sub-committees such as Academic Development Committee, Women's Cell, NSS, Gender Sensitization Committee, Minority Committee, ST/SC Cell, OBC/MOBC Cells, Student Grievances Cell, Anti-ragging Squad, Adopted Village Committee, Library Advisory Committee, Career Counseling and Placement Cell, Research Committee, Maintenance Committee, Students Discipline and Monitoring Committee, Girls' Common Room Committee, Sports Committee, Hostel Committee, Health and Hygiene Sanitation Club, Collaboration Committee, Publication Cell, and Gargaon College Science Forum. Most of the sub-committees include student members for better inclusiveness in student-centric decisions and better participation in college activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The Admission process for all courses is done in online mode. The college follows the regulation of Dibrugarh University as well as Department of Higher Education, Government of Assam while preparing the selection list of students.
Industry Interaction / Collaboration	The college has collaboration with small and medium enterprises in the

	local areas. Every year the college organizes Entrepreneur-Academia Meet to develop entrepreneurial skills among the students. ? Admission of Students The college has a Central Admission Committee constituted with the Principal, Vice Principal and the Heads of the academic departments. Besides, each department has an individual selection committee at the department level.
Human Resource Management	For continuous development of the human resources, the college organizes capacity building programmes, seminars, popular talk workshops etc. in different areas for the faculty member, nonteaching staff and students. Moreover, the college authority always encourages the faculty members to participate in different faculty development programmes, training and seminars in other educational institutions. The NSS Unit of the college also organizes various workshop/training programmes with the active involvement of the student volunteers with a view to enhance their leadership capacity. The college organizes professional development training for laboratory bearers every year. The college has different information sources for the students like Magazines and Journals of different thrust areas of importance, every department of the college have annual magazines and Wall magazines to showcase the talents of the students. Sports are considered as one of the important components of human resource development. Therefore, the college has taken different initiatives to popularize sports among students as a part of its academic curriculum. The college organizes College week every year, provide finance to students to participate in a different district, state, national and international level sports and cultural events. The college has also well designed and sophisticated three Badminton courts and a Gymnasium. The college has a 900 square meter size of a sports field for outdoor games.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a good collection of textbooks, reference books, journals, magazines, periodicals, newspapers in its Central Library. It has 20871

	textbooks, 11368 reference books, 56 journals/magazine/periodicals, and 137 resources in CD/Video format. The college library has a subscription of N-List Resources from which the faculty members can access all e-books and e-journals. The college library also develops two digital databases for the benefit of the students and teachers. The college library is partially automated with KOHA SOUL software. The Library has also a computer centre with an internet facility for the benefit of students as well as the faculty members.
Research and Development	The IQAC has a Research Committee which disseminates necessary information regarding research projects and funding agencies. Young Teachers are encouraged by the committee to take up projects, publish papers in UGC Care listed journals. Two young faculty members of the college have been awarded major and minor research projects from ICSSR and ICHR respectively in the 2019-20 session. Moreover, some departments have taken up students' research projects in order to create research minds among the students. Research Journal: The college has had a referred journal titled "Social Science Journal of Gargaon College" since 2013.
Examination and Evaluation	A continuous evaluation process is followed by the college for the academic improvement of the students. The college conducts two sessional examinations, one seminar and one group discussion for the students in each semester. The college maintains transparency in the evaluation process all
Teaching and Learning	The college has been applying both traditional and modern technology-based methods in the process of teaching and learning. The college has three smart classrooms with an uninterrupted power supply and internet connections. Besides, the college has 16 ICT enabled classrooms which are regularly used by the faculty members for effective classroom teaching and learning. The college has 17 well-equipped laboratories for practical classes. The college faculty members are also encouraged by the authority to participate in the faculty development

	programmes, orientation programmes, refresher courses and short term courses to get knowledge about new pedagogy for teaching and learning. Some of the teachers have their own YouTube channels regarding their courses and these channels help a lot to the students to get the concepts very well.
Curriculum Development	The curriculum of the courses is developed by the affiliating University, i.e., Dibrugarh University. However, the IQAC of the college takes feedback from students, faculty members and parents about the course content of the curriculum which is compiled and shared with the affiliating University. In addition to this, the departments of the college have their own curriculum regarding extra classes for the slow learners, library works, interview schedule development, e-resources, extra-curricular activities, etc.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The college has circulated the notice inviting quotations/tender and proposal for purchase of goods and services on the college website. The college has uploaded different advertisements for the recruitment of different positions on the college website. The college uploads information like an admission of the students, code of conduct, academic calendar, etc. on its website.
Administration	To improve the administrative work, the college uses different ICT tools and e-Governance in the office. All the notice and circulars of the college, as well as the government, are circulated to the teaching and non-teaching staff through Gmail groups, WhatsApp groups, websites of the college, etc.
Finance and Accounts	The college has Public Fund Management System (PFMS) for all the financial transactions related to government funds. The college is using Tally ERP9 software for account management. The college has always encouraged cashless transactions for the salary of the
Student Admission and Support	The college provides admission related information on the college website as well as regional daily newspapers. The college conducts the

	admission process through online mode. The necessary course-related information including syllabus, faculty details, library facility, sports and other facilities are displayed on the college websites. The college extends necessary supports to the students in applying to a different state and national scholarships.
Examination	The college has provided all the notifications regarding In-Semester and End-Semester Examinations as well as practical examinations on the websites. Most of the departments of the college have organized online examinations through Google Classroom, Google Forms etc.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	Nill

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nill	Computer Training on Tally	12/11/2018	17/11/2018	Nill	20
2019	Nill	One Day Workshop on Office Management	07/05/2019	07/05/2019	Nill	20
2019	Nill	One Week Laboratory Equipment Management Training to the Laboratory Bearer	06/06/2019	12/06/2019	Nill	20
2018	One Day Seminar on New	Nill	28/09/2019	28/09/2019	Nill	56

2018	One Day Workshop on AQAR-2019	Nill	23/10/2018	23/10/2018	Nill	58

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
RefresherCourse in Economics and Commerce, organised by UGC-HRDC, Gauhati University	2	08/11/2018	28/11/2018	21
Four Day Workshop on Data Analytics Using R and SPSS organisd by Department of Economics, Nagaland University	1	03/10/2018	06/10/2018	4
10 Day national Workshop on Research Methodology and Training Programme in Social Science Research Organised by the Institute of Tai Studiesand Research, Maranhat	1	08/12/2018	17/12/2018	10
13 Day National workshop on Linear Algebra and Multivariable Calculus organised by	1	12/12/2018	30/12/2018	13

National Centre for Mathematics and Dibrugarh University				
Workshop on MOOCs, e-Content Development and Open Educational Resources organised by UGC-HRDC, Gauhati University	1	26/11/2018	02/12/2018	7
Refresher Course in Research Methodology, organised by UGC-HRDC, University of Hyderabad	1	01/06/2018	21/06/2018	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
61	Nill	26	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
i) Sanchay Aru Rindan Samabay Samiti (A Cooperative Society for the staff)	i) Sanchay Aru Rindan Samabay Samiti (A Cooperative Society for the staff)	i) Student Aid Fund for the poor and meritorious students of the college. ii) UGC Ishan Uday Scholarship. iii) Scholarship for OBC Students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts internal and external financial audits annually. Internal audit is conducted by a committee constituted by the Governing body. On the other hand, external audit is conducted by Chartered Accountant and Government Auditor of Govt. of Assam.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	N/A
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6.4.3 – Total corpus fund generated
556500

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	GOVERNING BODY
Administrative	No	Nill	Yes	GOVERNING BODY

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

(i) Organizing Plantation Programme at College Campus. (ii) Donation of books to the poor students (iii) Health care kits (First Aid Box, Weighing Machine etc.) to the Health Centre, Gargaon College.

6.5.3 – Development programmes for support staff (at least three)

(i) Computer Training Specially on Tally Software (ii) Office Management Training to the Staff (iii) One Week laboratory training to the laboratory bearer.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

As per the recommendations of NAAC Peer Team, the following initiatives have been taken by the college- (i) Introduction of Add-On Certificate Courses in different areas. (ii) Introduction of Mentorship Programme (iii) Emphasis on the upgradation of sports infrastructure of the college.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Computer Training on Tally	12/11/2018	12/11/2018	17/11/2018	20
2019	One Day Workshop on Office Management	07/05/2019	07/05/2019	07/05/2019	20
2019	One Week Laboratory Equipment Management Training to the Laboratory	06/06/2019	06/06/2019	12/06/2019	20

| 2018 | One Day Seminar on New Education Policy (Draft) | 28/09/2018 | 28/09/2018 | 28/09/2019 | 56 |
| 2018 | One Day Workshop on AQAR-2019 | 23/10/2018 | 23/10/2019 | 23/10/2019 | 58 |

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
National Seminar was organized by Dept. of English on the topic "Exploring Female Voices in the Writings of Contemporary Indian English Literature"	21/09/2018	22/09/2018	64	34

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Rooftop solar power was installed to minimize dependence on conventional sources of energy the vital connections from the power supply 18 departments had been linked from 5th February 2019. Grid Connected Rooftop Solar PV Power Plant of Array Capacity of 5 KVA Power Requirement met by Renewable Energy Sources Power Requirement met by Renewable Energy Sources is 424 Kwh

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nill
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nill
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for	Yes	1

	differently abled students						
Any other similar facility	Yes					1	

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	19/07/2018	10	Promotion of Tourism in Gargaon College	The college has taken some initiatives to upgrade the tourism sector of the local area.	150
2018	1	1	23/10/2018	07	Handicrafts Training	Provide training on handicrafts to the SC women in the nearby village	80

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Governing Body	01/01/2018	Circulated among the GB Members of the College
Code of Conduct for the Principal	01/01/2018	Dispatched to the Principal of the College
Code of Conduct for the Employees	01/01/2018	Circulated among the Teachers and Office Staff of the College
Code of Conduct for the Students	01/01/2018	Circulated among the Students of the College

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2018	05/06/2018	670

International Yoga Day	21/06/2018	21/06/2018	190
Van Mahotsav	01/07/2018	07/07/2018	220
SwachhtaPakhwada	01/08/2018	15/08/2018	180
Independence Day	15/08/2018	15/08/2018	500
Teachers Day	05/09/2018	05/09/2018	800
NSS Foundation Day	29/09/2018	29/09/2018	220
Republic Day	26/01/2019	26/01/2019	500
National Science Day	28/02/2019	Nil	380
Women's Day	08/03/2019	08/03/2019	437

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Gargaon College is taking various initiatives to make its campus eco-friendly. All the stakeholders of the college follow the policy of reduce, recycle and reuse in general to realize this goal.1. Sustainable Landscape, Green and Clean Campus: The College campuses are located amidst a serene natural environment and all members of the teaching and non-teaching staff along with students are dedicated to maintaining its greenery and cleanliness. The campuses are covered with a mix of old and young trees, ornamental shrubs, and herbs (medicinal). Planting of trees is a regular feature of the college and every year sites are identified for plantation. Further, the college authority selects sites every year so as to make the entire campus green. Regular cleanliness drives are undertaken by the NSS volunteers, students and teachers of all the departments. 2. Energy Conservation:All the lights of the college have been changed to Light Emitting Diodes (LEDs)bulbs and tube sets (40 watts). The faculty members, administrative staff and students are sensitized to use electric power judiciously. All buildings and the newly constructed buildings in the campus have been constructed with more provision of natural light and ventilation, enabling lower consumption of electrical energy in day time. The street light of the college campus at night runs on solar energy with lower consumption of electrical energy at night also. 3. Use of Alternate sources of energy: To promote the use of renewable energy, energy-efficient fixtures like solar street lights are installed throughout the college campus. Gargaon College plans to expand the use of solar energy all over the campus with the various funding agency. 4. Waste Management: Waste or unwanted or unusable materials are part and parcel of the college campus, which harm the earth's soil and atmosphere. Keeping this in mind, the waste material in college is segregated into biodegradable and non-biodegradable wastes, and as toxic and non-toxic wastes in the laboratories. Indiscriminate use of chemicals and plastic is discouraged during practical classes and moreover, the college does not use any radioactive substances in their laboratories. The College maintains its entire computer and other electronic items within its boundaries. The college is proposing to collaborate with the NGO and other government-registered firms for managing the e-waste. The College has tied up with local vendors for waste paper and plastics 'Recycling Services" for managing its paper and plastic waste. All the used paper and plastics of college is sent to them for recycling into useful. The canteen and garden waste is also managed by converting it into manure. 5. Awareness Programme: Regular programs for generating environmental and social issues among students and staff members through competitions, students' seminars, group activities, exhibitions and conferences, workshops, rallies and training to address diverse issues from time to time.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 2018-19 Practice: I Name of the Practice: Remedial Classes for Slow Learners Objectives: 1. To provide motivation and enhance the skills of the slow learners in different areas related to the syllabus, classes, computer knowledge, participation in college activities and sports etc. 2. To provide support to the students belonging to the vulnerable sections of the society. 3. To emphasize on the incubation of the students. The context It has been observed that since the last two years a section of students have not performed well in various fields related to academics, sports, competitive examinations etc. Realizing the seriousness of the issue, the Academic Development Committee along with the college administration decided to undertake various programs to promote overall development of the slow learners. This involves organization of remedial classes by the respective departments, provision of basic computer knowledge and various other sports and incubation related trainings to the slow learners, especially those belonging to the vulnerable section of the society. Practice Under this program, the respective departments of the college identify the slow learners on the basis of their performance in the in-semester and end-semester examinations. After identification of the slow learners, the respective departments are entrusted the responsibility of organizing remedial classes on various syllabus related contents. A proper routine and detailed register is maintained for this purpose. The college also has a well equipped computer centre in the college campus through which the slow learners are provided with the basic computer and sports related trainings. Various Committees under the IQAC also undertake different remedial programs for the upliftment of the slow learners, especially those belonging to the vulnerable section of the society. Impact of the Practice More than 800 students have been benefited from the various remedial practices undertaken by the respective departments. This practice has been helpful for the slow learners in the improving their in-semester and end-semester results. The special schemes undertaken by the various Committees under the IQAC for overall development of the vulnerable section has led to the promotion of inclusiveness among the students. Problems It has been seen that after continuous efforts on part of the administration, many students were ignorant about the seriousness of the remedial classes and self-excluded themselves from attending those classes. Moreover the remedial classes have increased the workload of the teachers. Practice-II Name of the Practice: Scholarship and financial aid programme Objectives: i) To provide financial support to the poor students for higher education. ii) To facilitate scholarship to the meritorious students. The context: The college is situated in the rural areas of Sivasagar district. Most of the students of the college come from poor economic background. Many poor students after graduating from the college find it difficult to enroll themselves in different higher educational institutions for further. To encourage the economically weak meritorious students, a few scholarships and financial aids have been introduced by the college. Moreover, the college has formed a welfare fund for the students to support different academic aspects of those students. These type of practices motivate them to perform well in academics. The Practice The college invites applications from the students for different scholarships once in a year. The college has a standard procedure of selecting the applicants. Family income less than Rs. 2 lakhs per annum, percentage secured by the students in the last semester examination are some important criterion of selection for these scholarships. The committee constituted by the College authority verifies the applications and take appropriate actions for granting the scholarships. In addition to this with the aim of promoting students welfare, the college provides financial assistance to the students for treatment of some critical illness, accidents etc. Impact of the Practice In the last three years, more than 150 students have been

benefited from these schemes and around 20 students have got benefited from the financial assistance provided by the college. Problem The large numbers of applicants in relation to the limited resources of the corpus fund make it difficult for the college administration to provide the scholarships and/or aid to all.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://gargaoncollege.ac.in/pdf/iqac/best_practices/Best%20Practices%202018-19.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Gargaon College is one of the most premier colleges of the region, being in the rural area is committed to quality and excellence in all its activities be it teaching, research, training and as well as extension. This College is unique in itself and occupies a place of honour to find our alumni well placed in all walks of life. The college has set a standard for the improvement of teaching learning activities and community living among the students of the rural areas so that they can prepare themselves to face global challenges. College's prime aim is to deliver a quality value-added education, skill development ethical and human value development among the students. To achieve the vision and mission of the college, we always motivate and support students to participate in various academic, cultural, sports and other extra-curricular activities organized through different societies, clubs, institutes, universities, etc. The college shows a willingness to adopt new approaches for the enrichment of values among faculty members and students in order to make them better citizens. Thus all faculty members and students of our College are encouraged to participate in social activities. Moreover, The College encourages its faculty and students to participate in seminars and conferences and promote a holistic teaching-learning environment. They are further facilitated by our infrastructural facilities including our laboratories in addition to this, the College facilitates regular interactions through seminars, workshops, special lectures, etc. for students and as well as or faculties. The college plays an active role and offers all possible kinds of help to the neighbouring community. The College contributes towards women empowerment by organizing various activities under the aegis of its Gender Sensitization and Women Cells. This Institution has earned its reputation for being a premier Institution of the area which is well known for academics, sports and other extracurricular activities. The vision of our college is to focus on the standards of teaching value-based education, interdisciplinary research, and sustainable development Moreover, our college act as a catalyst in bringing a positive change in the minds of stakeholders for the upliftment of mankind and safety of the environment.

Provide the weblink of the institution
http://gargaoncollege.ac.in/iqac-distinctiveness.html

8.Future Plans of Actions for Next Academic Year

Future Plan of Action of the College 1. The College plans to set up an e-repository of learning and study material for students and encourage teachers to open You Tube channels to share their knowledge and expertise. 2. The college plans to introduce new certificate courses on Creative Writing, Entrepreneurship, Social Work, Library and Information Science, Computer Hardware etc. 3. To organize Inter College Youth Festival under Dibrugarh University in 2019-20. 4. To introduce 4-year Integrated B.Ed course. 5. To include new villages under the

adoption of model village programme. 6. To promote sports and culture for students.