

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

THE GARGAON COLLEGE

GARGAON COLLEGE. P.O. SIMALUGURI.
785686

www.gargaoncollege.org

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Gargaon College is one of the oldest and foremost institutions of higher education in Sivasagar district of Assam with an emphasis on developing cognitive, co native and affective domains of the learners. Gargaon College was established on 7th September 1959. Dr, Harendra Nath Phukan was the founder Principal of the college. It was under the able leadership of Tanu Konger, the first permanent Principal of this institution that the college was provincialised in 1966.

The college is located at Gargaon, Simaluguri, Sivasagar, Assam at a distance of 14 KM east of Sivasagar Town. The college was brought under the deficit system of Grants in Aid w.e.f. 01.06.1966 and it also had been included under section 12 (B) and 2 (f) of UGC Act. 1956 under the affiliation of Dibrugarh University.

Gargaon College is situated at Gargaon, Sivasagar, a place of historical importance. In the historical context, Gargaon was the capital centre of the Ahom Kingdom from 1539 A.D. to 1695 A.D. In addition to this, several unique historical monuments have been found in the surrounding areas of the college. Recently, the college has initiated the work of developing a historical Museum at the college campus.

The college is well aware of the protection and conservation of environment. The green campus of the college is highly diversified with numerous plants of great importance, animals, birds, insects, butterfly, snakes etc. The college shows its interest towards community participation in environmental sustainability by organizing different environment related programmes in nearby villages of the college.

The college has maintained a very close relationship with the local community. As a part of social responsibility, the college has been providing different training programmes to local communities in skill development, environmental awareness, women related issues, health camp, agriculture etc. since its establishment.

The college performs different collaborative activities in different areas like education, academic exchange programmes, financial awareness, health camp, disaster management, archaeology etc. with the institutions like Government of Assam, State Bank of India, Joint Director of Health, Sivasagar, Directorate of Archaeology, Assam, District Disaster Management Authority, Sivasagar, Dibrugarh University etc.

Vision

The prime vision of Gargaon College is to provide quality education and guidance to the students to enable them to cope with the challenges of the new millennium. It is committed to deliver quality teaching and sound guidance to enable the diverse student community to realize and utilize their potential and creativity

Mission

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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional strength:

- Situated at a historically important place. It can attract students from different parts of the state.
- The college has three streams i.e., arts, science and commerce. Therefore, inter disciplinary academic activities become easy for the college.
- Large area of 25 acres. The college has immense potentialities in generation of revenue through the use of land resources and can undertake some self finance projects.
- Well developed infrastructure.
- Majority of the teachers in the college are highly qualified. 27 numbers of teachers have PhD and 26 numbers of teachers have M.Phil degrees.
- Higher number of young faculty members with high excellence.
- Awarded star college by Department of Biotechnology, Government of India.
- Better hostel facilities for girls.
- Availability of well-structured playgrounds, indoor stadium and a multi gymnasium.
- Availability of Solar Energy Facilities in the Campus.
- Resourceful Library with well equipped online resources for both students and teachers.
- Wi-Fi free campus.
- The college promotes enthusiastic students
- Participation for social causes, through the NSS programme etc.
- The college is well connected by roads and railways.
- The college possesses well equipped laboratories in the science departments.
- The college has conducive research environment.
- High eco-diversity and biodiversity in the campus.
- The college has been producing university rank holders continuously.
- The college has been producing talented sports persons at district, state and national levels.
- Book Bank facility to the poor students is one of the positive dimensions to be highlighted.

The college has adopted a model village. The college has supported the village in the area of education, health, women empowerment, cleanliness, skill development etc.

Institutional Weakness

Institutional Weakness:

- Research culture among the teachers and students need to be further augmented through new projects and collaborations with esteemed research institutions.
- The college needs to strengthen the Alumni Association subject to new innovative projects initiatives

and extension of members. However, the association has been shown interest for the same.

- Vocational courses need to be introduced extensively. However, vocational courses have been introduced through NSDC, Government of India.
- Fluctuations in students pass percentage. The pass percentage of the commerce department needs to be improved through proper teaching plans.
- The intake capacity of the boys' hostel is limited. Therefore, the intake capacity needs to be increased.
- As the college is situated in the rural areas therefore, very few agencies have shown interest to arrange Campus interviews. The institution is planning to arrange some campus interviews for the students through its placement cells in the coming years.
- Absence of health unit within the campus. However, proper First Aid facilities and separate health care provisions for *Divyangjan* students are available.
- Collaboration with industry, non-government organisations and reputed research centres to be further strengthened. The college is planning to develop some new strategy to strength the linkage with industry, NGOs and research institutions in the coming years.
- As, most of the students of the college are from BPL families and therefore, it increases the risk of drop out students. It also creates a bad impact on the overall result of the college.
- PG courses yet to be implemented in regular mode. However, some PG courses have been introduced in distance mode under Dibrugarh University and KKHOSU.
- Diploma courses, Short-term courses of different professions need to be introduced through different mode i.e., regular and distance.

The college has availed very less grants from different funding agencies in the area of research and development.

Institutional Opportunity

Institutional opportunities:

- Large area of the college can be used for different purposes like development of infrastructure for different courses, teachers' quarters, agricultural activities, sports activities etc.
- There is scope for inter-disciplinary research among the departments. Recently the college has planned to introduce some inter-disciplinary research work in the areas like Economic History of Ahom Kingdom (Economics & History), Ecological diversity in the college campus (Botany & Zoology), Entrepreneurship and Academy (Commerce & Economics) etc.
- Lots of scope for opening vocational courses or skill based courses. Ample scope for Courses like Rural Tourism management (Diploma), Entrepreneurship Development (Diploma), Diploma in Sericulture etc. The college has situated in the place of historical importance and different types of ethnic villages are situated in the localities of the college. Therefore, opening of courses like rural tourism management will definitely help the students to engage themselves in tourism sector. Recently, most of the passed out students of the college start entrepreneurship in organic tea and they are the leading organic tea exporter of Assam. The brand name of one of the organic tea is **ABHILEX TEA**. So the college has the opportunities to open courses in entrepreneurship mainly in organic tea and green tea sectors.
- Ample opportunity to collaborate with industry. The college can undertake some collaborative works in the area of social development with ONGC Assam asset, Nazira under its CSR activities.
- Scope for development of hatchery for pisciculture development. The college has a fishery of about one acre of land. Introduction of hatchery will provide some applied knowledge to the students and the communities will also be benefited for the same.

As the college is situated in the place of historical importance, therefore, it paves the scope to undertake new projects in historical research and study.

Institutional Challenge

Institutional challenges:

- Scarcity of highly meritorious students. The meritorious students of the locality prefer to go outside colleges or urban based colleges.
- Most of the students of the college are from BPL families. It obstructs them from availing higher education.
- The workload of teachers in some departments like Chemistry, Mathematics, Botany, Assamese and English is very high due to lack of sanctioned posts of teachers and the delaying process of appointments by the State Government.
- The results of the students are not up to the mark as expected and it keeps fluctuating during the years. Consistency of results needs to be maintained.

Insufficient flow of fund from Government and UGC is another challenge for the college. As a result, the research works become slow and innovations are found to be limited.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institute makes utmost endeavour for effective curriculum delivery through a well planned and documented process.

- The institution follows the curriculum and academic calendar of Dibrugarh University to impart quality education to its students to fulfil its vision and mission. Besides, the institution has developed a structured mechanism to deliver the curriculum effectively.
- The faculty of the colleges actively participate in different aspects of the academic curriculum like course planning, class routine development, digital methods in teaching, participatory teaching etc.
- The faculties of the college have participated curriculum design and review of different subjects as member of Board of Study, Academic Council and Court Member of affiliating University.
- To enhance the skills of the teachers in teaching and other academic areas, they actively attend different seminars, workshops, short-term courses etc. at regional, national and international standards organised by different institutions.
- The college has preferred academic flexibilities in its curricular aspects through participatory teaching, community participation in teaching and learning process, generating environmental awareness in the local areas by the teachers and students, organizing seminars and workshops, entrepreneurs' meet, signing MoU's with different leading institutions etc. to make teaching more applied.
- The college encourages students towards self employment through development of skills in different

potential areas of entrepreneurship by organising workshop in handicrafts, entrepreneur academia meet and training in pisciculture, sericulture and apiculture etc.

- The curriculum of the college has incorporated the semester system in all the four programmes (Science, Arts, Commerce and PGDCA).

In each academic year, the IQAC provides feedback form to the students very confidentially, collects the data and takes necessary steps for the same on the basis of data analysis.

Teaching-learning and Evaluation

- The college is well conscious about teaching -learning and evaluation system. The fineness in teaching and learning is achieved by employing good competent teaching faculty. In order to have smooth delivery of teaching, apposite planning is maintained prior to the commencement of semesters.
- The college has formed Internal Semester Monitoring Committee (ISMC) to evaluate timely conduction of in-semester examinations among the departments, semester results of the departments, co-curricular activities of the assigned courses like seminar, group discussions, micro teaching etc.
- In each academic year, the IQAC receives feedback from the students confidentially, collects the data and takes necessary steps for the same on the basis of data analysis.
- The IQAC of the college analyses the end semester results in all the odd and even semesters. After the analysis of the results, the IQAC in consultation with the Principal give instructions to the departments to improve the results of the students.
- The IQAC frequently evaluates the teaching plans (as a form of academic calendar and structured course and lesson plan). In connection to this, IQAC provides a well structured lesson plan and course plan format to the departments so that the departments could effectively execute the teaching plan.
- The college has developed student centric methods like experimental learning, participatory learning and problem solving methods at different levels.

Considering the importance of e-resources in teaching-learning process initiatives have been taken to facilitate *e-journals and e-resources* to the students through the website of the College Central Library.

Research, Innovations and Extension

1. Research

- To promote the research culture among students and faculties, the institute has constituted a Research Committee.
- The college published a Peer Review annual research journal namely *Social Science Journal of Gargaon College* to publish research works.
- The college emphasises on students' project works and field surveys.
- The college has a *Biotech Hub* for different plant experiments.
- The college has come under *Star College* scheme of UGC to develop Science laboratories and research.
- The faculties are participated in various workshops and conferences in order to acquire advance knowledge and acquaint themselves with recent trend of research.

- The faculties are encouraged to publish research papers in UGC recognised journals.
- The college provides free access of N-list journals to the students and teachers.
- The IQAC supplied the information to the departments and teachers about the funding agencies of Major/Minor Research Project.

1. Innovations

Under innovations the college has initiated the following-

- The College facilitated and frequently updates infrastructural supports like uninterrupted power supply (solar energy), IT (computers and projectors) and Books and Journals.
- Digital technologies like Smart Class Room, free internet, N-list journals, SWAYAM etc. are introduced.
- The college has organised programmes like environmental awareness, women empowerment, entrepreneurship development etc., through its NSS unit as a means of participative learning and community participation.

Other incubation centres are Gargaon College Science Forum, Red Ribbon Club, Writer's Club, Assam Science Society, Zenith Youth Club, North East India Research Forum head office etc.

1. Extension Activities

- The college provides space for community training for skill development, environmental awareness, women empowerment, health camp, agriculture, entrepreneurship development etc.
- The college focuses on environment sustainability through community participation in environment related programmes.
- The college provides financial help to the BPL students.
- The college deposes its faculties to attend classes in high schools and higher secondary schools.

1. Collaboration

The college maintains relationship with Government of Assam, State Bank of India, Joint Director of Health, Sivasagar; Directorate of Archaeology, Assam; District Disaster Management Authority, Sivasagar and Dibrugarh University etc.

Infrastructure and Learning Resources

The college possesses good physical infrastructure for academic development, excellent collections of books, reference books, journals, databases, magazines and book bank facilities, IT infrastructures etc.

1. Physical Facilities

- The college has adequate number of class rooms, laboratories, workshops and tutorial rooms, well-equipped seminar and workshop halls.
- The laboratories have modern equipments, apparatus, computer hardware and software.
- The college has a well furnished auditorium to organise different programmes.
- The college has a playground of 5000 square feet area and a well structured indoor stadium of 700 square feet area. In addition to this, the college has a well equipped gymnasium for the students and

teachers.

- The college has a good canteen facility, adequate numbers of hygienic drinking water and toilet facilities for students and teachers etc.
- Adequate hostel facility for girls and boys is provided in the campus.
- The college provides uninterrupted power supply by installing generator and solar energy.
- The lavatory for boys and girls are well enough in the campus.
- The indoor stadium is modified as a training centre for badminton and opened for all.
- Staff quarter facility is provided by the college.
- The ramps and other facilities for *Divyagian* is also provided.

1. Library Facility

- The college library is the hub of different category of books, journals, magazines, newspapers in different languages of regional, national and international standards. The college provides book bank facility to the BPL students. In addition to this, the college library provides free internet facility to the students and teachers.
- In addition to the central library, every department provides library facilities to the students.

1. IT infrastructure

- The college has introduced Digital Technologies like Smart Class Room facilities, free internet facility, N-list journals, online fees payment facilities etc. The college supplied computers, printers and projectors to the departments for paper less communication.

1. Maintenance of Campus Infrastructure

- The infrastructure is maintained by installing of dustbins and appointment of *Sweeper* and *Mali*.
- Annual maintenance is done through the Maintenance Committee. Budget provision is also made for annual maintenance.

Student Support and Progression

1. Student Support and progression

- The college is well conscious about student support and progression. The college has provided some facilities like *Book Bank Facility*, *Students Aid Fund Facility*, *Sports Quota in Admission*, *Free Wi-Fi Facility*, *Hostel Facility for boys and girls* etc., for the progression of the students. In addition to this, some initiatives like Skill Development Training, Individual Support by the teachers, placement counselling by Placement Cells etc., are some notable steps towards student support and progression.
- Career Counselling, Guidance and Placement Cell opted to counsel the students about their future prospects.
- Women Cell covers up the issues of girls' security, health and hygiene, girls' awareness level etc.
- NSS unit provides space to the students on community participation and participative learning, environment consciousness and sustainability etc.
- *Zenith Youth Club* focuses on student's participation in community life and awareness on burning social issues.
- Red Ribbon Club specially focuses on HIV and AIDS.

2. Students Participation and Activities

The students of the college have been actively participating in different activities initiated by the college. They extensively participate in extension activities, sports activities, seminars, workshops, popular talks and field works. In each and every cells/committees the students are participated as a member or as beneficiaries. The students of the college have maintained good relationship with community as well as society.

3. Alumni Engagement

Alumnae are engaged in the college activities directly and indirectly. As for example, the alumnae donated the prize of the Tanu Konger Memorial All Assam Debating Competiton, participate in different programmes like seminar, workshop, popular talk, motivational programme, yoga programme and sports programmes. In addition, there is an Alumni Association which are directly associated with the different academic and developmental activities of the college. Alumnae are also engaged as a member of different committees constituted for overall development of the college. Alumnae provides moral as well as physical supports to the college.

Governance, Leadership and Management

Governance

- The college is governed by a Governing Body of the college constituted as per guidelines of the State Government.
- Faculty members and staff involves in the decision making process as a member of Governing Body.

Institutional Vision and Leadership

The Principal who is the leader of the college always focuses on the fulfilment of its vision and mission.

Strategy Development and Deployment

The college has a long term strategy for development and is deployed to some extent as per its strategies.

- The college has a perspective plan covering the period 2012 to 2022. The perspective plan of the college has given emphasis on education, administration and governance, infrastructure, collaborations and social responsibility.
- Under education, the college has focused to provide quality education, employability and placement, digital literacy and research for students and teachers.

Administration and Governance-

Under administration, it tries to focus on academic audit, gender equity, up gradation of the college from UG to PG, digitalized governance, self reliance through revenue generation etc.

Infrastructures-

The college is focusing on improvement of infrastructure for teaching and learning through facilities of ICT, increase intake capacity of the hostels, strengthening Wi-Fi facility, up-grade the library and sports infrastructure.

Collaborations-

The college is enthusiastic to collaborate with reputed research institutes and higher learning institutions like Universities, IIT, Colleges of potential excellence etc. Current collaboration with Nazira College and Simaluguri High School is the beginning.

Financial Management and Resource Mobilization

Financial management of the institute is transparent and managed by the Principal's office and the whole process of financial management is supervised by the Governing Body of the College. In addition to this, the process of resource mobilization of the college is controlled and managed by the Principal through different sub committees.

Internal Quality Assurance System

IQAS of the college is very strong and dynamic in the institute and the IQAC (2004) makes all endeavours to link with NAAC as per guidelines. The IQAC of the institute is the steering wheel in the matters of quality assurance in teaching learning and evaluation process.

Institutional Values and Best Practices***1. Institutional Values and Social Responsibilities***

The college values-

- People's participation and women empowerment. In connection with this issue the college has been organising different programmes at different levels within the campus and outside the campus.
- Environmental awareness through tree plantation, waste management, organic farming, solar energy installation etc.
- Transparency and openness in governance is the primary value of the institution.
- Digital changes in the society in the area of banking, marketing, education etc.
- Embraces diversity and inclusion in different areas of academic activities of the college.
- Sports as one of the core components of education, the college has given values in overall development of sports in the college as well as in the localities.
- *Swachatta hi Sewa* slogan under *Swachh Bharat Abhiyan*. The college has been showing interest on *Swachatta* since its establishment.

2. Best Practices

- In 2016, Gargaon College adopted Dorika Kaibarta Gaon as a part of Institutional Social Responsibility Programme to upgrade the SC dominated village in different areas like education, health and sanitation, women empowerment, environmental awareness etc.
- The college has been providing different training programmes to communities in skill development, environmental awareness, women related issues, health camp, agriculture etc. in the surrounding villages of the college.
- Solar energy installation in the college campus is started as a means of fostering renewable energy.

Green audit in the college campus to measure the extent of ***Eco- Diversity***.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	THE GARGAON COLLEGE
Address	Gargaon College. P.O. Simaluguri.
City	SIVASAGAR
State	Assam
Pin	785686
Website	www.gargaoncollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Punyadhar Gogoi	03772-252251	9435058164	03772-3772252251	gargaoncollege@rediffmail.com
IQAC Coordinator	Pobon Kr. Gogoi	-	7002387042	-	pabanbin@rediffmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	07-09-1959

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-06-1966	View Document
12B of UGC	01-06-1966	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Gargaon College. P.O. Simaluguri.	Rural	25	50585

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce	36	Higher Secondary	English, Assamese	150	85
UG	BSc, Botany	36	Higher Secondary	English	105	100
UG	BSc, Physics	36	Higher Secondary	English	150	124
UG	BSc, Chemistry	36	Higher Secondary	English	120	94
UG	BSc, Geology	36	Higher Secondary	English	150	140
UG	BSc, Zoology	36	Higher Secondary	English	120	118
UG	BSc, Mathematics	36	Higher Secondary	English	150	108
UG	BA, Political Science	36	Higher Secondary	English, Assamese	200	148
UG	BA, Economics	36	Higher Secondary	English, Assamese	165	118
UG	BSc, Statistics	36	Higher Secondary	English	90	20
UG	BA, Sociology	36	Higher Secondary	English, Assamese	200	200
UG	BA, English	36	Higher Secondary	English	200	193
UG	BA, Assamese	36	Higher Secondary	Assamese	200	198
UG	BA, Education	36	Higher Secondary	English, Assamese	200	199
UG	BA, History	36	Higher Secondary	English, Assamese	200	127

UG	BA,Geography	36	Higher Secondary	English,Assamese	200	191
UG	BA,Rural Development	36	Higher Secondary	English,Assamese	200	96
PG Diploma recognised by statutory authority including university	PGDCA,Pgdca	12	Graduation	English	50	37

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				30				41			
Recruited	0	0	0	0	18	11	0	29	16	16	0	32
Yet to Recruit	0				1				9			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				10			
Recruited	0	0	0	0	0	0	0	0	6	4	0	10
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				26
Recruited	19	2	0	21
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	10	3	0	13
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	8	7	0	6	5	0	26
M.Phil.	0	0	0	1	1	0	4	7	0	13
PG	0	0	0	8	4	0	7	4	0	23

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	4	0	10

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	23	0	0	0	23
	Female	14	0	0	0	14
	Others	0	0	0	0	0
UG	Male	1140	0	0	0	1140
	Female	1119	0	0	0	1119
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	13	22	22	28
	Female	12	19	24	28
	Others	0	0	0	0
ST	Male	25	16	28	23
	Female	33	49	40	38
	Others	0	0	0	0
OBC	Male	572	656	717	808
	Female	570	648	657	748
	Others	0	0	0	0
General	Male	86	127	140	145
	Female	101	138	162	133
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1412	1675	1790	1951

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 18	File Description	Document
	Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	4

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2250	1951	1790	1675	1412

File Description	Document
	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1562	1562	1562	1562	1562

File Description	Document
	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
605	534	412	267	457

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
61	64	64	62	63

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
71	71	71	71	71

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 67

Number of computers

Response: 143

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
87.97	45.42	67.76	64.36	126.84

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The institute makes the utmost endeavour for effective curriculum delivery through a well planned and documented process. The institution follows the curriculum and academic calendar of Dibrugarh University to impart quality education to its students.

Class routine:

Class routine is prepared by a **Routine Preparation Committee** and handed over to the department for implementation. The Heads of Departments allot the classes among the teachers and the principal monitors the classes frequently.

Diary book:

Structured Diary book is provided to the departments for the recording of classes by the teachers of the departments which is scrutinised by the concerned authority often.

Principal Meeting:

The principal meeting is held regularly with HoDs, teachers and the staff to discuss the action plan to arrive at an optimal delivery of curriculum.

Vice Principal's Role:

The Vice Principal, who is generally in-charge of the academic matters, visits the departments to monitor the classes. Strict assessments have been initiated regarding the absence of teachers and students after proper investigations. The VP of the college always ensures the classes with some alternate arrangements in consultations with the HoD of the departments.

Vigilance of the Principal:

The Principal monitors the classes and the progress of the academic curriculum frequently. Any kind of anomalies in the academic curriculum is managed by the principal with proper discussions with the teachers, HoDs and with the concerned committees. Critical issues relating to the academic curriculum are generally handed over to the Governing Body of the college.

Notices and programme schedule:

The Principal issues notices and programme schedule to the Departments relating to different academic

curriculum and ensures effective implementations of the same.

Academic Calendar:

The academic calendar is prepared by the Academic Development Committee (ADC) and reviewed and approved by IQAC in keeping with the calendar of the affiliating University.

Course Plan:

Course plan is provided to the departments to prepare individual plan and action. Programme Outcome, Programme Specific Outcome and Course Outcome are included in the course plan. Departments are also instructed to prepare lesson plans. The detailed course syllabus is provided to the department for effective delivery of the curriculum.

Audio-visual aids:

For effective curriculum delivery, digital infrastructural facilities like computers, printers, projectors etc., have been provided to the departments. Facilitation of audio-visual aids enrich the knowledge of both the teachers and students and also ensure proper class delivery mechanism.

Library resources:

The college is well endowed with library resources and the students are highly influenced by the teachers to avail the resources. In addition to this the teachers are highly benefited from the e-resources available in the library.

Provision of SWAYAM, ePG Pathshala:

Provision of SWAYAM, e PG Pathshala etc., of online resources and classes help the students to enrich their knowledge in different domains.

Documented Process:

All records relating to curriculum delivery, including the class routines are preserved in the Principal's office for public view and future record. Other notices and instruction notes are also kept in the office as a means of the documented process.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	1

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 76.43

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	13	9	8	6

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 11.11

1.2.1.1 How many new courses are introduced within the last five years

Response: 2

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 4

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 1.54

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	25	25	20	23

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

The Dibrugarh University syllabus of different undergraduate courses integrates several issues relevant to gender, environment and sustainability, human values and professional ethics. As for example, as part of compulsory course 'Environmental Studies' for fourth semester covers all these issues. This course integrates the basic component and their application in order to sensitize the students.

Besides, the institute organises different activities like tree plantation, public awareness through street play, poster-making and personal visit etc. to sensitise the students as well as society on the issues.

In addition to this, the College organizes various programmes relevant to gender, environment and sustainability, human values and professional ethics such as:

· **Environmental issues:**

- i) World Environment Day
- ii) Swachhta Drive
- iii) Tree plantation
- iv) Environmental awareness programmes
- v) National Science Day

· **Gender:**

- i) International Women's Day
- ii) Self-defence skill for girl students
- iii) Legal awareness
- iv) Provision of Women's Cell, Equal Opportunity Cell, Gender Sensitization and Sexual Harassment Cell.

· **Human values:**

- i) Celebration of Gandhi Jayanti.
- ii) Celebration of National Communal Harmony day.
- iii) Training programmes on yoga.
- iv) Rashtriya Ekta Divas & Sankalpa Divas.
- v) Birth Day of Swami Vivekananda
- vi) Teachers' day

Cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum is attached herewith.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 17.6

1.3.3.1 Number of students undertaking field projects or internships

Response: 396

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.05

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2	2	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 64.84

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2250	1951	1790	1675	1412

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2800	2800	2800	2800	2800

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 55.43

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
885	873	870	862	839

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institution used to assess the learning levels of the students after admission through a continuous internal assessment which consists of sessional examinations/ in-semester examinations, group discussion, assignment, writing test, project preparation and seminar paper preparation, field survey etc. In addition to this, some special programmes have been arranged for the advanced and slow learners by the departments at different levels.

Sessional examination/ In-semester examination test:

After one month of the admission, 1st sessional examination is held to assess the learning levels of the students. Those who secured more than 50 per cent of marks are considered as advanced learners and below 50 per cent are denoted as slow learners. Advanced learners are given more theoretical and practical assignments and tests to learn while remedial classes are taken to slow learners. After three months, the 2nd sessional examination is held to assess their learning level. If the slow learners have improved they are shifted to advance learners group.

Group Discussion:

Group discussion method is also opted to assess the learning levels of the students. In this process, the students are divided into different groups and are given a relevant topic for discussion. The teachers are guide and observer of the group discussion.

Seminar paper preparation and presentation:

This method is helpful to find out the learning level of the students and provide some basics of research to the students. The students are given a topic to prepare a seminar paper and present the same in presence of the concerned teacher. The teacher observes the entire process and comments on the same.

Sometimes, general programmes like the seminar, popular talk and motivational programmes are organised by the College to boost the learning level and presentation skill of the students.

Field Survey:

To assess the data collection and observation skill of the students some departments like Economics, Sociology, Rural Development etc., organises field survey annually.

Special programmes for slow learners

- i) Mentoring and counselling of slow learners by department faculty members.
- iii) Special interaction programmes for the slow learners with the faculty members.
- ii) Tutorial/Remedial classes for slow learners.
- iii) Strategies to reduce absenteeism.
- iv) Parent-teachers meet.
- v) Workshop on how to prepare for the examination, time management in examination hall etc.

Special programmes for advanced learners

- i) Assigned advanced topics.
- ii) Students lecture programmes/seminars are organized on current topics.
- iii) Preparing advanced learners for entrance examinations of higher education institutions and/or competitive examinations.

2.2.2 Student - Full time teacher ratio

Response: 36.89

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.04

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The College always proliferates the teachers to use the student-centric method in teaching and learning process. The science departments like physics, chemistry, geology, zoology have provided the opportunity to the student to involve in experiments on different subjects within the syllabus. In other humanity subjects participative and problem-solving methodologies are used to enhance the learning experiences of the students. The different departments of the college have used different methods which are as follows:

Experimental Learning:

Department of Zoology:

During practical classes, students are taught how to use the chemicals and equipment to test an experiment inside the laboratory. Besides, the students are brought to the field to enhance the learning experience through ecological practical or survey, habitat study, aquatic organism study, wildlife, national parks, heritage site, bio-sphere reserve, rainforest, botanical garden, zoological garden, museum and biodiversity of wetland study.

Department of Geography:

To trace the geo-satellite position of important strategic point nearby the college, the department takes the students to the field and teach them how to trace the position by using GPS set.

Participative Learning:

Department of Assamese:

To enhance the learning experience of the students beyond the syllabus the department organises seminars, group discussions, assignment preparation, special talks etc.

Department of Geography:

In addition to seminars, group discussions, assignment preparation the teachers of the department make arrangement for field visit of the students to enhance the learning experience. Project works are also assigned to the students on recent topics of the subject and they are asked to collect data from the field and prepare the report to stimulate their learning experience.

Department of Economics:

The department has regularly organised peer teaching methodology to enhance the learning experience along with organising seminars, group discussions, popular talks, assignment preparations etc.

Department of Zoology:

Through the regular seminar, scientific popular talk, field trips the department create avenues for participative learning of the students. They are also provided with the opportunity to learn from nature. In addition, the students are sent to the nearby institutes or farms for practical learning.

Problem-solving methodology:**Department of Geography:**

Every student of the department is given a problem to solve by preparing a project every year. They are encouraged to collect data from the field and gather knowledge outside the classroom.

Department of Economics:

The students are asked to place the problems of the society in special classes held in the department in the presence of the teacher. In response to the problems the teacher interacts with the students and tried to find out the solution.

Department of Zoology:

The experiments like silk culture, paramecium culture, identify zoo plantation, the culture of Drosophila, local fishes and insects are done in the field in the natural environment.

Department of Commerce:

Projects are assigned to the students on recent topics of business and commerce and they are directed to prepare projects by collecting information from the field.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 61

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 36.89

2.3.3.1 Number of mentors

Response: 61

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity in teaching- learning

- The institute has encouraged the teachers to use modern teaching aids, technological equipment along with the traditional lecture method. Trends have to set to use multimedia devices, like projector and computers.
- Quiz, surprise tests, group discussion, class room seminars, Industrial visits, audio-visual aids are used to make teaching effective. These innovative techniques have helped us to make the learning experience of students effective. Enjoyable, attentive, interactive and communicative tools are used in the teaching-learning process.

The following activities are introduced in the institute to enhance teaching learning process:

- Students are encouraged to get involved in projects preparation as a part of their curriculum.
- Institute organizes events like quiz, exhibitions, model development, popular talk, debating, dance completion, songs & music competition, drama competition to develop creativity and critical thinking among the students. To present their project work in different National/ International Seminars/Conferences/Workshops etc.

Innovative teaching approaches/ methods adopted by the faculty

- The teachers try to make lectures more students-centric by cooperative learning by means of group discussion, role play and technical debate.
- Institute has developed smart class rooms with web based teaching. The teachers utilized these facilities to illustrate the concept clearly through audio/video mode.
- The students are assigned different tasks such as Group Discussion, Problems Solving and Mini Projects. This activity helps to improve self-learning, critical thinking and teamwork.
- In presentation activity students are asked to prepare the presentation on any of the topic related to the course. This presentation has to be delivered in front of the students and teachers.

Initiatives of the Departments of the College to promote innovation and creativity in teaching and learning:

Departments	Innovation and Creativity
Assamese	Every Saturday of the week the department organized a creative writing workshop where students are taught about how to develop creative writing skill.
Education	Mind map technique has been applied to develop initial awareness among students. Students are taught about how to prepare the teaching model, teaching aids (TLM) etc.
History	Documentary related to the subject is screening to the students to make learning consequential and incredible.

Geology	Students are brought to the field for practice teaching and earn knowledge on the subject.
Commerce	Uses the project writing method to bring the student out of the classroom. Assigned a particular topic of the commerce subject and prepare a project on the basis of field survey data.
Education	Assignment to prepare the Slide on different topics is given to the student.
Zoology	Farm for practice learning e.g. Culture of life cycles of animals, identify the culture of Drosophila local fishes and insects etc.
Economics	Online resources through smart classes, industry academia meet, program on handicrafts training, field work, plantation, class summary presentation, of assignments etc.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 88.45	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years											
Response: 8.61											
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years											
<table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>0</td> <td>4</td> <td>17</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	3	3	0	4	17	
2017-18	2016-17	2015-16	2014-15	2013-14							
3	3	0	4	17							
File Description	Document										
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document										

2.4.3 Teaching experience per full time teacher in number of years

Response: 18.15

2.4.3.1 Total experience of full-time teachers

Response: 1107

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 1.59

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**Response:** 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Response:

The college has undertaken reforms in Continuous Internal Evolution (CIE) at the institutional level.

- The college has organized two sessional examinations per semester. The details have been given in the following table.

Programmes	Even & Odd semester Commencement of 1st Sessional Exam (month)	Marks	Even & Odd semester commencement of 2nd Sessional Exam	Marks
B.A.	February & August	30	April & September	30
B Sc	February & August	30	April & September	30
B Com	February & August	30	April & September	30

- Department wise class tests have been organized after completion of units by the concerned teachers of the courses.
- Seminars, micro teaching, group discussion, field survey etc., are common activities of the students in the process of internal evaluation.
- Organizes debate on course contents and provide marks as internal assessments.
- Organization of competition like the debate will definitely help to enrich the rational behaviour of the students.
- Regular MCQ tests have been organized to enrich THE competitiveness of the students particularly in MAT/CAT/TET/NET/SET and evaluate accordingly.
- Frequent quiz competition is also arranged to evaluate the students at the department level.

Continuous Assessment:

The institute believes firmly in continuous evaluation of the students for their academic performance. Hence a structured evaluation process has been designed and implemented. The sessional examinations are prepared and conducted at the institutional level as per academic calendar. But the schedule of BA, B.Sc, B.Com examination are designed and prepared at the University level and it is conducted by the affiliating institute. Students have to sit for the practical exam and submit project work where needed as per syllabi.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Response:

Transparency initiatives at institute level

- All criterions regarding internal assessment is informed to the students at the very initials stage through the prospectus of the institute. Any rectification or amendment on the mechanism of internal assessment is made known to the students through college and departments' notice board and class counselling.
- The institute also reminds the students about the basic eligibility of evaluation process through college and departments' noticeboard and class counselling.
- Institute notifies evaluation process and related documentation on the notice board. This includes the distribution of marks and schedule of internal evaluation and university evaluation.
- Institute also notifies the criteria for allocation of internal assessment marks through notices and class counselling.

Robustness in terms of Frequency

- Continuous evaluation process through sessional examination, home assignment writing, group discussion, seminar and attendance in class is done by the institute regularly.
- The continuous assessment for all courses is done by the concerned faculty in respective departments, laboratories as per routine which is informed to the students through the HoDs of the concerned departments.
- Staff meeting is conducted frequently to review the evaluation process.
- Display all sessional examination marks within a week after end of the exam.
- Students can check all internal assessment marks in the department through the HoD.

Robustness in terms of variety

- Any grievances drawn by the students are solve within the concern department.
- End semester grievances are placed to the Principal and the Principal solved them through the affiliating University.
- All the faculties of the concerned department are appointed as internal examiners for concerned

subjects to evaluate final internal marks.

- At the end of each semester the Principal observe and verifies the internal marks of all the students and send to the affiliating University for declaration of results.

Dibrugarh University procedure for submission of application for supply of photo copy(is) of assessed answer script and re-scrutiny of answer script.

1. The students can apply for supply of photo copy of answer script by filing an application under the RTI Act.
2. The students can apply for re-scrutiny of answer script.
3. The duly filled and signed application forms are received by the institute along with requisite fees within ten days by the Principal of the college.
3. The Principal forwards the application to Dibrugarh University for further process of evaluation.
4. A student shall be entitled once to take the “betterment examination” in any two theory courses of any of the six semesters after passing the sixth semester examination only.
4. Any related information received by the College from the affiliating University is immediately informed to the students.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

Response:

There are generally four types of examinations are conducted by the College in order to test the students e.g. end semester exam, sessional or in-semester exam, seminar paper preparation and presentation skill exam, group discussion exam and practical exam in science discipline. During the examinations, grievances of the students are met through the following mechanism.

- `. **Mechanism to deal with the grievances of end semester examinations:** Generally after declaration of result by the University the different types of grievances are takes place, i.e. withholding of result due to internal assessment mark, student’s registration number anomalies, less scoring of marks as expected, expell for using unfair means during examination, omission of marks in the mark sheet etc. In these cases affiliating University rules are followed and immediate action is taken to resolve the grievances. Application forms are supplied to the students to apply for to meet any grievances and forwarded by the Principal to the affiliating University for the solution within 10 days.
- `. **Mechanism to deal with the grievances of In-semester examinations:**
- `. Sessional Examinations are held twice in every semester and result is declared and displayed in notice board within 7 days. Grievances arises that some students fail to appear in the sessional

examination and if they apply to appear again then the department give them a chance and a new question paper is set for them.

b. Another grievance is that if the student is not satisfied with the marks secured in the sessional examinations then the evaluated answer script is re-examined in the departments.

c. If the students failed to prepare and present the seminar paper each semester then they are again allowed to prepare and present the same within 7 days once every semester.

d. If the students are absent in group discussion, they also get another chance to join in group discussion of non-attendant students. If there are less numbers of students who are absent in group discussion then they are instructed to prepare home assignment and submit the same within 7 days.

e. If the students failed to appear in practical classes during semesters, the department make arrangement for additional practical classes.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

2.5.4: The institution adheres to the academic calendar for the conduct of CIE.

Response:

For the conduct of CIE, the institution has obtained its unique position among peer institutions due to its continuous planning and executing the Teaching-learning process. Following distinctive points may be considered in the execution process.

Preparation of Academic Calendar

The institution has published its academic calendar every year in the month of January. This is prepared as per the academic calendar of the affiliating University but some new events have been added.

Contents of Academic Calendar

- Admission dates
- Commencement of classes.
- Programs to be hosted by the college.
- Examination and result declaration dates.
- Holidays
- In-semester examination dates

The University calendar is used as a reference point to prepare academic calendar of the institute. Academic calendar is prepared at the beginning of the year. Such a calendar for the year 2018 is uploaded

for reference.

The academic calendar of the University and the institute is attached herewith.

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 on website and communicated to teachers and students

Response:

Response:

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed properly on the website and communicated to the teachers and students. Program outcomes of BA, BSc and B Com program are articulated by taking inputs and suggestions from every stakeholder.

- POs, PEOs and COs are nicely stated and displayed on notice board and discussed in the classrooms as well as available on websites. PEOs and COs are available in course file.
- The POs, PEOs and COs are lines up with institute vision and mission statement.
- The institute follows the curriculum of affiliating University which is used to guide the process for defining POs, PEOs and COs. The defined outcomes are evaluated by the institution annually.

POs, PEOs and COs details are attached herewith.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Response:

In order to calculate the attainment of POs, PSOs and COs, the institute follows the NBA guidelines.

NBA guideline is-

Attainment level 1: 60 % of students score more than 55 % marks out of the maximum relevant marks

Attainment level 2: 70 % of students score more than 55 % marks out of the maximum relevant marks

Attainment level 3: 80 % of students score more than 55 % marks out of the maximum relevant marks

After following this guideline attainment level of POs are-

Table: Attainment level of Programme Outcome, 2017

Year	Courses	Total no. of students appeared (only Major) (Excluding backlog candidates)	No. of students secured more than 55 % in final examination	Percentage of students secured more than 55 % in final examination	secured
2017	B.A.	221	136	61.53	
	B.Sc.	139	92	66.18	
	B.Com	21	1	4.76	
	Overall	381	229	60.10	
2016	B.A.	198	130	65.66	
	B.Sc.	162	86	51.19	
	B.Com	28	2	7.14	
	Overall	367	218	60.00	
2015	B.A.	182	141	77.47	
	B.Sc.	104	56	53.84	
	B.Com	24	7	29.17	
	Overall	310	204	65.8	
2014	B.A.	119	99	83.19	
	B.Sc.	76	56	73.28	
	B.Com	14	0	0	
	Overall	209	155	74.16	
2013	B.A.	161	24	18.75	
	B.Sc.	83	26	31.32	
	B.Com	28	14	50.00	
	Overall	272	64	23.52	

Table: Comparison of pass percentage with the affiliating University

Years	Programmes	Pass percentage of Gargaon College	Pass Percentage of Dibrugarh
2013	B.A.	70.62	69.23
	B.Sc.	58.24	60.20
	B.Com.	55.17	53.00
2014	B.A.	81.16	71.25
	B.Sc.	78.00	74.45
	B.Com.	14.28	52.42
2015	B.A.	66.67	75.32
	B.Sc.	52.67	71.66
	B.Com.	58.33	78.33
2016	B.A.	63.13	70.26
	B.Sc.	51.19	55.00

2017	B.Com.	7.85	54.00
	B.A.	65.97	53.06
	B.Sc.	70.77	53.87
	B.Com.	9.52	56.25

2.6.3 Average pass percentage of Students

Response: 60.99

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 369

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 605

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 2.55

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0.95	1.10	0.50

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.13

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 8

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 63

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other

initiatives for creation and transfer of knowledge**Response:****Response:**

The institute has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge. This has been done through the initiatives given below:

Incubation innovation centre

- The college has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge.
- The college conducts workshop/seminars on various areas of thrust in research and societal development,
- There is no any specific separate incubation centre of this institution. But the existing various cells like Gargaon College Teachers Unit (GCTU), Women cell, North East India Research Forum (NEIRF), Zenith Youth Club etc., are organized seminars, workshops and conference in an innovative way to enhance research and development knowledge in other to motivate the faculties and the students.
- The number of major and minor projects undertaken by faculty members is a clear indication of establishing an innovative ecosystem. Some of the faculties of the departments undertake some projects of community interest with their self-financed.
- Incubation innovative centre supports and encourages the students to maximize their learning potential, and motivated to develop their potential skills.
- Workshop, awareness programs, entrepreneurial programs enhancing creativity, innovation, self-confidence
- The college has 'NSS' which conducts activities related to environmental consciousness and awareness to sensitize our students towards the environment and also entrepreneurship activities.

Other incubation centres are –

- Gargaon College science forum to the uplift of science education
- Zenith Youth Club is established to organise various activities to find out the hidden talent of students.
- Red Ribbon Club is to initiate awareness about HIV-AIDS among students and teachers.
- Writer's Club to encourage students to enhance writing skills by organising various activities among students.
- North East India Research Forum (NEIRF) is associated with all the research activities in and off campus and publication of research journals annually.
- Assam Science Society to create an environment for scientific research and crater its humble service by developing scientific temperament.
- Gargaon College Teachers Unit (GCTU) is safeguarding the interest of the teachers and established a good academic environment of the College.
- Gargaon College Students Union(GCSU) is safeguarding the interest of the students.
- Alumni Association to encourage and promote close relationship among the alumni themselves and academy for the exchange of ideas on academic, cultural and social issues.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**Response:** 0**3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response:** Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No**3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.04**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	3	4

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.65

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	5	19	13

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Response:

- Institute encourages the faculty and students in community social work to learn ethical values and understand their responsibilities and develop as good citizens.
- Social activities like tree plantation and awareness camps are organized. Faculty members and students visit the orphanage and old age homes in the vicinity of the institute, provide support and interact with them.
- Faculty and students actively participate in Swachh Bharat Abhiyaan in campus and in and around Sivasagar district.
- The institute organizes special training camps for school teachers on the latest development of science apparatus and its uses.
- Students of nearby schools are invited to visit the institute to know the method and technique of teaching, learning and evaluation process.
- School children are come during Rakshya Bandhan and interact with the students about the cultural diversity, unity and integrity of the nation.
- The students extensively participate in the Sadvabona Diwas, Gandhi Jayanti, Birth Anniversary of

Swami Vivekananda etc.

- Institute has an active NSS cell through which different social activities are planned and executed for each academic year.

Table: 3.4.1 Programmes conducted related to social issues and holistic development

Organizers	Social Issues	Date	Place	No of students	
NSS Unit Gargaon College	Anti-liquor Campaign	01/09/2013	Gargaon	124	•
NSS Unit Gargaon College	Sustainable Development Initiative- <i>Seuji Asom and Swachh Bharat Abhiyan</i>	15/10/2014	Gargaon	700	• •
NSS Unit Gargaon College	Systematic voter education	26/3/2014	Gargaon College	400	•
Gargaon College Science Forum	Sustainable Development	23/3/2015	Nazira	110	•
NSS Unit Gargaon College	Education, Women Empowerment, Environment, Health and hygiene	29/09/2016	Darika Kaibarta Gaon	55	• • • •
NSS Unit Gargaon College	Women Empowerment	24/03/16 to 28/03/16	Borkola Gaon	61	• •
NSS Unit, Gargaon	Financial Inclusion	6/1/17 to 11/1/17	Nazira Town	51	•

College					
College, Health and Sanitation	Sanitation Campaign	19/01/17	Upper Nazira Kaibarta Gaon, Nazira	70	•

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 31

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	7	3	3	7

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 53.64

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1332	939	482	980	1065

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 14

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	8	2	0	2

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 3

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	1	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Response

Classrooms:

It has 63 numbers of well-furnished classrooms. Altogether 947 numbers of Desks and 920 numbers of benches are facilitated to the students to attend the classes. Each of the department has their own classrooms fitted with LCD projector to take the classes.

Common Room:

The institution has four common rooms for teachers and students. One general common room is established for all teachers and separate lavatory facilities for men and women. There are departmental common rooms for every department. There are also separate common rooms for girls and boys with needed facilities.

Urinals for Boys and Girls:

The college provides separate urinals for boys and girls. There are 25 boy's urinals and 18 girl's urinals as per requirement.

Seminar/Conference Hall:

The institute has 3 seminar/conference halls which are used to organised talks, seminar, workshop, conference and meetings. All the halls are well furnished with sufficient lights, fans, LCD projectors, chairs and tables. The institute has a big auditorium with a sitting capacity of 500 persons. There are 351 steel chairs and 250 plastic chairs.

Sports facilities:

Sports facilities such as the indoor stadium, multi Gym, playground, different sports items of different indoor and outdoor games etc., are available in the institute. Right now the indoor stadium is used as the coaching centre for badminton. The playground is also utilised as football coaching centre of *Gargaon Football Coaching Centre* which is done in collaboration with the institute.

Library:

There are provisions of two libraries in the institute – Central Library and departmental library. The central library building is built in the assistance of State Government fund recently with 5000 sq. Feet and equipped with all necessary furniture, electrical items, CC surveillance cameras, Text and Reference

books, journals, periodicals and newspapers, e-resources etc.

Altogether 143 computers and 26 numbers of LCD projectors are utilised in the process of teaching and learning. However, the institute has 37 Laser and Inject printers and 3 Xerox machines. The departments have computers, printers and projectors to make teaching and learning viable. The entire institution comes under free Wi-Fi Zone.

Table: 4.1.1: The minimum facilities available in the institution

Sl. No.	Name of the infrastructure	Nos.
1	Classrooms	63
2	Computers	143
3	UPS	143
4	Projectors	26
5	Printers	37
6	Desks	947
7	Benches	920
8	Lights	415
9	Fans	395
10	Urinals for boys	25
11	Urinals for girls	18
12	Water filters	13
13	Canteen	01
14	Auditorium	01
15	Conference/Seminar halls	4
16	Chairs in Auditorium	351
17	Chairs in Classroom	63
18	Restroom for girls	01
19	Restroom for boys	01
20	Playground	01
21	Indoor stadium	01
22	Fire extinguisher	13
23	Dustbin	18
24	Water Taps	57
25	Almirah	37
26	Book Shelf	37
27	Showcase	5
28	Reck	53

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

Response:**Response:**

- To encourage personality development, team spirit and leadership qualities among students, the institute encourages students to participate in various sports and games at different levels—college to national level with dedicated sports in-charge.
- Three seminar halls with an area of 3500 sq.m and one Auditorium is available in the institute for college level and community level cultural activities.
- 15000 sq.m of professional sports playground has been developed for cricket, netball, volleyball etc.
- A well-equipped gymnasium of area 585 sq.m. is existed in the campus for doing exercises in the gymnasium.
- Infrastructures of Indoor games like Chess, badminton and carom etc. are available in the college.
- Participate in NSS camps every year. Blood donations camps, social awareness camps, gram swachhata abhijan camps and one-act plays are the commonly organized events by the NSS cell of the institute.
- Students are encouraged to organize various cultural activities in the college. Festival like Foundation Day, Independence Day, Republic Day, Mahatma Gandhi Jayanti, Bahag Bihu, Teacher's Day and Saraswati Puja etc. are celebrated by the students annually.

Sports facilities

Please find the attached document for Sports facilities available in the Institution.

Particulars	Equipments
Auditorium	Stage, Table, Chair, light and fans
Football	Football, safeguard and jersey
Net Ball	Ball and net
VolleyBall	Ball and net
Gymnasium Hall	1. Leg press and Hack Squats machine 2. Seated Rowing 3. Leg extension leg curl 4. Wrist conditioner 5. Dumbbell Rack with weight stand. 6. Weightlifting bar and weight set, 150kgs 7. Squats stand 8. Treadmill circuit

	9.Tae Kwon Do Head Guard	
		10.Tae Kwon Do Chest Guard
		11. Light Set, LED 100w with Frame
Badminton Hall		Vacuum cleaner and Badminton court mat with poles.
Cricket		Ball and Bat with jersey and safeguard.
Chess and Carom		Chess and Carom boards.
Yoga		Mats
Outdoor Games		Pool vault, Javelin, Discus, Hammer, Shot put, Spicks

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 28.36

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 19

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 44.02

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
39.95	32.96	25.50	32.96	16.85

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Response:

- The college has a central library and sixteen departmental libraries. There are two Open Access Catalogue (OPAC) units for the library users in the central library. Readers can search the documents by giving author, title, subject, class no., ISBN, keywords etc. through the OPAC. The automated circulation system is available. One separate automated issue counter and separate automated return counter is available to issue and receive the documents of the central library. The reading rooms of the library are well furnished and have a capacity to accommodate 175 students at a time. The separate reference section and a separate periodical section is available in the library. Visitor's book is maintained separately for students and staff. Visitors are asked to sign noting the time of entry and exit.
- New arrivals of the books and journals are displayed on display rack as well as the notice board. The new arrival books are kept in separate stand and racks for circulation.
- Security of the resources is ensured through the strict vigilance of the library staff. CCTV cameras are installed in the library for strict surveillance.

Electronic Resource Management Package for e-journals and e-books

The college website www.gargaoncollege.org and the library website "gcclibrary.weebly.com" have the link to N-List of INFLIBNET and scholarly open access journals/ database.

Library automation:

All the books accessioned in the library are updated in the library automation software SOUL (Library Management Software) database. Issue and return of these documents have been done with the help of SOUL Library Management Software.

Facilities Available:

No. of Printers: 3

Bar Code Printer: 1

Bar Code Scanner: 3

Photocopy Machine: 2

Internet Bandwidth: 4Mbps.

OPAC Unit: 2

Terminals for internet browsing by users: 20

- Name of ILMS = SOUL
- Nature of Automation = Partially
- Version = SOUL 1.0

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Response:

Rare Manuscripts available in the college:

Sl. No.	Name of the Manuscripts	Name of the publisher	Name of the author	Number of copies	Year of publication
1.	Religious Manuscript	o	o	1.	Published above 200 y (approx.)
1.	Religious Manuscript	o	Unknown	1.	Published above 200 y (Approx.)

Rare Books available in the college:

Sl. No.	Name of the book	Name of the publisher	Name of the author	Number of copies	Year of publication
1.	AHOMOR DABI	Thanuram Gogoi, General Scretary, Sadau Asom Ahom Sabha	Surendra Nath Buragohain	1.	1.
1.	ABHYARTHANA SAMITIR SABHAPATIR ABHIBHAKHON: 54TH Adhibekhon	Sadau Asom Ahom Sabha	Ghanakanta Gogoi	1.	1.
1.	GUESTS OF THE NATION	Macmillan and Co., London	Frank O'Connor	1.	1.

1.	Principles of Social and Political Theory	Oxford At the Clarendon Press	Barker, Ernest	1.	1.
1.	1.	Layars Book Stall, Guwahati	Bhuyan, Surya Kumar	1.	1.
1.	ASOMOR KHANDA BURANJI	Tulan Ch. Saikia: Parijat Printers: Jorhat		1.	1.
1.	AXOMOR MUGAL UDYOG	Layars Book Stall, Guwahati	Nirendra Narayan Bharali	1.	1.
1.	Databases of Historical Sites (Protected and Unprotected) Under Sivasagar District, Assam, India	Mission Green Sivasagar	Sivasagar District Administration	1.	1.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 2.22

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.09	2.46	3.06	2.91	1.59

File Description**Document**

Details of annual expenditure for purchase of books and journals during the last five years

[View Document](#)

Audited statements of accounts

[View Document](#)**4.2.5 Availability of remote access to e-resources of the library****Response:** Yes**4.2.6 Percentage per day usage of library by teachers and students****Response:** 14.28

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 330

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:****Response:**

The institute realizes that the infrastructure development is utmost necessary for effective teaching and learning process. Therefore, the institute pursues the following strategies for ensuring adequate infrastructure –

- At the beginning of the academic year as per need of the departments for replacement/up-gradation/addition of the existing infrastructure is carried out based on the suggestions of HoDs, Staff meetings, Maintenance Committee, Academic Development Committee and other committees and Cells.

- Optimal deployment of infrastructure is ensured after reviewing the requirement considering budget constraints, working conditions of existing infrastructure, equipments and students grievances.
- The institute tries to ensure the effective utilization of infrastructure through continuous monitoring.
- Annual maintenance work is done in the items like generator, Xerox machine, software application, computers, UPS and printers.

The institute has reviews the current needs and accordingly internet bandwidth is upgraded from time to time.

The plan of up-gradation is shown in table 4.3.1A and 4.3.1B

Table 4.3.1A: Year wise up-gradation of IT facilities

Financial Year	IT facilities	
	Specification	Quantity
2012-13	Desktop Computers	30
	Printers	12
	Projectors	--
	UPS	26
	CCTV	1
2013-14	Desktop Computers	--
	Printers	1
	Projectors	--
	UPS	2
	CCTV	--
2014-15	Desktop Computers	2
	Printers	--
	Projectors	--
	UPS	--
	CCTV	--
2015-16	Desktop Computers	--
	Printers	--
	Projectors	--
	UPS	2
	CCTV	--
2016-17	Desktop Computers	39
	Printers	21
	Projectors	12
	UPS	40
	CCTV	19
2017-18	Desktop Computers	3
	Printers	1
	Projectors	--
	UPS	3
	CCTV	--

Table 4.3.1B: Year wise Internet and Wi-Fi updation

Sl. No.	Financial Year	Internet updation
1	2012-13	2 mbps
2	2013-14	2 mbps
3	2014-15	2 mbps
4	2015-16	2 mbps
5	2016-17	2 mbps
6	2017-18	4 mbps and 2 mbps (2 separate connections)

4.3.2 Student - Computer ratio**Response:** 15.73**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)****>=50 MBPS****35-50 MBPS****20-35 MBPS****5-20 MBPS****Response:** <5 MBPS**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** No**File Description****Document**

Facilities for e-content development such as Media Centre, Recording facility,LCS

[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 71.6

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
59.70	39.98	40.77	54.20	73.21

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Response:

- The college has Maintenance Committee that oversees the maintenance of buildings, classrooms and laboratories.
- The Maintenance committee is headed by the Office Superintendent who also works as a Supervisor and coordinator. As a part of duty, the Office Superintendent has efficiently organizes the workforce, maintaining duty files containing details about their individual responsibilities, timings, leave etc. The Principal conducts periodic checks to ensure the efficiency/working condition of the infrastructure.
- Adequate staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms,
- Staffrooms, Seminar halls and Laboratories, etc. are cleaned and maintained regularly by Non - teaching staff. Washrooms and restrooms are well maintained. Dustbins are placed in different places of the campus.
- Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Elevator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in-house electricians and plumbers.
- Lab assistants under the supervision of the Office Superintendent maintain the efficiency of the college laboratories.

- Parking facility is well organized. It is efficiently maintained by annually renewed contract employees.
- The campus maintenance is monitored through surveillance Cameras. Proper inspection is done and verification of stock takes place at the end of every year.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Principal. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.
- Pest control of library books and records is done every year by the library staff.
- The non-teaching staffs are also trained in maintenance of science and computer equipment.
- The Estate office workers look after the maintenance of restrooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored.

Physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms maintenance policy is attached in additional information part.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 16.2

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
905	533	21	101	88

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 4.48

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
44	71	124	81	71

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 6.49

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
139	114	366	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0**5.1.5.1 Number of students attending VET year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response: Yes****File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response: 5.44****5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
11	22	19	31	23

File Description**Document**

Self attested list of students placed

[View Document](#)

Details of student placement during the last five years

[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)**Response:** 17.36

5.2.2.1 Number of outgoing students progressing to higher education

Response: 105

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**Response:** 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.**

Response: 57

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	13	8	14	7

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:**Response:**

The college has active Student Council and some percentage of students represent in academic and administrative bodies/committees of the institution. The basic aim of the students' involvement in different committees is to make transparency and upgrade their quality in decision making process. The college has about 21 committees in different aspects where the students' representation is reflected. The details of the students council is enclosed as sub parts of this section additionally. The details of the students' participation on academic and administrative bodies/committees of the institution.

Name of the Committee	Total Members	Percentage of Students
IQAC	13	15.38
Academic Development Committee	29	10.34
NSS	16	18.75
Women Cell	30	10.00
Gender Sensitisation and Complaint Committee for Sexual Harassment	16	18.75
Minority Cell	09	33.33
ST/SC Cell	14	21.43
OBC/MOBC Cell	11	27.27
Student Grievances Redressal Cell	09	33.33
Anti Ragging Squad and Committee	17	17.65
Library Advisory Committee	11	27.27

Career Counselling Cell and Placement Cell	08	37.50	
Research Committee	08	37.50	
Maintenance Committee	10	30.00	
Students Discipline and Monitoring Committee	12	25.00	
Girls common Room Committee	08	37.50	
Indoor Stadium Maintenance Committee	11	27.27	
Extension Activities Committee	09	33.33	
Hostel Committee	10	30.00	
Health and Hygiene and Sanitation Committee	26	11.54	
Collaboration Committee	12	25.00	

The table shows a good participation of students in different academic and administrative committees and share their ideas, experiences, knowledge in planning and decisions. Participation of students in different academic and administrative works, the students of the college can enrich their potentialities directly. Moreover, it ensures the objective of students participation in academic and administrative works of the college.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 48.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
48	48	48	49	49

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Response:

Gargaon College Alumni Association, a voluntary wing of Gargaon College, has been playing a role in the development of the College. This self-financed organisation has adopted various activities in its effort of providing a morale boost to the College. Some notable activities from among its miscellaneous ones (in between the years 2013-2018) are mentioned below:

- The Association celebrated the National Science Day in Sankardev Shishu Niketan, Simaluguri, Sivasagar, Assam to commemorate the epoch-making discovery of the Raman Effect by Indian physicist Sir C. V. Raman. The Day was observed with the agenda of creating awareness among the students on the increasing environment pollution in the country and the world. (dated 28/02/2013)
- The Association adopted another significant activity in which it kept a programme in the Blind School, Moran, Sivasagar, Assam shared some emotional moments with the students there, offered them sweets and fruits after end of a cultural programme basically presented by those students. (dated 03/12/2015)
- The Association joined hands with the College in another significant activity i.e. creating awareness among the people of a neighbouring village named Nazira Koibarta Gaon on the danger of open defecation. The village was quite an undeveloped one with inhabitants largely uneducated. A good number of students actively participated in the programme and could convince them of various diseases caused by open defecation. (dated 02/08/2016)

Moving to the financial domain, the Association has recently joined hands with the College authority in the establishment of a Cultural Museum in the College. It has contributed a handsome amount of money for the development of the museum, considering the fact that a museum can be a living organism of an academic institution which can ensure preservation of the rare cultural products of a race or community.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 1 Lakh - 3 Lakhs

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 25

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	5	5

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Response:

Vision and mission statement of the Gargaon College

The 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 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 teamwork amongst the students, participatory roles to enhance the 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.

The 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.

Nature of governance: The institute strives the decentralised democratic policy of governance with transparency as the sole principle.

Perspective plan of the College:

1. Education:

1. To provide quality and value based education to the students

2. To increase employability and placement of students.

3. Digital literacy among students

4. To provide facilities for research for both students and teachers

B. Administration:

1. Academic audit for reviewing academic performance

2. Gender equity in higher education

3. Up-gradation of the college from UG to PG

4. Digitalization of the governance of the college

5. The setting of the short-term plan by each department in relation to the goals of the perspective plan

6. To generate resources to grow self-reliance

C. Infrastructure:

1. To facilitate ICT enabled teaching and learning

2. To increase intake capacity in the hostels

3. To install Wi-Fi connectivity in the college campus

4. To upgrade the central library of the college

5. To develop sports infrastructure on the college

6. Green campus initiatives

7. Green energy initiatives

D. Collaboration:

1. To collaborate with other institutes for academic works

2. To collaborate with Government departments, NGOs for joint activities

E. Social responsibility:

1. To undertake outreach activities as a part of institute social responsibility

Participation of Teachers in the decision-making process:

There are 21 nos. of committees which are coordinated by the teachers including two members in Governing Body of the College. This reflects that the participation of decision- making bodies of the

teachers is more than other institutions.

6.1.2 The institution practices decentralization and participative management

Response:

Response:

Decentralization

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

1. Principal Level

The Governing Body delegates all the academic as well as operational decisions based on policy to the Academic Development Committee (ADC) headed by the Principal in order to fulfil the vision and mission of the institute.

2. Vice Principal level:

In order to fulfil the vision and mission of the institute, the Principal delegates some responsibility to the Vice Principal like the signing of admission form, attendance of teachers and students in the class, casual and other leaves of the faculties, coordinator of different committees, examination conducting committee, preparation of class routine etc.

2. Faculty or teacher's Level

Faculty members are involved in various activities of the institution. They represent different committees/cells, in-charge of academic, co-curricular and extra-curricular activities to develop leadership skills.

3. Student Level

Students are empowered to play an active role as a coordinator of students associations, co-curricular, extracurricular and NSS activities.

Participative Management

To improve the excellence in different aspects of the institution, it promotes a culture of participative management by engaging faculties, staffs and students in various activities.

1. Strategic Level

The Principal, Vice Principal, faculties and staff members are involved to define the policies/procedures, framing guidelines and rules/regulations pertaining to admission, placement, discipline, grievance, counselling, training & development and library services etc., and to effectively implement the same to ensure smooth and systematic functioning of the institute.

For smooth and orderly conduct, the academic and examination related activities, all the faculty members and Staff members are involved. It is to be noted that the institute has formed committees.

2. Functional Level

At the functional level, the faculty members participate and discuss departmental, academic and administrative matters in staff meetings, HoDs meeting etc.

3. Operational level

The Principal of the institution is a member secretary of the GB. The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities.

The Principal of the institution is responsible for academic, non-academic and administrative activities of the institution.

On behalf of the institution, he interacts and corresponds with Govt. of Assam, UGC, Affiliating University, etc.,

The academic calendar is earmarked for staff members and students to participate in various programmes organized by the institute.

The office staff is involved in executing day to day support services for both students and the faculty.

Case Study:

A committee is formed to look after the practising decentralisation and participative management in the College. The name of the committee is the Academic Development Committee (ADC).

Role:

The ADC is a centralized committee responsible for preparing, regulating and implementing various academic policies in the College.

Committee Hierarchy:

The ADC is headed by the Principal of the College. Other members of the committee are the coordinator of IQAC, all HODs, Coordinator of RUSA, teachers of respective departments, Librarian and member of the office staff of the College.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective Plan of Gargaon College, 2012-2022

Gargaon College, established in 1959, is a premier institute of higher education in Assam. The college was brought under the deficit system of Grants in Aid w.e.f. 01.06.1966 also had been included under section 12 (B) and 2 (f) of UGC Act, 1956 under the affiliation of Dibrugarh University. The college has been offering higher education in three streams- Arts, Science and Commerce with sixteen departments. In addition to this, the college has two distance learning centres under Dibrugarh University and Krishna Kanta Handiqui State Open University and one Computer Learning Centre.

The vision of the college:

The prime vision of Gargaon College is to provide quality education and guidance to the students to enable them to cope with the challenges of the new millennium.

The mission of the college:

The mission of the college is to expand the minds of the students by emphasizing upon traditional as well as recent values of life through education. The college is optimistic to march ahead with the positive thinking and to develop a sense of moral, social and aesthetic values in them.

Perspective Plan of the college:

The college has prepared a perspective plan for ten years i.e. 2012-2022, to grow with competitiveness along with quality. Main goals under Perspective plan 2012-2022 are classified into 5 categories; viz., education, administration, infrastructural, collaboration and social development.

Education:

The basic focus of the perspective plan of the college under education is to provide quality and value based education to the students, application of modern teaching methods by the teachers, participation of the teachers in teaching methodological courses, organization of academic exchange programme, digital literacy among students, placement and employment opportunities to the students, facilities for research to students and teachers etc.

Administration:

Under administrative heads the college focuses on the Academic audit for reviewing academic performance, gender equity in higher education, up-gradation from UG to PG, digitalize the governance of the college, setting of short-term plan by each department in relation to the goals of the perspective plan, to generate resources to grow self-reliance etc.

Infrastructure:

To upgrade the infrastructure that considered to be most important for overall development of the college the college focuses on to facilitate ict enable teaching and learning, to increase intake capacity in the hostels, to install Wi-Fi connectivity in the college campus, to upgrade the central library of the college, to develop sport infrastructure on the college, green campus initiatives, green energy initiatives.

Collaboration:

Collaboration with different academic and research-based institutions is considered to be very crucial for the promotion of academics and research of the students. Under the perspective plan the college plans to collaborate with the national/international research centre, the institute with the repute for research will be formed for up-gradation of research, teaching, learning and evaluation process.

Social Responsibility:

The college will adopt a nearby village for different extension activities, provide community-specific in skill development training, environmental awareness, awareness regarding women-related issues, health camps, agriculture, livelihood generation etc.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Response:

Governing body

Governing Body is responsible for policy-making and to verify the reports through the Secretary cum principal. The decision making procedure is made at appropriate levels in the organizational hierarchy. Statutory bodies such as IQAC cell, Anti- ragging cell etc. as per the university/government guidelines are

also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic audit and evaluation. There are different bodies that give academic and administrative leadership to the institution. An optimum level of decentralization through the autonomous department system and participative decision-making process are in practice.

Functions of various bodies

Various committees are formed in the college for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/ field and administrative skills. The committees are constituted by the principal in consultation with HODs for one-year academic year or until a new committee are formed. The list of bodies and its functions are given below

Examination committee

It is constituted to help and ensure the smooth and orderly conduct of examinations in the institute as per guidelines issued by the affiliating University from time to time is executed.

Research Cell

It is constituted to motivate young researchers in order to work in a different area to enhance their academic practice and skills. Further, it is necessary to observe and supervise Research and Development activities in the institute and to ensure performance.

Service rules and procedures

The institution strictly follows the rules according to the UGC norms. It has been uploaded on the website too. The institution runs for seven hours. The teaching and non-teaching staff have the benefits of EPF/GIS/Gratuity and casual/Earned/Medical/Maternity/ Childcare Leaves.

Recruitment policies

The institute follows the state Govt. and UGC norms for teaching and non-teaching staff recruitment. The HODs review requirements as per teaching workload when a particular teacher retires. The concerned HOD communicates to the principal for recruitment against the vacant post due to retirement. The principal pursues it to the Director of higher education, Assam for seeking permission to advertise and fill up the vacant post. Further, the HOD submits an application to the principal to engage a part-time teacher so that the classes can run smoothly without any interruption until the appointment of the permanent teacher.

Promotional policies

A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotion is based on merit and qualifications required for the higher position.

Grievances redressed mechanism

Committee members meet to discuss and resolve the grievances, if any, received in writing from the

concerned students/ staff. The committees maintain the minutes of the meeting and submit the copy of the same to the principal or governing body. The committee conveys the decision to the aggrieved students/staff in writing from the institution.

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Response:

The effectiveness of various bodies/cells/committees is evident through the following:

Sl. No	Bodies/Cells/Committees	Date of Meetings	Decision of Meetings
1	Gargaon College Science Forum (GCSF)	28/05/2012	<ul style="list-style-type: none"> • Awareness of Green Economy
2	GCSF	24/01/2013	<ul style="list-style-type: none"> • Celebrate National Science Day
3	GCSF	23/02/2013	<ul style="list-style-type: none"> • A popular talk on Mathematics
4	GCSF	23/05/2015	<ul style="list-style-type: none"> • World Environment Day celebration

5	GCSF	6/02/2016	<ul style="list-style-type: none"> • To organise National Science popular talk •
6	GCSF	24/02/2017	<ul style="list-style-type: none"> • To celebrate National Science
7	GCSF	24/02/2017	<ul style="list-style-type: none"> • To organise World Environn
8	NSS	21/08/2013	<ul style="list-style-type: none"> • To organise an Anti-liquor
9	NSS	20/02/2014	<ul style="list-style-type: none"> • To organise a programme on voter education
10	NSS	15/05/2015	<ul style="list-style-type: none"> • To celebrate 1st International
11	NSS	15/05/2015	<ul style="list-style-type: none"> • To organise a entrepreneurs programme
12	NSS	20/08/2015	<ul style="list-style-type: none"> • To organise a <i>cleanliness drive</i> campus.
13	NSS	10/02/2016	<ul style="list-style-type: none"> • To organise a workshop on h
14	NSS	15/10/2016	<ul style="list-style-type: none"> • To conduct a socio-economic
15	Women's Cell (WC)	29/02/2016	<ul style="list-style-type: none"> • Decided to celebrate Internat Day on 8th March 2016.
16	WC	2/03/2016	<ul style="list-style-type: none"> • To organise a programme on <i>for Girls</i>.
17	WC	18/01/2017	<ul style="list-style-type: none"> • To organise an awareness tal <i>Hygiene</i>.
18	Career Counselling and Placement Cell (CCP)	23/01/2016	Counselling on <i>Career Opportu Graduates</i>
19	CCP	23/01/2016	To organise career counselling

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Response:

The College has following welfare measures for teaching and non-teaching staffs.

Welfare Measures	Details	Imp
<i>Sansay and Rindan Samabay Samity (SARSS)</i>	The SARSS is a welfare society constituted in 1967 under the Co-operative Society Act, for teaching and non-teaching staff which provides financial assistance. There is total of 71 members in which 53 are teaching faculty members and 18 non-teaching staff members.	
<i>Employees Welfare Society</i>	This society is constituted, 2016 in the college among the non-teaching staff to assist its members when required. Monthly contribution is collected from the members and spent as per requirement on the priority basis.	
<i>Sports and Health facilities</i>	The college has facilitated different sports facilities both indoor and outdoor to all the staff of the college like Gymnasium, table tennis, badminton court, volleyball court etc.	
<i>Free Accessibility of e-resources and Wi-Fi facilities</i>	The college has provided free e-resources and Wi-Fi facilities to the college staff.	
<i>College Quarter Facilities</i>	The college has provided Quarter Facilities to four families in the college campus.	

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 4.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	3	3	2	2

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 26.09

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	20	26	12	2

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Response:

- The College follows all the rules and regulations of recruitment and promotion guidelines for teaching and non-teaching staff as stipulated by the DHE, Government of Assam.
- All faculty members complete the self appraisal procedure every year in the format prescribed by the College Authority.
- Self appraisal is done on the basis of the following points:
 - Teaching learning process evaluation
 - Specific duties/ task assigned by the Principal.
 - Major contributions for the benefit of students/ staff/ college.
 - Awards received by the faculty members and office staff at regional, national and international level.
 - Contribution towards extra-curricular and co-curricular activities in both inside and outside the college.
 - Execution of examination duties assigned by the College and University.
 - Research contribution of faculty members in terms of research projects, publications and guidance provided to the students for the involvement in research.
 - The College Authority reviews the performance appraisal and provides appropriate suggestions for regular increments and promotions.
 - The promoted staff of the college during 2012-13 to 2016-17 are shown in the following table:

Table 6.3.5: Promoted staff of the college during 2012-13 to 2016-17

The promoted staff of the college during 2012-13 to 2016-17					
Date	Department	Name of the staff	Current position	Post before	
	Chemistry	Dr. Anna Gogoi	Assistant Prof. (Senior Scale)	Assistant Pr	

Commerce	Dr. Meghali Borah	Assistant Prof. (Senior Scale)	Assistant Pr
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NAAC

Botany	Dimbeswar Das	Assistant Prof. (Senior Scale)	Assistant Pr
Library Science	Dr. PankajNath	Librarian (Seni or Scale)	Librarian
Commerce	Nilamber Chutia	Associate Prof.	Assistant Pr ection Grade
Zoology	Dr.Tutul Bortamuli	Associate Prof.	Assistant Pr ection Grade
Geology	Porag Jyoti Borah	Associate Prof.	Assistant Pr ection Grade
Sociology	Dr. Khirud Ch. Gogoi	Associate Prof.	Assistant Pr ection Grade

2013-14

	Zoology	Irina Konwar	Associate Prof.	Assistant Pr ection Grade
	Pol. Science	Abdul Malik Saikia	Associate Prof.	Assistant Pr ection Grade
	Geology	Jatin Ch. Borgohai n	Associate Prof.	Assistant Pr ection Grade
	Zoology	Dr. Rina Handique	Associate Prof.	Assistant Pr ection Grade
	Assamese	Nilkhi Chetia	Associate Prof.	Assistant Pr ection Grade
2014-15	Chemistry	Ranjit Dutta	Associate Prof.	Assistant Pr ection Grade
	Geography	Dr. Dilip Kr. Deka	Associate Prof.	Assistant Pr ection Grade
	Physics	Dilip Bordoloi	Associate Prof.	Assistant Pr ection Grade
	Physics	Diganta Konwar	Associate Prof.	Assistant Pr ection Grade
2015-16	English	Bitupal Borgohain	Assistant Prof. (Senior Scale)	Assistant Pr
	Assamese	Priyama D. Phukan	Assistant Prof. (Selection Gra de)	Assistant Pr ior Scale)
	Assamese	Pranab Dowarah	Assistant Prof. (Selection Gra de)	Assistant Pr ior Scale)
	Assamese	Nilakhi Chetia	Associate Prof.	Assistant Pr ection Grade

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

Yes, Internal and external financial audits are done regularly. The Internal Audit Report of last 3 years (2014-16) is uploaded.

1. Audit Report 2014-16 of building A/C
2. Audit Report 2014-16 of examination A/C
3. Audit Report 2014-16 of general A/C
4. Audit Report 2014-16 of Hostel A/C
5. Audit Report 2014-16 of maintenance A/C
6. Audit Report 2014-16 of science A/C
7. Audit Report 2014-16 of library A/C
8. Audit Report of 2013 is done by the Govt. auditor and the report is yet to be submitted.
9. Audit Report of 2017 is undergoing and the CA has not submitted the report till date

Audit Report is uploaded herewith:

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Response:

The college has a well defined procedure to monitor effective and efficient utilization of available

resources for infrastructure development and teaching learning process. All the major financial transaction is monitored by the office of the Principal. The institute gets funds from various funding agencies like State Government, PSU's such as ONGC, GAIL, etc. Central Government such as UGC, RUSA, DBT & DST; Local Area Development Fund of MLAs and MPs, donation from Businessmen and Alumni.

The funds received from UGC, RUSA and Central Govt. are monitored by the concerned authorities who disbursed the fund and MP and LAD fund are monitored by Deputy Commissioner of the concerned district.

The college constitutes construction committee and monitoring committee before starting any construction. The committees consist of the faculty members, staff and students' representatives. In some committees, public and government representatives are also included. The construction works of below Rs.5000.00 are done by following master role policy whereas above Rs-5000.00 are done by inviting tenders through college website and popular newspapers as per rule and guidance of the Government. Purchasing of different materials is done as per State and Central Government rules. The utilized funds are audited through internal and external auditors after the end of every financial year.

The institution also ensures the optimal utilisation of funds in purchasing the laboratory equipments and other accessories as per requirement of the science departments of the college through the fund received from the various funding agencies through various schemes such as Institutional Level Biotech Hub, Star College Scheme, etc. by inviting the tenders or quotations.

The institute never compromised in timely submission of audit reports to the concerned authority. The Principal as well as the construction/ monitoring committee monitor/takes special attention to submit the audit reports to the concerned authority.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Response:

The IQAC of the institute was formed in 2004 after the first cycle of assessment and accreditation of NAAC as per guidelines of UGC and NAAC, Bangalore. The IQAC was successfully assessed and accredited by NAAC in 2010 for the 2nd cycle and received B grade. Since the formation of IQAC, it has made all possible endeavours to contribute towards the quality assurance strategies and processes of the institution.

Following are the major contribution of IQAC:

- Constituted new cells/bodies and committees to operationalise the quality related programs.
- Paperless communication
- Eco-sensitivity within the campus.

- Outreach programs like Maitree Ek Gyan Yatra
- MoU with neighbouring institutes.
- Circulation of notices and orders of UGC, affiliating University, Director of Higher Education and Research Funding Agencies.
- Adoption of a village under the institute.
- Preparation of model of course plan and lesson plan of the programs.
- Encouragement to attend the Refresher Course and Orientation Programs.
- Circulate the information to attend the seminar, workshop, symposia and conference.
- Organize seminar, workshop, popular talk and conference in the Institute for faculties, staff and students.
- Organizes national festivals and important days (national/international) in the institute.
- Organizes birth/ death anniversaries of great Indian personalities.
- Constitution of Zenith Club, Writer's Club and Red Ribbon Club to enhance the quality of the students.
- Introduction of Soft Skill Development Program.
- Keeping records of student's achievement in sports, literature and cultural programs.
- Keeping records of teacher's achievement in academic, research, publication etc.
- Preparing and submitting the AQAR to the NAAC.
- Correspondence with NAAC, UGC and affiliating University.
- Prepare academic calendar annually.
- Conduct Academic Audit, etc.

Important works under IQAC

Provision of Dustbin:

The college has provided dustbin facility to dispose of non-degradable as well as degradable garbage within the campus. By availing dustbin facilities the college shows its responsibility towards cleanliness and fully supports *Swachh Bharat Abhiyan*.

Vermi Compost and Organic Farm Project:

The concept of sustainable agriculture becomes very popular among the farmers as well as policy makers. By keeping in view the emerging issue of agriculture, the college has developed one project of vermin compost and organic farming in the college campus.

Reserve Area:

The college is well conscious about the conservation of biodiversity. The college has reserved about one acre of land in the campus for different animals, snakes, birds, insects etc.

High Eco Diversity:

The college is highly eco-diversified. High level of diversity has been observed in animals, birds, medicinal plants, fruits, flowers, herbs etc. The diversity of fruits and flowers in the college helps high concentration of birds, insects, butterfly and animals in the campus.

Overall impression:

The overall impression of the consciousness of the college towards ecology will definitely generate some positive awareness among the students towards the environment. Thus the initiations of the college towards ecology can be considered as the direct contribution towards the general objectives of sustainable development of the human society.

Additional information is attached.

File Description	Document
Any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Response:

1. Teaching and learning process reviews:

The IQAC of the college is very attentive to review the teaching and learning process of the institution periodically i.e., after per semester to maintain the standards of teaching and learning. The IQAC of the college organises staff meeting, head of the departments' meeting, students feedbacks etc., to review the teaching-learning process.

1. Structure and methodologies of operations and learning outcomes at periodic intervals:

The structure and methodologies of operations and learning outcomes at periodic intervals are mentioned below-

Sl. No	Structure and methodologies	Details
1	Internal Semester Monitoring Cell	The college has formed ISMC to evaluate time semester examinations among the departments, se departments, co-curricular activities of the assign seminar, group discussions, micro teaching etc.
2	Students Feedback	In each academic year, the IQAC provides feedba semester students very confidentially, collects necessary steps for the same on the basis of data a
3	Semester wise Results Analysis	The IQAC of the college analyses the end seme odd and even semester.
4	Teaching Plan Evaluation	The IQAC frequently evaluates the teaching teachers and effectiveness of the same. In conn

		provides a well-structured form to the teacher to evaluate the effectiveness of the teaching plan.	
5	Academic Development Committee	Moreover, Academic Development Committee monitors the completion of courses as per the syllabus and takes necessary action, if needed.	

1. Upload two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC.

Example-1

Institutional Reviews

Sl. No	Nature of meeting	Date & year	Remarks
1	HOD meeting	04/04/2014	The meeting reviewed the attendance of students.
2	HOD meeting	01/08/2014	The meeting reviewed the terminal examination of the college and decided to maintain the standard of the examination.
3	HOD meeting	04/01/2016	The meeting reviewed the timing of the examination of the college and the standard of teaching of teachers.
4	Staff meeting		

Example-2

Implementation of teaching learning reforms

Sl.No	Teaching-Learning Reforms	Description
1	ICT	IQAC provided Computers, Printers and Projectors to each of the improve <i>audio-visual methods</i> in teaching and learning.
2	Book bank	Majority of the students in the college are under BPL category. view, the IQAC implements <i>Book Bank</i> facility to the BPL category.
3	E-journals	In recent days e-resources are considered most important to uplift teaching and learning in any educational institution. Therefore college has facilitated <i>e-journals and e-resources</i> to the students of the college library.
4	Participatory teaching	<i>Participatory teaching</i> is a much applied methods of teaching. The college encourages the teachers to initiate or implement participatory teaching in <i>environmental audit, organic farming, development</i> etc., has been introduced by the college.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**Response:** 10.2**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	8	6	15

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**

4.ISO Certification**5.NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:****Response:**

Suggestions of NAAC peer team during 2nd cycle have been properly appraised and as per the convenience of the institution following post accreditation quality initiatives have been accrued.

Quality parameters	Post accreditation quality initiatives
1. Feedback mechanism from stakeholders.	<ul style="list-style-type: none"> • Parent-teacher meetings • Structured feedback from students. • Principal's meeting with the stakeholders.
2. Special arrangements for visually and physically challenged students.	<ul style="list-style-type: none"> • Ramps in all classrooms, laboratory and library • Wheel chairs • Hearing aids
3. Modern teaching tools.	<ul style="list-style-type: none"> • Virtual / Smart classroom. • Documentary films. • Classrooms with ICT facility. • E-Resources in the library. • SWAYAM centre for teachers and students. • National Digital Library (NDL)

	<ul style="list-style-type: none"> • e-PG Pathshala 	
4. Faculty Development programmes	<ul style="list-style-type: none"> • FDP scheme of UGC. • RC, OC and Short Term Courses (STC) • Child Care Leave, Earn Leave and Casual leave are given to the teachers. • Seminars and workshops to enrich quality. 	
5. Internal evaluation	<ul style="list-style-type: none"> • Teachers' diary • Sessional examination, class test, seminar, group discussion, project writing. • Tutorial and remedial classes. 	
6. Research committee	During the 2nd cycle, Research committee has been set up	
7. Faculty participation in research	<ul style="list-style-type: none"> • The IQAC has encouraged the faculty member to pursue major and minor research sponsored by various funding agencies. • Teachers have presented research paper in various Regional, National, International Workshops, Seminars and Conferences. 	
9. Formal support for competitive and entrance exams.	<ul style="list-style-type: none"> • National Skill Development Course (NSDC) to the deserving students. • The Career Counselling and Placement Cell took initiatives to assist the students appear in competitive and entrance exams. 	
10. Career counselling and Grievances Redressal Cell.	<ul style="list-style-type: none"> • After 2nd Cycle of A & A process, the institute has strengthened the career counselling Grievances Cell • Provision of grievance boxes. 	
11. Welfare facilities for employees.	<ul style="list-style-type: none"> • Sansay and Rindan Samabay Samity (SARSS) • Employees Welfare Society • Sports and Health facilities • Free Accessibility of e-resources and Wi-Fi facilities • College Quarter Facilities 	
12. Other quality parameters	Some other quality parameters are initiated by the college are Professional Development for non-teaching staff, Functional IQAC, Regional, national, international exposure Hostel facility for Girls, New Courses introduced, Laboratory facilities expanded, environment and awareness programme, Paper free communication, Cub formation as MoU with neighbouring institute etc.	
File Description	Document	
Any additional information	View Document	

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 8

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	2	1

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

Response:

Institution shows gender sensitivity in providing facilities such as:

a. Safety and Social Security:

- Entire campus of the College is bounded by concrete wall for safety of the students.
- Two entry and exit gates are sited to ensure safety and security of the students
- Two security persons are appointed to secure the campus during working hours of the College.
- No outsiders are allowed to enter into the campus without prior permission from the Principal.
- The institute provides the CCTV surveillance in specific places for safety and security purpose.
- Students wear ID cards at all times and outsiders are checked by the security staff.
- Female faculty members escort the girl's students after the night programmes.
- Display boards containing the safety and security of the students are placed in the campus.

b. Counselling:

- Female faculty and girls students are regularly counselled on safety and security.
 - The faculty of the college carried out the responsibility of taking personal care of students on the individual level. The head of the departments are looking after the welfare of students specially girl's students by providing necessary guidance and assistance.
 - Regular counselling programmes such as the National day for Girl Child and International Women's Day are organised to ensure safety and security of the women faculties and girls students.
 - Further, popular talk, health awareness camp, self-defence training camp are organised as a part of counselling to the girls students.
 - Yoga camp is organised specially for girl's students to keep them healthy and safe.

C. Common room:

- Both Girls' and Boys' common rooms are spacious and airy with various indoor game facilities like carom board and chess.
- Both common rooms have electricity, attached toilet with running water.
 - There is the student representative in student council for Girls and Boys common room who oversee the matters.
 - Further, to look after the matters of common rooms there is a girls and boys common room monitoring committee.

7.1.3 Alternate Energy initiatives such as:**1. Percentage of annual power requirement of the Institution met by the renewable energy sources****Response:** 26.67**7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)****Response:** 43800**7.1.3.2 Total annual power requirement (in KWH)****Response:** 164250

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 100

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 87600

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 87600

File Description**Document**

Details of lighting power requirements met through LED bulbs

[View Document](#)**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:**Response:**

The institute follows the policy of 3 R's - *Re-Use, Repair and Recycle* wherever possible in waste management. College has proper management for solid, liquid and e-waste.

Solid management

- The institute is on the verge of becoming paperless as most of the documents, forms, payments on dues have been shifted to an online process and official communication is done by email, whatsapp and via the website.
- All kinds of paper waste are sent for recycling to the vendors.
- Minimizing of the paper work and wastages go through eco- friendly recycle process.
- Used papers are collected and sent for recycling.
- The institute takes all measures required to ensure that the campus is free from plastic items and other wastes that harm the environment.
- All classrooms and departments are provided with dustbins, garbage box etc.
- Segregation of wastes from dustbins is done as per quality of wastes.
- Bio-degradable and non-degradable waste is used for compost. Dry leaves and waste papers are not allowed to be burnt and garbage is used for vermin compost treatment in the campus premises.
- Hostel garbage is collected by local vendor daily for piggery farming.

Liquid Waste Management:

- * The wastewater at the campus is treated through sedimentation.
- * The faculties and students use very less corrosive chemical for carrying out practical classes.
- * Disposal to drains is done in dilute form and put into dumping ground without contamination.
- * The chemicals and other hazardous waste materials are neutralized before disposal.

E-waste management

- * The e-waste like electronics equipments such as CPUs, hard disks, empty toners, outdated computers, pen drives, batteries and other laboratory equipment scraps, different electronic items are stored in the store room.
- * The cartridges of printers are refilled.
- * UPS batteries are recharged and repaired.
- * Non-working computers, monitors, printers are repaired and used by students and library and whatever possible recycling is done.
- * The institute has created a special store for neat and safe storage of e-wastes.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Response:

- As water is a fast depleting resource the institute has taken initiatives for rainwater harvesting and trying to formulate the plan for effective water management in the campus in the coming year.
- The institute is very serious about the conservation of water and water uses.
- The huge volume of rainwater from the roof is collected and this water is partially used for gardening and the remaining water is used for groundwater level improvement and for maintaining the water level in the wells and ponds.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**

- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Response:

a) Bicycles:

- More than 20% students use the bicycles from home to college and college to home.
- There are many staff who use bicycles.
- Students are motivated to use bicycles.
- The parking area is available at college premises, which helps to restrict entry of the vehicles in the premises.

b) Public Transport

- The college promotes students to use public transportation.
- Approximately more than 70% students, teachers and non-teaching staff use public transport facility.
- Very few use individual transportation.
- Separate parking stands for vehicles for students and teachers as well as office staff.

c) Pedestrian friendly roads are available.

- Naturally, the roads around the college are pedestrian-friendly

.d) Plastic Free Campus

- Go green initiatives are taken by college authority with the help of faculty members and the campus is kept clean and plastic free.
- The college has taken steps towards making the campus plastic-free by creating awareness amongst the students.
- The college has banned the use of non-degradable materials.
- The college faculty takes initiative to make the students aware about the harmful effect of plastics and suggests the alternatives.

e) Paperless Office

- The motto of the college regarding paperless office is 'Go digital'.
- Circulars are circulated electronically.
- Use of emails and whatsapps are effectively used to reduce usage of paper.
- The college office communicates with university authorities and higher education directorate officials through email.

- College has taken initiatives to upload students-nominal roll, scholarship forms, important information, admission data and other important notices in the college website.
- Notices of all meetings of different committees/Cells are communicated through email and social media apps.
- All types of official works including payments are done through digital mode.

f) Green landscaping with trees and plants

- Our college has luxuriant vegetation with big trees and dense vegetation and 1/3 of the college area is covered by trees to maintain the ecosystem
- Green environment of the college is due to tree plantation which is carried out every year regularly.
- The College has formed a green team comprising faculty of various dept
- The campus has various fruit bearing, flowering and ornamental plants, various medicinal plants and valuable wood trees.
- Green campus is home for many reptiles like common snakes, species of birds like Indian paradise flycatcher, drongo, barbet, owl, parakeet, munia,
- Bulbul, bee-eater, hoopoe, magpie, koel, oriole etc.
- Every year in the month of July and August, saplings are planted within the campus and on the occasion of “science day”, environment day etc.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 2.29

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.01	2.9	1.45	0.67	0.93

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities

2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 37

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	7	6	9	15

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 19

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	6	2	8	2

File Description	Document
Report of the event	View Document

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response: Yes**

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website**Response: Yes**

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response: Yes**

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 53

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	12	11	10	11

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Response:

List of programmes organised by the institution on national festivals and birth/death anniversaries of the

great Indian personalities.

Name of the activity	Year
National Independence Day	
National Republic Day	
Gandhi Jayanti	
Birth anniversary of Swami Vivekananda	
Teachers' day	
World Environment Day	
International Women's Day	
National Science Day	
Rabha Divas	2013
Silpi Divas	
Axom Divas	
Lachit Divas	
Magh Bihu	
Bohag Bihu	
Death anniversary of Dr. Bhupen Hazarika	
National Independence Day	

National Republic Day	
Gandhi Jayanti	
Birth anniversary of Swami Vivekananda	
Teachers' day	
World Environment Day	
Rashtriya Ekta Divas	2014
International Women's Day	
Science Day	
Rabha Divas	
Silpi Divas	
Axom Divas	
Lachit Divas	
Magh Bihu	
Bohag Bihu	
Death anniversary of Dr. Bhupen Hazarika	
National Independence Day	

National Republic Day	
Gandhi Jayanti	
Birth anniversary of Swami Vivekananda	2015
Teachers' day	
International Yoga Day	
World Environment Day	
Rashtriya Ekta Divas	
International Women's Day	
Science Day	
National Independence Day	
National Republic Day	
Gandhi Jayanti	
Birth anniversary of Swami Vivekananda	
Teachers' day	
Rabha Divas	
Silpi Divas	
Axom Divas	
Lachit Divas	
Magh Bihu	

Bohag Bihu	
Death anniversary of Dr. Bhupen Hazarika	
National Independence Day	
National Republic Day	
Gandhi Jayanti on birth day of Mahatma Gandhi	
Birth anniversary of Swami Vivekananda	
Teachers' day in the fond memory of Dr. Sarvepalli Radhakrishnan	
International Yoga Day	
World Environment Day	
Rashtriya Ekta Divas	2016
International Women's Day	
Science Day	
National Independence Day	
National Republic Day	
Gandhi Jayanti	
Birth anniversary of Swami Vivekananda	
Teachers' day	
Rabha Divas	
Silpi Divas	

Axom Divas	
Lachit Divas	
Magh Bihu	
Bohag Bihu	
Death anniversary of Dr. Bhupen Hazarika	
National Independence Day	
National Republic Day	2017
Gandhi Jayanti	
Birth anniversary of Swami Vivekananda	
Teachers' day	
International Yoga Day	
World Environment Day	
Rashtriya Ekta Divas	
International Women's Day	
Science Day	
National Independence Day	
National Republic Day	
Gandhi Jayanti	
Birth anniversary of Swami Vivekananda	

Teachers' day in the fond memory of Dr. Sarvepalli Radhakrishnan	
Rabha Divas	
Silpi Divas	
Axom Divas	
Lachit Divas	
Magh Bihu	
Bohag Bihu	
Death anniversary of Dr. Bhupen Hazarika	
File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Response:

Financial transparency:

The institution received financial grants from UGC, RUSA, Govt. of Assam and public representatives. Funds are utilised through proper planning and approval of the Governing Body of the institution. For construction and material procurements, specific committees are formed to monitor the financial transactions and to maintain the quality of work. Works are allotted through a competitive bidding process without compromising the quality of the work/product. Admission and other fees are collected from students on online mode and direct bank deposit system. Cash transactions are discouraged to maintain financial transparency. Payments are made through internet banking and cheque after verifying the satisfactory reports of the concerned committees. Utilisation certificates are sent to the funding agencies soon after the completion of work. Accounts are audited timely by the registered Chartered Accountant firms and State Govt. auditors. Salaries of the employees both regular and contractual are paid through the bank deposits.

Academic transparency:

As a part of academic transparency, admissions are given on the basis of pure merit. Reservations are made as per GoI and state govt. rules. The college offers financial support to below poverty line students. Classes are smoothly conducted through the class routine prepared by the Routine Committee. The college has a well-equipped computer laboratory. All the science departments have sufficient laboratory facilities. Field trips are conducted for the students to accrue on field experiences. The students publish annual college magazine entitled "Gorgoyan". The annual college week is observed with all kinds of activities to bring out the hidden talent of the students.

Departmental seminars, special talk programmes on relevant topics, group discussion are conducted on regular basis. Regular academic assessment is made through the class test, home assignment and sessional examinations. Transparency is maintained throughout the allotment of marks. Strict vigil is made by the Principal of the college to maintain academic excellence of the students. Unfair means like cheating is strictly checked through the proper instruction and monitoring of the students during the examinations. The offenders are punished adequately as per the examination rules. The departments use audio-visual tools in the teaching-learning process. Teachers are regularly encouraged by IQAC to pursue research and innovative academic works. Study leaves are granted to the faculties to attend short-term/ refresher course/orientation course.

Administrative Transparency:

The College maintains thorough transparency in dealing with all administrative works. The college has an adequate number of non-teaching staff to conduct smooth functioning of all non-academic works. The Principal and the Governing Body of the college keep an eye to check any kind of mismanagement of the college and to check any kinds of malpractices. The college has several committees to supervise various academic and non-academic works. Promotions of non-teaching staffs are made on the basis of Govt. of Assam regulations. Service books of all the employees of the college are regularly updated. Leave records/accounts of the employees are properly maintained. Govt. notification and orders are implemented as per the instructions. Scholarship of the students is disbursed on online mode.

7.2 Best Practices**7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:****Best Practices (1)**

1. Self-defence programmes for Girl Students:

Goals: The goals of this practice are:

1. To teach self-defence skill to the girl students.

2. To create confidence among girl students.

The Practice:

About half of the total population are women in the country. Women are still considered and treated as inferior to men in walks of life in society. The low status of women is evident from the fact that rarely any parents prefer to have girls' child. Present statistics reveals the growing crime rate against women in society. The changes in personal lifestyle and living standard contribute to violent attitude and tendencies towards women and witness an increase in crime against women in the society. There are different provisions to safeguards to the women in our society. Despite all these, the women in our country continue to suffer in different parts of the country. Therefore, self-defence is relevant for girls in the society. Women cell in the college have taken the different initiative to safeguard the girl students inside and outside the college. A self-defence programme was organised in the college for the greater interest of the girl students.

Evidence of success: The programme is very relevant for the girl students. Self Defence for Girls – one of the skilled based programme was organised by Women Cell of Gargaon College on 26-3-2016. The primary objective of the programme is to provide a suitable academic environment for the girl students of the college. Ms Archana Devi, Martial Art Teacher of Delhi Public School at Nazira, ONGC and Mr Rajesh Singh, Martial Art Teacher, Simaluguri were resource person of the programme. Considering the importance, total 150 girl students have participated in the programme. About 10 teachers and 50 girl students were attended in the programme. In the college campus, the girls' student is fully secured. Sometimes, the security problems are raised in the outside the campus of the college. The resource persons of the programme learned the students in different techniques of self-defence. They pointed out the meeting that the questions of self-defence are not only relevant for girls, but it is also essential for boy students. The students were satisfied to participate in the Self Defence programme. Another programme for self-defence for girls was scheduled on 22-2-2017 in the college. The number of students was increased in the programme. All total 190 girls student participated in the programme. The students requested the convenor to organize again in such a programme in the college.

Problem encountered and resource required: The primary problem encountered is that there is a lack of resource persons in the near areas of the college. There are lacks of the awareness programme in this regard of the society. Most of the students come to the college from rural and remote areas. They think that in such a programme is necessary for the urban areas students. Because most of the crimes are taken place in urban areas. In spite of this, in such a programme is essential and creates more confidence among girls student for the day to day life.

Contact detail:

The Principal

The **Gargaon College**

P.O.-Simaluguri - 785686,

Dist- Sivasagar, Assam

E-mail:gargaoncollege@rediffmail.comwww.gargaoncollege.org

Best Practices (2)

1. Title of the practice:

NSS Special Camps: 'Youth for Rural Development' 'Youth for Skill India' & 'Environment, Healthy Youth and Women Empowerment'

2. Objectives of the practice:

- i) To provide the opportunity to the students to participate in community works.
- ii) To address the different issues of nearby community and to find out solutions.

3. The context:

Community participation and extension activity is necessary for inclusive development. To uplift the nearby rural community and as a part of institute social responsibility, the college has included Community participation and extension activities in its Perspective Plan. The college is performing several extension works in different fields by engaging students and faculty members. As an active committee/unit/body of the college, NSS is organising a one-week special camp every year in the local community. These special camps provide the opportunity to the students to participate in community works and to gather practical experiences from ground level. Besides, these programmes are seemed to be very fruitful to identify different issues of nearby community and to find out solutions.

4. The Practice:

i) Youth for Rural Development (24th March to 28th March 2016)

A special camp for the NSS volunteers was organized from 24th March to 28th March 2016 in Borkola Village of Simaluguri. The main theme of the special camp was 'Youth for Rural Development'. The main activities are:

1. A training was offered by the volunteers to the women of the village for making paper-made ornaments, bags, files etc.
2. A demonstration was done on the preparation of vermicompost. Volunteers demonstrated the villagers how to make a vermin-compost plant in the cheapest way.
3. A small flower garden was prepared by the volunteers in the premise of Mithapukhuri M. V. School of the village.
4. The NSS volunteers of the college offered training on drawing to the students of the school.
5. A demonstration was made in front of the students on bottle gardening. A lecture also delivered on bio-medicine and re-use of plastic and environmental protection to the students.

ii) Youth for Skill India (13th March to 19th March 2017)

NSS Unit, Gargaon College organized a Special camp at the adopted village Dorika Kaibarta Gaon from 13th March to 19th March 2017. The main theme of the special camp was 'Youth for Skill India'. Major activities are:

- a) Hand-on-training on handicraft such as paper made ornaments, flowers, bags etc.
- b) Flower gardening with fencing.
- c) Fruit processing and preservation training. The resource person for the programme was Mr Jagat Gogoi, who is associated with the Fruit Processing and Preservation Training Centre, Sivasagar.
- d) Drawing workshop for the children of the village.
- e) A brief demonstration of disaster management by the trained NSS volunteers.
- f) Health Check Up camp for the villagers. The NSS unit is highly thankful to Dr. Romen Loying and his team; Dr. Ripun Borpujari, Joint Director of Health Services, Sivasagar and Dr. Pradip Borgohain, Medical Officer, Kheluwa PHC for their support.
- g) Cultural events. The NSS volunteers played a street play on the need of hygiene and sanitation. The villagers including children and women also performed several cultural events in the camp.

iii) Environment, Healthy Youth and Women Empowerment (27th March -2nd April 2018)

The Gargaon college NSS unit organised a one week NSS Special camp from 27.3.2018 to 2.4.2018 at Dorika Kaibarta Gaon in Sivasagar district of Assam. The theme of the camp was 'Environment, Healthy Youth and Women Empowerment'.

- a) A socio-economic survey was conducted in the village to collect information about households, health and hygiene, environmental awareness of the community people etc.
- b) Cleanliness drive at the premises of Dorika Kaibarta Gaon Primary School, *Namghar* and Anganwadi Kendra; awareness programme on Swachhta & Health.
- c) A training on the bamboo craft, bamboo ornaments and bamboo dustbin was held. Mr Basanta Nath from Bakata and Phulen Bailing from Gargaon provided training to all the NSS volunteers, youth and women of the village.
- d) Exhibition on Art and Craft/ Best out of waste.
- e) B. K. Bably and B. K Juri from Prajapita Brama Kumaris Ishwariya Vishwa Vidyalaya of Nazira Centre delivered their speech on the importance of spiritual education and meditation for a balanced personality.
- f) Training cum demonstration by NSS volunteers on self-defence.
- g) Life skill training, cultural programme and interaction with the villagers.

5. Evidence of success:

The NSS Special Camps offer opportunities to the students to involve in community works and thereby to develop the communication skills and personality. Through these types of camps, many student volunteers are able to grow their leadership quality and skills of event management which are seemed to be very important in present day context.

The villagers also get the opportunity to acquire skill in making handicrafts, bamboo crafts, fruit processing and preservation, etc. which may help them to grow the small start-up business. Moreover, awareness programmes on cleanliness, health, hygiene and sanitation, and health check-up camp were able to create awareness among the villagers which will certainly bring some positive behavioural changes in the community.

6. Problem encountered and resource required:

Sufficient Fund scarcity is one of the major problems to continue the week long programme. Busy schedule of the teachers and students during semester creates problems in executing the special camps.

More funds required to conduct extension programmes. A Supporting staff, specially for extension activities is required in order to keep records and make necessary communications with the field.

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7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Response:

The college always gives priority on skill development of the students so that they can enhance their employability and entrepreneurial ability after completing their bachelor degree. For that, the college has initiated the following programmes:

i) Skill development programme: The College has started a skill development programme in the area of Information Technology (IT) in 2016. Presently, the College is offering a course titled 'Junior Software Developer' in association with National Skill Development Corporation (NSDC) and Dibrugarh University. Till date, two batches have completed the course and many of them have got employment opportunity in the IT sector.

ii) Soft skill development: In keeping with the vision of the college and with the aim of providing the students with the required amount of exposure, knowledge and life skills in order to prepare them for life, the Zenith Youth Club (ZYC) was formed on 9th January, 2017 as part of the initiative taken by the Eloquence Society of Gargaon College. With the acquisition of necessary skills, students shall be able to build up confidence and face every possible challenge and make a significant contribution to the society and the world at large. The ZYC constitutes of a Coordinator (Dr Rimjim Borah), Assistant Coordinator (Ms Shyamolima Saikia), the members of the faculty (Dr Nitali Borgohain Konwar, Mrs Bonika Borgohain among others) and student union of the college and students of all the streams –Arts, Science and Commerce are made to participate in the various activities organised for their all-round development.

The objectives of the Zenith Youth Club are:

1. To develop the hidden talents of the students in different aspects.
2. To provide a platform to all students for their all round personality development.
3. To hone the entrepreneurial skills of students and prepare them for self-sufficiency and self-employment by organising different activities such as the Exhibition of different items made by them.
4. To empower youth so as to face challenges.
5. To prepare them for life and extend their service towards the society
6. To develop the leadership quality of the students
7. To improve their communication skills
8. To enhance their confidence level through participation in various extracurricular activities

In order to successfully implement these objectives, the Eloquence Society held regular meetings with its members and therein chalked out the programme for organising a series of activities every Saturday, without hampering the regular classes under the curriculum.

The activities of Zenith youth club held till date are as follows:

1. Open Quiz
2. Extempore Speech
3. Music & Acting
4. Exhibition on Photography
5. Exhibition on Art & Craft
6. Exhibition on Best Out Of Waste
7. Cultural Integration Programme involving the youth of the adopted village
8. The street play on Abolition of Superstitions
9. The street play on Bandh Culture

10. Poem Recitation
11. Speech Competition
12. Debating
13. Interaction with the Principal of the College
14. Peer to peer interaction

The programmes and activities organised by the Zenith Club under the aegis of the Eloquence society have proved to be successful initiatives undertaken by the college in developing the skills of students in different spheres. The activities such as street plays, the exhibition of crafts etc. have brought the attention, focus and appreciation from the neighbouring society and created awareness too, among them. The students have found a means of exposing their hidden talents, upgrade their knowledge and enhance their confidence. The cultural activities have immensely benefitted the students. Two active members of the club have enrolled in the Performing Arts Department under Dibrugarh University. Moreover, one of the members has started work locally in the field of the direction of plays and has conducted several workshops for children.

iii) Entrepreneurship development programmes: The College has also organised several entrepreneurship development programmes and workshops for enriching entrepreneurial skills of the students. Some of the programmes are highlighted below:

a) A one day workshop on Entrepreneurship Development was held on 24th February 2015 by the College to sensitize the students about entrepreneurship.

b) A seven-day workshop on 'Soft Toy Making' was completed and about 30 students participated in the programme.

c) A Youth Entrepreneurship Development Programme was organized by the College in association with the Rajiv Gandhi National Institute of Youth Development and ICT Academy of Tamil Nadu. The programme duration was 30 hours spread over 5 days during 22nd June – 28th June 2015. 40 students have completed the course and got a certificate from RGNIYD.

d) 'Entrepreneur-Academia Meet, 2018' was organised on 24th March 2018, to sensitize students towards entrepreneurship. Eight entrepreneurs of different fields were invited to share their experiences in their own fields. Students were benefited by making conversation with the established entrepreneurs.

e) A one day workshop on 'Skill development in Life Sciences on Apiculture, Sericulture, Aquaculture, Piggery and Poultry' was organized by the College on 29th March 2018, to make the students aware about prospects of entrepreneurial opportunity in these fields. Three successful entrepreneurs participated as resource persons in the workshop.

iv) Career Counselling: The College offers regular counselling to the students in order to help them in choosing the right career. Some programmes on career counselling organized by the college are:

a) Career Awareness and Women Empowerment, on 6th February 2017.

b) Career Counselling for Degree Students, on 20th February 2016

- c) Career Counselling and Employability Skill of Young Graduates, on 3rd April 2017.
- d) Career Opportunities in Banking Services for Young Graduates, on 12th September 2017.
- e) How to Prepare for Interview, on 23rd January 2017.
- f) Seminar on Medical Laboratory Technician, on 13th February 2018.

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5. CONCLUSION

Additional Information :

The college has been showing greater responsibility towards social development like education, skill development etc., at both institutional level and individual level.

- Under the scheme *Maitree: Ek Gyan Yatra*, each of the teachers of the college shares their knowledge at the high schools and higher secondary schools in the locality. This initiative of the college has been highly praised by the district administration and State Government.
- As most of the students in the college are from BPL families, therefore, it has been observed that most of the teachers of the college provide support to the students in terms of books, fees etc.
- The students of the college are very expert in cultural activities and perform at state and national levels.
- The college also conscious towards the issue of *gender equality and women empowerment*.

The college has concentrated in the process of *Organic Farming* in the campus.

Concluding Remarks :

Being one of the oldest academic institutions of the district as well as in the state, the college, within its capacity, has been contributing a lot towards the promotion of quality education in the society. The college has been showing its interest in imparting quality education, generating environmental consciousness in its surrounding through community participation, women empowerment, gender equality, collaboration activities with different social agencies, facilitating research scope for the students and teachers etc. Further, it has initiated solar energy installation, digitalisation of classrooms and free Wi-Fi campus. It has laid stress upon good governance of the college and the improvement of library to meet the needs of books etc., to promote education to a level of excellence. The college has also given emphasis on community development and participation of local areas. The college believes application of knowledge for the welfare of the society. Therefore, the college is planning to introduce some vocational courses. Despite having different facilities, it has some major weaknesses and challenges, too. To bring about optimisation in the journey of education and to achieve greater excellence, the college requires additional support from the government and UGC. In addition to this, we realise there is a necessity of group activities or support from the college community itself which needs to harness the latent as well as available opportunities rationally.