

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution	MARGHERITA COLLEGE
1.2 Address Line 1	SEGUNBARI
Address Line 2	MARGHERITA
City/Town	MARGHERITA
State	ASSAM
Pin Code	786181
Institution e-mail address	mrgcollege@sify.com mrgcollege@gmail.com
Contact Nos.	03751-272239 03751-272339
Name of the Head of the Institution:	DR. BUDDHIN GOGOI
Tel. No. with STD Code:	03751-272239 03751-272339
Mobile:	09435476595

Name of the IQAC Co-ordinator: Dr. Rana Bijoy Deb(Joint)
Dr. Gautam Purkayastha(Joint)

Mobile: 09435476518
09435337938

IQAC e-mail address: iqacmrgcollege@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879) ASCOGN10507

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

Executive Committee meeting held on 08th
January, 2004

1.5 Website address: www.mrgcollege.co.in

Web-link of the AQAR: <http://www.mrgcollege.co.in/WebApplication/1/#tabs-1>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.65	2003	5
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY 21-02-2006

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

2009-2010

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

i. AQAR 2009-10 submitted to NAAC 06/09/2012

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

DIBRUGARH UNIVERSITY

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="17+02=19"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="11"/> Faculty <input type="text" value="04"/>
	Non-Teaching Staff <input type="text" value="04"/> Students <input type="text" value="03"/> Alumni <input type="text" value="02"/> Others <input type="text" value="02"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If yes, mention the amount <input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="04"/> International <input type="text"/> National <input type="text" value="02"/> State <input type="text" value="01"/> Institution Level <input type="text" value="01"/>

(ii) Themes

- State of inclusive growth in the North-East India with reference to the emerging National pattern.
- Best practises in Higher Education for sustenance and quality enhancement etc.

2.14 Significant Activities and contributions made by IQAC

- IQAC of the college played a leading role by providing inputs in designing the website of the college.
- Taken initiative in holding two National level seminars.
- Taken initiative in calculation of students' attendance, holding of classes regularly, analysis of students' performance after declaration of results etc.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none">• Audio Visual/ LCD to be used more frequently.• To Activate College Website.• All teachers to learn to use internet as part of their routine academic exercise.• To emphasise on continuous academic growth of the students.• Department of economics to hold a national seminar on "inclusive growth".• To organise educational tours field trips, students' seminars etc.• To emphasis faculty development programmes.• Continuous improvement of the results through remedial classes, tutorials and extra classes.• Students feedback to be taken more sincerely.• NCC And NSS Activities To Be Made More Effective.• Improvement of the central library particularly the student success corner.• To organise a Workshop On "Reaccreditation and best practises in college education".• Efforts are on to introduce a job oriented 3 years Diploma course on Mining with the help of Coal India Ltd.	<ul style="list-style-type: none">• Successfully conducted a National Seminar on "Inclusive Growth.....".• Successfully conducted a workshop on "Best practises in Higher Education.....".

* *Academic Calendar of the year is attached as Annexure I.*

2.16 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

- Successfully conducted a National Seminar on “Inclusive Growth.....”.
- Successfully conducted a workshop on “Best practises in Higher Education.....”.
- An ICT programme conducted for the benefit of the teachers and students.
- Initiative and consultation held with Coal India authority and concerned other departments to introduce Diploma Course on Mining.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	NIL	NIL	NIL	NIL
UG	06	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	01 ¹	NIL	NIL	NIL
Total	07	NIL	NIL	NIL

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NIL
Trimester	NIL
Annual	06

¹ PG Courses run under Dibrugarh University in distance mode.

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

* *Analysis of the feedback is given in the Annexure II*

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

No

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

Nil.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	22	12	NIL	

2.2 No. of permanent faculty with Ph.D.

13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
22	01	12	NIL	NIL	NIL	NIL	NIL	34	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL

NIL

28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	52	48
Presented papers	02	38	03
Resource Persons	Nil	01	Nil

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

- i. Modern teaching aids like LCD, OHP etc have been incorporated.
- ii. Concluded industrial trips to provide practical exposures in subjects related to Commerce & Management.
- iii. Students/Teachers Exchange programmes are conducted and in addition creative projects are also assigned to the students.
- iv. Excursion/Study tours are conducted for general students to provide the research exposure.
- v. Study Materials/E-Contents are supplied to the students.

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

151

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

Answer scripts are shown as a measure of transparency

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

Nil	Nil	Nil
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2.10 Average percentage of attendance of students

81.45

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(TDC)	137	02	03	63	45	81.02
B.Com.(TDC)	22	01	06	09	02	77.27
B.Sc.(TDC)	07	Nil	01	02	01	85.71

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

- Student's feedback on teachers: Student feedback is taken at exit level in every programme. The feedback analysis is shown to every teacher for further improvement.
- Student's feedback on administration: Students feedback on administration is taken at the early part of the every academic session and the authority plans accordingly on the basis of the feedback analysis.
- Use of technology in class delivery is encouraged.
- Group discussions are attended by the Principal, Vice-Principal for effective and qualitative development.
- Holding of Workshop/Seminars etc.
- Monthly calculation of Students attendance and provision of guardian contact in case of poor attendance.
- The analysis of the students performance after the declaration of final result.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	14
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil

Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others (Workshops)	14

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	01	NIL	09
Technical Staff	02	NIL	NIL	03

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC encourages different departments to organise workshops/ seminars/talks etc, which help in generating lots of research interest.
- Margherita Science Society has been working positively to spread scientific and research oriented bend of mind.
- Departments like commerce and economics are publishing research journals.
- In the academic meetings, teachers are encouraged to undertake minor and major research project.
- The Margherita College Study Circle organises continuously research oriented programmes. The teachers share their experiences after the completion of their RC/OC Programmes.
- Teachers are provided with special leave for research activities.
- Internet facilities are available for all the teachers within college campus.

3.2 Details regarding major projects : **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	NIL	Nil	-
Non-Peer Review Journals	NIL	Nil	-
e-Journals	NIL	NIL	-
Conference proceedings	NIL	03	26

3.5 Details on Impact factor of publications: **Nil**

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: **NIL**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	02	01	Nil	01
Sponsoring agencies	Nil	NAAC/ NEC & ICSSR	Self	Nil	Self

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
02	Nil	02	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: **100 students at local levels.**

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	04
National level	02	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	02
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	01		
NCC	Nil	NSS	02	Any other	Nil

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

- Environmental awareness programme By Economic forum.
- Celebration of International AIDS day.
- Celebration of International Woman's Day.
- Celebration of International Environment Day.
- Programme on gender sensitization.
- NSS Camp.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8.26 Acre	NIL	NIL	8.26 Acre
Class rooms	16	Nil	Nil	16
Laboratories	05	NIL	NIL	05
Seminar Halls	NIL	Nil	Nil	Nil
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		Laboratory Equipments only	Maintenance Fund	
Value of the equipment purchased during the year (Rs. in Lakhs)				Rs. 88,341/-
Others				

4.2 Computerization of administration and library

Computerization of administration

At present the college has 06 nos. of computers for Principal's Chamber, IQAC office, Principal's office and Computer Dept. The initiative is going on for Internet facility.

Computerization of library

Computerization project is cleared by the Library Committee and the GV of the college is planning to execute the library computerization project and bringing the library into the Internet club by creating necessary infrastructure.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14648	1943806/-	453	125885/-	15101	2069691/-
Reference Books	1220	225000/-	Nil		1220	225000/-
e-Books	Nil		Nil			
Journals	40	36050/-	Nil		40	360250/- ²
e-Journals	Nil		Nil			
Digital Database			Nil			
CD & Video			Nil			
Others (specify)	11	262591/-	Nil	Nil	11	281325/- ²

² Total value Includes Running Cost of the year.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	03	01					03	
Added								
Total	03						03	

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

One

4.6 Amount spent on maintenance in lakhs :

i) ICT	35,506/-
ii) Campus Infrastructure and facilities	11,44,335/
iii) Equipments	88,341/-
iv) Others	8,53,102/-
Total :	21,21,284/

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Takes initiatives in rendering Students Support Service through:

- Prospectus.
- General Notice Board
- Library Notice Board
- Career related Notice Board

With regard to

- free studentship
- Merit cum mean Scholarship
- Remedial Class
- Smart class for advanced learners
- Career Counselling
- Ambulance Service
- Group Insurance Scheme for students etc.

5.2 Efforts made by the institution for tracking the progression

By involving teaching, non-teaching, students union body members and concerned individual departments under different committees to monitor the progression and proper implementation of the support system to its beneficiary.

5.3 (a) Total Number of students

UG ³	PG	Ph. D.	Others
1879	Nil	Nil	Nil

(b) No. of students outside the state

21

(c) No. of international students

00

³ Under graduate =784, Senior Secondary=1095

Men	No	%	Women	No	%
	980	52.15%		899	47.84%

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
852	62	136	67	Nil	1715	905	68	152	753	Nil	1879

Demand ratio 1:1 Dropout % 21.36

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

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET	<div style="border: 1px solid black; padding: 2px 10px;">NIL</div>	SET/SLET	<div style="border: 1px solid black; padding: 2px 10px;">NIL</div>	GATE	<div style="border: 1px solid black; padding: 2px 10px;">NIL</div>	CAT	<div style="border: 1px solid black; padding: 2px 10px;">NIL</div>
IAS/IPS etc	<div style="border: 1px solid black; padding: 2px 10px;">NIL</div>	State PSC	<div style="border: 1px solid black; padding: 2px 10px;">NIL</div>	UPSC	<div style="border: 1px solid black; padding: 2px 10px;">NIL</div>	Others	<div style="border: 1px solid black; padding: 2px 10px;">15</div>

5.6 Details of student counselling and career guidance

Career counselling and guidance provided by internal and external experts on:

- 01/09/2009

No. of students benefitted

300

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

A workshop on Women Empowerment.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	62	94,214/-
Financial support from government	38	1,69,557/-
Financial support from other sources	18	66,000/-
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To build up the college into a Centre of Excellence emitting light and energies in this entire backward locality, inhabited by various ethnic groups including indigenous tribes.

Empowerment of the generation of the entire locality from Powai upto and beyond the boundary of Arunachal Pradesh including the tribal area of Tirap, Ketetong and Vitar Powai and numerous settlements of Tea-tribe communities scattered all over this area of around 500 square kilometres, with a view to ensuring humane, equitable and continuous improvement of the quality of life around.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Does not arise.

6.3.2 Teaching and Learning

- A. Continuous feedback from students is taken by administrator in respect of :
 - i. Monitoring the regularity of the teachers and students in taking and attending classes.
 - ii. Midterm assessment of progress of course.
 - iii. Month wise calculation of students' attendance.
 - iv. Subject wise result analysis.
 - v. Conducting or facilitating faculty development programme.
- B. By purchasing teaching tools :
 - i. Computers etc.
- C. Monitoring the taking of remedial and tutorial classes etc.
- D. Taking of classes for advanced learners in smart class room.
- E. By conducting students teachers exchange programmes etc.

6.3.3 Examination and Evaluation

- Answer scripts are shown as a measure of transparency
- Discussions on evaluated answer scripts with the students.
- Project related presentations are attended by faculties of concerned departments along with the Principal with a motive to improve the quality of the presentation and evaluation

6.3.4 Research and Development

- IQAC encourages different departments to organise workshops/ seminars/talks etc, which help in generating lots of research interest.
- Margherita Science Society has been working positively to spread scientific and research oriented bend of mind.
- Departments like commerce and economics are publishing research journals.
- In the academic meetings, teachers are encouraged to undertake minor and major research project.
- The Margherita College Study Circle organises continuously research oriented programmes. The teachers share their experiences after the completion of their RC/OC Programmes.
- Teachers are provided with special leave for research activities.
- Internet facilities are available for all the teachers within college campus.
- Research Journal in library.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library located on the first floor of the RCC building is having around 17000 books including reference books, 40 journals, 11 newspapers. The library has procured SOUL software and started the process of automation.

The library has a Photo copying facility at low cost and a separate reading room for teachers.

6.3.6 Human Resource Management

- Any vacancy of the college (arises due to superannuation/resignation /leave) is filled up immediately on temporary basis till necessary order is received from higher authority.
- Different teachers are engaged in different college activities stressing upon their interest and efficiency and total participation.
- Training programmes are organised for teaching and non teaching staff for continuous upgradation.
- Construction related developmental activities are supervised by external persons having expertise in the field. It also helps in following the academic activities as scheduled.
- Sometimes token honorarium is awarded to the employees for extra work.
- Best worker award is given to one non teaching employee every year to boost the moral of the employees.

6.3.7 Faculty and Staff recruitment

Teaching	
1. No of teachers appointed in permanent post	: Nil
2. No of teachers appointed in Non-sanctioned/temporary post	: Nil
Non-teaching	
1. No of non-teaching staff appointed in permanent post	: Nil
2. No of non-teaching staff appointed in Non-sanctioned/temporary post	: Nil

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

1879 nos (Arts, Science, Commerce)	
Degree	: 784
Senior Secondary	: 1095

6.4 Welfare schemes for

Teaching	1. Advance salary given to teachers in need 2. Ambulance service 3. Emergency Medical Assistance
Non-teaching	1. Advance salary given in need 2. Ambulance service 3. Emergency Medical Assistance
Students	1. Merit scholarship 2. Free studentship 3. Library book bank 4. Ambulance service 5. Emergency Medical Assistance

6.5 Total corpus fund generated

Rs. 34,38,220/- (Rupees Thirty Four Lakhs Thirty Eight Thousand Two Hundred Twenty Only)

6.12 Activities and support from the Parent – Teacher Association

In Parent-Teacher meetings, parents do express their opinions and observations on various aspects of the college. They offer donation on different occasions and contribute books to the college library.

6.13 Development programmes for support staff

ICT programme organised for the non-teaching staff

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

The college takes initiative in building environmental awareness among the students and the society by taking following measures:

- i. All the important college programmes/activities are observed with a plantation ceremony besides others.
- ii. NSS volunteers render their services every Tuesday especially for keeping the college campus clean and improvement of the ambience of the college.
- iii. The NSS team works for plastic free environment within and outside college campus.
- iv. The college beautification cell (along with Botany Department and others) is engaged in keeping the college campus green.
- v. The college beautification cell is also working for beautifying the college campus in natural condition with local varieties of orchids and flowering plants.

The emphasis is given on the following two things:

- i. Efforts made for carbon neutrality through plantation.
- ii. Hazardous waste management (use/burning of plastic bags is discouraged)

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Concept of sitting arrangement for the students

The Institution has set off to construct some concrete sitting places meant for the students to sit. Due to the number of students common rooms are not sufficient to provide space for each student to accommodate themselves in the common rooms. Though there are both girls' and boys' common rooms yet they are unable to make provision for all the students to relax themselves in their off-periods. Thus the Institution has thought to raise some of the concrete sitting places for the students.

Now there is less rush in the common rooms of both the boys and girls. Even they can sit in the open air which is good for their health as well. It creates a good atmosphere in the college campus without any hustle and bustle. Students as well as the Campus remain peaceful and well organized.

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

- Successfully conducted a National Seminar on “Inclusive Growth.....”.
- Successfully conducted a workshop on “Best practises in Higher Education.....”.

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

Given in Annexure III

7.4 Contribution to environmental awareness / protection

The college takes initiative in building environmental awareness among the students and the society by taking following measures:

- i. College celebrates the World Environment Day on 5th of June every year.
- ii. All the important college programmes/activities are observed with a plantation ceremony besides others.
- iii. NSS volunteers render their services every Tuesday especially for keeping the college campus clean and improvement of the ambience of the college.
- iv. The NSS team works for plastic free environment within and outside college campus
- v. The college beautification cell (along with Botany Department and others) is engaged in keeping the college campus green.
- vi. The college beautification cell is also working for beautifying the college campus in natural condition with local varieties of orchids and flowering plants.

7.5 Whether environmental audit was conducted?

Yes

No

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

- NCC troop of the college attended 5 camps at different places including the Mountaineering Course.
- Participation of women faculties in various activities like seminar, workshop etc. and representation in various committees was remarkably good during the year.

8. Plans of institution for next year

- To expedite the construction of Administrative Block.
- To increase Library stocks by procuring more than double the previous year's addition.
- To expedite the construction of Boxing Hall.
- To ensure Automation of Library Service.
- To improve computer literacy level of the Institution through training to students & teachers.
- Faculty development programmes are to be intensified by encouraging faculties to participate in RC/OC, seminars, workshops etc. In addition to augmenting publication and research activities.
- To organise a workshop on Museology.
- Intensify NSS activities making it more community oriented.
- Install punching machine to record entry and exit time of the teaching and non-teaching staff.
- To create a more spacious Examination Conduction room with required amenities.
- Department of Commerce to organise a 7-day workshop on Entrepreneurship zeal among the students and the unemployed youths of the locality.

Name: Dr. Md. Muzibur Rahman



Signature of the Coordinator, IQAC

Name :Dr. Buddhin Gogoi



Signature of the Chairperson, IQAC

Annexure I

ACADEMIC CALENDER FOR THE YEAR 2009-10



ACADEMIC CALENDER

+ NEW ACADEMIC SESSION STARTS	—	18TH MAY, 2009
+ NOTIFICATION OF STUDENTS' UNION ELECTION	—	FOURTH WEEK OF JUNE 2009
+ FRESHMEN SOCIAL	—	27th JUNE 2009
+ STUDENTS' UNION ELECTION	—	1ST WEEK OF AUGUST 2009
+ COLLEGE FOUNDATION DAY	—	1ST SEPT. 2009
+ UNIT TEST - I	—	12-24 SEPT. 2009
+ COLLEGE WEEK	—	2-7 NOV. 2009
+ UNIT TEST - II	—	19-31 DECEMBER 2009
+ COMMENCEMENT OF H.S. 1ST YEAR EXAMS	—	2nd WEEK OF MARCH 2010
+ COMMENCEMENT OF H.S. 2ND YEAR EXAMS	—	2nd WEEK OF FEBRUARY 2010



ACADEMIC WORKING DAYS FOR THE Session 2009-10

Month	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Total
Days	31	30	31	31	30	31	30	31	31	28	304
Sundays	5	4	-	5	4	4	5	4	5	4	40
Holidays						19					43
excluding	1	0	Summer	2	9	Autumn	3	2	5	2	
Sundays			Vacation			Vacation					
Working			Summer								
Days	21	26	Vacation	24	17	08	22	25	21	22	186

University Holiday List for the Calender Year 2009 is annexed.

ACADEMIC SESSION :-

TDC Part II / III (Arts / Commerce / Science) from 18th May, 2009 – 10th Feb. 2010.

H.S. 1st and TDC Part I (Arts / Commerce / Science) from 19th June 2009 – 20th Feb. 2010.

H.S. 2nd (Arts / Commerce / Science) from 18th May, 2009 – 10th Feb. 2010.

GENERAL NOTE

1. Programme of examinations conducted by Dibrugarh University / AHSE Council and last dates of filling up the forms for the same shall be notified by the Principal immediately after receipt of intructions from the concerned Council / University.
2. University / Council examination schedules are subject to change by the Dibrugarh University / AHSE Council.
3. The Principal shall notify exact dates and time of various internal examinations of the college as well as other academic activities from time to time.
4. Subject - Seminars and Departmental Unit Tests are held by the respective departments as per College Routine.
5. Students are required to submit written assignments and other home works in different subjects regularly to their respective teachers.
6. Students are required to be regular in attending classes, Tutorials and Unit Tests. Participation in Subject seminars, group discussion and different programmes held by their respective departments is compulsory for the Degree Students.
7. Attendance Regulations of the D.U. / A.H.S.E. Council will be strictly followed.
8. Holiday - list of the Dibrugarh University will come into effect during the Academic Session of the College.
9. Educational tours, excursions are undertaken during the Durga Puja Holidays.
10. Students are advised to see the Notice Boards regularly to get up-to-date information.
11. The dates of different programmes scheduled in the Academic Calendar of the college is subject to change by the authority.

Handwritten signature and date: 20.6.10

Annexure II

Analysis of Students feedback

There is a mechanism to collect feedback from students as well as other stakeholders on the aspects like Teachers' performance, Administration etc. IQAC designs a questionnaire on the model of NAAC guidelines and use them to get the feedback at random basis. The outcomes are analysed and the Principal discusses them in a staff meeting highlighting the strong and weak aspects of individual teachers and the areas where improvement is needed to sustain with the changing scenario.

Annexure III

7.3 -Best practices

I. The Institution Ensures Uninterrupted Power Supply:

Goal:	The problem of power-cut is too tedious to bear. Frequent power failure has become a practice at this locality and creates hindrances in learning process. So, the Institution has purchased a set of generator with 10 KWA, of the brand <i>Mahindra</i> to facilitate with uninterrupted power generating. The benefit was dual as it was a noise free one. This would serve for smooth pedagogical purpose. The prior difficulties have been overcome. Now the teaching and learning process has become much better without any obstacles.
The Context:	Margherita, being a remote place in the North-Eastern region, so often face the difficulties of power-cut. The students either in summers or in winters feel troubled in receiving education. This is due to either extreme heat of the summers or darkness of the winters. With the above purview the Institution has planned to purchase one generator set to overcome the problem of frequent power failure. As such it has purchased one generator set with 10 KWA, (of the brand Mahindra), a noise free one.
Practice	The Institution has overcome the prior difficulties to a great extent. It has allotted some of the GRADE-IV, staff to take proper care of the set. They regularly check the set and make proper utilization of the above. When not required it is kept off until and unless situation demands. The institution cares for its longevity which has benefitted the Institution to a great extent.
Evidence of success	The purchasing of the generator set has removed the prior difficulties. Now the students receive their education in a pleasant environment. Neither heat nor darkness can create hindrances in the learning process. Classes run on

Problems encountered & resources required	<p>smoothly without any knowledge of the presence of power.</p> <p>Even though the generator set has proved to be a blessing, yet sometimes problems arise, like the absence of the staff at a time when power fails, sometimes there arise the technical disorder. The staffs should remain conscious about the power-cuts. But it is to be noted that is only for some whims. Benefits are more than the shortcoming.</p>
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II. Introduction of ramp for physically challenged students:

Goal:	<p>The ramp has been introduced with the notion of helping the physically disabled students. So often it has been noticed that these students face difficulties in accommodating in the classes on time like the normal ones. Thus the ramp has been constructed to overcome the problems of the disabled students.</p>
The Context:	<p>This is with a pious intention to benefit the physically handicapped students a ramp has been constructed. The physically challenged students found it problematic to reach the allotted classes on time. With this view the idea of constructing a ramp was struck. Thus it has been made. It helps the students to reach the classes without wasting much time and difficulty.</p>
Practice:	<p>The ramp is used by those students in the way never before. It is pleasant to see the way students easily mount up to their classes without any rush. They need not to rush and it is possible for them to avoid mishaps. Now the teachers can even start their classes at a regular time without any further delay. The students who are physically handicapped can easily reach their places without any wastage of time and difficulties.</p>
Evidence of Success	<p>It is really a successful practice on the part of the Institution to erect the ramp. The classes need not to wait for the disabled students to reach their classes. Classes go on regularly without any hampering.</p>
Problems	<p>There is only one problem encountered by the physically disabled students.</p>

encountered and Resource required	That is, normal students seen so often using the same ramp, creates problem. The one who really feels the need to use the ramps sometimes they are not able to use due to the normal students.
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Best practices undertaken during 2009-10:

1. Motor able inter-connected routes within the campus.
2. Provision of Departmental Library to meet instant needs of the students with prolonged services.
