

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/WebApplication1/#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)

2010-2011

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
- ii. AQAR* 2010-11 submitted to NAAC 06/09/2012

(*Advised to resubmit in New Format)

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="02"/>
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="05"/> International <input type="text"/> National <input type="text" value="00"/> State <input type="text" value="01"/> Institution Level <input type="text" value="04"/>

(ii) Themes

- Entrepreneurship development and its significance.

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">➤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.	<ul style="list-style-type: none">➤Punching machine installed successfully to record entry and exit time of the teaching and non-teaching staff.➤Successfully organised 1 day workshop on entrepreneurship development.

* *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

- Punching machine installed successfully to record entry and exit time of the teaching and non-teaching staff.
- Successfully organised 1 day workshop on entrepreneurship development.
- An ICT programme conducted for the benefit of the students.
- Preparatory work done for holding workshop under Commerce Department.

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
33	21	12	NIL	

2.2 No. of permanent faculty with Ph.D.

14

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
21	02	12	NIL	NIL	NIL	NIL	NIL	33	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

NIL

30

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	37	17
Presented papers	06	31	01
Resource Persons	Nil	02	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

130

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

82.65

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)	161	01	01	60	31	57.14
B.Com.(TDC)	47	02	12	19	05	76.59
B.Sc.(TDC)	09	03	03	05	Nil	88.88

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

- Students feedback on teachers: Student feedback is taken at exit level in every programme. The feedback analysis is shown to every teacher for further improvement.
- Students 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, Academic Co-ordinator 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 student's 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	07
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	02
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	12
Technical Staff	02	NIL	NIL	NIL

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	00	01	-	-
Outlay in Rs. Lakhs		1 Lakh	1 Lakh	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	NIL	NIL	-
Non-Peer Review Journals	NIL	05	-
e-Journals	NIL	NIL	-
Conference proceedings	NIL	11	16

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2010-11	UGC	1 Lakh	0.70 Lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			1 Lakh	0.70 Lakh

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	Nil	02	Nil	Nil
Sponsoring agencies	Nil	Nil	ACTA/Self	Nil	Nil

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
01	Nil	01	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	06
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	03
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	02		
NCC	Nil	NSS	01	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	03	UGC	19 Nos
Laboratories	05	01	College Fund	06 Nos
Seminar Halls	NIL	NIL	NIL	NIL
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		Compaq Desktop = 04 Compaq TFT Monitor=04 UPS = 04 Samsung TFT Monitor = 01 Canon Laser Printer -01	UGC XIth Plan	
Value of the equipment purchased during the year (Rs. in Lakhs)				196250/-
Others				

4.2 Computerization of administration and library

Computerization of administration

At present the college has 10 nos. of computers for Principal's Chamber, IQAC office, Principal's office and Computer Dept. etc. 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	15101	2069691/-	1420	227963/-	16521	2297654/-
Reference Books	1220	225000/-			1220	225000/-
e-Books						
Journals	40	360250/-			40	360250/- ²
e-Journals						
Digital Database						
CD & Video						
Others (specify)	11	281325/-			11	300154/- ²

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	03	01					03	
Added	04							
Total	07						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

27,023/-

ii) Campus Infrastructure and facilities

29,10,966/

iii) Equipments

32,507/-

iv) Others

3,74,891/-

Total :

33,45,387/

² Total value includes running cost of the year.

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
2024	Nil	Nil	Nil

(b) No. of students outside the state

19

(c) No. of international students

No	%
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³ Under graduate =897, Senior Secondary=1127

Men

1068	52.76%
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No	%
956	47.23%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
905	68	152	753	Nil	1879	935	78	159	852	Nil	2024

Demand ratio 1:1

Dropout % 20.79

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	NIL	SET/SLET	01	GATE	NIL	CAT	NIL
IAS/IPS etc	NIL	State PSC	NIL	UPSC	NIL	Others	02

5.6 Details of student counselling and career guidance

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

- 04/09/2010
- 30/10/2010
- 11/11/2010
- 27/11/2010
- 17/12/2010

No. of students benefitted

699

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

Nil

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	37	62,458/-
Financial support from government	162	4,79,432/-
Financial support from other sources	18	61,000/-
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 17500 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	: 03

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

2024 nos (Arts, Science, Commerce)	
Degree	: 897
Senior Secondary	: 1127

6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> 1. Advance salary given to teachers in need 2. Ambulance service 3. Emergency Medical Assistance
Non-teaching	<ol style="list-style-type: none"> 1. Advance salary given in need 2. Ambulance service 3. Emergency Medical Assistance
Students	<ol style="list-style-type: none"> 1. Merit scholarship 2. Free studentship 3. Library book bank 4. Ambulance service 5. Emergency Medical Assistance

6.5 Total corpus fund generated

Rs. 40,97,619/- (Rupees Forty Lakhs Ninety Seven Thousand Six Hundred Nineteen Only)
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6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dibrugarh University	Yes	Principal
Administrative	Yes	AG Office	Yes	Principal

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NO

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

Provision is there but no effort is made.

6.11 Activities and support from the Alumni Association

Alumni association help in mobilising people and generating funds for various programmes of the college.

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

Training programme has been 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.

Engagement of Professional Coaches for games like Boxing, Cricket and Football

The Institution has appointed a professional Coach. The College has budding talents in the arena of Sports. By imparting appropriate coaching those talents can be channelized to proper direction. The students would likewise able to bring glory not only to them but also to the Institution.

The Institution is though located at a very remote area, yet it has seen vast numbers of students. Students are embedded with lots of potentialities, specifically their sportsmanship. Thus the Institution has appointed a Coach to recognize the latent talent and to draw out those unique qualities. After the regular classes are over the Coach make the students practice various games. He sometimes takes the students to the nearby field in the catchment area to practice Cricket. He makes the students practice Boxing in the College itself. Thus several boxers have participated in both National and International level.

After the arrival of the Coach there is a distinct progress among the students. They have participated in District, State and National level and able to bring reputation by winning medals. Regular practice, without hampering the classes is done. This practice would definitely lead to way of success in the near future.

Students reside far from the College sometimes want to depart home earlier. Moreover after attending the classes they become tired which creates obstacles in the way of practice. Yet it is not the case with everyone. The enthusiastic students give a very hard practice and the Coach always remains intact.

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

- Punching machine installed successfully to record entry and exit time of the teaching and non-teaching staff.
- Successfully organised 1 day workshop on entrepreneurship development.

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)

- Remedial/extra classes taken by faculties of some departments considerably helped in improving results of students in such departments.
- The functions of each of the members of Examination Conduction Board(System officers in charge and office staff) were clearly spelled out by the college authority for the first time to ensure better service and easy location of responsibility centre in case of any imperfection.

8. Plans of institution for next year

- To complete the construction of Departmental rooms and get shifted there in.
- To complete the construction of Boxing Hall.
- Library services to be augmented.
- Faculties to give more emphasis on research activities.
- To appoint of data entry worker for library.
- To introduce movement record register of teaching and no-teaching staff.
- To expedite the construction of Departmental Rooms.

Name: Dr.Md. Muzibur Rahman



Signature of the Coordinator, IQAC

Name :Dr. Buddhin Gogoi




Signature of the Chairperson, IQAC

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Annexure I

ACADEMIC CALENDER FOR THE YEAR 2012-13



ACADEMIC CALENDER

+ NEW ACADEMIC SESSION STARTS	—	20TH MAY, 2010
+ NOTIFICATION OF STUDENTS' UNION ELECTION	—	THIRD WEEK OF JUNE 2010
+ FRESHMEN SOCIAL	—	26th JUNE 2010
+ STUDENTS' UNION ELECTION	—	1ST WEEK OF AUGUST 2010
+ COLLEGE FOUNDATION DAY	—	3RD SEPT. 2010
+ UNIT TEST - I	—	20 SEPT - 04 OCT. 2010
+ COLLEGE WEEK	—	30 OCT - 04 NOV. 2010
+ UNIT TEST - II	—	17-31 DECEMBER 2010
+ COMMENCEMENT OF H.S. 1ST YEAR EXAMS	—	2nd WEEK OF MARCH 2011
+ COMMENCEMENT OF H.S. 2ND YEAR EXAMS	—	2nd WEEK OF FEBRUARY 2011

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ACADEMIC WORKING DAYS FOR THE Session 2010-11

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	05	04	4	5	4	40
Holidays excluding Sundays	1	0	Summer Vacation	2	3	11	04	2	5	2	61
Working Days	09	26	Summer Vacation	25	23	16	23	25	21	22	190

University Holiday List for the Calender Year 2010 is annexed.

ACADEMIC SESSION :-

TDC Part II / III (Arts / Commerce / Science) from 20th May, 2010 – 10th Feb. 2011.

H.S. 1st and TDC Part I (Arts / Commerce / Science) from 19th June 2010 – 20th Feb. 2011.

H.S. 2nd (Arts / Commerce / Science) from 20th May, 2010 – 10th Feb. 2011.

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.

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. Automation of Library Services:

Goal:	The Institution has a central library with a good collection of books. With the increasing number of the books day by day and simultaneously the growing number of students create lots of problems to operate the library system manually. Hence, the automation has been done to the library to operate it well and to facilitate the students with required books.
The Context:	Increasing students as well as the books has generated lots of problems to both the librarians and the students. The librarians found it difficult to maintain records manually as huge number of students and teachers flock to the library each day. Therefore to smooth conduction of the system it was computerized.
Practice	After the installation of Automation process the library has overcome its previous difficulties. Now a huge number of books are transacted every day. The students need not to wait for an unlimited period of time in the library and thereby attending the classes on time. On the other hand, the library staff has saved from their earlier difficulties of wasting much time. They are now able to transact vast number or books and journals in the same period of time.
Evidence of success	Now it is possible to transact a huge numbers books within a very short span of time. The librarians can easily keep the record and can find out the required one in no time. A smooth conduction of library transaction becomes possible. The earlier obstacles have been vanished. Moreover, the librarians can operate the whole process in no time. This has lead to proper functioning in the library.

Problems encountered & resources required

Though every object has both positive and negative aspects, the automation of the library system evolves very few negative points. Sometimes if the staff remains on leaves the problem may arise but it is a very insignificant matter.

II. Computer training to improve computer literacy:

Goal:

The basic objective behind the introduction of computer training is to increase the computer literacy at the Institution. Right from the faculty members to the non-teaching staff, computer training is imparted. This would not only modernize the Institution but also enhance skill of the fraternity and they would be skilled in the operation of the computer.

The Context:

This is with the intention to enhance the capability of the College fraternity. It would serve for better purpose of the college. Each and everyone would be perfect in operating the computer. The official data to restore in the computer and to circulate the e-content becomes essential now-a-days. Therefore the Institution has initiated to give training to all the teaching and non-teaching staff, and the students.

Practice:

The computer training has been already started to impart. All are equally been given the privilege to learn the basic knowledge of the computer. Before the classes it is told to the ones who else would take the classes. The allotments are done so that there would not be any further confusion. Everything goes off quite smoothly. The classes are attended by all those whose names are selected

Evidence of Success

It is really a successful practice on the part of the Institution to start the training for both the teaching & non-teaching staff. All are quite enthusiastic in gaining the learning. The earlier difficulties of hankering after the computer teachers have been vanished. Now they can operate the computer for their own official purposes. To perform the things become much easier

Problems
encountered and
Resource required

than the earlier.

The problem which is frequently encountered is though the teaching & non-teaching staff has been trained, yet they don't want to do the works manually. This is due to their earlier habit of doing things manually. Yet teachers have started to make e-notes and prepare their lessons in power-point.

Best practices undertaken during 2010-11:

1. This year the Institution has undertaken several schemes of Community Services.
2. Field-visits/Industrial exposure undertaken by the Institution to impart real life situation.
