

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. Md. Muzibur Rahman

Mobile:

09613356462

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)

2012-2013

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
- iii. AQAR 2011-12 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

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="04"/> International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text" value="04"/>

(ii) Themes

- Internationalisation of Higher Education.
- Human Rights.
- NAAC re-accreditation.
- Student motivation.

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 one National and one International level seminar.
- 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 complete the construction of departmental room and get shifted therein.• To introduce online public access catalogues for library books.• Expansion of library floor area to create more space for reading and books stacks.• Appointment of a data entry operator for library.• To start construction of boys hostel.• Completion of girls hostel construction.• To start construction of college stadium with pavilion and gallery.• To start construction of conference hall by a local industrialist.• Installation of a 40 kv generator to ensure continuous power supply.• Construction of boundary wall towards girls high school-end of the college campus.• Construction of Cattle Bridge.• Construction of union hall• Submission of Re-accreditation Report.	<ul style="list-style-type: none">• Expansion of library floor area for reading room and books stack is completed.• Conference Hall construction is done(in Boxing Hall).• Installation of 40kv generator for continuous power supply is done.• Re-accreditation Report submitted (But advised by NAAC to resubmit in new format).

* *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

- Expansion of library floor area for reading room and books stack is completed.
- Conference Hall construction is done (in Boxing Hall).
- Installation of 40kv generator for continuous power supply is done.
- The completion of the construction of girls' hostel is under effort.
- Construction of departmental room is underway.

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	01
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	03
Certificate	NIL	NIL	NIL	01
Others	02 ¹	NIL	NIL	
Total	08	NIL	NIL	05

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	06
Trimester	NIL
Annual	06

¹ PG Courses run under Dibrugarh University and Krishna Kanta Handique State Open 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.

One chapter is introduced at 4th semester Major course (SOCM 40100); Unit: Application of computers in social science research.

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

The college implemented the spot evaluation system introduced by Dibrugarh University by opening Zonal Centre (Evaluation) of 1st semester, TDC part III, B.Sc. 3rd semester, B.A. 1st Semester Zone etc.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35	23	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
23	NIL	12	NIL	NIL	NIL	NIL	NIL	35	NIL

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	01	04	Nil
Presented papers	04	78	Nil
Resource Persons	Nil	02	03

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

171

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

83.50

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)	247	07	09	93	107	84.62
B.Com.(TDC)	42	03	08	18	07	78.60
B.Sc.(TDC)	10	01	04	03	01	80.00

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 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	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	01
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)	26

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	09	NIL	NIL	12
Technical Staff	NIL	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	02	3	-	-
Outlay in Rs. Lakhs		2.60 Lakh	2.90 Lakh	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	NIL	17	-
Non-Peer Review Journals	NIL	16	-
e-Journals	NIL	NIL	-
Conference proceedings	NIL	NIL	-

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	2012-13	UGC	2.90 Lakh	2.15 Lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)	2012-13	Faizabad Sodh Sansthan	50,000	50,000
Total			3.40 Lakh	2.65 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	01	Nil	Nil
Sponsoring agencies	Nil	Nil	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
04	Nil	04	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	03
National level	10	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	Nil
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	20	02	UGC	22 Nos
Laboratories	06	NIL	NIL	06 Nos
Seminar Halls	NIL	01	UGC	1 No
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	DELL projector = 02 nos Computer Sets = 22 nos Generator = 1no Smart Board = 01 no Inverter = 01 set Laboratory Equipements Hi Tech Ultra Short Interactive Projector=02	Duplicator Machine= 01 No.(2012-13)	UGC XIth Plan	
Value of the equipment purchased during the year (Rs. in Lakhs)				Rs. 2,08,000/-
Others				

4.2 Computerization of administration and library

Computerization of administration

At present the college has 22 nos of computers which include the one at Principal's chamber, IQAC Office, System Room, Academic Co-ordinator and Exam Section. We have a system room wherefrom all the administrative activities are controlled and administrative computers are maintained through networking. The college has Internet facilities through Broadband Connection and same is offered to both teachers and the students. The development of the college website is in function. The college has Computer Assistant and has the provision of appointing Secretarial Staff with knowledge of Computer Basic operation on Adhoc basis.

Computerization of library

Digitalization of library services always stood as a priority subject area in almost all the library Committee Meetings held throughout the year. The objective seems to be very clear i.e., to offer best services through Library Automation and development of library Infrastructure. Many projects have been approved time to time through approval of College Governing Body with thorough discussion along with concerned committee and execution works are being carried out. SOUL software 2.0 has been installed and data entry works are going on.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17869	27,36,752	2132	3,17,346	20001	30,54,098/-
Reference Books	1340	3,15,000	148	76,800	1488	3,91,800/-
e-Books						
Journals	48	3,60,250	02	1,650 7,179 ²	50	3,68,989/- ²
e-Journals						
Digital Database						
CD & Video						
Others (specify)	12	3,20,000/-	Nil	Nil	12	3,44,379/- ²

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	22	01	02	01	00	02	03	-
Added	00	-	03	-	-	05	02	-
Total	22	01	05	01	00	07	05	-

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

NIL

4.6 Amount spent on maintenance in lakhs :

i) ICT	70,284/-
ii) Campus Infrastructure and facilities	40,500/-
iii) Equipments	2,28,685/-
iv) Others	72,651/-
Total :	4,12,120/-

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 ⁴	Ph. D.	Others
1958	93	Nil	Nil

(b) No. of students outside the state

13

(c) No. of international students

00

³ Under graduate =1028, Senior Secondary=930

⁴ PG Courses run under Dibrugarh University and Krishna Kanta Handique State Open University in distance mode.

Men	No	%	Women	No	%
	496	48.24%		532	51.76%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
470	49	82	441	Nil	1042	426	43	94	465	Nil	1028

Demand ratio 1:1 Dropout % 22.93

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;">31</div>

5.6 Details of student counselling and career guidance

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

- 17/08/12
- 12/09/12
- 09/11/12
- 28/02/13
- 23/03/13 and
- 03/06/13

No. of students benefitted

1040

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

One programme conducted on the topic in the college under the leadership of Women's Study Cell of Margherita College.

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	19(UG)	37660
	16(SS)	34400
Financial support from government	25(UG)	104565
	18(SS)	53560
Financial support from other sources	02(Eco Dept.)	4000
	11(UG)	73200
	07(SS)	38800
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. Smart Board
 - ii. 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, Academic Coordinator 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 22000 books including reference books, 50 journals, 12 newspapers and 100 capacity reading room. The library has procured SOUL software and started the process of automation.

The library has an Internet Centre, an OPDC facility for readers, 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	: 03
2. No of teachers appointed in Non-sanctioned/temporary post	: 17
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

1958 nos (Arts, Science, Commerce)	
Degree	: 1028
Senior Secondary	: 930

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. 64,60,522/- (Rupees Sixty Four Lakhs Sixty Thousand Five Hundred Twenty Two 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

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.

CREATION OF A POST OF ACADEMIC CO-ORDINATOR

Total Quality Management (TQM) demands focus on every aspects of management of an organisation to ensure supply of quality products. Decentralization of power through formal and appropriate delegation of authority is a part of TQM practices. When power centre remains concentrated without any reason, the organisation suffers; as it faces a lot of anomalies and imperfections. When works are distributed with appropriate authority to the functionaries, the functioning of the organisation becomes smooth and talents find their scope for exposure which ultimately takes the organisation at a higher level through innovative practices.

The management of higher education has become rather challenging today. The reporting of activities with regard to Course Teaching Plan, Lesson Plan adopted by the faculties, interim report and the progress of courses taught and the remedies adopted in case of needs, monthly reports on student's attendance and subject-wise analysis and interpretation of the end-semester results are some of the vital aspects which require careful attention by the management to ensure sustained qualitative improvement in students' performance. The recent adaption of semester system by the Dibrugarh University coupled with introduction of Multi-Disciplinary subjects and skilled based subjects have made the management of collegiate education rather complicated thereby creating a ground for managerial diversification/expansion of activities.

In view of the above, Margherita College, with effect from 1st January 2012, created a special post in the name and style "**Academic Co-ordinator**" with induction of the senior-most faculty of the college. The Academic co-ordinator takes care of the following activities in addition to many others:

1. Preparation of the College Academic Calendar.
2. Designing of the college prospectus.
3. Collection and follow-up of Course-Teaching Plan of the faculties.
4. Collection and follow-up of Lesson-plan of the faculties.
5. Collection of Interim-Report on course progress of the faculties and follow-up and Remedial classes in case of need.
6. Allotment of faculties for Multi-Disciplinary subjects.
7. Subject-wise analysis and interpretation of end-semester results and suggest remedies.

Our experience demonstrates that the activities rendered by the Academic Co-ordinator have given a new dimension to the overall functioning of the college, more particularly on the academic matters.

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

- Expansion of library floor area for reading room and books stack is completed.
- Conference Hall construction is done (in Boxing Hall).
- Installation of 40kv generator for continuous power supply is done.
- The completion of the construction of girls' hostel is under effort.
- Construction of departmental room is underway.

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)

- During this year the floor area of library has been extended by adding a new reading rooms.
- A 40kv Generator has been installed to ensure 24 hour power supply to the entire campus of the college.
- The automation of the library and the completion of the girls' hostel yet to be completed due to resource crunch.

8. Plans of institution for next year

- Improvement of Internet facility of the college.
- Smart class rooms should be developed for the benefit of advanced learners.
- Remedial classes to be made more effective.
- Existing mechanism for the monitoring of the students attendance should be made scientific.
- Emphasis will be given on completion of Girls' Hostel and Departmental Rooms.
- To hold the postponed International Seminar and other similar activities.
- Construction of a Union (Students') Hall.
- To continue with the students activities like field trips/students exchange programmes/extension activities etc.

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 2012-13



ACADEMIC CALENDER (INCLUDING HOLIDAY LIST) FOR THE SESSION : 2012-2013 MARGHERITA COLLEGE, MARGHERITA

DATE & MONTH	OCCASION
JULY 2012	
16 th	a) Recommencement of the TDC III & H. S. 2 nd year Classes. b) Notification of Class Routine & Course Plan. c) Commencement of the 1 st & 3 rd Semester & H.S. 1 st year Classes.
17 th	Interaction with the 1 st semester students by the Principal & Teachers.
21 st	Freshman Social.
12 th - 17 th	Declaration of TDC Part I, 2012 results
20 th	Notification for setting Question Papers for 1 st Sessional Examination (1 st /3 rd Semester).
31 st	Declaration of BA/B.Sc/B.Com 2 nd Sem Results
	Total numbers of Working days: 14 Total numbers of Class days: 14
AUGUST 2012	
15 th	Independence Day.
19 th (Sunday)	Tithi of Shri Shri Sankardeva.
20 th	Id-Ul-Fitre.
27 th	Last date for submission of filled in Registration form of 1 st Semester students to the University by the College.
27 th - 05 th Sept	1 st Sessional Examination of 1 st & 3 rd Semester Students.
	Total Number of Working days: 25 Total number of Class days: 25
SEPTEMBER 2012	
1 st	College Foundation Day.
3 rd	a) Notification for setting Question Papers of the Unit Test of HS/TDC Part III programme. b) Notification of Students' Union Election
5 th	Tithi of Shri Shri Madhabdeva.
8 th	Janmastami.
6 th - 8 th	Students' Union Election (Any one day)
6 th - 11 th	Counselling for 1 st Sem students and Mid-Semester Feedback Assessment(Any one day)
10 th	Notification for setting question papers for 2 nd sessional Exam of 1 st & 3 rd semester
28 th	a) Notification of 1 st Sessional Exams Marks in Deptl Notice Board b) Internal Assessment for the 1 st Sem students through Group Discussion/ Seminar.
25 th	Janmohotsav of Shri Shri Sankardeva.
29 th	Last date for submission of Home Assignments for 1 st /3 rd Semester Students.
	Total number of Working days: 22 Total number of Class days: 22



<p>OCTOBER 2012</p> <p>2nd 3rd 3rd - 16th 9th</p> <p>15th ✓ 12th - 20th 15th - 31st 16th 17th 22nd 30th</p> <p>21st - 24th 27th 29th</p>	<p>Gandhi Jayanti.</p> <p>Last date for filling up of 1st Ed Semester forms by the students</p> <p>1st Unit Test for HS/TDC Part-III Students.</p> <p>Last date for submission of filled in forms of 1st End Semester exam to the University</p> <p>Last date for form filling up of the 3rd end Semester Exam forms by the Students.</p> <p>2nd Sessional exams for 1st & 3rd Sem students.</p> <p>Getting Students' feedback on Teachers and Management.</p> <p>Last date for submission of home Assignment for 1st & 3rd Sem Students.</p> <p>Kati Bihu.</p> <p>Last date for filling up 3rd end semester forms by the students.</p> <p>Last date for submission of filled in exam forms of end Semester 1st/3rd exams to the University by the College.</p> <p>Durga Puja & Vijaya Dashmi.</p> <p>Id-Ud-Zuha.</p> <p>Lakhmi Puja/ Bezbarua Divas.</p>
	<p>Total number of Working days: 20</p> <p>Total number of Class days: 20</p>
<p>NOVEMBER 2012</p> <p>5th - 10th</p> <p>8th 10th 23rd</p> <p>✓ 13th 23rd Nov - 15th Dec 24th 26th - 22nd Dec 28th</p>	<p>Notification of second sessional exam marks for 1st & 3rd semesters in the Deptl Notice Board.</p> <p>Notification for setting Question Papers of 2nd Unit Test of HS/TDC Part-III.</p> <p>Completion of 1st & 3rd Sem Classes.</p> <p>Last date for submission of Internal Assessment Marks of 1st/3rd Semester Students to the University.</p> <p>Kali Puja & Dewali.</p> <p>Evaluation of end Semester Answer Scripts of 1st/3rd Semesters at the Zones.</p> <p>Lachit Divas.</p> <p>Evaluation of End Semester Answer Scripts (1st & 3rd)</p> <p>Birthday of Guru Nanak.</p>
	<p>Total number of Working days: 23</p> <p>Total number of Class days: 23</p>
<p>DECEMBER 2012</p> <p>2nd 16th Dec - 15th Jan, 2013 17th - 31st 25th</p>	<p>Asom Divas (Su-Ka-Pha Divas).</p> <p>Semester end vacation for Teaching Staff.</p> <p>College Week (For seven days).</p> <p>Christmas</p>
	<p>Total number of Working days: 25</p> <p>Total number of Class days: 25</p>
<p>JANUARY 2013</p> <p>16th</p>	<p>a) Commencement of Even Semester (2nd/4th) Classes.</p> <p>b) Notification of Class routine/course plans etc. in the Departmental notice board.</p> <p>c) Re-Commencement of HS/TDC Part-III Classes.</p>



20 th – 30 st 14 th – 16 th 31 st	2 nd Unit Test for HS/TDC Part-III Classes. Magh Bihu. Me-Dam-Mefi.
	Total number of Working days: 23 Total number Class days: 23
FEBRUARY 2013	
15 th 20 th – 05 th March Feb. 21 st Feb- 31 st March Feb.	Declaration of 1 st & 3 rd Sem results. 1 st Sessional Examination of 2 nd and 4 th Semester Classes. TDC Part II Exam 2013
	Total number of Working days: 24 Total number of Class days: 24
MARCH 2013	
1 st 1 st -6 th 08 th 20 th -26 th	Last date for submission of TDC Part II Internal assessment marks to the University by the Colleges. Counselling for the 2 nd & 4 th Semester students and Mid Semester Feed Back Assessment Notification for setting Question Papers of 2 nd Sessional exam of 2 nd /4 th Semester Students. a) Notification of 1 st Sessional Exam Marks for 2 nd & 4 th Semester in the Dept. Notice Board. b) Internal assessment for 2 nd /4 th Semester Students through Group Discussion /Seminars.
	Total number of Working days: 25 Total number of Class days: 25
APRIL 2013	
18 th – 30 th 27 th 13 th – 15 th	2 nd Sessional Examination of the 2 nd /4 th Semester students. a) Last date for submission of assignments: b) Last date form filling up of form for end Semester (2 nd /4 th) exams. Rongali Bihu.
	Total number of Working days: 23 Total number of Class days: 23
MAY 2013	
1 st 2 nd 10 th 30 th	May day Last date for filling up of 2 nd & 4 th End Sem Exam forms by the students Last date for submission of filled in forms of 2 nd & 4 th Sem to the university a) Last date for notification of 2 nd Sessional Exams marks of the 2 nd /4 th Semester in the departmental notice board. b) Completion of the 2 nd /4 th Semester Classes. c) Last date for submission of internal assessment marks of the 2 nd /4 th



31 st	Semester students to the University. Declaration of TDC Part II 2013 Exam Results
	Total number of Working days: 26 Total number of Class days: 26
JUNE 2013	
1 st June-20 th July, 2013	a) Admission Process in the BA/ B.Sc/ B.Com 1 st Sem Classes
10 th June-29 th June, 2013	b) Admission to the BA/ B.Sc/ B.Com 3 rd & 5 th Sem Classes End Semester (2 nd & 4 th Semester) Examinations of the BA/ B.Sc/ B.Com Programmes
12 th June-10 th July, 2013	Evaluation of Answer Scripts of the BA/B.Sc/B.Com. End Sem Examination (2 nd & 4 th Sem) at the Zones.
28 th	Declaration of TDC Part-III 2013 Exam results.
16 th June-15 th July, 2013	Sem End Vacation for the teaching staff of the Colleges
	Total number of Working days: 14 Total number Class days: 14

(Dr. B. Gogoi)
Principal
Margherita College, Margherita

Annexure II

A. Analysis of the feedback (On Teachers)

Total no. of Students given feedback : 95

No. of teacher: 36

Overall analysis:

Sl. No.	No. of feedback	Minimum total (19)	Maximum total (53)	Overall Average of total score	Standard Deviation	Remarks
	95	19	59	27.24	6.9	

Advice to improve teaching: 83 responses

1. More time may be given to students for interaction

Preference	1	2	3	4	5
Frequency	20	20	21	09	13
Percentage	24.1	24.1	25.3	10.8	15.7

2. Duration of actual should be extended to 1 hour:

Preference	1	2	3	4	5
Frequency	12	15	26	13	17
Percentage	14.5	18.1	31.3	15.7	20.5

3. GD, Seminar, etc. Should be frequently organised to improve the quality of teaching

Preference	1	2	3	4	5
Frequency	18	14	19	21	11
Percentage	21.7	16.9	22.9	25.3	13.2

4. Field surveys should be organized compulsorily

Preference	1	2	3	4	5
Frequency	24	12	14	20	13
Percentage	28.9	14.5	16.9	24.1	15.7

5. Audio visual teaching should be prioritise

Preference	1	2	3	4	5
Frequency	32	12	06	14	19
Percentage	38.6	14.5	7.2	16.9	22.9

6. Any other comments : **Individual teachers are informed about the feedback**

B. Analysis of the feedback (on Administration)

1. Overall impression about services of the principal's office.

	No. of response	Percentage
Excellent	5	8.9
Very good	25	44.6
Good	17	30.4
Average	7	12.5
Poor	2	3.6
Total	56	100

2. Overall impression about the college principal.

	No. of response	Percentage
Excellent	11	19.6
Very good	28	50
Good	9	16.1
Average	6	10.7
Poor	2	3.6
Total	56	100

C. Overall feedback about infrastructure of the college.

Min= 06, Max= 24, Average= 10.82. Standard deviation= 3.81

Annexure III

7.3 -Best practices

I. Installation of CC Camera: Day In and Day out for Campus Vigilance

Goal:	<p>In keeping with the directive of the Directorate of Higher Education, Govt. of Assam, the college installed CC cameras covering the entire campus in the year 2012. The main objective of this practice is to:</p> <ol style="list-style-type: none">a. Ensure security of the campus and its protection.b. Exercise control over the movement of students.c. Enhance students' attendance in the classes.d. Maintain regularity of classes.e. Keep away all concerned from nefarious and indecent acts.
The Context:	<p>Unlike the bygone days, today's society has become more complex and vulnerable to anti social elements. The roots of such acts are fast spreading covering all aspects of our society. An educational institution like college is a conglomeration of the people (students, teachers, and others in the institution) coming from different segments of the society. As there are good people, there are bad as well. Unless we check our society from the bad elements, the society will soon become polluted and the educational institution may turn into meeting point of disturbing elements. The conscious people must stand as 'Sentinel' in this regard. Installation of CC cameras in the campus helps the institution to identify and spot the wrong-doers and take corrective steps accordingly as safeguard towards future.</p>
Practice	<p>As in general, our society is not ready to accept changes. They prefer to live in their own style without even knowing that their lives are at stake unless they change their attitudes. In the present context of installing CC camera the college faced similar situation. As such, efforts were made by the Principal and some senior faculties to change the mindset of all those who were opposed to the idea.</p>
Evidence of success	<p>The entire college campus covering the front entrance, corridors, verandas, the interior ground, stairs, library and the hall are covered by CC cameras. The cameras</p>

remain all time live, even at the night also, when the college is not functioning. There is a generator to constantly support the cameras in the event of power failure.

The cameras monitor the movements of students, faculties, office staffs and the outsiders or strangers, who come to the college with or without any purposes in view. As the cameras remain active all the time, any imperfection, irregularity, illegal or indecent act by anybody in the campus is caught in the heel; thereby giving total safeguard to the institution and its activities.

The results achieved by the practice are tremendous.

- a. Some students have the habit of bunking their classes before time. The cameras help the concerned faculties to catch such students and rectify and bring them to book.
- b. The students who resort to unfair means in the examination halls are also caught in red handed.
- c. A thief who stole student's bicycle was later identified and spotted by the CC camera.
- d. A student who damaged college furniture in the class room was also spotted and compensation was realised from his guardian.

Problems
encountered &
resources required

As the college took to install the CC camera in the campus, there were opposition from some corners preferred to highlight the wrap sides due to their misconception about the installation. However the college authority at last succeeded in convincing one and all about the need for installation of the cc camera. Now having achieved various favourable impacts, the installation of cc camera is highly acclaimed by all concerned and of now there is no opposition to it. Finance was not a problem in the case.

II. PRINCIPAL CONTACT

Goal:	The aim of the Principal Contact is to improve the discipline and punctuality of the student in the class as well as in his learning. A student with misconduct, less percentage in attendance, bad results etc. are officially informed to contact the principal. The principal tries to understand the student's problem and takes necessary steps for improvement.
The Context:	The venue of the principal contact is generally the principal's chamber and the interaction is in between the concerned student and the principal. Sometimes especially on serious grounds, the guardian of the student is also involved and sometimes, in few cases, the teachers are also invited to join. The objective of the Principal Contact is to solve problems and help the student in his progress, so only the positive issues are discussed and taken into prominence.
Practice:	If a student's attendance is less than 80% in the class, he is not allowed to sit in the examination as a regular student. So, every month the attendance percentage of each class is officially collected and the students having less percentage in their first month are called by the principal and thereby motivated to be regular, informing them about the rules and regulations of examination. If the student could not get the required percentage in the next month, again he has to appear in front of the principal with his parents or guardian. The family problem, if any, in this regard is also examined and informed the guardian about the rules of the examination. This is the last warning to the student and to avail 80% of attendance by the end of last month of his semester. Similarly, those students who can achieve 100% attendance during the whole session are awarded with prize money in the college ceremonies to inspire the other students to do so. The concept of principal contact in our college has proved to be very fruitful as the students always try that their names should not be enlisted for principal contact. They try to improve their attendance and as well as their result in the internal examinations. Students are more concerned about their parents' involvement in this process. It has been observed that parents were not willing to come to the college to discuss about their ward. But because of the concept of Principal Contact, they are bound to come to the principal when they are called. Otherwise, in this system there is a provision for a disciplinary action against the student as per our guideline, especially in Semi-Urban Higher Educational institutions of Assam.

Evidence
Success

of

As a result of Principals contact, the regularity of the semester students has gone up. They have become conscious of their attendance and also become able to know the examination rules and procedures. It has been again observed here that parents were not willing to come to the college to discuss or know what their wards are doing. This practice makes them bound to come to the college to meet the authority and to discuss the problems as well as the other relevant issues regarding their children. After principal contact, it has been noticed that the attendance percentage of students' ahs significantly rose, and not a single dis-collegiate was found during the year 2012-13.

Problems
encountered and
Resource required

In the absence of principal, it has been noticed that students who are called for principals contact has to wait for him until he arrives. Though the charge is hand over to the vice- principal, in some cases, the problems remained unsolved and the student has to wait for Principal's arrival. Even it was found problematic sometimes to contact the parents of the students, as most of them do not have their contact numbers, and in such circumstances, office bearers go to their individual houses to give them letters.
