

# The Annual Quality Assurance Report (AQAR) of the IQAC

## 2013-14



MARGHERITA COLLEGE  
SEGUNBARI  
MARGHERITA 786181  
DIST TINSUKIA  
ASSAM

# 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	<a href="mailto:mrgcollege@sify.com">mrgcollege@sify.com</a> <a href="mailto:mrgcollege@gmail.com">mrgcollege@gmail.com</a>
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](mailto: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 08<sup>th</sup>  
January, 2004

1.5 Website address:

[www.mrgcollege.co.in](http://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 <sup>st</sup> Cycle	B	70.65	2003	5
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

21-02-2006



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="10"/> 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="01"/> Others <input type="text" value="02"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="3, 00, 000/-"/>
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="01"/> State <input type="text"/> Institution Level <input type="text" value="03"/>

(ii) Themes

- Women Empowerment.
- Indian Performing Arts: Tradition and Heritage.
- Academic pursuit and Mental Health.
- Witch Hunting and Civil Society.

#### 2.14 Significant Activities and contributions made by IQAC

- IQAC took initiative in installation of 4 nos. of SMART BOARDS and a DIGITAL VISUALIZER in the aspect of Teaching-Learning.
- Taken initiative in holding an International level seminar.
- Taken initiative in training Teaching and Non-Teaching staff members in ICT.
- 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"><li>• To complete the construction of departmental room and get shifted therein.</li><li>• To introduce online public access catalogues for library books.</li><li>• Appointment of a data entry operator for library.</li><li>• Girls' Hostel would be made functional.</li><li>• To start construction of boys hostel.</li><li>• Installation of a Pure Drinking Water System.</li><li>• To start construction of college stadium with pavilion and gallery.</li><li>• To start construction of conference hall.</li><li>• Construction of boundary wall towards girls' high school-end of the college campus.</li><li>• Construction of Cattle Bridge.</li><li>• Construction of union hall</li><li>• Submission of Re-accreditation Report in revised format.</li><li>• To continue with the students activities like field trips/Student Exchange programmes/Extension activities etc.</li></ul>	<ul style="list-style-type: none"><li>• Installation of SMART BOARDS and incorporation of DIGITAL VISUALIZER to make Teaching-Learning more effective.</li><li>• A National Seminar organised under the Department of Assamese.</li><li>• Installation of a Pure Drinking Water System done.</li><li>• AQAR for 2012-13, 2013-14 submitted and Re-Accreditation process is on.</li></ul>

*\* 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

- Installation of SMART BOARDS and incorporation of DIGITAL VISUALIZER to make Teaching-Learning more effective.
- A National Seminar organised under the Department of Assamese.
- Installation of a Pure Drinking Water System done.
- AQAR for 2012-13, 2013-14 submitted and Re-Accreditation process is on.

## 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 <sup>1</sup>	NIL	NIL	
<b>Total</b>	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	01( M. A. In distance mode)

<sup>1</sup> 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.

Skill Based Programme was introduced by Dibrugarh University for non- major Arts and Science Students of 5<sup>th</sup> and 6<sup>th</sup> Semester in the Year 2013-14.

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

Spot Evaluation System continued during this year as well.

## 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	NIL

2.2 No. of permanent faculty with Ph.D.

15

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

05

NIL

26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	49	Nil
Presented papers	01	30	Nil
Resource Persons	Nil	02	Nil

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

- i. Modern teaching aids like LCD, OHP, Smart Board and Digital Visualizer etc have been incorporated.
- ii. Conducted 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

180

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

02 members attended a workshop on CBCS organised by IQAC, Dibrugarh University.

2.10 Average percentage of attendance of students

82%

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)	230	<b>RESULTS AWAITED</b>				
B.Com.(TDC)	55					
B.Sc.(TDC)	14					

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	03
UGC – Faculty Improvement Programme(STC)	05
HRD programmes	Nil
Orientation programmes	02
Faculty exchange programme	01

Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others (Workshops)	11

#### 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	03	2	02	03
Outlay in Rs. Lakhs	2.15 Lakh	1.85 Lakh	2.90 Lakh(Completed) 2.60 Lakhs(Ongoing)	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	NIL	09	-
Non-Peer Review Journals	NIL	16	-
e-Journals	05	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	2013-14	UGC	2.60 Laky	1.85 Lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects ( <i>other than compulsory by the University</i> )				
Any other(Specify)				
Total			2.60 Lakhs	1.85 Lakhs

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	01	Nil	Nil	03
Sponsoring agencies	Nil	UGC	Nil	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	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="03"/>
National level	<input type="text" value="03"/>	International level	<input type="text" value="Nil"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="Nil"/>	College forum	<input type="text" value="04"/>		
NCC	<input type="text" value="Nil"/>	NSS	<input type="text" value="01"/>	Any other	<input type="text" value="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 Woman's Day.
- Celebration of International Environment Day.
- Programme on Women Empowerment.
- 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	22	Nil	Nil	22 Nos
Laboratories	06	NIL	NIL	06 Nos
Seminar Halls	01	01	Self	2 Nos.
No. of important equipments purchased ( $\geq$ 1-0 lakhs) during the current year 2013-14.	DELL projector = 02 nos. Computer Sets =17 nos. Generator = 1no Smart Board = 01 no Refrigerator=01 Inverter = 01 set <b>Laboratory Equipments</b> Hi Tech Ultra Short Interactive Projector=02 Duplicator Machine= 01	Computer Set = 3 Inverter=01 P.A. System=01 L.C.D.=02 Smart Board=02 Audio Visual =02(Night Vision Camera) Colour Printer & Scanner=01 Network Connectivity Accessories Laptop(Acer)=04	UGC XIth Plan	
Value of the equipment purchased during the year (Rs. in Lakhs)				Rs. 6,71,440/- Rs. 1,27,010/- Rs. 7,98,450/-
Others	Nil	Nil	Nil	Nil

#### 4.2 Computerization of administration and library

##### **Computerization of administration**

At present the college has 24 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. Internet Service is also provided in the Library building and OPAC facility is now available for the readers.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20001	30,54,098	2558	5,33,020	22559	35,87,118
Reference Books	1488	3,91,800	211	1,65,945	1699	5,57,745
e-Books						
Journals	50	3,68,989	02	1,650 8,100 <sup>2</sup>	52	3,78,649 <sup>2</sup>
e-Journals						
Digital Database						
CD & Video						
Others (specify)	12	3,44,379	Nil	Nil	12	3,78,844 <sup>2</sup>

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	17	01	5	00	00	07	05	-
Added	07	-	12	01	01	04	00	-
Total	24	01	17	01	01	11	05	-

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology

<sup>2</sup> Total value includes running cost of the year.

upgradation (Networking, e-Governance etc.)

- One Internet Browsing Centre.
- 3 workshops organised (one each for Teachers, Non-teaching staff and Students)

4.6 Amount spent on maintenance in lakhs :

i) ICT	49,628/-
ii) Campus Infrastructure and facilities	38,450/-
iii) Equipments	1,22,388/-
iv) Others	2,26,468/-
<b>Total :</b>	<b>4,36,934/-</b>

## **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 <sup>3</sup>	PG <sup>4</sup>	Ph. D.	Others
2011	185	Nil	Nil

(b) No. of students outside the state

16

(c) No. of international students

00

<sup>3</sup> Under graduate =1022, Senior Secondary=989

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

Men	No	%	Women	No	%
	492	48.15		530	51.85

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
426	43	94	465	Nil	1028	401	53	109	459	Nil	1022

Demand ratio 1:1      Dropout % 10.76

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;">01</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;">19</div>

5.6 Details of student counselling and career guidance

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

- 16/01/14
- 24/01/14
- 31/03/14
- 26/04/14
- 28/04/14

No. of students benefitted

1120

### 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

Two programmes conducted on the topic one in college and another in nearby village namely Borphakial Gaon.

### 5.9 Students Activities

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

State/ University level

61

National level

03

International level

Nil

No. of students participated in cultural events

State/ University level

38

National level

11

International level

Nil

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

Sports : State/ University level

32

National level

02

International level

Nil

Cultural: State/ University level

07

National level

Nil

International level

Nil

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15(UG)	37660
	13(SS)	34400
Financial support from government	(UG)	Yet to be given.
	04 (SS)	24000
Financial support from other sources	02(Eco Dept.)	4000
	16(UG)	46000
	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 up to 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

Doesnot 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 Boards and Digital Visualizer
  - 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.
- F. By conducting ICT training for Students, Teachers and Non-Teaching Staff.

### 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 24000 books including reference books, 52 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.

Four Smart Boards have already been installed along with a Digital Visualizer for effective transaction of Teaching-Learning. Necessary training is also given to concerned Manpower.

### 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

<b>Teaching</b>	
1. No of teachers appointed in permanent post	: Nil
2. No of teachers appointed in Non-sanctioned/temporary post	: 10
<b>Non-teaching</b>	
1. No of non-teaching staff appointed in permanent post	: Nil
2. No of non-teaching staff appointed in Non-sanctioned/temporary post	: 02

### 6.3.8 Industry Interaction / Collaboration

Nil
-----

### 6.3.9 Admission of Students

2011 nos. (Arts, Science, Commerce)	
Degree	: 1022
Senior Secondary	: 989

### 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. 70, 09,770/-(Rupees Seventy Lakhs Nine Thousand Seven Hundred Seventy Only)
---

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 till date.

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.

#### CONCEPT OF SPRING FESTIVAL

The College has initiated the concept of ‘Spring Festival’, a day’s programme with the advent of spring season (*Rongali Bihu of Assam*). It is held at base of inter-college level of the district. This is in fact a replacement of the ‘Night Function’ held previously. Certain bitter experiences lead the College management to ponder over the replacement to check those unwanted incidents. To avoid this and further not to dishearten the students, this Festival has been organized during the day-time. The College has received an over-whelming response from the both quarters, the teaching fraternity as well as the students at this celebration without hampering the regular classes.

In addition, as Margherita is rich in cultural diversity this programme also creates a harmonious bond among the students who belong to different ethnic background emerging from different locality of the district. Thus, it is not only a festivity of ‘Spring Festival’ but also serves the purpose to bind the diverse students under one umbrella. Correspondingly, it has achieved success in imparting students a liberality of thought to accept one with one’s uniqueness. It has been noticed students at this eve come forward with heterogeneous pack, right from ethnic based performance to the point of contemporary. It serves not only as a means of entertainment but also enhances the knowledge of indigenous ethnicity.

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

- Installation of SMART BOARDS and incorporation of DIGITAL VISUALIZER to make Teaching-Learning more effective.
- A National Seminar organised under the Department of Assamese.
- Installation of a Pure Drinking Water System done.
- AQAR for 2012-13, 2013-14 submitted and Re-Accreditation process is on.

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 5<sup>th</sup> 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)

- Installation of SMART BOARDS and incorporation of DIGITAL VISUALIZER to make Teaching-Learning more effective.
- A National Seminar organised under the Department of Assamese.
- Installation of a Pure Drinking Water System done.
- The automation of the library yet to be completed.

## 8. Plans of institution for next year

- To continue with the activities like Remedial classes, Tutorial classes, Student Exchange Programme, field trips etc. for improvement of results of the students.
- To organise a National Seminar along with the postponed International Seminar.
- Feedback should be taken with the involvement of large no of students.
- Allotment of the departmental rooms to each one of the Departments.
- Smooth functioning of the Girls' Hostel.
- The campus should be made more Nature Friendly.
- To continue with the earlier incomplete projects.

*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 2013-14

### ACADEMIC CALENDAR (INCLUDING HOLIDAY LIST)

**Date / Month : JULY-2013**

<b>16<sup>th</sup> July-2013</b>	1	Commencement of the 1 <sup>st</sup> / 3 <sup>rd</sup> Semester Classes
	2	Notification of Class Routine in the Colleges
	3	Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges
<b>17<sup>th</sup> July-2013</b>	1	Declaration of TDC Part I Result
	2	Interaction with the 1 <sup>st</sup> Semester Students by the Principals and teachers of the colleges
<b>20<sup>th</sup> July-2013</b>	1	Freshmen Social
<b>23<sup>rd</sup> July-2013</b>	1	Notification for setting question papers for 1 <sup>st</sup> Sessional Exam for 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester classes
<b>Total No. of Working days = 14</b>		<b>Total No. of Class days = 14</b>

**Date / Month : AUGUST-2013**

<b>5<sup>th</sup> August-2013</b>	1	Declaration of the Even Semester Exams
<b>9<sup>th</sup> August-2013</b>	1	Id-UI_Fitre
<b>15<sup>th</sup> August-2013</b>	1	Independence Day
<b>26<sup>th</sup> August-2013</b>	1	Last date for submission of filled in Registration Forms of 1 <sup>st</sup> Semester students by the College at the University
<b>28<sup>th</sup> August-2013</b>	1	Janmastami
<b>9<sup>th</sup> - 29<sup>th</sup> August-2013</b>	1	1 <sup>st</sup> Sessional Exam of 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester
<b>Total No. of Working days = 24</b>		<b>Total No. of Class days = 24</b>

**Date / Month : SEPTEMBER-2013**

<b>1<sup>st</sup> September-2013</b>	1	College Foundation Day
	2	Notification for setting of Question Papers of 1 <sup>st</sup> Unit Test of H.S. 1 <sup>st</sup> & H.S. 2 <sup>nd</sup> Yr. Classes
	3	Notification of Students' Union Election
<b>7<sup>th</sup> September-2013</b>	1	Tithi of Sri Sri Sankardeva
<b>9<sup>th</sup> – 11<sup>th</sup> September - 2013</b>	1	Counseling for 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester students and Mid-Semester feedback assessment (any one day)
<b>21<sup>st</sup> September -2013</b>	1	Students' Union Election
<b>23<sup>rd</sup> September -2013</b>	1	Notification for setting Question Papers for 2 <sup>nd</sup> Sessional Exams for Odd Semester Classes
<b>23<sup>rd</sup> – 28<sup>th</sup> September - 2013</b>	1	Internal Assessment of Odd Semester students through Seminar / Group Discussion etc.
<b>27<sup>th</sup> September -2013</b>	1	Notification for 1 <sup>st</sup> Sessional Exams Marks in the Departmental Notice Board.
<b>Total No. of Working days = 24</b>		<b>Total No. of Class days = 24</b>

**Date / Month : OCTOBER-2013**

<b>2<sup>nd</sup> October-2013</b>	1	Gandhi Jayanti
<b>1<sup>st</sup> -10<sup>th</sup> October -2013</b>	1	2 <sup>nd</sup> Sessional Exam for Odd Semester Classes
<b>11<sup>th</sup> – 14<sup>th</sup> October - 2013</b>	1	Durga Puja, Janmotsav of Sri Sri Sankardeva
<b>16<sup>th</sup> October -2013</b>	1	Id-UI-Zuha
<b>18<sup>th</sup> October -2013</b>	1	Kati Bihu, Laxmi Puja, Bezboruah Divas
<b>19<sup>th</sup> - 30<sup>th</sup> October - 2013</b>	1	1 <sup>st</sup> Unit Test for H.S. 1 <sup>st</sup> & H.S. 2 <sup>nd</sup> Yr. Classes
<b>23<sup>rd</sup> October -2013</b>	1	Last date for Home Assignment submission by the students of Odd Semester Classes
<b>25<sup>th</sup> October -2013</b>	1	Last date for Form fill up of the Odd End Semester Exams
<b>Total No. of Working days = 21</b>		<b>Total No. of Class days = 21</b>

**Date / Month : NOVEMBER-2013**

<b>2<sup>nd</sup> November-2013</b>	1	Kali Puja & Diwali
<b>4<sup>th</sup> -9<sup>th</sup> November -2013</b>	1	Notification of 2 <sup>nd</sup> Seesional Exams Marks for 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester in the Departmental Notice Board
<b>13<sup>th</sup> November -2013</b>	1	Notification for setting Question Papers of 2 <sup>nd</sup> Unit Test for H.S. 1 <sup>st</sup> & H.S. 2 <sup>nd</sup> Yr. Students
<b>8<sup>th</sup> November -2013</b>	1	Last date of notification of Internal Assessment marks of the students of the Odd Semester Programmes to the University
	2	Last date for submission of the filled in Examination Forms of Odd End Semester Exam by the colleges at the University
<b>20<sup>th</sup> - 14<sup>th</sup> November - 2013</b>	1	Odd End Semester Exams
<b>23<sup>rd</sup> – 21<sup>st</sup> December - 2013</b>	1	Evaluation of End Semester Answer Scripts of the BA/B.Sc./B.Com. Programmes at the Zones
<b>Total No. of Working days = 25</b>		<b>Total No. of Class days = 25</b>

**Date / Month : DECEMBER-2013**

<b>2<sup>nd</sup> December-2013</b>	1	Asom Divas
<b>16<sup>th</sup> December-2013 - 15<sup>th</sup> January -2014</b>	1	Semester End Vacation for the Teaching Staff of the colleges conducting B.A. / B.Sc. / B.Com. Programmes
<b>17<sup>th</sup> to 31<sup>st</sup> December - 2013</b>	1	College Week (For Seven Days)
<b>25<sup>th</sup> December-2013</b>	1	X-Mass Day
<b>Total No. of Working days = 11</b>		<b>Total No. of Class days = 11</b>

**Date / Month : JANUARY-2014**

<b>1<sup>st</sup> January-2014</b>	1	Programmes for welcoming New Year in the Colleges
<b>10<sup>th</sup> January-2014</b>	1	Last date for submission of Evaluated Answer Scripts of the End Semester Exam of the B.A./ B.Sc./ B.Com. Programme with relevant documents by the Zonal Officers to the University
<b>14<sup>th</sup>, 15<sup>th</sup> &amp; 16<sup>th</sup> January-2014</b>	1	Magh Bihu
<b>16<sup>th</sup> &amp; 17<sup>th</sup> January-2014</b>	1	Commencement of the Even Semester Classes of the B.A./ B.Sc./ B.Com. Programme
	2	Notification of Class Routine (College & Department), Course Plans etc. in the Notice Board
<b>26<sup>th</sup> January-2014</b>	1	Republic Day
<b>31<sup>st</sup> January-2014</b>	1	Me-Dam-Me-Fe
<b>Total No. of Working days = 22</b>		<b>Total No. of Class days = 22</b>

**Date / Month : FEBRUARY-2014**

<b>4<sup>th</sup> February-2014</b>	1	Declaration of the results of the Odd Semester of the B.A./ B.Sc./ B.Com. Programme
<b>20<sup>th</sup> February- 5<sup>th</sup> March 2014</b>	1	1 <sup>st</sup> Sessional Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester students of the B.A./ B.Sc./ B.Com. Programme
<b>Total No. of Working days = 23</b>		<b>Total No. of Class days = 23</b>

**Date / Month : MARCH-2014**

<b>1<sup>st</sup> – 6<sup>th</sup> March-2014</b>	1	Counselling for the students of the B.A./ B.Sc./ B.Com. Programmes and Mid Semester Feedback Assessment (One Day)
<b>20<sup>th</sup> - 26<sup>th</sup> March-2014</b>	1	Notification of 1 <sup>st</sup> Sessional Exam Marks of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester B.A./ B.Sc./ B.Com. Programme in the Departmental Notice Board
	2	Internal Assessment for the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester B.A./ B.Sc./ B.Com. Programmes through Seminar / Group Discussion etc.
<b>Total No. of Working days = 25</b>		<b>Total No. of Class days = 25</b>

**Date / Month : APRIL-2014**

<b>14<sup>th</sup>, 15<sup>th</sup> &amp; 16<sup>th</sup> April-2014</b>	1	Rongali Bihu
<b>18<sup>th</sup> - 30<sup>th</sup> April-2014</b>	1	2 <sup>nd</sup> Sessional Exam of the B.A./ B.Sc./ B.Com. Programmes
<b>26<sup>th</sup> April-2014</b>	1	Last date for submission of Assignment by the students of the B.A./ B.Sc./ B.Com. Programmes (If any)
	2	Last date for Form fill up of the B.A./ B.Sc./ B.Com. End Semester Exam.
<b>Total No. of Working days = 23</b>		<b>Total No. of Class days = 23</b>

**Date / Month : MAY-2014**

<b>1<sup>st</sup> May-2014</b>	1	May Day
<b>7<sup>th</sup> May-2014</b>	1	Last date for submission of filled in Exam forms of the B.A./ B.Sc./ B.Com. End Semester Exam (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester) by the colleges at the University
	2	Last date for submission of Internal Assessment marks of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester students of the B.A./ B.Sc./ B.Com. Programmes at the University
<b>10<sup>th</sup> May-2014</b>	1	Last date for notification of 2 <sup>nd</sup> Sessional Exam Marks of the B.A./ B.Sc./ B.Com. Programmes in the Departmental Notice Board.
	2	Completion of the Even Semester Classes of the B.A./ B.Sc./ B.Com. Programmes.
<b>12<sup>th</sup> May-2014</b>	1	Last date for submission of filled in Exam forms of the B.A./ B.Sc./ B.Com. End Semester Exam (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester) by the colleges at the University
	2	Last date for submission of Internal Assessment marks of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester students of the B.A./ B.Sc./ B.Com. Programmes to the University
<b>14<sup>th</sup> May- 14<sup>th</sup> June 2014</b>	1	End Semester Exam of the B.A./ B.Sc./ B.Com. Programmes.
<b>22<sup>nd</sup> May- 24<sup>th</sup> June 2014</b>	1	Evaluation of the Answer Scripts of the B.A. / B.Sc. / B.Com. End Semester Exam (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester) at Zone.
<b>Total No. of Working days = 26</b>		<b>Total No. of Class days = 26</b>

**Date / Month : JUNE-2014**

<b>1<sup>st</sup> June- 20<sup>th</sup> June 2014</b>	1	Admission Notice and completion of the Admission Process in the B.A./ B.Sc./ B.Com. 1 <sup>st</sup> Semester classes.
	2	Admission to the B.A./ B.Sc./ B.Com. 3 <sup>rd</sup> & 5 <sup>th</sup> Semester classes.
<b>6<sup>th</sup> June- 15<sup>th</sup> July 2014</b>	1	Semester End Vacation for the Teaching Staff of the College
<b>Total No. of Working days = 25</b>		<b>Total No. of Class days = 25</b>

## **Annexure II**

### **A. Analysis of the feedback (On Teachers)**

Total no. of Students given feedback : 95

No. of teacher: 36

Overall analysis:

No. of feedback	Minimum total (19)	Maximum total (53)	Overall Average of total score	Standard Deviation	Remarks
901	19	49	26.33	5.80	

Advice to improve teaching:

1. More time may be given to students for interaction

Preference	1	2	3	4	5
Frequency	41	17	26	16	25
Percentage	32.8	13.6	20.8	12.8	20.0

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

Preference	1	2	3	4	5
Frequency	31	19	24	21	24
Percentage	25.8	15.8	20.0	17.5	20.0

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

Preference	1	2	3	4	5
Frequency	38	14	17	30	26
Percentage	30.4	11.2	13.6	24.0	20.8

4. Field surveys should be organized compulsorily

Preference	1	2	3	4	5
Frequency	24	32	18	18	27
Percentage	20.2	26.9	15.1	15.1	22.7

5. Audio visual teaching should be prioritise

Preference	1	2	3	4	5
Frequency	42	14	14	10	39
Percentage	35.3	11.8	11.8	8.4	32.8

## B. Analysis of the feedback (on Administration)

QUESTION	OPTION	NO. OF RESPONSES	PERCENTAGE
About Academic atmosphere	Highly Satisfactory	33	19.6
	Satisfactory	107	63.7
	Dissatisfactory	25	14.9
	Highly Dissatisfactory	03	1.8
<b>Total</b>		<b>168</b>	<b>100</b>
Reason of dissatisfaction	Noisy Atmosphere	87	72.5
	Poor supervision	33	27.5
<b>Total</b>		<b>120</b>	<b>100</b>
Adjustment of classes	Yes in all cases	69	43.1
	Yes in some cases	69	43.1
	Not at all adjusted	22	13.8
<b>Total</b>		<b>160</b>	<b>100</b>
College Infrastructure(library)	Highly Satisfactory	54	32.1
	Satisfactory	97	57.7
	Dissatisfactory	14	8.3
	Highly Dissatisfactory	03	1.8
<b>Total</b>		<b>168</b>	<b>100</b>
College Infrastructure(Laboratory)	Highly Satisfactory	32	22.4
	Satisfactory	64	44.8
	Dissatisfactory	34	23.8
	Highly Dissatisfactory	13	9.1
<b>Total</b>		<b>143</b>	<b>100</b>
College Infrastructure(Common Room)	Highly Satisfactory	21	13.0
	Satisfactory	56	34.8
	Dissatisfactory	46	28.6
	Highly Dissatisfactory	38	23.6
<b>Total</b>		<b>161</b>	<b>100</b>
College Infrastructure(Laboratory)	Highly Satisfactory	33	20.0
	Satisfactory	90	54.5
	Dissatisfactory	29	17.6
	Highly Dissatisfactory	13	7.9
<b>Total</b>		<b>165</b>	<b>100</b>
College Infrastructure (Seating arrangement in the class room)	Highly Satisfactory	27	16.2
	Satisfactory	86	51.5
	Dissatisfactory	34	20.4
	Highly Dissatisfactory	20	12.0
<b>Total</b>		<b>167</b>	<b>100</b>
College Infrastructure(Departmental Library)	Highly Satisfactory	38	24.4
	Satisfactory	82	52.6
	Dissatisfactory	20	12.8
	Highly Dissatisfactory	16	10.2
<b>Total</b>		<b>156</b>	<b>100</b>

<b>QUESTION</b>	<b>PREFERENCE</b>	<b>NO. OF RESPONSES</b>	<b>PERCENTAGE</b>
Immediate Needs(More Text Book in the Library)	1	62	39.5
	2	11	7.0
	3	11	7.0
	4	09	5.7
	5	15	9.6
	6	05	3.2
	7	06	3.8
	8	12	7.6
	9	26	16.5
<b>Total</b>		<b>157</b>	<b>100</b>
Immediate Needs(Expedite library services)	1	20	14.2
	2	27	19.1
	3	14	9.9
	4	17	12.1
	5	19	13.5
	6	13	9.2
	7	08	5.7
	8	07	5.0
	9	16	11.3
<b>Total</b>		<b>141</b>	<b>100</b>
Immediate Needs(More classes per paper)	1	24	17.5
	2	12	8.8
	3	24	17.5
	4	14	10.2
	5	20	14.6
	6	08	5.8
	7	19	13.9
	8	08	5.8
	9	08	5.8
<b>Total</b>		<b>137</b>	<b>100</b>
Immediate Needs(More time per class)	1	36	25.2
	2	13	9.1
	3	11	7.7
	4	15	10.5
	5	21	14.7

	6	12	8.4
	7	07	4.9
	8	11	7.7
	9	17	11.9
<b>Total</b>		<b>143</b>	<b>100</b>
Immediate Needs(Remedial/Tutorial classes)	1	27	19.1
	2	15	10.6
	3	16	11.3
	4	12	8.5
	5	20	14.2
	6	14	9.9
	7	13	9.2
	8	08	5.7
	9	16	11.4
<b>Total</b>		<b>141</b>	<b>100</b>
Immediate Needs(Wall Magazine)	1	33	22.8
	2	12	8.3
	3	15	10.3
	4	12	8.3
	5	13	9.0
	6	08	5.5
	7	16	11.0
	8	06	4.1
	9	30	20.7
<b>Total</b>		<b>145</b>	<b>100</b>
Immediate Needs(Departmental Magazine)	1	35	23.5
	2	14	9.4
	3	15	10.1
	4	10	6.7
	5	13	8.7
	6	10	6.7
	7	10	6.7
	8	20	13.4
	9	22	14.7
<b>Total</b>		<b>149</b>	<b>100</b>

Immediate Needs(Departmental Library)	1	44	29.1
	2	08	5.3
	3	15	9.9
	4	09	6.0
	5	17	11.3
	6	12	7.9
	7	10	6.6
	8	14	9.3
	9	22	14.6
<b>Total</b>		<b>151</b>	<b>100</b>
Immediate Needs(Book Bank Facility)	1	35	24.0
	2	13	8.9
	3	19	13.0
	4	08	5.5
	5	13	8.9
	6	12	8.2
	7	08	5.5
	8	08	5.5
	9	30	20.5
<b>Total</b>		<b>146</b>	<b>100</b>
<b>QUESTION</b>	<b>OPTIONS</b>	<b>NO. OF RESPONSES</b>	<b>PERCENTAGE</b>
Overall impression about services of the Principal's office	Excellent	47	29.4
	Very Good	37	23.1
	Good	49	30.6
	Average	18	11.3
	Poor	09	5.6
<b>Total</b>		<b>160</b>	<b>100</b>
Overall impression about the Principal	Excellent	42	26.4
	Very Good	42	26.4
	Good	48	30.2
	Average	19	11.9
	Poor	08	5.0
<b>Total</b>		<b>159</b>	<b>100</b>

**Overall feedback about infrastructure of the college.**

Min= 06, Max= 22, Average= 12.40. Standard deviation= 3.41

## Annexure III

### BEST PRACTICES

#### I. INTRODUCTION OF THE SMART COUNCELLING FOR GIFTED STUDENTS

##### **Goal**

The college has initiated the smart counselling for bright students. The college keeping in notices the need for intellectually rich learners to provide them with extra victuals. Besides the general classes, these counselling have been planned for an exposure to the talents latent within which ultimately will take the students as well as the organization to the top through this innovative practice. To maintain themselves in this rapidly changing global world the students need extra attention, specifically the intelligent students. Thus, the smart counselling would satisfy this appetite of the above.

##### **The Context**

With the above purview smart counselling has been introduced in Margherita College to impart extra package for the advanced students embracing certain aspects along with their syllabus. The basic objectives are like, to provide them with e-content; conducting oral tests at regular intervals; interaction session; brain storming; time management; personality development; etc, are decided as primary. The starting of the smart-classes has started to show positive signs. It would definitely impart a new dimension to students who were long deprived of such learning which could satiate their IQ. At times it was felt that gifted students though attended the regular classes were unsatisfied by the lessons given at the classes. They required much more than the one provided in the class whereby the teacher has to maintain the balance keeping in mind the mediocre. Correspondingly, in such counselling sessions classy and highly loaded materials are afforded to such students.

##### **The Practice**

The practice of smart counselling has already been set off. It generally includes students of semesters with major. Before the counselling, the allotted teacher has to inform the students he/she wishes to counsel as per allotments. It encompasses all the three streams, arts, science and commerce. As it is in a budding stage hence only two classes are allotted for the above. It is generally done after the regular classes so as to smooth renderings of the both classes. The positive attitudes of the students are really appreciable. This indirectly compels the teacher to update and upgrade himself/herself to interact such advanced students. It creates a holistic environment in the academic arena which impact is far-reaching. This practice has benefitted not only the students but also the teacher to overcome from a stasis and become dynamic. These generally allotted for one hour in a day after the regular classes convenient to the students. Several high-tech audio-visual gadgets are used in the sessions which make the interaction an attractive one. So often the Principal attends

as a resource person to encourage

**Evidence of Success**

Out of several practices that the College has undertaken, this can be regarded as one of the successful programme. The bright students who are unable to collect the study material due to financial reasons can easily gather materials in these counselling. As students are proportionate in comparing to the number in the regular classes, they can easily cross-question the teacher and share their opinions. They thus receive abundance of information regarding their field. As these classes are taken place after the completion of the regular classes, hence they are not haphazard. Using audio-visual techniques in the process make the students easily comprehensive the intended portion.

**Problems Encountered and Resources Required**

In conducting the classes it is noticed everything is smoothly running on. At the beginning students were not adaptable to the situation. They were habituated to remain within the campus only in the college hours. Of course the teachers motivated the students to remain and attend these classes. However this shortcoming was vanished after the classes were seriously started off. Sometimes there were overlapping in the allotments of the classes, yet later with the implication of the routine( verbal intimation to the students by the faculty) this was vanished.

**II. INTRODUCTION OF MOVEMENT REGISTER FOR BOTH TEACHING & NON-TEACHING STAFF**

**Goal**

Another best practice initiated by the College Management in this year 2013-14, to facilitate with a moving register for both teaching & non-teaching staff. This practice is meant for recording the movement of the teachers as well as the non-teaching staffs. It helps in maintaining discipline and decorum within the institution. It would consequence in limiting the movements of the teachers & non-teaching staff. Maintaining the Movement Register has thought to be generated an effective environment within the institution.

**The Context**

This is with a pious intention to benefit both the teaching & non-teaching staff for their day-to-day activities without hampering their academic atmosphere of the college. It is to maintain the secondary purposes of the college fraternity whereby imparting the best to the institution with devotion, dedication and

dynamism. The invention of this practice would strongly control the lack of enthusiasm, and restrain the above from their unruliness. Besides, this would create an indelible mark on the nature of the students.

This is with a pious intention to benefit both the teaching & non-teaching staff for their day-to-day activities without hampering their academic atmosphere of the college. It is to maintain the secondary purposes of the college fraternity whereby imparting the best to the institution with devotion, dedication and dynamism. The invention of this practice would strongly control the lack of enthusiasm, and restrain the above from their unruliness. Besides, this would create an indelible mark on the nature of the students.

The Practice

The practice has already been started to maintain the Moving Register. The result is effective in the sense that the mixed response has been noticed. the College Management is able to deal strongly with the one who is seek out a naïve way to escape, in fact no one will make such an attempt. The authority expects, in the near future the fraternity would maintain the Time management without the Moving Register. The non-teaching staff can move outside the campus only on some official purposes until and unless serious matter demands. They remain intact within the College premises. In context of teaching staff the same is the procedure until and unless situation demands they are not allowed to leave the premises. On very limited ground they can move out within allotted time and allotted ground, say for, medical purposes & banking as such.

Evidence of Success:

As a result of the movement register, the authority could come to know if anyone is out and on what ground; the other person from the department can substitute him/her. Class monitoring becomes easier as from the movement register it has become easy to know who so ever is absent or going outside during his class hour.

Problems encountered and Resource required

Some of the faculties as well as office staff are reluctant in reporting at the movement register about their movement. It creates hurdle on the part of the authority also to find out where the person went on during his or her duty hour. But such evidences are very few and this practice has turned out as a very successful one as it brings accountability on the part of every employee as they have to mention compulsorily at the movement register about their daily movements .during the duty hour.

**Best practices undertaken during 2013-14:**

1. Installation of **e-management** in admission and transaction process
2. Both teaching and non-teaching staff are imparted **ICT training** for smooth conduction of academic and extra-curricular activities.
3. **Students Union Representatives' Attendance Register** has been maintained for grooming punctuality and discipline among the students. This would lead the students to take part in decision-making.
4. **College Reception and Information Centre** has been started with the view to extend services.
5. **Visitor's Record Register** has been maintained to keep record of the visitors.

\*\*\*\*\*