

The Annual Quality Assurance Report (AQAR) of the IQAC

2015-16



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	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. Gautam Purkayastha

Mobile:

9435337938

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)

EC(SC)/06/RAR/116 dated May 01, 2015.

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	8 th January, 2004	5
2	2 nd Cycle	B	2.65	1 st May, 2015	5 (April 30, 2020)
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

21-02-2006

1.8 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)

Present Report (AQAR-2015-16) is the first year report post second cycle.

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

D.El.Ed.

1.11 Name of the Affiliating University (for the Colleges)

DIBRUGARH UNIVERSITY

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

NO

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	08+1
2.2 No. of Administrative/Technical staff	06
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and Community representatives	01*
2.7 No. of Employers/ Industrialists	01*
2.8 No. of other External Experts	Nil
2.9 Total No. of members	20*
2.10 No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders:	No.	17	Faculty	02*				
	Non-Teaching Staff	01*	Students	01	Alumni	00	Others	02

*Plus 11 staff meetings comprising authority, teaching and non teaching staff.

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	Nil			

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	18	International	0	National	01	ate	1	stitution Level	16
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(ii) Themes

- Contemporary Literature in the changing socio-cultural scenario.
- State level data dissemination workshop.
- Heart friendly environment.
- Awareness program on Tobacco Free College Campus.
- Gender Sensitisation, Sexual Harassment and Remedies.
- Role of stakeholders in the development of Higher Education in rural and backward areas.
- Earthquake, management and women.
- Choice Based Credit System at UG level
- Human rights and second hand smoke
- Food and health – awareness.
- Student counselling on values, career information etc.

2.14 Significant Activities and Contributions made by IQAC

- Taken initiative in holding two National Level Seminars (One has to be postponed due to delay in releasing fund).
- Collected students' feedback on teachers and discussed with the teachers for all possible improvements in teaching learning etc.
- Students' attendance, holding of classes regularly, analysis of students' performance after declaration of results etc. emphasised.
- IQAC chalked out the major activities to be conducted during the year and next year.
- Initiatives are taken for creating
 - A research fund.
 - Tobacco free environment.
 - One Student One Tree (This is also the theme for 2016-17).

2.15 Plan of Action by IQAC/Outcome (2015-16)

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
<p>THEME: Tobacco Free and All Clean College Campus.</p> <ol style="list-style-type: none"> 1.To introduce Major in Education at the earliest. 2.To complete the construction of Boys’ Hostel and be made functional. 3.To complete the 1st floor of the Girls’ Hostel (Extended part). 4.To visit feeders schools so as to raise awareness and scientific temper among the students of class IX and X in particular. 5.To organise two National Level Seminars. 6.To launch Student Corner 7.Installation of additional Pure Drinking Water facility. 8.To speed up the construction of college stadium with pavilion and gallery. 9.To continue with the students’ activities like field trips/Student Exchange Programmes/Extension activities etc. 10. Three projects to be implemented under RUSA include- <ul style="list-style-type: none"> • Up gradation and renovation of ‘Old Heritage Building’ (Class room). • Computer centre cum Seminar/recreational room. • Equipment. 	<p>Awareness generated for tobacco free campus among the students, teaching and non-teaching staff through talks.</p> <ol style="list-style-type: none"> 1. The college got necessary permission from the Dibrugarh University to start Major in Education from 2016-17. 2.Construction of Boys’ Hostel almost completed. Allotment to the students will be made from 2016-17. 3.Girls Hostel extended part completed and Solar Panel installed. 4.Principal and 6 faculties of the college visited 5 feeder schools in different dates as per chalked out program and interacted with the target group of students. 5.A National Seminar organised under the Department of English. Due to delayed sanction by the UGC, the other will be organised in 2016-17. 6.Two Wall Magazines named Beehive and Creative Hands are launched for the students. 7.Iron free water supply system facilitated in the campus. Water testing lab (Purity of water) installed. 8.Progress made in the construction of Gallery cum change room. 9.Extension activities, field trip, exchange programme, talk etc. organised and/or participated.

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

2.16 Whether the AQAR was placed in statutory body Yes No

Management ¹Syndicate Any other body

Provide the details of the action taken

- The draft AQAR 2015-16 was placed before the Head of the Institution (Principal/GB) on 31/08/2016. Necessary corrections, modifications and additions made in the report wherever necessary.
- The draft AQAR 2015-16 was also placed before the teaching and non-teaching community of the college on 07/09/2016 and their suggestions were taken.
- The final report is fact based and according to the suggestions, contributions and cooperation of all the stakeholders of the college.

¹ Faculty, Margherita College

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	02 ²	NIL	NIL	NIL
UG	05	NIL	NIL	NIL
PG Diploma	01 ³	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	03	NIL	NIL	NIL
Certificate	01	NIL	NIL	NIL
Others		NIL	NIL	NIL
Total	12	NIL	NIL	NIL

Interdisciplinary	01	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 (B.A, B.Sc., & B.Com. regular programmes , B.A. , B.Com. under KKHSOU and M.A. under KKHSOU)
Trimester	Nil
Annual	01 (M. A. In distance mode)

² PG Courses run under Dibrugarh University and Krishna Kanta Handique State Open University in distance mode.

³ PG Diploma 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.

Nil

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	33	11	22	NIL	24 ⁴

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
	07	NIL	NIL	02	NIL	NIL	NIL	NIL	07	02

2.4 No. of Guest and Visiting faculty and Temporary faculty NIL NIL 26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	67	10
Presented papers	06	39	Nil
Resource Persons	Nil	02	Nil

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

- i. Participated in Students/Teachers Exchange programme.
- ii. Excursion/Study tours are conducted for general students to provide the research exposure.
- iii. Study Materials/E-Contents are supplied to the students.
- iv. Modern teaching aids like LCD, OHP (Botany dept. in particular) and Digital Visualizer (Computer Science and Zoology dept. in particular) etc have been incorporated.
- v. Students feedback on teachers was taken and analysed.

2.7 Total No. of actual teaching days during this academic year 205 (UG - 180 days and UG+HS – 205 days)

2.8 Examination/ Evaluation Reforms initiated by Answer scripts are shown as a measure of transparency

⁴ Non sanctioned permanent

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

02

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage (For the year 2014-15):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(TDC)	206	Nil	28.15%	43.20%	4.37%	75.73%
B.Com.(TDC)	68	4.41%	29.41%	41.18%	7.35%	82.3%
B.Sc.(TDC)	28	nil	57.14%	7.14%	Nil	64.2%

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

- Principal, Vice Principal and Academic Coordinator monitor classes.
- Student feedback on teachers is taken at entry and exit levels in every programme. The feedback analysis is shown to every teacher for further improvement.
- 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 Workshops/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.
- In absence of a teacher (Casual Leave, Medical Leave etc.), classes are adjusted by the other faculties of the concerned department.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme (STC)	10
HRD programmes	Nil
Orientation programmes	Nil

Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others (Workshops)	Seminars/Workshops/Talks organised and/or participated in the college as a regular activity

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	08	01	NIL	13
Technical Staff	NIL	NIL	NIL	03

Criterion – III

3. Research, Consultancy and Extension

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

- Faculties are encouraged to undertake Ph.D., M.Phil. and other sponsored research work.
- 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, Economics, Political Science etc. are publishing research journals.
- The Margherita College Study Circle organises continuously research oriented programmes. The teachers share their experiences after the completion of their RC/OC Programmes.

3.2 Details regarding major projects: **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects (Annexure IV)

	Completed	Ongoing	Sanctioned	Submitted
Number	00	04	00	00
Outlay in Rs. Lakhs		Rs. 8.40 lakh		

3.4 Details on research publications

	International	National	Others
Peer Review Journals(Annexure V)	11	07	00
Non-Peer Review Journals	00	13	19
e-Journals	03	00	-
Conference proceedings	00	13	-

3.5 Details on Impact factor of publications: **Not calculated**

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	2015-16	UGC	8.40 Lakhs	6.40 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			8.40 Lakhs	6.40 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	01	Nil	09
Sponsoring agencies	Nil	UGC	State	Nil	College

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				02(Ph.D.)		

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:

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

3.22 No. of students participated in NCC events:

University level	Nil	State level	64
National level	01	International level	Nil

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	Nil	College forum	06		
NCC	03	NSS	04	Any other	02

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

- Visit to feeder schools for counselling and raising scientific temper.
- Celebration of International Environment Day. 100 students of the college took part in a plantation programme under Mission Green Tinsukia organised by District Administration.
- Women empowerment and gender sensitisation.
- NSS camping program at Dehing Poria Village.
- Observation of International Day of Yoga, World Earth Day, World Heart Day etc.

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	01	UGC, DF	23 Nos
Laboratories	06	01	Development Fund (DF)	07 Nos
Seminar Halls	02 ⁵	NIL	NIL	2 Nos.
No. of important equipments purchased (\geq 1-0 lakhs) during the current year 2015-16.	Projector = 07 Computer Sets =48 nos. Generator = 02 Smart Board = 03 Hi Tech Ultra Short Interactive Projector=02 Duplicator Machine= 02 Laptops=04 Laser Printer=21 Interface project=04 Smart Board=03 CCTV Camera=20 Digital Lectern(Podium) =02 Water Purifier =05	Fire Extinguisher	DF	2 Nos.
Value of the equipment purchased during the year (Rs. in Lakhs)		NIL	NIL	NIL

⁵ Including Boxing Hall

Others	Open Stage =01 Girls Hostel =01 Departmental Rooms=19 Colour Printer & Scanner=06 Refrigerator=03 Inverter = 02 P.A. System =04 Digital Visualizer=01 Guest Room =01 Open Space for official transaction Car Parking =01		Nil	Nil
		Link Road from Administrative Building to College Play Ground	Donated By S.K Sanghaneria	
		Drinking water shed	DF	
		Link Road from Playground to Boys' Hostel	Govt. Of Assam	
		Boys' Hostel	Govt. Of Assam	
		Union Hall	Local MLA	
		Extension of Administrative Building	UGC	
	Dismantling , renovation and new construction of Shahid Bedi	Development Fund		

4.2 Computerization of administration and library

Computerization of administration

At present the college has 48 nos. of computers which include the one at Principal's chamber, Vice Principal's Chamber, IQAC Office, System Room, Academic Co-ordinator, Administrative Section, Accounts Section, Cash Section, Exam Section and Computer Section. We have a system room wherefrom all the administrative activities are controlled and administrative computers are maintained through LAN networking. The college has Internet facilities through Broadband Connection and same is offered to both teachers and the students. The college has Computer Assistant and has the provision of appointing Secretarial Staff with knowledge of Computer Basic operation.

Computerization of library

Improvement in the library services was specially emphasized by the Peer Team Members, NAAC, at the time of 2nd Cycle of Assessment. During the year stress has been given to offer best possible services. Library is partially automated. Internet Service is available in the Library building and OPAC facility for the readers. More than 5000 e-journals and 75000 e-books are available.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22924	3610042	758	229388	23682	3839430
Reference Books	1729	570595	16	-	1745	577500
e-Books	75000	-	-	-	75000	-
Journals	52	389849	NIL	NIL	52	8100
e-Journals	5000	-	-	-	5000	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify) News papers	12	391230	-	43192	12	434422

4.4 Technology up gradation (overall)

	Total Computers ⁶	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	10	48	16	06	08	00	08
Added	00	00	00	00	00	00	00	00
Total	48	10	48	16	06	08	00	08

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

Library networking system has been improved. Now students can search e-books and e-journals through N-List under the guidance of Library staff as required.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Negligible
ii) Campus Infrastructure and facilities	0.52 lakhs
iii) Equipments	1.83698 lakhs
iv) Others	19.46752 lakhs
Total :	21.82450 lakhs

⁶ Figures in table show no. of computers.

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes initiative in rendering Students Support Services through:

- Prospectus.
- General Notice Board
- Library Notice Board.
- Career related Notice Board
- Student corner (Beehive and creative hands)
- Social media, print and electronic media.

With regard to

- free studentship
- Merit cum Means Scholarship
- Remedial Class
- Health awareness campaign (Tobacco free campus)
- Book Bank facilities.
- Career Counselling
- Ambulance Service and preliminary health care service.
- Group Insurance Scheme for students etc.
- Tutorial and mentoring.

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.

For example, Student Feedback, drop out ratio, performance in examination, attendance etc. are analysed in regular interval.

5.3 (a) Total Number of students

UG	PG ⁷	Ph. D.	Others ⁸
2102	519	Nil	880

(b) No. of students outside the state

24

⁷ UG and PG Courses run under Dibrugarh University and Krishna Kanta Handique State Open University in distance mode.

⁸ Senior Secondary(10+2)

(c) No. of international students 00

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
698	89	207	860	Nil	1854	672	95	244	1091	Nil	2102

Demand ratio 1:1 Dropout % 19.52

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

➤ Special Counseling Programme for the semester students of Arts/Science/Commerce organized through DIGHT school of Banking, Assam & ICGC, MC held on 30.01.2016.

No. of students beneficiaries 94

5.5 No. of students qualified in these examinations

NET	02	SET/SLET	02	GATE	NIL	CAT	NIL
IAS/IPS etc	NIL	State PSC	Nil	UPSC	NIL	Others	19

5.6 Details of student counselling and career guidance

- A Counselling Programme was conducted by Dr. Uma Shankar of Defence Academy on 11.08.2015.
- Student counselling programme was organized on the occasion of Freshmen Social held on 17.08.2015. Mrs. Tunu Gogoi, Mr. Pranab Gogoi & Dr. Bulu Tanti were the resource persons.
- A workshop was organized on 29.08.2015 on the topic of Adolescence –Being the future –An Approach to know better the Reality. Resource person Dr. Dipen Borthakur(MBBS).
- A discussion on “Globalization & Emerging Trend of Higher Education in India” was held on 30 October, 2015. Resource person Dr. Buddhin Gogoi, Principal Margherita College.
- A Public Speaking Contest in collaboration with NECF (CIL) was organized on 31st October, 2015 on the topic “Youth can change the corruption scenario of society”.
- Special Counselling Programme for slow learners held on 3rd October 2015.
- Special counselling programme for HS students Arts ‘CAREER PLANNING AT +2: AN OVERVIEW’, held on 12-11-2015. Resource person Dr. Buddhin Gogoi, Principal, Margherita College.
- Special Counselling programme for the semester students of Arts/Science/Commerce organized through Dight school of Banking, Assam & ICGU, MC held on 30.01.2016.
- 30 April 2016 a Motivational lecture programme was organized by Margherita College in association with the “Yoga Guidance Cell” to educate youth for joining Indian Army. Lieutenant Akshay Kumar speaks about the matter of Indian army.
- Principal of the college gives regular counselling to the students.

No. of students benefitted

1748

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- A Gender Sensitization programme was organized on 28.10.15. Mrs. Juri Bora Borgohain delivered lecture on the topic of “Sexual Harassment towards Women and its Remedial Measures in Contemporary Times”.
- Another gender sensitisation programme was organized on 9th August involving both the students and the public in College campus.

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

	No. of Students	Amount
Financial support from institution ()	53	1,41,550/-
Financial support from government	49	4,34,224/-
Financial support from other sources		
Number of students who received International/ National recognitions		

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

10

5.13 Major grievances of students (if any) redressed:

Yes.

1. College authority takes prompt action whenever there is any error in the students mark sheets or certificates issued by the University.
2. In case of mobile set or cycle lost by any student, the authority solved the problem immediately taking the help of CC TV.

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, the college has MIS package. For example, new admission of students and their progression are maintained through a software package.

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

6.3.1 Curriculum Development

- A few faculties of the college are in touch with the concerned departments of Dibrugarh University related to the introduction of CBCS from 2017-18 academic session.
- The principal of the college is: a member of the Committee for introduction of CBCS under Dibrugarh University, is also Court member and EC member, DU.
- One faculty is a member of Board of Studies of DU.

6.3.2 Teaching and Learning

- A. Like previous years, continuous feedback from students is taken by administrator in respect of :
 - i. 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 conducting student-teacher exchange programmes etc.
- C. Student feedback on teacher taken at entry and exit point. Analysis of the information given students was done by the IQAC and a few steps taken to make the teaching learning more affective.
- D. Teachers movement register and teachers daily worksheet were introduced from 1st of June 2016.
- E. Monitoring of classes and checking of class delivery register is done by the principal.

6.3.3 Examination and Evaluation

- Answer scripts of the 1st and 2nd internal assessment are shown to the students as a measure of transparency
- Discussions on evaluated answer scripts with the students are emphasised.
- Project related presentations are normally attended by all the faculties of concerned departments along with the Principal, Vice Principal, Academic Coordinator with a motive to improve the quality of the presentation and evaluation.
- All exams internal and external are conducted under the monitoring of the two College Examination Conduction Boards.
- Examination is conducted as per the rule with strict monitoring by the principal and the vice principal.

6.3.4 Research and Development

- IQAC encourages different departments to organise workshops/ seminars/talks etc, which help in generating lots of research interest.
- A few Departments are publishing research journals.
- 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.
- Library offers improved environment for Research Scholars.
- A decision has been taken to start a college Research Fund.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library has more than 25,000 books, including reference books, 52 journals, 12 newspapers and 100 capacity reading room.

The library has an Internet Centre, an OPAC facility for readers, Photo copying facility at low cost and a separate reading room for teachers.

Library networking system has been improved. Now students can search e-books and e-journals through N-List under the guidance of Library staff as required.

All weather college road has been constructed up to girls and boys hostel with sufficient road lights.

Three tier purchase policy is adopted to improve the service of the library.

6.3.6 Human Resource Management

- The college authority has developed a mechanism for quality improvement and efficient use of its human resources. For the purpose the college has one Vice Principal and one Academic Coordinator to assist the administration.
- The college has 25 cells other than forums for smooth conduct of different activities. Different teachers are engaged in different college activities stressing upon their interest and efficiency and total participation.
- 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.
- Best worker award is given to two non teaching employees every year to boost the moral of the employees.
- Margherita College study circle conducts talks and workshops for continuous improvement of knowledge and communication skills of the faculties.
- Incentives are given to employees for their best services towards the college.
- Loans are given to the needy employees from non-teaching staff benefit fund.

6.3.7 Faculty and Staff recruitment

- The governing body of the college emphasised on quality while recruiting teaching as well as non teaching staff, complying with the state govt. Rules and UGC guidelines. Even the need based temporary appointments are also made on merit.
- Negotiated pay is also given to brilliant faculty and staff to improve the quality of services while recruiting contractual employees.
- Regular staff meeting is held to update and upgrade the faculties and staff.

6.3.8 Industry Interaction / Collaboration

- A couple of departments have direct or indirect linkages with the industries.
- Coal India Ltd. has given fund for building class rooms under CSR scheme.
- The College has also proposed NECL for its collaboration in opening a mining course in the college.

6.3.9 Admission of Students

For admission purposes, an admission committee is constituted and all admissions are given on merit basis complying fully with Assam Govt. admission rules

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

Rs. 29,06,625/-

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	No	No	No	No

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?

In recent years internal assessment was given 20% weightage. Decision is taken to introduce CBCS from 2017-18 Academic session.
Semester system was introduced at UG level since 2011-12 as a part of reform.

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

Dibrugarh University is encouraging colleges to go for autonomy. Margherita College has initiated the process to apply for Autonomous status.

6.11 Activities and support from the Alumni Association

Alumni association is associated with all the major activities of the college and help in mobilising people and generating funds for various programmes of the college.

Some alumni generously donated for the development of the college.

6.12 Activities and support from the Parent – Teacher Association

The college has an active parent teacher association which adopts policies and recommends for the development of the college.

Parents are involved in overall development of the college in many different ways. A departmental parent teacher meet was also organised during the year.

6.13 Development programmes for support staff

Regular meeting is held by the principal to update and upgrade the support staff.

They are encouraged to acquire more academic qualification through online and distance mode.

They were sent for training from time to time and encouraged to undergo skill development program.

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

The college campus is made eco-friendly through the following initiatives:

- i. environmental awareness program
- ii. 'SeujKanan' and 'Puspakanan' are maintained by EVS cell of the college.
- iii. All the important college programmes/activities are observed with a plantation ceremony besides others.
- iv. The NSS team works for plastic free environment within and outside college campus.
- v. The NSS, NCC, Nature Club etc render services on a regular basis to keep the college campus clean, green and thus, beautiful .
- vi. Daily cleaning of the campus, monitoring of the plants and effective waste disposal
- vii. One employee one tree concept
- viii. Horticulture garden/nursery in the college.

The emphasis is given on the following two things:

- i. Efforts made for carbon neutrality through plantation (One student one tree program is also suggested by NAAC).
- ii. Hazardous waste management (use or 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.

1. Health Awareness Program launched with emphasis on ‘Tobacco Free and All Clean Margherita College Campus’. The awareness program launched sometimes with the help of medical practitioners and often with the resources available in the college itself not only helped the students, but also the teachers and non teaching staff of college as well.
2. ‘Off Campus Academic Co-ordination Programme of Margherita College’ has been initiated by the Principal along with some faculties during the session 2015-16. This has been appreciated by the School Principals, teachers, students and Govt. Of Assam as well.
3. Special counselling programme for HS-1st Year (special care for students who scored below 45%). The pass percentage of the HS exam improved to nearly 90%.
4. ‘Readership Awareness Programme’ in the catchment area undertaken by the Dept. of English, Margherita College.

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

- It was decided to organise two national level seminars during the year. However due to delay in getting fund, only one National level seminar could be organised under the Department of English. The department of Economics applied afresh for fund and will organise the proposed seminar in the next year.
- Health Awareness Program launched with emphasis on ‘Tobacco Free and All Clean Margherita College Campus’.

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

1. “What after school” an off-campus Academic Coordination Programme of Margherita College
2. Maintaining ‘Movement register’ for teaching and non-teaching staff.

(Given in Annexure III)

7.4 Contribution to environmental awareness / protection

1. 5 faculties of the college plant trees in the college campus on the World Environment Day of the college every year. The ceremonious occasion is celebrated amongst students, alumni, Governing body members, teaching and non teaching staff with the objective of generating awareness
2. Organised a 3 Day “Civil Defence Training Camp/ Exercise /Demonstration and Awareness Campaign Programme” from 10/06/2015 to 12/06/2015 under Centrally Sponsored Scheme. 48 NSS volunteers (24 male & 24 female) and two faculties of Margherita College took active part in the programme. Mr. T. Chetia, District Controller of Civil Defence Department, Tinsukia, and Mr. Diganta Sarmah, Asst. District Controller along with Mr. Ranjit Hazarika, Instructor and Civil Defence Department were the Resource Persons. The event dealt at length about dos and don'ts during disaster and emergency.
3. Nature Club Margherita College Participated in the Plantation Programme under “MISSION TINSUKIA GREEN’ at AAG BANDHA FOREST. Under the leadership of Mr. D. K. Chutia, convener Margherita College Nature Club, 65 students participated. The Programme was organised by TSK Civil Administrative in association with INDIAN ARMY, ASSAM POLICE, BRAC, APBN, on 10th May 2016.
4. World Earth Day was organized on 22-04-2016 by the Science Society.
5. Observed World Environment Day on 5th June 2016.
6. Awareness programme was organised on the occasion of “World Heart Day” on 29th September 2015. A talk on ‘heart friendly environment’ was delivered by Dr. Sajjad Akbor , M.D Ex- Dy. C. M.O., CIL. Teachers, non teaching staff and students participated in the program.
7. Observed ‘International Day of Yoga’ on 21st June, 2015 in the Margherita College premises under the guidance of 26 Assam Independent Company-NCC, Digboi. A total of 100 volunteers attended the programme.
8. Another programme of the NSS was the Seven Day Special Camping Programme at Dehing Poria Village, Margherita from 21st December, 2015 to 27th December, 2015. The programme was conducted under the theme “Swachh Bharat Abhiyan”. A fully residential special camp of seven days duration was arranged. A total of 38 students actively participated in the programme. The following are the activities carried out during the programme:
 - a) The volunteers took initiative to clean the Bhasan Ghat.
 - b) Organized a Sight- Seeing Programme on 25th Dec, 2015 to the Assam-Arunachal border at Dirok Ghat Picnic Spot where the volunteers cleaned the entire plastics and polythene used by picnic parties .

7.5 Whether environmental audit was conducted? Yes No

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

- The principal of the college and faculties offered guest lectures and expertise to different neighbouring institutions on different occasions. For example, the principal of the college offered two lectures on 'Preparation for NAAC' in Khowang College and Digboi Mahila Mahabidyalaya. The college also collaborated with the local authorities in conducting important national events.
- Initiatives taken to raise a flower garden in front of Girls' Hostel.
- A Road leading to Girls' and Boys' Hostel has been improved and arranged sufficient lights.
- For large classes (Boxing hall and conference hall), we have yet to install adequate microphones and sound systems for delivering lectures.
- Number of students has been increasing rapidly. Consequently, the college needs to spend heavily on infrastructure including adequate lavatories, student common room, class rooms, hostel facilities, canteen facilities etc.
- To make science a transparent topic of discussion and to increase the scientific attitude of students Dept. of Chemistry of Margherita College took an initiative in the nearby schools. The project coordinated by Mr. Proban Gogoi, Lecturer introducing a few translucent topics in Science like, Antimatter, Antigravity, Time dilation etc. The institutions covered in the academic session June 2015-May 2016 are Margherita Public Higher Secondary School, Margherita, Vivekananda Kendriya Vidyalaya, Borgolai, Delhi Public School, Digboi and Little Stars Senior Secondary School, Digboi.
- Principal of the college visited A.P.Singh Memorial College, Begusarai, Bihar as member coordinator, NAAC peer team dated Aug 3-5, 2015.

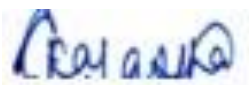
8. Plans of the Institution for next year (2016-17)

Theme: One Student One Tree (This was also emphasized by the Peer Team Members during the Second Cycle)

Academic activities:

- To continue with the activities like Remedial classes, Tutorial classes, Mentoring Hostel wards, Student Exchange Programme, field trips etc. for improvement of results and insists on skill development of the students.
- Mid- term Course Progress assessment: In the first week of September (HoDs & Academic coordinator are to make assessment as per the usual practice of the college.)
- Entry- point Student Feedback : 1st week of August (Criterion-I/ IQAC)
- Mid –point student Feedback : September/March (through external Resource Person/ IQAC)
- Exit- point Student Feedback : End of October/April (Criterion -II/ IQAC)
- To purchase microphones and speakers for Boxing Hall (large class room).
- IQAC will organize a few Awareness Programme such as:
 - One with Students, teachers and Non-teaching staff about “One student, one tree & need of Environmental Awareness”.
 - Different ways of Stress Relief for Teaching & Non-Teaching Staff (stress management)
 - Need for a ‘Tobacco Free Society’.
 - To generate awareness about CBCS to be introduced by the University from Academic Session 2017-18.
- Opening Boys Hostel.
- Introduction of a Research Fund to promote in-campus research culture .
- To introduce training facility for the students desirous of participating in various Competitive Exams. Three faculties one each from Arts, Science & Commerce will coordinate the programme under Career Counselling & Placement cell.
- Newly introduced “Major in Education” will be provided with library & Laboratory support.
- Beehive & Creative Hands (Students Corner) will be strengthened.
- Visit to feeder schools for generating awareness, scientific temper, counselling, etc
- Question Bank will be made available both at the Department & Central Library (supervised by Students’ Welfare Cell)
- Dates for Guardian-Teacher & Alumni Meets will be mentioned in the Prospectus itself.
- To continue with the earlier incomplete projects.
- Two National level seminar and workshop will be organised.
- Projects under RUSA will be completed in time.
- Formation of a cluster involving neighbouring colleges for academic and non academic exchanges.
- A program “Ejak Junakir Jilikoni” (Shining Stars) would be launched to nurture the extra curriculum activities/talent of the students and youth of the region.

Name: Dr. Gautam Purkayastha



Signature of the Coordinator, IQAC

Name :Dr. Buddhin Gogoi



Signature of the Chairperson, IQAC

ANNEXURE I

ACADEMIC CALENDER FOR THE YEAR 2015-16

ACADEMIC CALENDAR (INCLUDING HOLIDAY LIST)

Date / Month : JUNE-2015

15th June-2015	1	Commencement of the 1 st , 3 rd and 5 th Semester Classes
	2	Notification of Class Routine
	3	Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges
	4	Admission of 3 rd and 5 th Semester classes
16th June-2015	1	Interaction with the 1 st Semester Students by the Principals and teachers of the colleges
20th June-2015	1	Freshmen Social
	2	Last date for submission of evaluated scripts of the end semester exam by the Zonal office to the University
	3	Notification for setting question papers for 1 st Sessional Exam for 1 st , 3 rd & 5 th Semester classes
Total No. of Working days = 10		Total No. of Class days = 10

Date / Month : July-2015

1st – 31st July- 2015	1	Semester end vacation for teaching staff
15th -22nd July- 2015	1	Declaration of even Semesters result by the University

Date / Month : AUGUST-2015

1st August-2015	1	Recommencement of the odd semesters and HS classes
10th -17th August-2015	1	1 st Sessional exam of B.A./B.Sc./B.Com programmes
15th August-2015	1	Independence Day

20th -22nd August-2015	1	Notification of Students' Union Election
	2	Students' Union Election
23rd and 24th August-2015	1	Counselling for B.A./B.Sc./B.Com 1 st , 3 rd and 5 th Semesters students and mid semester feedback assessment (one day)
25th August-2015	1	Notification for 1 st Sessional examination marks in the departmental notice board
	2	Last date for submission of filled in Registration Forms of 1 st Semester students by the College to the University
Total No. of Working days = 25		Total No. of Class days = 24

Date / Month : SEPTEMBER-2015

1st September-2015	1	College Foundation Day
	2	Notification for setting of Question Papers of 1 st Unit Test of H.S. 1 st & H.S. 2 nd Yr. Classes
2nd September-2015	1	Tithi of Sri Sri Madhavdeva
5th September-2015	1	Janmastami
1st-10th September-2015	1	Internal Assessment of Odd Semester students through Seminar / Group Discussion etc.
September-2015	1	Tithi of Sri Sri Sankardeva
16th September -2015	1	Notification for setting Question Papers for 2 nd Sessional Exams for Odd Semester Classes
23rd September -2015	1	Janmotsav of Sri Sri Sankardeva
25th September -2015		Id-ud-zuha
Total No. of Working days = 21		Total No. of Class days = 21

Date / Month : OCTOBER-2015

1st -10th October -2015	1	2 nd Sessional exam of B.A./B.Sc./B.Com programmes
1st October-2015	1	Last date for Home Assignment submission by the students of Odd Semester Classes
	2	Last date for Form fill up of the Odd End Semester Exams

2nd October-2015	1	Gandhi Jayanti
10th -17th October -2015	1	1 st Unit Test for H.S. 1 st & H.S. 2 nd Yr. Classes
17th October -2015	1	Notification of 2 nd Seesional Exams Marks for 1 st , 3 rd & 5 th Semester in the Departmental Notice Board
	2	Completion of the Odd semester classes
	3	Last date for submission of the filled in Examination Forms of Odd End Semester Exam by the colleges at the University
18th October -2013	1	Kati Bihu
20th – 23rd October - 2015	1	Durga Puja, Vijiya Dashami
26th October -2015	1	Lakhsmi Puja
Total No. of Working days = 14		Total No. of Class days = 14

Date / Month : NOVEMBER-2015

1st - 30th November - 2015	1	Odd End Semester Exams
5th November -2015	1	Last date of submission of Internal Assessment marks of the students of the Odd Semester Programmes to the University
24th November -2015	1	Lachit Divas
25th November -2013	1	Birthday of Gurunanak
12th November-10th December- 2015	1	Evaluation of End Semester Answer Scripts of the BA/B.Sc./B.Com. Programmes at the Zones
Total No. of Working days = 23		Total No. of Class days = 00

Date / Month : DECEMBER-2013

1st -31st December 2015	1	Semester End Vacation for the Teaching Staff of the colleges conducting B.A. / B.Sc. / B.Com. Programmes
Total No. of Working days = 00		Total No. of Class days = 00

Date / Month : JANUARY-2016

1st January-2016	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
20th – 31st January-2016	1	College Week (any 7 days)
22nd January-2016	1	Last date for submission of evaluated scripts of the end semester exam by the Zonal office to the University
Total No. of Working days = 25		Total No. of Class days = 19

Date / Month : FEBRUARY-2016

10th – 15th February-2016	1	Declaration of the results of the Odd Semester of the B.A./ B.Sc./ B.Com. Programme
10th February- 25th February 2016	1	1 st Sessional Exam of the 2 nd , 4 th and 6 th Semester students of the B.A./ B.Sc./ B.Com. Programme (Any 4 days)
25th February- 29th February 2016		Counselling for the students of the B.A./ B.Sc./ B.Com. Programmes and Mid Semester Feedback Assessment (One Day)
Total No. of Working days = 24		Total No. of Class days =20

Date / Month : MARCH-2016

24th March-2014	1	Last date for Form fill up of the B.A./ B.Sc./ B.Com. End Semester Exam.
Total No. of Working days = 22		Total No. of Class days = 22

Date / Month : APRIL-2016

1st - 8th April-2016		2 nd Sessional Exam of the B.A./ B.Sc./ B.Com. Programmes(any 4 days)
4th April-2016		Last date for submission of Assignment by the students of the B.A./ B.Sc./ B.Com. Programmes (If any)
20th April-2016	1	Last date for submission of Internal Assessment marks of the 2 nd , 4 th & 6 th Semester students of the B.A./ B.Sc./ B.Com. Programmes at the University
	2	Completion of the Even Semester Classes of the B.A./ B.Sc./ B.Com. Programmes.

	3	Last date for notification of 2 nd Sessional Exam Marks of the B.A./ B.Sc./ B.Com. Programmes in the Departmental Notice Board.
Total No. of Working days = 24		Total No. of Class days = 20

Date / Month : MAY-2016

1st May-2016	1	May Day
2nd – 31st May 2016		End Semester Exam of the B.A./ B.Sc./ B.Com. Programmes.
9th May-2016	1	Last date for submission of Internal Assessment marks of the 2 nd , 4 th & 6 th Semester students of the B.A./ B.Sc./ B.Com. Programmes to the University
5th - 31st May-2016	1	Evaluation of the Answer Scripts of the B.A. / B.Sc. / B.Com. End Semester Exam (2 nd , 4 th & 6 th Semester) at Zone.
11th 30th May-2016	1	Admission Notice and completion of the Admission Process in the B.A./ B.Sc./ B.Com. 1 st Semester classes.
Total No. of Working days = 24		Total No. of Class days = 00

Date / Month : JUNE-2016

1st June 2016	1	Commencement of the 1 st , 3 rd and 5 th Semester Classes
	2	Notification of Class Routine (College & Department), Course Plans etc. in the Notice Board
	3	Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges
1st June- 30th June 2016	1	Last date for submission of evaluated scripts of the end semester exam by the Zonal office to the University
Total No. of Working days = 25		Total No. of Class days = 25

Date / Month : JULY-2016

1st -31st July 2016	1	Mid Semester Vacation for the Teaching Staff of the colleges conducting B.A. / B.Sc. / B.Com. Programmes
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10th July- 16th July 2016	1	Declaration of the results of the Even Semester of the B.A./ B.Sc./ B.Com. Programme
Total No. of Working days = 00		Total No. of Class days = 00

Annexure II

A. Analysis of the Feedback (On Teachers)

Total no. of Students given feedback : 150+190=340
No. of teachers : 55

Main findings and action taken:

1. A sizable number of students preferred class room teaching to be made more informative and interactive.
2. Students recorded their strong preference for more power point presentation from the teachers.
3. Students found difficulties in listening in large class rooms (Boxing hall in particular).
4. Lectures should be offered both in English and Assamese
5. Students desired more class tests.
6. Slow learners desire more attentions/time from the teachers.
7. Students are also interested in attending extra/tutorial/remedial classes.
8. Students expressed their desire for more career related guidance from the teachers.

Action taken:

1. Extra/tutorial/remedial classes are taken as per the need of the students.
2. Electronic devices (Microphones) for large classes.
3. Career related information also provided from time to time by the Information and Career Guidance Cell.
4. Special sessions held for slow learners (those who scored less than 45% marks for 10+2 students).
5. Facilities for Power point presentation are provided in several classes.

Entry point feedback (TDC 1st Semester)

Criterion	No. of students	Rating in 3 points scale		
		Highly Satisfactory	Satisfactory	Not Satisfactory
Scope of interaction in the class	190	33%	50%	17%
Teachers give time in completing a topic	185	40%	38%	22%
Teacher is friendly	190	45%	34%	21%
Teacher gives the course plan	173	69%	21%	10%
Teacher mentions text/reference books	154	38%	42%	20%

Exit point feedback (TDC 6th Semester)

Criterion	Percentage of teachers scored (%)		
	Outstanding	Very Good/ Good	Average/ Below Average
Teacher is student friendly	70	30	-
Teacher takes classes regularly	90	10	-
Teacher prepares and communicate properly	81	19	-
Teacher makes Power Point presentation	--	40	60
Teacher gives home assignment	79	21	-
Teacher takes class tests	25	44	31
Teacher ensures student participation	55	35	10
Teacher covers the entire syllabus	89	11	-
Teacher mentions books to be consulted	45	55	-
Teacher helps students by giving books when required	60	40	-
Teacher consults previous years question papers	20	80	-
Teacher gives career guidance and counselling	20	80	-
Teacher pays attention to slow learners	--	90	10
Teacher takes extra, tutorial/remedial class	20	70	10
Teacher provides study materials/notes	50	40	10

Annexure III

BEST PRACTICES

I. Title: “What after School!”

Off-campus Academic Coordination Programme of Margherita College

Goal	<p>An initiative has been taken to conduct off-Campus academic coordination programme with the motto of generating awareness among the high school students of the locality. The basic goal of this venture is to inform, motivate and counsel students so that they can choose appropriate courses and career. It is often seen that due to lack of information and proper guidance students of class- IX & X face problems in selecting right combination of subjects. The programme aims at providing information regarding choosing a stream; choosing the right combination of subjects to pursue a career in accordance to their choice, aptitude and skill.</p>
The Context	<p>This programme is an extension programme initiated by the Institution with the aim of building social capital at schools. The target group selected was High School Students (Classes IX and X) of nearby govt. schools of State Board with vernacular mediums. Generally the Govt. Schools of State Board do not provide career related information. And it is not possible for the students from remote rural areas to attend occasionally held knowledge fairs or update them through internet. To bridge the gap, the programme was designed to cover career prospects in Arts, Commerce and Science. Initiative was also taken to provide basic knowledge of ICT, use of internet, etc. With an intention to instil values & knowledge, talks are arranged under the programme. It includes the responsibilities and duties of students, the need of dedication and hard work to achieve their goals. The whole programme was designed in slides, audio-visual and lecture followed by interaction with students. Solving problems at individual level was another agenda of the programme.</p>
The Practice	<p>The Principal of the college, Dr. Budhbin Gogoi was the Coordinator of the programme. Faculties from all the three streams viz. Arts, Science and Commerce delivered lectures and presentations in the sessions. Faculties from different streams, on the basis of their credentials were entrusted the responsibilities of preparing Power Point presentations.</p> <p>The programme was designed to cover all the vernacular medium schools of Margherita Sub-Division, especially situated in rural as well as remote areas where the students need such counselling most. A team from college consisting of coordinator, faculties and technicians with equipments visit the schools with prior permission. One session comprised of two hours, one and a half hour for lecture and presentation and half an hour interaction with students. The presentation part includes motivational counselling followed by career information. The main</p>

emphasis is on motivational part so as to make the students confident and goal-oriented.

The first programme took place on 20th February, 2016, in Balya Bhawan School, Margherita. Details of the Sessions are as under:

Venue & Date	Coordinator	Speaker	Nos. of students attended
Balya Bhawan School, Margherita 20 th February, 2016	Dr. Budhhin Gogoi, Principal	Dr. Upasana Sarmah	30
Ketetong Janajati High School, 27 February, 2016	Dr. Budhhin Gogoi, Principal	Ms. Jyoti Gogoi Dr. Upasana Sarmah	121
Nij Makum High School 5 th March, 2016	Dr. Budhhin Gogoi, Principal	Mr. Anjan Kr. Bordoloi Ms. Priyata Chetia	55
Sankardev Vidyapith High school, Ledo 23 rd April 2016	Dr. Budhhin Gogoi, Principal	Dr. Upasana Sarmah Mr. Proban Gogoi	82
Town High School, Margherita 18 th May 2016	Dr. Budhhin Gogoi, Principal	Mrs. Jyoti Gogoi Mr. Ashim Sen Gupta	141

The area covered in these sessions include, subject combinations available in different colleges and senior secondary schools so that it directly help them in choosing different careers. Requirements for competitive examinations, technical education etc. are also touched upon. In the interaction session, students mostly asked about subject combination suitable for them, availability of coaching centres, job opportunities and also self employment opportunities on completion of education.

More specific lecture and well equipped presentation is the need of the time which will be fulfilled in the future. The programme is an honest beginning to reach the unreached, scattered in different schools of Margherita and its surrounding areas. It is hoped that this initiative of the institution will be able to provide basic information

regarding scope of education, career, jobs, institutions and opportunities.

Evidence of Success

Students were very enthusiastic during the interaction session and put lot of queries to clear their doubts. The programme is successful in the sense that it could provide relevant information to the students about higher studies, how to select different subject combinations, vocational courses, etc. Even the authority of the above Institutions where the programmes were conducted, praised the team for their initiative. They are requesting us for more sessions incorporating more topics and areas.

Problems Encountered and Resources Required

During the sessions it was noticed that infrastructure problem was one of the major hurdles. Besides, power-cut, poor knowledge of students regarding ICT supportive created problems. It was not possible to impart classes more than one (Saturday) due to regular classes and duties in the College. It is felt that one session is not enough to discuss all the issues related to selection of subject combinations, career opportunities, institutions etc. Only five schools in the Sub-division were covered during 2015-2016. To attain the goal, more and more schools have to be covered.

II. MOVEMENT REGISTER FOR BOTH TEACHING & NON- TEACHING STAFF

Goal		Another best practice initiated by the College Management from the year 2013-14 was to facilitate with a Movement 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 in consequence limit 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.
The Practice		The practice has already been started to maintain the Movement 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 seeks out a truant way to escape, in fact, it is for granted that no one shall 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 within the College hours in the 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 Success:	of	As a result of the Movement register, the authority can come to know if anyone is out and on what ground whilst the other person from the department can substitute him/her. Class monitoring becomes easier from the Movement register- which has become easy to know whosoever is absent or going outside during his class hour.
Problems encountered	and	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.

Resource required

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 hours. The watchman on the gate keeps the movement register and submits the same to the principal every day at the end of the duties.

Best practices undertaken during 2015-16:

1. Tobacco free and all clean Margherita College campus
Best practices of the previous year are continued as follows:
2. 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.
3. College Reception and Information Cell has been started with the view to extend services.
4. Visitor's Record Register has been maintained to keep record of the visitors.
5. Polythene bags are not used inside the college campus and littering of plastics and waste materials are also discouraged.
6. Keeping the campus clean.
7. Daily duty sheet and class delivery register maintained.
8. Leave record sheet maintained for easy access to leave account.
9. To ensure discipline and regularity among the students, Principal Contact and Guardian Contact are as devices followed strictly. The provision of Non-collegiate and Dis-collegiate systems are also implemented so as to improve the overall academic atmosphere.
10. Using of mobile phones by the students in college campus is banned.
11. Zero incidence of ragging in the college campus.

Annexure IV

Details of the On-going Minor Research Projects in Margherita College

Faculty	Title of the Project	Sponsor	Duration
Mrs. Jolly Dutta	Migration into Coal Mining Industry in colonial Assam and its Socio-economic contact- a study based on Margherita subdivision of Tinsukia District	UGC	2 years
Dr. A. Barua	Truancy amongst school children a critical education perspective of Assam	UGC	2 years
Dr. R.B. Deb	Socio economic status of tribes in Assam- A study of Shingphoo and Sema Naga tribes	UGC	2 years
Mr. B. Buragohain	A study on awareness and attitude of UG students towards- HIV-AIDS in Tinsukia District, Assam	UGC	2 years

Annexure V

Sl no.	Faculty	Title of the paper	Journal (Period : June-2015-May 2016)
1.	Dr. Anisha Ali	The theme of change and social integrity in the fiction of Temsula Ao- a redefined role and response	The Atlantic Literary Review Vol. 16, No. 2 April-May 2015
2.	Dr. Gautam Purkayastha	Depleting CPR and livelihood Insecurity: A study on Rural Assam	Southern Economist Vol. 54, No 10. Sept 15, 2015
3.	Mr. B.K. Agarwalla	Tourism potentiality in Tinsukia District of Upper Assam: an analysis	International Journal of Management and development studies Dec 2015
4.	Mr. A.K. Bordoloi	Tourism potentiality in Tinsukia District of Upper Assam: an analysis	International Journal of Management and development studies Dec 2015
5.	Mr. A.K. Bordoloi	Tourism potentiality and infrastructure planning in North East India: present status and future outlook	IJMRR, November 2015
6.	Mr. B.K. Agarwalla	Tourism potentiality and infrastructure planning in North East India: present status and future outlook	IJMRR, November 2015
7.	Mr. A.K. Bordoloi	Opportunities of Border trade in NE India: with special reference to Indo Myanmar Border trade	World Journal of research and review, November 2015
8.	Mr. A.K. Bordoloi	Regional aspirations in NE India: the experience of Assam	Paripex-Indian Journal of research, October 2015
9.	Mr. A.K. Bordoloi	Human resource management in Higher Educational Institutes, contemporary scenario	Global Journal for research analysis, October 2015
10.	Mrs. J. Dutta	Migration of Coal miner in Assam: A study of Tinsukia District from 1880-1940	Adhikar- An international journal June 2015
11.	Dr. S. Sen	Socio economic and democratic profile of Bengali community in the Dehing Patkai region (A case study of Margherita Sub division)	Paripex-Indian Journal of research, November 2015
12.	Dr. S. Sen	Environmental impact and eco tourism management at Dibru saikhowa National Park: a case study	International Journal of Humanities and social studies, December 2015

13.	Dr. S. Sen	Problem and prospects of tourism in Margherita Sub division	Indian Journal of applied research, December 2015
14.	Dr. S. Sen	SGSY and MGNREGA and its implementation in Margherita Development Block	Indian Journal of applied research, March 2016
15.	Dr. K. Sonowal	The charkhela festival of the Hajongs	International Journal of applied research December 2015
16.	Mr. Bijoy Gogoi	Ecological degradation on displacement and protest	IRJIMS Oct 2015
17.	Mr. Bijoy Gogoi	Regional aspiration in NE India: the experience of Assam	Paripex-Indian Journal of research Oct 2015
18.	Dr. Upasana Sarma	Immigration and refugee rights – the laws and reality	Asian Journal of Human Development and livelihood Vol 4 Sept 2015