

The Annual Quality Assurance Report (AQAR) of the IQAC

2016-17



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:

<https://mrgcollege.co.in/wp/iqac/>

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08+1"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="06"/>
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="20*"/>
2.10 No. of IQAC meetings held	<input type="text" value="05"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="25*"/> Faculty <input type="text" value="03"/>
	Non-Teaching Staff <input type="text" value="03"/> Students <input type="text" value="*"/> Alumni <input type="text" value="02"/> Others <input type="text" value="03"/>

*including 14 meetings called by the Principal and attended by the teaching, non teaching staff and the students.

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

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="19"/>	International	<input type="text" value="0"/>	National	<input type="text" value="02"/>	State	<input type="text" value="00"/>	Institution Level	<input type="text" value="17"/>
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(ii) Themes

- Entrepreneurial motivation and skill development.
- Dynamics of saving behaviour in India and Development.
- Basics of grammar.
- Talk programme on choice based credit system.
- Prospects of cultural tourism in Assam.
- Chartered accountancy as a Career Option
- Demonetisation - challenges and possibilities.
- Health awareness
- Environmental awareness
- Managing Stress for Peace and Prosperity
- Disaster Management

2.14 Significant Activities and Contributions made by IQAC

- Taken initiative in holding one National Level Seminar and a workshop.
- Collected students' feedback on teachers and discussed with the teachers for all possible improvements in teaching learning, etc.
- Students' feedback on teachers was also taken through two external resource persons.
- 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 taken for creating
 - A research fund.
 - Tobacco free environment.
 - One Student One Tree.

2.15 Plan of Action by IQAC/Outcome (2016-17)

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: One Student One Tree (This was also emphasized by the Peer Team Members during the Second Cycle)</p> <p>Academic activities:</p> <ol style="list-style-type: none"> 1. 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. 2. 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.) 3. Entry- point Student Feedback : 1st week of August (Criterion-I/ IQAC) 4. Mid –point student Feedback : September/March (through external Resource Person/ IQAC) 5. Exit- point Student Feedback : End of October/April (Criterion -II/ IQAC) 6. To purchase microphones and speakers for Boxing Hall (large class room). 7. IQAC will organize a few Awareness Programme such as: <ul style="list-style-type: none"> ○ 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 	<p>Awareness generated particularly among the students about the urgent need of plantation to save nature and also, how trees contribute in our socio-economic development.</p> <ol style="list-style-type: none"> 1. Extra classes were taken by faculties on need based. Department of Economics and English organised student exchange program. Field trip and Industrial visit were also conducted. 2. Mid- term Course Progress assessment made as usual. The Principal and Academic Coordinator time to time motivated faculties for academic and qualitative improvement of the students and teachers alike. HoDs took initiatives to adjust classes including extra classes as and when necessary and particularly when any teacher is on leave. 3. Entry-point Student Feedback taken and analysed by the IQAC. 4. Mid –point student Feedback on teachers were taken by IQAC through external Resource Persons. 5. Exit-point Student Feedback taken and analysed by the IQAC. 6. Microphones and speakers for Boxing Hall (used as a large class room) were purchased and are in used. 7. Important awareness programmes conducted by the IQAC during the year include <ul style="list-style-type: none"> ○ “One student, one tree” ○ Environmental Awareness. ○ Stress Relief for Teaching & Non-Teaching Staff (stress management) ○ Adverse consequences of chewing or smoking tobacco.

<p>(stress management)</p> <ul style="list-style-type: none"> ○ Need for a 'Tobacco Free Society'. ○ To generate awareness about CBCS to be introduced by the University from Academic Session 2017-18. <p>8. Opening of Boys Hostel.</p> <p>9. Introduction of a Research Fund to promote in-campus research culture.</p> <p>10. 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.</p> <p>11. Newly introduced "Major in Education" will be provided with library & Laboratory support.</p> <p>12. <i>Beehive & Creative Hands</i> (Students Corner-Wall Magazine) will be strengthened.</p> <p>13. Visit to feeder schools for generating awareness, scientific temper, counselling, etc.</p> <p>14. Question Bank will be made available both at the Department & Central Library (supervised by Students' Welfare Cell)</p> <p>15. To continue with the earlier incomplete projects.</p> <p>16. One National level seminar and a workshop will be organised.</p> <p>17. Projects under RUSA will be completed on time.</p> <p>18. Formation of a cluster involving neighbouring colleges for academic and non academic exchanges.</p> <p>19. A program "<i>Ejak Junakir Jilikoni</i>" (A Forum) would be launched to nurture the extra curriculum activities/talent of the students and youth of the region as well.</p>	<ul style="list-style-type: none"> ○ Workshop on CBCS postponed to the next year (2017-18) <p>8. Margherita College Boys' Hostel accommodated 44 no of students and 02 teacher wardens.</p> <p>9. Research proposals were invited from different departments.</p> <p>10. 17 students of Margherita College got selection for free coaching in "Prayash" meant for assisting local UPSC/APSC aspirants. A few Career counselling programmes were also organised.</p> <p>11. Laboratory infrastructure initiated for the department of Education.</p> <p>12. Students in much larger numbers are seen involved with activities under students' corner.</p> <p>13. Three such programmes were conducted in neighbouring schools.</p> <p>14. Question Bank Facilities made available both in departments and Central Library.</p> <p>15. Renovations of the Heritage Building, construction of Digital Language Lab etc are in progress.</p> <p>16. One National Seminar and one Workshop were conducted successfully.</p> <p>17. Projects under RUSA are in progress.</p> <p>18. Cluster concept yet to be materialised in true sense of the term.</p> <p>19. Under the forum "<i>Ejak Junakir Jilikoni</i>" four programmes were conducted with large participation of students and faculties.</p>
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** 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 body¹

Provide the details of the action taken

- The draft AQAR 2016-17 was placed before the Head of the Institution (Governing Body) on 25-03-2018 Necessary corrections, modifications and additions made in the report wherever necessary.
- The draft AQAR 2016-17 was also placed before the teaching and non-teaching community of the college on 22-11-2017 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	02 (M. A. and M.Com. 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
	32	11	21	NIL	29 ⁴

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
	01	03	NIL	NIL	NIL	NIL	04 ⁵	NIL	5	03

2.4 No. of Guest and Visiting faculty and Temporary faculty NIL NIL 29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	145	10
Presented papers	01	44	Nil
Resource Persons	Nil	05	25

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

- i. Organised/participated in Student-Teacher Exchange programmes.
- 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 etc have been incorporated.
- v. Students' feedback on teachers was taken at regular interval.

2.7 Total No. of actual teaching days during this academic year 190 (UG - 165 days and UG+HS – 190 days)

⁴ Non sanctioned permanent

⁵ Non sanctioned

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

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage (For the year 2015-16):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(TDC)	206	2.43%	17.96%	14.08%	55.83%	87.86%
B.Com.(TDC)	81	-	37.04%	33.33%	7.41%	77.80%
B.Sc.(TDC)	24	-	66.67%	4.17%	-	70.80%

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 substituted/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	03
UGC – Faculty Improvement Programme (STC)	03
HRD programmes	Nil

Orientation programmes	01
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others (Workshops)	Teachers are encouraged to take active part in Seminars/Workshops/Talks organised by the college and neighbouring higher educational institutions.

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	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 by motivation, leave etc.
- IQAC encourages different departments to organise workshops/ seminars/talks etc, which help in generating lots of research interest.
- Margherita College Science Society has been working 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 talks on important current and research oriented issues. The teachers share their experiences after the completion of their RC/OC Programmes.
- A decision has been taken to create Margherita College Research Fund. Research Proposals were invited from each department. Focus will be given to the research projects which also involve students of the department.

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	3	3	-	-
Outlay in Rs. Lakhs	6,60,000/-	4,20,000/-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals(Annexure V)	02	01	01
Non-Peer Review Journals(Annexure V)	00	02	21
e-Journals	-	-	-
Conference proceedings(Annexure V)	-	01	02

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	2 years	UGC	4,20,000/-	3,10,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)	2-3 years ⁶	Self	-	-
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

⁶ Writing of a text/reference book for UG students as per the UGC recommended CBCS syllabus.

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	Nil	02	Nil	Nil	17
	Sponsoring agencies	Nil	UGC and ICSSR	Nil	Nil	College

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

3.13 No. of collaborations International National Any other⁷

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01				01(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

⁷ NEEA and ROTARY Club

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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Rendered services in Digital, Financial literacy programmes.
- Visit to feeder schools for counselling and raising scientific temper.
- Celebration of International Environment Day. Involved students in plantation drive through motivation and project assignment. A poster competition was organised among the school students.
- Women empowerment and gender sensitisation.
- Special “Swachhta Campaign Programme” organised on 12th and 31st August, 2016 in the neighbourhood.
- Environmental awareness programme involving students from neighbouring colleges.

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	23	NIL	UGC, DF	23 Nos
Laboratories	07	NIL	Development Fund (DF)	07 Nos
Seminar Halls	02 ⁸	NIL	NIL	2 Nos.
No. of important equipments purchased (\geq 1-0 lakhs) during the current year 2016-17.	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 Smart Board=03 CCTV Camera=20 Digital Lectern(Podium) =02 Water Purifier =05 Fire Extinguisher	Computer Sets =22 nos. HP Laptop = 01 LED Smart TV=01 DSLR Camera=01 Water Purification System=01 Reprographic Xerox Machine =01 Printer= 03 Nos. CCTV Camera =04 nos. CCTV IR=04	UGC 12 th Plan	
Value of the equipment purchased during the year (Rs. in Lakhs)		15,18,782/-	NIL	15,18,782/-

⁸ Including Boxing Hall

	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
Others		Language lab (In progress)	RUSA	25,00,000/-
		Renovation of Old Heritage Building	RUSA	70,00,000/- (Appx)

4.2 Computerization of administration and library

Computerization of administration

At present the college has 60 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, documentation cell, all Departments 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 appointed (by college authority) one additional Staff with knowledge of Computer.

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 to the readers. 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	23,682	38,39,430/-	209	13,123/-	23891	38,52,553/-
Reference Books	1745	5,77,500	03	4200/-	1748	581700/-
e-Books	75000/-	-	-	-	-	-
Journals	45	412324/- (Revised)	-	-	45	412324/-
e-Journals	5000	-	-	-	5000	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify) News papers	12	4,60,158/- (Revised)	-	-	12	4,60,158/-

4.4 Technology upgradation (overall)

	Total Computers ⁹	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	10	48	16	06	08	00	08
Added	22	00	00	00	00	00	18	04
Total	60	10	48	16	06	08	18	12

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (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	1,79,651/-
ii) Campus Infrastructure and facilities	95,00,000/- (Appx)
iii) Equipments	15,18,782/-
iv) Others	25,47,157/-
Total :	1,37,45,590/-

⁹ 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-Wall Magazine)
- Social media, print and electronic media.

With regard to

- Free studentship and admission to 10+2 and Degree courses
- Hostel (Boys and Girls)
- Merit cum Means Scholarship
- One Student One Plant
- 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 Remedial Class
- Anti Ragging Committee and also a Committee against Sexual Harassment
- 17 Students from the college got enrolled in “Prayash” (A free coaching initiative taken by the local administration for UPSC/APSC aspirants)

5.2 Efforts made by the institution for tracking the progression

By involving teaching faculty, Non-Teaching staff, 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.

- Students Feedback on teachers are collected at entry point, middle of the session and towards the end
- To reduce the drop out ratio which has increased sharply due to the introduction of semester system in 2011, students are motivated in the class room on a regular basis.
- Students’ visit in library is being encouraged and monitored.
- Performance in examination, attendance, etc. are analysed at regular intervals.

5.3 (a) Total Number of students

UG	PG ¹⁰	Ph. D.	Others ¹¹
1383	219	Nil	981

(b) No. of students outside the state

35

(c) No. of international students

00

Men	No	%		No	%	Women
	1300	54.99		1064	45.01	

(Total no. of students for the year 2015-16)

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
672	95	244	1091	Nil	2102	896	95	291	1082	-	2364

Demand ratio 1:1

Dropout % : 24%

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

- 17 Students from the college got enrolled in “Prayash”(A free coaching initiative taken by the local administration for UPSC/APSC aspirants). Faculty of Margherita College is also associated with this coaching.
- Career Guidance Cell of the college organizes workshops/Lectures for awareness, motivation and training of students.

No. of students beneficiaries

17

5.5 No. of students qualified in these examinations

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

¹⁰ UG and PG Courses run under Dibrugarh University and Krishna Kanta Handique State Open University in distance mode.

¹¹ Senior Secondary(10+2)

5.6 Details of student counselling and career guidance

- Lecture Programme on ‘Managing Stress for Peace and Prosperity’, at Margherita College. Lecture delivered by Dr. Biswadeep Borthakur from Assam Medical College & Hospital on 27-05-2017.
- Lecture Programme on ‘Demonetization & Digitization: Gains & Challenges for Assam’ at Margherita College. The resource person of the Programme was Pro Ashok Nanda Chakraborty and Pro. Jayanta Handique from Digboi College on 15-03 2017.
- Besides counselling on the occasion of Fresher’s Social and Farewell

No. of students benefitted

450

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		01

5.8 Details of gender sensitization programmes

A Talk porgramme on ‘Menstrual Hygiene and hormonal problem’ delivered by Dr. Nitumoni Gogoi on 13/05/2017

5.9 Students Activities

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

State/ University level

81

National level

02

International level

Nil

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 ()	31	1,04,000/-
Financial support from government		
Financial support from other sources	48	2,99,210/-
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

5.13 Major grievances of students (if any) redressed:

Yes.

1. College authority takes prompt action whenever there is any error in the students marks sheets or certificates issued by the University.
2. In case of any loss suffered by students either minor or major such as loss of cycle etc. the authority solve it promptly with help of enquiry or through CCTV footage.
3. Adequate numbers of fans were installed in front of the office Counters to help students while performing official transactions.

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 ensure 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, 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 2018-19 academic session and curriculum designing.
- The principal of the college is a member of the Committee for introduction of CBCS under Dibrugarh University and is also Court member and EC member, Dibrugarh University.
- One faculty (Dr.K. Sonowal) is an elected member of Board of Studies of Dibrugarh University. Another faculty Dr. A. Saikia is an elected member of Academic Council, Dibrugarh University.
- A few faculties are involved in curriculum designing as a member of the Dibrugarh University Departmental board of Studies.

6.3.2 Teaching and Learning

- A. Continuous feedback from students on teachers and library is taken by administrator. The Administration gives special attention to the following areas :
- 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 by students, was done by the IQAC and a few steps taken to make the teaching learning more affective.
- D. During the year students' feedback on teachers was also taken by the external resource persons which was quite a fruitful exercise.
- E. Monitoring of classes by CCTV cameras and checking of class delivery registers are done by the principal. In addition, Vice principal of the college monitors the class room literally and maintains a monitoring sheet.

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. Examination halls are under CCTV Camera surveillance.
- Role of Night Chowkidar at night, sufficient lights across college boundaries were arranged since Dibrugarh University Evaluation Zone, Margherita College centre become a regular feature.

6.3.4 Research and Development

- IQAC encourages different departments to organise workshops/ seminars/talks etc, which also help in generating interest in research.
- A few Departments are publishing research journals. The College authority provides financial aid for such publications.
- The Margherita College Study Circle organises 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.
- Library offers improved environment for Research Scholars.
- The management of the college proposed Rs. 50,000/- each to three streams (from Margherita College Research Fund) for undertaking research projects involving students from the year 2017.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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.

The library has 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.

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

6.3.6 Human Resource Management

- The college has a mechanism for efficient use of its human resources. For the better utilisation of Human Resources of the college, the role of the Vice Principal and Academic Coordinator (created by the college authority) towards administration has been clearly defined.
- The college has a number of cells and departmental forums, for smooth conduction 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 the higher authority.
- Best worker award is given to two non teaching employees every year to boost the moral of the employees. Incentives are given to employees for their best services towards the college.
- Margherita College Study Circle conducts talks and workshops for continuous improvement of knowledge and communication skills of the faculties.
- Loans are given to the needy employees from non-teaching staff benefit fund.
- Employees are required to record their attendance in facial biometric both at arrival and departure.
- Installation of CCTV Camera in classrooms and sensitive areas helped in maintaining discipline in college campus.

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.
- Negotiated pay is also given to brilliant faculty and staff to improve the quality of services while recruiting contractual employees.
- Temporary or contractual employees- both teaching and non-teaching are recruited by the governing body. These appointments are also made on merit basis.

6.3.8 Industry Interaction / Collaboration

- The college authority encourages the faculty members and students to visit local industrial units and interact with the local entrepreneurs in the form of industrial survey/visit.
- Local entrepreneurs are also invited to the college for interaction with the students and teachers.

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.
- Admission dates are advertise in leading local news papers well in time.
- Students good in sports or cultural activities are given special consideration.

6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none">1. Margherita College Teachers Benefit Fund (MCTDA).2. Advance salary given to teachers in need (Applicable for Temporary and non sanctioned faculties)3. Ambulance service and First Aid Service Centre attached to Department of Sociology.
Non-teaching	<ol style="list-style-type: none">1. Margherita College Non-Teachers Benefit Fund (MCNTBF) and Margherita College Teachers Benefit Fund.2. Provision of Advance salary for the staff in need(Applicable for Temporary and non sanctioned staff)3. Ambulance service and First Aid Service Centre attached to Department of Sociology.
Students	<ol style="list-style-type: none">1. Margherita College Students' Insurance Benefit Scheme.2. Merit scholarship and Margherita College cash prize scheme for the toppers.3. Free studentship (Now as per Assam Govt. norms)4. Free/Concessional Admission for poor cum meritorious students.5. Margherita College Sportsman Incentive/Scholarship scheme.6. Library Book Bank7. Ambulance Service8. Emergency Medical Assistance

6.5 Total corpus fund generated

Margherita College authority decided to create a corpus fund with an initial amount of Rs. 10,00,000/- from the current financial year

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 ¹²	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?

Ours is not an Autonomous College.

- Internal Examinations are conducted strictly following the University guidelines.
- Students are shown the evaluated answer scripts and reconsider their view points on their performance and makes necessary correction, if required,
- Examination halls are under CCTV surveillance.

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

Dibrugarh University has the provision for encouraging colleges to go for autonomy. Margherita College has not yet applied 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.
- Alumni association helps in organising all major events of the college. They also provide infrastructural support.

¹² Annual appraisal report of the college submitted to Dibrugarh University

6.12 Activities and support from the Parent – Teacher Association

Margherita College Parent-Teacher Association (MCPTA) takes part in all major activities of the college and lends moral support, suggestions and advices.

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 programs on 'No Tobacco Zone', 'Plastic Free Zone' and 'Plantation' etc.
- ii. '*Seuj Kanan*' and '*Puspa Kanan*' 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) .
- iii. Ensuring participation of the hostel students in maintaining the hostel campuses clean.

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.

I. **Preparatory Classes:** It is a maiden effort of the Institution to start off Preparatory Classes from 29/04/2017 for HS (Arts, Science & Commerce) without insisting on any kind of student fee. The prime objective behind the project was to introduce the students of the vicinity with the course material of all the respective streams. The enrolled students were facilitated with motivational classes besides offering them materials related to the course so that they would select the appropriate stream and subjects depending on their orientation. It was an effective initiation as numerous students turned up to take the classes. After the completion of the programme on 29/04/2017 feedback was taken.

II. **Induction, Deliberation and Felicitation Programme:** An approach taken by the *Study Circle*, Margherita College on 23/03/2017 to felicitate Ms Rinkumoni Gogoi as a newly appointed faculty. Moreover, an endeavour made to felicitate those who (Bulendra Limboo, Dept. of Mathematics, Dr. Bobby Dutta Saikia, Dept. of Anthropology, Dr. Rakhi Rani Das. Dept. of Anthropology) were awarded with M.Phil/ Ph.D in recent time.

III. **Ejak Junakir Jilikoni:** A multi-dimensional forum to explore and exhibits heterogeneous qualities latent in students. Under this umbrella shed the forum frequently conducts both scholastic & non-scholastic activities to showcase the potentials of the students. The following programmes were conducted during the period:

- The maiden programme was started on 05/09/16 with the theme of *Reading Books*. A local philanthropist and proprietor of Newspaper, *Bhal Khabar* Mr. Ashwini Gogoi was invited to boost up the students by his enthusiastic speech.
- The second programme was conducted on 26/10/2016 on the theme of *Performing Arts* where student participants performed a drama. The programme was enlivened with the arrival of Mr. Simanta Dutta, a renowned persona in the field of drama.
- On 21/01/2017 for the third time, the forum organised another programme with the motive to offer a counselling speech on career guidance. The forum invited Mr. Bikram Koiri, S.D.O (Civil), Margherita who motivated the students with his stimulating speech. Also, Mr. Mahesh Saikia took part in the programme thereby enhancing the dignity of the event.
- On 23/03/17, the forum staged a drama performed by the students. The presence of Jharna Patgiri (Asst. Commissioner, Margherita) and Rajib Loshan Borah, an eminent dramatist encouraged the performers.

IV. **International Women's Day:** On this special occasion, the women studies and development cell, Margherita College organised a programme to celebrate for every woman. With their kind and humble initiative, they brought out wall magazine *ANANYA* on this auspicious day i.e. 8th of March 2017. They also initiated to visit V.K.V as a target group and distributed books of women writers. It was a humble endeavour of this Cell to conduct such new events.

V. **Workshop on Basics of Grammar:** From 22/05/2017 to 27/05/2017 The Dept. of English conducted a *Six Day Workshop* on "*Basics of Grammar*" for the HS students of the Institutions. The objective of the workshop was basically to enhance the proficiency in English grammar so as to make their

communication effective. The selected 250 nos. of students actively attended and participated in the workshop.

VI. A survey on Readership Awareness

26th May 2016 & 18th May 2017: An initiation taken by the Dept. of English, Margherita College to conduct a survey with a motive to assess the reading habit of the teenagers at Margherita Sub-Division. A schedule was prepared to obtain data from the beneficiaries. It is pertinent to the present scenario of reading habit of the youth. Reading is practically a pre-requisite to the learning centric aptitude that targets the individual's capacity in cognition and acumen in learning habits. The first survey was undertaken by the Department on 26/05/2016 and targeted Patkai junior College. The impact of the invasion of mobile culture and social sites on reading habit has a disastrous consequence. Of course it is revealed that book-readers could avail themselves of required books as e-reading which is a positive sign among the teenagers. Indeed the number is very meagre. From the survey the following aspects were explored:

- A total number of 110 students participated which were allotted a time period of 1 hour.
- More than 90% students participated in the programme positively
- Out of the participants only 36.3 % read books in English
- 58% preferably pursue male writers whereas 41.8% go for female writers.
- Almost 95.4% pursue popular magazines.

The next survey was done on 18th May 2017 at V.K.V. Boragolai School. Students from secondary section were targeted as participants for the survey. All the participants showed much enthusiasm facing the questionnaire. The following aspects could be perceived from the survey:

- A total number of 100 students participated which were allotted a time period of 1 hour.
- More than 99.1% students participated the programme quite positively
- Out of the participants only 54.5 % read books in English
- 55.2% preferably pursue male writers whereas 55.8% go for female writers.
- Almost 94.4% pursue popular magazines.

VII. **Wall-magazine Competition:** The Wall Magazine Committee along with the Margherita College Students' Union, organised a healthy competition among the 19 departments with their best output to showcase. Out of 19 departments the first position was secured by the Dept. of Assamese and Physics jointly, the Dept. of English was placed on second position; the 3rd position was secured jointly by the Dept. of Computer Science and Economics. The committee shall also do such new endeavours in the near future.

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

Awareness generated particularly among the students about the urgent need of plantation to save nature and also, how trees contribute in our socio-economic development.

1. Extra classes were taken by faculties on need based. Department of Economics and English organised student exchange programs. Field trip and Industrial visit were also conducted.
2. Mid- term Course Progress assessment made as usual. The Principal and Academic Coordinator time to time motivated faculties for academic and qualitative improvement of the students and teachers alike. HoDs took initiatives to substitute classes including extra classes as and when necessary and particularly when any teacher is on leave.
3. Entry-point Student Feedback taken and analysed by the IQAC.
4. Mid –point student Feedback on teachers were taken by IQAC through external Resource Persons.
5. Exit-point Student Feedback taken and analysed by the IQAC.
6. Microphones and speakers for Boxing Hall (large class room) were purchased and are in used.
7. Important awareness programmes conducted by the IQAC during the year include
 - “One student, one tree”
 - Environmental Awareness.
 - Stress Relief for Teaching & Non-Teaching Staff (stress management)
 - Adverse consequences of chewing or smoking tobacco.
 - Workshop on CBCS postponed to the next year (2017-18)
8. Margherita College Boys’ Hostel accommodated 44 no of students and 02 teacher wardens.
9. Research proposals invited from different departments.
10. 17 students of Margherita College got selection for free coaching in “Prayash” meant for assisting local UPSC/APSC aspirants. A few Career counselling programmes were also organised.
11. Laboratory infrastructure initiated for Education department.
12. Students in much larger numbers seen involved with activities under student’s corner(Wall Magazine).
13. Three programmes “*What After School*” were conducted in neighbouring schools.
14. Question Bank Facilities made available both in departments and Central Library.
15. Renovation of the Heritage Building in front side, construction of Digital Language Lab etc are progressing well.
16. One National Seminar and one Workshop were conducted successfully.
17. Projects under RUSA are in progress.
18. Under the scheme “Ejak Junakir Jilikoni” four programmes were conducted with large participation of students and faculties.

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 co-ordination programme of Margherita College.
2. Feedback by External Experts.

(Given in Annexure III)

7.4 Contribution to environmental awareness / protection

1. Organised World Environment Day on 5th June, 2016.
2. Special Swachhata Campaign on 12th and 13th August 2016, at Margherita College
3. NSS Programme Officer and 3 student volunteers participated in a Day long programme on “Conclave on Social Behaviour Change Communication for Open Defecation Elimination” at Dibrugarh University on 19th August, 2016 organised by NSS cell in association with UNICEF.
4. World Menstrual Hygiene Day: Women Studies and Development Cell, Margherita College organised an awareness programme on the eve of World Menstrual Hygiene Day on 28th May 2017. The girl students of High School Section and Senior Secondary section of Parijat Vidyalaya were taken as intended group.
5. National Science Day: On 28/02/2017 at the eve of National Science Day the Science Society, Margherita College organised a Quiz Competition pertaining to the field of science.
6. A Health Awareness Programme and Camp: On 29/09/2016 the Dept. of English in association with Nourish Health Club conducted a free health check-up for the inhabitants of the vicinity. It was with the objective to create an awareness regarding the well-being of health. Several faculty and students besides the locals participated in the programme.
7. The NCC of Margherita College performed several programmes during the session:
 - On 21st of June 2016 it observed International Yoga Day in association with NSS (Margherita College), S.D.O (Civil) Margherita College, V.K.V School, Ketetong Janajati High school, Ledo College and Margherita Civil Hospital.
 - It observed National Youth Day on 12/1/17 in association with NSS, Margherita College. To sensitise the locality a demonstration was taken out
 - On 7th of October 2016 NCC conducted an Awareness programme on Disaster Management in association with NSS.

7.5 Whether environmental audit was conducted?

Yes

No

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

<p>Strength</p>	<ul style="list-style-type: none"> • Student enrolment in all the three streams- degree and HS Arts, Science and Commerce – has been continuously increasing. • Unlike neighbouring colleges, where only limited no. of students are enrolled, this college gives an opportunity to the marginal students who somehow cleared matric or 10+2 exams. • Principal of the college is maintaining a good network at the state and national level. He is also member of the Executive Council, Dibrugarh University, member of the Assam Higher Secondary Education Council etc.
<p>Weakness</p>	<ul style="list-style-type: none"> • The infrastructure of the college is inadequate. • Drop out ratio of the college is high as in other colleges of the state.
<p>Opportunities</p>	<ul style="list-style-type: none"> • In the past few years, the infrastructure of the college has improved substantially with liberal grants under UGC, RUSA and Assam Govt. • The college has the advantage of ideal share of experienced faculty and new recruits who can easily cope with the eminent changes happening in higher educational scenario
<p>Threats (Challenges)</p>	<ul style="list-style-type: none"> • Transforming/shaping the transactions of lessons such that graduates from the college find them employable in different fields. • Skill Based self sustaining diploma and advanced diploma courses and regular postgraduate departments yet not opened in the college.

8. Plans of the Institution for next year (2017-18)

Theme: “Harmony and Integration is the Foundation for Institutional Development”

Academic activities:

1. To continue with the activities like Remedial classes, Tutorial classes, Preparatory classes Mentoring Hostel wards, Student Exchange Programme, field trips etc. for improvement of results and insists on skill development of the students.
2. 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.)
3. Entry- point Student Feedback : 1st week of August (Criterion-I/ IQAC)
4. Mid –point student Feedback : September/March (through external Resource Person/ IQAC)
5. Exit- point Student Feedback : End of October/April (Criterion -II/ IQAC)
6. IQAC will organize a few Programmes under different cells:
 - a) Under Women Studies and Development Cell-
 - Women Health and hygiene.
 - Social Media and students
 - A Survey-trip on “Inclusiveness of Specially Abled Children”
 - Training Programme for students on potential items produced from waste materials.
 - b) An extension activity involving school students of Margherita Sub-division in practical/demonstration classes, to be organised by Dept. of Chemistry and Dept. of Mathematics.
 - c) 100 saplings of ‘Krishnachura’ (Delonix regia) will be planted in the college campus under Margherita College Nature Club and Dept. of Commerce.
7. To introduce a coaching centre for our students to assist in their preparation for different competitive exams. Three faculties one each from Arts, Science and Commerce will co-ordinate the programme under Career Counselling and Placement Cell.
8. Students’ participation in exhibition, Beehive & Creative Hands (Students Corner) will be strengthened.
9. Visit to feeder schools for generating awareness, scientific temper, counselling, etc
10. To continue with the earlier incomplete projects.
11. Two National level seminar/workshop will be organised.
12. Formation of a cluster involving four neighbouring colleges for academic and non academic exchanges in line with the NAAC Peer Team’s suggestion.

Name: Dr. Gautam Purkayastha

Name :Dr. Buddhin Gogoi

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE I

ACADEMIC CALENDER FOR THE YEAR 2016-17

ACADEMIC CALENDAR (INCLUDING HOLIDAY LIST)

Month : JUNE-2016

Date / Month		Events/Activities/Holidays
1 st June	1	Commencement of the 1 st , 3 rd and 5 th Semester Classes and H.S. 1 st year classes
	2	Notification of Class Routine
	3	Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges
1 st June to 31 st June	1	Admission to the B.A./B.Sc./B.com. programmes of 3 rd and 5 th Semester classes
10 th June	1	Last date for submission of evaluated scripts of the end semester exam by the Zonal office to the University
18 th June	1	Freshmen Social
	2	Notification for setting question papers for 1 st Sessional Exam for 1 st , 3 rd & 5 th Semester classes
Total No. of Working days =26		Total No. of Class days = 25

Date / Month : July-2016

1 st – 31 st July	1	Mid-Semester vacation for teaching staff
6 th July	1	Id-UI-Fitre
10 th -16 th July	1	Declaration of even Semesters result by the University
Total No. of Working days =24 (Office)		Total No. of Class days = 00

Date / Month : AUGUST-2016

1st August	1	Recommencement of the odd semesters and HS classes
8th -13th August	1	1 st Sessional exam of B.A./B.Sc./B.Com programmes
15th August	1	Independence Day
17th August	1	Last date for submission of filled in Registration Forms of 1 st Semester students by the College to the University
20th August	1	Notification for 1 st Sessional examination marks in the departmental notice board
17th to 23rd August-	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)
22nd August	1	Tithi of Sri Sri Madhavdeva
24th August	1	Students' Union Election
25th August	1	Janmastami
Total No. of Working days = 24		Total No. of Class days = 23

Date / Month : SEPTEMBER-2016

1st September	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 and Papers for 2 nd Sessional Exams for Odd Semester Classes
1st-10th September	1	Internal Assessment of Odd Semester students through Seminar / Group Discussion etc.
3rd September	1	Tithi of Sri Sri Sankardeva
19th – 26th September	1	1 st Unit Test H.S. 1 st & H.S. 2 nd Yr. Classes
27th September to 5th October	1	2 nd Sessional exam of B.A./B.Sc./B.Com programmes
28th September	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
Total No. of Working days = 24		Total No. of Class days = 23

Date / Month : OCTOBER-2016

2nd October	1	Gandhi Jayanti
7th October	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
8th – 10th October	1	Durga Puja, Vijiya Dashami
11th October	1	Janmostsav of Sri Sri Sankardeva
15th October	1	Lakhsmi Puja
17th October	1	Kati Bihu
29th October	1	Kali Puja
Total No. of Working days = 19		Total No. of Class days =04

Date / Month : NOVEMBER-2016

1st - 30th November	1	End Semester Exams
5th November	1	Last date of submission of Internal Assessment marks of the students of the Odd Semester Programmes to the University
10th November-12th December	1	Evaluation of End Semester Answer Scripts of the BA/B.Sc./B.Com. Programmes at the Zones
14th November	1	Birthday of Gurunanak
24th November	1	Lachit Divas
Total No. of Working days = 24		Total No. of Class days = 24

Date / Month : DECEMBER 2016

1st -31st December	1	Semester End Vacation for the Teaching Staff of the colleges conducting B.A. / B.Sc. / B.Com. Programmes
2nd December	1	Axom Divas
25th December	1	Christmas
Total No. of Working days = 24 (Office)		Total No. of Class days = 00

Date / Month : JANUARY-2017

2nd January	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
14th and 15th January	1	Magh Bihu
18th – 21st January	1	College Week
26st January	1	Republic day
30th January	1	Last date for submission of evaluated scripts of the end semester exam by the Zonal office to the University
31st January	1	Me-Dam-Me-Fe
Total No. of Working days = 22		Total No. of Class days = 18

Date / Month : FEBRUARY-2017

1st February	1	Saraswati Puja
10th February	1	Bir Chilaray Divas
10th – 15th February-	1	Declaration of the results of the Odd Semester of the B.A./ B.Sc./ B.Com. Programme
10th February- 25th February	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- 28th February		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 = 22		Total No. of Class days =21

Date / Month : MARCH-2017

1st March	1	Last date for notification of 1 st Sessional Exam Marks of the B.A./ B.Sc./ B.Com. Programmes in the Departmental Notice Board.
24th March	1	Last date for Form fill up of the B.A./ B.Sc./ B.Com. End Semester Exam.
Total No. of Working days = 26		Total No. of Class days = 26

Date / Month : APRIL-2017

1st - 8th April	1	2 nd Sessional Exam of the B.A./ B.Sc./ B.Com. Programmes(any 4 days)
4th April	1	Last date for submission of Assignment by the students of the B.A./ B.Sc./ B.Com. Programmes (If any)
13th – 16th April	1	Rongali Bihu
20th April	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 = 23		Total No. of Class days = 23

Date / Month : MAY-2017

1st May-	1	May Day
2nd – 31st May		End Semester Exam of the B.A./ B.Sc./ B.Com. Programmes.
9th May	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
10th May	1	Budha Purnima

5th - 31st May	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	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

Annexure II

Entry Point Feedback 2016-17

Method:

Collected from Second Semester student of the session 2016-17.

Total 04 questions with 03 point rating scale (Not satisfied=01, Satisfied=02, Highly Satisfied=03).

Possible minimum total with 04 responses= 04

Possible maximum total with 04 responses= 12

		Not satisfied=01	Satisfied=02	Highly Satisfied=03
Q1	The teacher interacts with students			
Q2	The teacher is friendly			
Q3	The teacher gives the course planes			
Q4	The teacher mentions text/reference books			

Overall Status

Percentages of overall status

Total= 232 responses

		Not satisfied=01 (%)	Satisfied=02 (%)	Highly Satisfied=03 (%)
Q1	The teacher interacts with students	2.2	38.4	59.5
Q2	The teacher is friendly	3.4	40.9	55.6
Q3	The teacher gives the course planes	1.7	37.5	60.8
Q4	The teacher mentions text/reference books	1.7	36.2	62.1

Average of total score (Overall status)

Total	Minimum	Maximum	Mean	Std. Deviation
232	05	12	10.28	1.717

Percentages of Individual teacher wise

Q1: The teacher interacts with students						
Sl. No.	Name of the Teacher	Department	No. of Responses	Not satisfied=01 (%)	Satisfied=02 (%)	Highly Satisfied=03 (%)
1	A.. Ali	English	02	*	50.0	50.0
2	A.. Kr. Bordoloi	Management	09	*	55.6	44.4
3	B.Kr. Agarwal	Commerce	08	*	75.0	25.0
4	B. Malia	Assamese	10	*	10.0	90.0
5	C. Borgohain	Assamese	10	*	10.0	90.0
6	D. Bora	Assamese	10	*	40.0	60.0
7	D. Borpujari	Botany	10	*	20.0	80.0
8	D. Kr. Chutia	Commerce	01	*	100.0	*
9	H. Pkukan	Botany	10	*	40.0	60.0
10	J. Chetia	Zoology	10	*	80.0	20.0
11	J. Gogoi	Economics	06	*	66.7	33.3
12	J. Rajkonwar	Physics	10	20.0	30.0	50.0
13	J. Pd. Debnath	Bengali	10	*	40.0	60.0
14	M. Deb	Economics	08	12.5	75.0	12.5
15	M. Kanwar	Zoology	10	*	80.0	20.0
16	M. Rehman	English	05	*	40.0	60.0
17	M.Singha	Physics	10	*	30.0	70.0
18	N. Das	Bengali	10	*	40.0	60.0
19	N. Gogoi	Botany	10	*	10.0	90.0
20	P. Bora	Physics	10	*	*	100.0
21	R. Bhagawati	Zoology	10	10.0	70.0	20.0
22	R. Hazarika	Assamese	10	*	10.0	90.0
23	R. M		03	*	100.0	*
24	R. Saikia	Assamese	10	*	10.0	90.0
25	S. Das	History	10	*	30.0	70.0
26	S Sen	History	10	*	30.0	70.0

Individual teacher wise performances in %

Q2: The teacher is friendly						
Sl. No.	Name of the Teacher	Department	No. of Responses	Not satisfied=01 (%)	Satisfied=02 (%)	Highly Satisfied=03 (%)
1	A.. Ali	English	02	*	50.0	50.0
2	A.. Kr. Bordoloi	Management	09	11.1	66.7	22.2
3	B.Kr. Agarwal	Commerce	08	*	75.0	25.0
4	B. Malia	Assamese	10	*	50.0	50.0
5	C. Borgohain	Assamese	10	*	20.0	80.0
6	D. Bora	Assamese	10	*	60.0	40.0
7	D. Borpujari	Botany	10	*	10.0	90.0
8	D. Kr. Chutia	Commerce	01	*	100.0	*
9	H. Pkukan	Botany	10	*	*	100.0
10	J. Chetia	Zoology	10	*	70.0	30.0
11	J. Gogoi	Economics	06	*	66.7	33.3
12	J. Rajkonwar	Physics	10	30.0	60.0	10.0
13	J. Pd. Debnath	Bengali	10	*	40.0	60.0
14	M. Deb	Economics	08	*	75.0	25.0
15	M. Kanwar	Zoology	10	10.0	70.0	20.0
16	M. Rehman	English	05	20.0	60.0	20.0
17	M. Singha	Physics	10	*	30.0	70.0
18	N. Das	Bengali	10	20.0	20.0	60.0
19	N. Gogoi	Botany	10	*	*	100.0
20	P. Bora	Physics	10	*	*	100.0
21	R. Bhagawati	Zoology	10	*	80.0	20.0
22	R. Hazarika	Assamese	10	*	*	100.0
24	R. Saikia	Assamese	10	*	70.0	30.0
25	S. Das	History	10	*	30.0	70.0
26	S Sen	History	10	*	10.0	90.0

Individual teacher wise performances in %

Q3: The teacher gives the course plan						
Sl. No.	Name of the Teacher	Department	No. of Responses	Not satisfied=01 (%)	Satisfied=02 (%)	Highly Satisfied=03 (%)
1	A.. Ali	English	02	*	100.0	*
2	A.. Kr. Bordoloi	Management	09	11.1	55.6	33.3
3	B.Kr. Agarwal	Commerce	08	*	75.0	25.0
4	B. Malia	Assamese	10	*	20.0	80.0
5	C. Borgohain	Assamese	10	*	20.0	80.0
6	D. Bora	Assamese	10	*	*	100.0
7	D. Borpujari	Botany	10	*	20.0	80.0
8	D. Kr. Chutia	Commerce	01	*	100.0	*
9	H. Pkukan	Botany	10	*	50.0	50.0
10	J. Chetia	Zoology	10	*	80.0	20.0
11	J. Gogoi	Economics	06	*	66.7	33.3
12	J. Rajkonwar	Physics	10	*	50.0	50.0
13	J. Pd. Debnath	Bengali	10	*	40.0	60.0
14	M. Deb	Economics	08	25.0	37.5	37.5
15	M. Kanwar	Zoology	10	*	90.0	10.0
16	M. Rehman	English	05	*	40.0	60.0
17	M. Singha	Physics	10	*	100.0	*
18	N. Das	Bengali	10	*	40.0	60.0
19	N. Gogoi	Botany	10	*	10.0	90.0
20	P. Bora	Physics	10	*	10.0	90.0
21	R. Bhagawati	Zoology	10	10.0	70.0	20.0
22	R. Hazarika	Assamese	10	*	10.0	90.0
24	R. Saikia	Assamese	10	*	10.0	90.0
25	S. Das	History	10	*	50.0	50.0
26	S. Sen	History	10	*	20.0	80.0

Individual teacher wise performances in %

Q4: The teacher mentions text/reference books						
Sl. No.	Name of the Teacher	Department	No. of Responses	Not satisfied=01 (%)	Satisfied=02 (%)	Highly Satisfied=03 (%)
1	A.. Ali	English	02	*	100.0	*
2	A.. Kr. Bordoloi	Management	09	11.1	66.7	22.2
3	B.Kr. Agarwal	Commerce	08	12.5	62.5	25.0
4	B. Malia	Assamese	10	*	10.0	90.0
5	C. Borgohain	Assamese	10	*	10.0	90.0
6	D. Bora	Assamese	10	*	20.0	80.0
7	D. Borpujari	Botany	10	*	40.0	60.0
8	D. Kr. Chutia	Commerce	01	*	100.0	*
9	H. Pkukan	Botany	10	*	50.0	50.0
10	J. Chetia	Zoology	10	*	80.0	20.0
11	J. Gogoi	Economics	06	*	66.7	33.3
12	J. Rajkonwar	Physics	10	*	30.0	70.0
13	J. Pd. Debnath	Bengali	10	*	*	100.0
14	M. Deb	Economics	08	*	62.5	37.5
15	M. Kanwar	Zoology	10	*	80.0	20.0
16	M. Rehman	English	05	20.0	20.0	60.0
17	M. Singha	Physics	10	*	20.0	80.0
18	N. Das	Bengali	10	*	40.0	60.0
19	N. Gogoi	Botany	10	*	50.0	50.0
20	P. Bora	Physics	10	*	10.0	90.0
21	R. Bhagawati	Zoology	10	*	80.0	20.0
22	R. Hazarika	Assamese	10	*	10.0	90.0
24	R. Saikia	Assamese	10	*	10.0	90.0
25	S. Das	History	10	10.0	20.0	70.0
26	S Sen	History	10	*	0.0	90.0

Average total score (Individual teacher wise)

Sl. No.	Name of the Teacher	Department	No. of Responses	Min.	Max.	Mean	Std. Deviation
1	A. Ali	English	02	8	9	8.50	0.707
2	A.. Kr. Bordoloi	Management	09	5	12	8.89	1.965
3	B.Kr. Agarwal	Commerce	08	8	10	8.88	0.991
4	B. Malia	Assamese	10	9	12	11.20	0.919
5	C. Borgohain	Assamese	10	11	12	11.40	0.516
6	D. Bora	Assamese	10	9	12	10.80	0.033
7	D. Borpujari	Botany	10	9	12	11.10	1.101
8	D. Kr. Chutia	Commerce	01	8	8	8	0
9	H. Pkukan	Botany	10	9	12	10.60	0.966
10	J. Chetia	Zoology	10	6	12	8.70	1.703
11	J. Gogoi	Economics	06	8	12	9.33	1.633
12	J. Rajkonwar	Physics	10	6	12	9.30	2.003
13	J. Pd. Debnath	Bengali	10	9	12	10.80	1.549
14	M. Deb	Economics	08	7	11	8.75	1.389
15	M. Kanwar	Zoology	10	7	11	8.60	1.350
16	M. Rehman	English	05	6	12	9.60	2.510
17	M.Singha	Physics	10	10	12	11.50	0.850
18	N. Das	Bengali	10	8	12	10.60	1.838
19	N. Gogoi	Botany	10	10	12	11.30	0.823
20	P. Bora	Physics	10	10	12	11.60	0.699
21	R. Bhagawati	Zoology	10	6	12	8.50	1.780
22	R. Hazarika	Assamese	10	10	12	11.80	0.632
24	R. Saikia	Assamese	10	9	12	10.50	1.080
25	S. Das	History	10	8	12	10.50	1.581
26	S Sen	History	10	8	12	11.40	1.265

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.

In 2016-17 academic session Class XI and XII were also included as target group.

In this academic session, emphasis was given on building Self confidence among the students of high school and higher secondary level. Motivational lectures were designed to inculcate critical thinking and decision making capacity in the target group. Value orientation and career planning were also an important part of these programmes.

Venue & Date	Coordinator	Speaker	Nos. of students attended	Area Covered
Town High School, Margherita 6 th May, 2017	Dr. Budhchin Gogoi, Principal, Margherita College	Dr. G. Purkayastha Jyoti Gogoi	122 (IX & X)	a. Why study-Two Goals b. Importance of setting aim in life in early stage c. Critical Thinking d. Decision making e. Value education vs Career options
Margherita Public Higher Secondary School 13 th May, 2017	Dr. Budhchin Gogoi, Principal, Margherita College	Dr. G. Purkayastha Jyoti Gogoi Ashim Sen Gupta	30 (class XII)	a. Importance of setting aim in life in early stage b. Critical Thinking c. Decision making d. Self employment as an aim in life
Gandhi Vidyamandir High School 23 rd May, 2017	Dr. Budhchin Gogoi, Principal, Margherita College	Dr. Puspa Singh, Jyoti Gogoi, Rinkumoni Gogoi	85 (IX & X)	a. Value education b. Confidence building c. Career Options

Like the previous year, 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. The feedback from the concerned school authorities and faculties was very positive. They expressed their strong desire for such sessions more frequently.

Problems Encountered and Resources Required

During the sessions it was noticed that infrastructure problem was one of the major hurdles. Besides power-cut, ICT support systems are also inadequate. Only three schools in the Sub-division were covered during 2016-17.

It is very important to reach the educational institutions that are situated in remote and rural areas. Frequent visit will be more fruitful and more and more institutions have to be covered.

II: Analysis of Students' Feedback on teachers, library and administration by external experts

Goal	<p>Collecting students' feedback on different related aspects has been an important part of modern teaching-learning process. Knowing one's strengths and weaknesses, as well as getting information on one's overall academic performances, enables concerned teachers to accomplish duties in a better way. Effective feedback contributes to improving policies, programmes and practices.</p> <p>Thus, the IQAC, Margherita College has taken initiative from the year 2016-17 to collect students' feedback supervised and analysed by external experts.</p>
The Context	<p>Assessment of feedback at entry and exit level is a regular exercise of the institution. Along with this two, an initiative has been taken by the Internal Quality Assessment Cell of Margherita College to carry out 'Mid Term Assessment' of human and non-human resources as a part of steps towards quality and excellence. The mid-term assessment was carried out by two invited external experts. The resource persons invited for the job were Prof. J. Handique, Co-ordinator, IQAC, Digboi College and Prof A. K. Chakraborty, Digboi College.</p>
The Practice	<p>A structured questionnaire was designed to collect students' observations on Teaching staff, Library, administration and management.</p> <p>The area that were covered to analyse teachers' performances include knowledge domain, communication skill, interaction ability, regularity, punctuality, remedial classes, class control ability, whether special attention given to slow learners, and career guidance. There were 15 questions to assess the teachers with 2 parts: In part I, 5 questions with 5 point scale and next 10 questions with multiple responds. Minimum total with lowest scores from a respondent is 5 ($5 \times 1 + 10 \times 0$) and maximum total with highest score from all 15 responds were 35 ($5 \times 5 + 10 \times 1$).</p> <p>For administration, library and management, there were 15 questions with 3 point scale. Ranking of the queries related to Library included availability of books, proper reading room, photocopy facilities etc. And data collected about administration and management were overall cleanliness inside college campus, washroom facilities, drinking water facilities, canteen facility etc. Minimum total with lowest score from a respondent is 15 (15×1) and maximum total with highest score from all 15 responds were 45 (15×3).</p> <p>Total number of respondents were 102 (35 schedules had to be cancelled where 1 or 2 respondents were recorded against some faculties).</p> <p>Standard statistical method of Analysis was applied. Average scores and Standard deviations were calculated in respect of teachers and administration.</p>

Students' Feedback on Teachers

Sl. No.	Faculty	No. of respondents	Average marks scored	Standard Deviation
01	Dr. Debajit Singha	27	26.5556	6.76719
02	Dr. Deba Bora	03	29.6667	2.08167
03	Dr. Anisha Ali	05	32.2000	2.16795
04	Dr. Gautam Purkayastha	21	32.3810	3.07370
05	Mr. Binod Kumar Agarwalla	16	29.1250	3.99792
06	Mr. Ranjit Pandit	41	17.9756	6.79149
07	Mr. Jugen Borah	15	22.8667	4.25721
08	Dr. Khema Sonowal	04	31.7500	1.50000
09	Dr. Seema Roy Kurmi	04	33.0000	1.41421
10	Dr.. Anjumoni Boruah	07	29.5714	3.15474
11	Ms. Deepasree Das Sarkar	05	29.8000	1.09545
12	Mr. Bishnu Prasad Chetry	23	26.3939	3.69069
13	Ms. Chitra Borgohain	04	33.0000	1.41421
14	Dr. Muzibur Rahman	05	30.8000	3.11448
15	Dr. Amarjit Saikia	08	30.1250	2.69590
16	Ms. Runjun Saikia	04	31.2500	1.89297
17	Ms. Bitumani Malia	04	32.5000	1.73205
18	Dr. Madhumita Deb	21	19.0476	7.44632

19	Mr. Biraj Buragohain	27	22.4815	6.00878
20	Ms. Jyoti Gogoi	23	27.2174	6.43115
21	Mr. Jayanta Rajkonwar	05	31.0000	4.30116
22	Mr. Bodhprakash Upadhyay	06	28.0000	3.03315
23	Mr. Anjan Kumar Bordoloi	15	25.0667	6.81874
24	Ms. Gitimoni Saikia	05	31.6000	3.36155
25	Ms. Laksi Debnath	17	29.0000	2.82843

Average score of faculty members ranges from 17.9756 to 33.0000 out of a total score of 35.

Students' Feedback on Administration and Management

	No. of respondents	Average marks scored	Standard Deviation
Total	102	27.44	4.773

Students' Feedback on Library

Out of 102 respondents, only 32 respondents were highly satisfied with the existing library facilities, 42 respondents ranked it as satisfactory and 28 respondents were not satisfied with the existing library facilities.

Evidence
Success:

of **Comments from Experts:** "It has been found that the sample sizes for different departments and teachers are not uniform. Variability has been found to be high for certain departments and teachers, and hence, need measures to improve the same. In any future exercise, a minimum of 30% of the total students of the departments be taken as sample."

Best practices of the college:

1. Tobacco free and all clean Margherita College campus
2. Students Union Representatives' Attendance Register has been maintained for grooming punctuality and discipline among the students.
3. College Reception and Information Cell is in place 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. Leave record sheet maintained for easy access to leave account.
8. To ensure discipline and regularity among the students, Principal Contact and Guardian Contact are, as devices, followed strictly.
9. Using of mobile phones by the students in college campus is banned.
10. 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
Mr. B. Buragohain	A study on awareness and attitude of UG students towards- HIV-AIDS in Tinsukia District, Assam	UGC	2 years
Dr. Nitish Das	Portrayal of the life of downtrodden people in the writings of Advita Mallabarauam	UGC	2 years
Dr. Janaki Prasad Debnath	Debesh Roy o Amiya Bhushan Mazumdar er Onirbachito Upanyashe Nimna Borgo Parishar	UGC	2 years
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(Completed)
Dr. A. Barua	Truancy amongst school children a critical education perspective of Assam	UGC	2 years(Completed)
Dr. R.B. Deb	Socio economic status of tribes in Assam- A study of Shingphoo and Sema Naga tribes	UGC	2 years(Completed)

Annexure V

Sl no.	Faculty	Title of the paper	Journal (Period : June-2016-May 2017)
PEER REVIEWED PUBLICATIONS			
1.	Dr. Buddhin Gogoi, Principal	Silk worm Biodiversity of Assam; Its exploration and development	International Journal of Interdisciplinary Research in Science Society and Culture, June 2016
2.	Chura Giri	Women and labour; A case study on female workers in Tea Estates of Assam	Crystal Search, June 2016, Vol III, No. 1
3.	Sanjay Sen	Socio-Cultural Customary law of Naga Tribe of North East India	Buddidrum, Journal of Teachers; Unit Furkating College
4.	Bulendra Limboo	Bell shaped Fuzzy Soft sets and their applications in Medical Diagnosis	Fuzzy Informatics and Engineering Elsevier
NON-PEER REVIEWED AND POPULAR PUBLICATIONS			
1.	Chura Giri	Ethnic dietary system of Assam; in the context of Tinsukia District	Vikshan,
2.	Chura Giri	Legal Awareness Journal	AAIN SAJAGATA(Assam)
3.	U. Sharma	Social Movement and understanding from structural functionalist view point	Anthropas India, Jan-July 2016, Vol II
4.	U. Sharma	Improving College teaching; An introspection from teachers' desk	Dimoriam Review; A multidisciplinary indexed E- Journal.
5.	Pushpa Singh	Hindi Cinema mein Ling Baad	Apni Mati
6.	Chitra Borgohain	Women health and development; A case study of Tai Khamyang community of Tinsukia in Assam	Manthan, Annual Journal Tinsukia Zone, ACTA

7.	Runjun Saikia	Tai Phake Samaj Aru Sanskrity	Daksiri
8.	Runjun Saikia	Hiren Bhattacharjyor Axomiyotyia	Manthan, Annual Journal Tinsukia Zone, ACTA
9.	Runjun Saikia	Hiren Bhattacharjyor Kavitat Samaj Chetana	Sadhana (Department of Assamese, Gauhati University)
10.	Boby Dutta	Status of pre-school education service of ICDS in Tinsukia District, Assam	Multidisciplinary research studies
11.	Rakhi Rani Das	A Study on fertility pattern of Idu Mishimi Women of Arunachal Pradesh	Man and Life
12.	Lakhi Debnath	Birth related rules of Sonowal Kachari Tribes of Assam	IJHAMS
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