
SELF STUDY REPORT

**Prepared for submission to
National Assessment and Accreditation Council,
Bangalore
for Reaccreditation (2nd Cycle) of
Naharkatiya College**



**By
Internal Quality Assurance Cell
Naharkatiya College**

P.O. Naharkatia

Dist. - Dibrugarh, Assam

PIN - 786610

Email : nhkcollege@gmail.com

Website : www.naharkatiyacollege.edu.in

Naharkatiya College



Self-study Report, 2014



Preface

This Self Study Report has been prepared in accordance with the revised guidelines of National Assessment and Accreditation Council (NAAC), Bangalore, for second cycle of assessment of Naharkatiya College. In this report an honest attempt has been made to collate, analyse and evaluate the data relating to seven parameters defined by NAAC for assessment and accreditation of Higher Educational Institutions. The SWOC analysis incorporated in this report reflects the true and fair picture of the college standing in quality continuum. The presentation and analysis of data relating to different aspects form part of the Self Study Report under the seven criteria. A brief history of the institution touching on the milestones, it has posted in its 50 years of existence, is considered relevant for the performance and quality evaluation of the College and so has been sketched here.

Naharkatiya College was started as a co-educational night college with Arts stream in the premises of Naharkatiya Higher Secondary and Multi Purpose School in June, 1964. The College was formally inaugurated by Sri K.B. Kanuga, the then General Manager, Oil India Ltd., Duliajan, on 2nd August, 1964. The pre-university classes were started w.e.f. the academic session 1964-65 under the academic leadership of the founder Principal, Late Ram Prasad Chaliha and the degree classes in Arts faculty commenced from the next academic session to fulfill the dreams of the young generation of this area of attaining higher education. At that time higher education was elitist and only a small socially and economically advantaged section could have access to it.

The college was initially affiliated to Gauhati University. It has come under the jurisdiction of Dibrugarh University since 1965, and at present the college stands permanently affiliated up to degree level to Dibrugarh University.

The college received adhoc grant from the State Government w.e.f. 1967-68. The faculty of Arts was brought under deficit grants in aid system with effect from 01-12-1972. To provide more educational programmes, the faculty of Commerce was opened from the academic session 1974-75. This faculty came under deficit grants

in aid system with effect from 01-02-1986. The college was provincialized w.e.f. 01-12-2005.

The college was permanently shifted to its present location away from the din and bustle of the town, in pollution free and green surroundings in 1966. However, the college is well connected with the town by roadways. The campus of the college spreads over a plot of land measuring approximately 9 acres. Some progress was made after 1973 in the construction of classrooms and other buildings. Till 2005 the college lacked many infrastructural facilities and the total in-built area was approximately 2853 sq.m. Since then many a project of development and extension of the infrastructural facilities has been implemented. The administrative building was constructed with grants from MLA's Local Area Development Fund and three class-rooms were constructed under the Bunyad Scheme of the Government of Assam. During 10th plan period three more class-rooms were constructed under UGC scheme. The laboratory, a classroom, departmental common room and a room for Women's Study Cell were constructed with 11th plan grants from University Grants Commission. A Volleyball Complex under the project 'One College One Sports' of Government of India was constructed with financial assistance from the Central Government. The boundary wall around the college playground and the improvement of the playground were undertaken with grants from University Grants Commission. The construction of a Boys' Hostel with financial assistance from the Chief Ministers' Fund and a Girls' Hostel with UGC Financial Assistance are under construction. And now the total in-built area of the college stands to approximately 4625sq.m.

Till 1976, the college offered under graduate programmes in pass courses only. Since the academic session 1976-77 the strive for offering quality higher educational programmes has been constantly making and as a first step to provide quality higher education, Honours (Major) course of study was introduced in Assamese. After this pace setting, the strive for quality higher education gained momentum and Major courses of studies were introduced in Economics, Political Science, Education, English, in B.A. and in Accountancy Group and Management Group in B.Com. Two more new courses of studies in Information Technology and Sociology were introduced w.e.f. 2008-09 academic session. The Affiliating University introduced the semester system w.e.f. 2011-12. The College has implemented the system. In the semester system, the Major Courses of Studies in Commerce have been re-designated as specialty courses.

The College was recognized by UGC under section 2(f) and 12(b) since 1978. Consequently developmental assistance from UGC started flowing to the college from the 7th plan period. The UGC assistance helped the college to develop

infrastructural facilities and to provide rewarding learning experiences to the students.

The college is managed by a Governing Body constituted by the Director of Higher Education, Government of Assam under the provisions of Assam Non-Government College Management Rules 2000 as amended up to date. The Principal is the academic and administrative head of the college and he is also the Drawing and Disbursing Officer.

Besides the parent administrative body, the college functions through at least 12 different committees, such as, the Quality Assurance Cell, the Library Advisory Committee, the Examination Conduct Committee, the Construction Committee, the Planning Board, the Grievance Redressal Cell, Anti Ragging Committee, Gender Sensitization and Complaint Committee for Sexual Harassment, Sports Committee, etc.

The College, being an affiliated institution, has no autonomy to frame, redesign and review the curriculum. It carries on its academic and curricular activities under the control and guidance of the affiliating university. However, the faculty members enjoy full freedom to introduce innovative teaching methods and in guiding the students for their physical, intellectual, cultural and moral development.

The institution has been celebrating its Foundation Day w.e.f. the academic session 2006-07. In synchronization with the Foundation Day, a Memorial Lecture is organized and delivered by a distinguished person from the field of literature, science, culture, social work etc. The memorial lecture which is organized in commemoration of the founder Principal, late Ram Prasad Chaliha, provides a platform to the teachers and the students to interact to it eminent scholars and litterateurs who visit the institution Naharkatia the occasion of the Foundation Day. The interaction with eminent scholars enlightens their minds and stimulates original thinking. The lecture also provides an occasion for assembly of ex-students, guardians and the community in the college campus and presents an opportunity to the college community to interact with a cross-section of people and know their views on different aspects of the college.

The college is situated in a backward rural area of Dibrugarh District of Assam, where the gross enrollment ratio is 9% which is far below the national average of GER 18.8% and where the learning packages and other facilities of information and communication technology have just started to find its way into the class-rooms and learning still largely teacher- centered. So the role of the teachers in curriculum implementation, facilitating learning, organizing evaluation, introducing innovation and above all, students' support and mentoring activities is very crucial.

Constantly the active involvement of the teachers in all activities of the institution is a must for quality improvement and sustenance.

The institution is constantly striving to develop and sustain quality of its programmes through different measures. The college has implemented most of the suggestions of the report of the peer team during their last visit to the college. The college has started a Self Financing Certificate Course in Computer Application and introduced courses of studies on Information Technology and Sociology. 4 teachers have acquired Ph.D. and 6 have been registered for Ph.D. till now and they are actively engaged in research work. As many as 6 teachers have acquired M.Phil Degrees, raising the number of M.Phil Degree holders to 10. 4 teachers have completed Minor Research Project and another four are working on Minor Research Project with UGC assistance. The institution has opened an NSS Unit for its extension activities and outreach programmes and a study centre of Krishna Kanta Handique State Open University for Open and Distance learning. The academic departments prepare their respective teaching plan. Plantation of saplings is regularly done. The non teaching staff and the teachers have been trained to handle ICT tools. Process of computerization of library is going on. Administrative operation has been partially computerized. Department-wise space for teachers has been provided so that they can maintain close relationship with individual students and interact with them. However the suggestion for opening the science stream could not be implemented because of lack of feeder H.S. Schools with science stream. Further there are two colleges offering courses of science at the degree level within a range of 15k.m. from the institution. Both the colleges suffer from inadequate enrollment in Science stream.

The institution is striving hard to promote the five core values through its activities, as determined by National Assessment and Accreditation Council. It is promoting inclusive growth for national development by providing opportunities of higher education to students belonging to disadvantaged categories by reserving seats for them in admission and appointment. The Study Centre is catering through its distance and open learning programme to the higher educational need of those who cannot afford to pursue regular courses for financial constraints and other factors. It is making all efforts to foster global competencies among students by developing communication skills in English through compulsory teaching and learning of Courses on English Communication and Communication Skills for B.A. programme and Business Communication including cross cultural dimension of business in international contexts in B.Com programme. Besides democratic and secular values, moral and ethical values such as discipline, punctuality, team spirit, cooperation, tolerance, honesty, integrity are nurtured through curricular, co-curricular and extra-curricular activities. The institution is promoting the use of

technology in its different activities. During the last assessment the college had only two computers and no internet connection. Now there are 44 computers of which 40 are with internet connection. The library is being computerized. The network resource centre attached to the library provides access to both the students and teachers to update information and e-journals through NLIST consortium. The number of digital photo copier has increased from 1 to 3 with facility for scanning, printing, and copy. 2 digital class-rooms with smart boards and facilities for multimedia presentations have been provided. A laboratory with 15 desktop computers with internet connectivity for teaching and learning of the courses on computer and information technology has been created. The institution is constantly in quest for excellence. It has established the Internal Quality Assurance Cell for institutionalizing the quality culture. With a view to ensuring and sustaining the overall quality development, the IQAC prepares the action plan of the institution, which includes academic and infrastructural aspects. Though the students of the institution belong to the state, the institution admits students from diverse linguistic, cultural and ethnic communities. The institution offers courses of studies in three Major Indian Languages- Assamese, Bengali and Hindi to cater to the needs of the students belonging to different linguistic community.

However another aspect of the institution deserves mention here. Although the institution conducts no green audit, it plants *devadaru* trees (*Polyathia Longifolia* species). It uses bio-degradable packaging materials in the campus.

This report has been prepared by the Internal Quality Assurance Cell of the college, of which Dr. Kalyan Baruah is the Chairman and Sri Krishna Dey, Associate Professor and Head, Department of English is the Coordinator.

The coordinator is thankful to all faculty members and the non teaching staff who have rendered valuable service at different stages of preparing the report. The coordinator sincerely appreciates the efforts and hard work of Sri Tarun Jyoti Gogoi, Assistant Professor, Mathematics and Assistant Coordinator for page setting and graphical presentation wherever necessary and giving the final shape to this report. The coordinators special thanks are reserved for him.

The coordinator will fail if he does not record his thanks to Sri Pranjal Bhuyan, for helping him all through the strenuous process of data collection, analysis, presentation and typing the data in to computer from the coordinators "now straggling notes and dictation and then dictation:" making the first draft report ready for editing. The coordinator is also thankful to Sri Monideep Borkakoty for supplying the relevant data and files from finance and account section as an when necessary and to Sri Puna Mahali, a 4th grade employee for his sincere duties in

keeping the IQAC clean and serving tea and snacks all through the period of preparation of this self study report.

The coordinator remains much indebted to the principal and chairman of the Internal Quality Assurance Cell for his valuable suggestions and constant monitoring of progress of preparation of the report.

The coordinator cherishes the hope that the report will serve the purpose for which it has been prepared.

Despite all possible care and persistent efforts, some lapses may remain and mistakes may have crept in, for which the coordinator begs apology of all and looks forward to the suggestion of National Assessment and Accreditation Council for further improvement in future.

The 16th December, 2014.
Naharkatiya College

(Krishna Dey)
Coordinator,
Internal Quality Assurance Cell
Naharkatiya College
E-mail: nhkcollege@gmail.com
Website: <http://naharkatiyacollege.edu.in>

Table of Contents

Preface	i
Executive Summary.....	1
1. Profile of the Affiliated/ Constituent College.....	12
2. Criteria - wise Inputs.....	21
CRITERION I: CURRICULAR ASPECTS	21
CRITERION II: TEACHING - LEARNING AND EVALUATION.....	33
CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION	54
CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES.....	73
CRITERION V: STUDENT SUPPORT AND PROGRESSION.....	88
CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT	102
CRITERIA VII: INNOVATIONS AND BEST PRACTICES.....	123
3. Evaluative Report of the Departments	126
3.01 Department of Assamese	126
3.02 Department of Bengali	136
3.03 Department of Commerce	143
3.04 Department of Economics.....	152
3.05 Department of Education.....	160
3.06 Department of English	167
3.07 Department of Hindi	175
3.08 Department of History	181
3.09 Department of Information Technology.....	188
3.10 Department of Political Science	195
3.11 Department of Sociology.....	203
4. Format for Presentation of Best Practice	209

4.1 Best Practice 1	209
4.2 Best Practice 2	211
5. Post-accreditation Initiatives.....	215
6. Declaration by the Head of the Institution.....	219
7. Annexure 1: Certificate of UGC Recognition	
8. Annexure 2: Accreditation Certificate and Peer Team Report	
9. Annexure 3: Master Plan	
10. Annexure 4: College Week Programmes	

Executive Summary

Vision:

The vision of the college is to produce human resource of exceptional qualities by facilitating the access of qualitative education to the underprivileged section of people in this remote and backward region and advancing their knowledge and skills through in campus and distance modes.

I. Curricular aspects:

The mission statements define the specific tasks which the college strives to perform to translate the institutional vision into action plan. Following the guidelines and the comprehensive academic calendar of the affiliating university the college prepares its own academic calendar to carry on the process of curriculum transaction and continuous evaluation. The courses of study for each programme, detailing the objectives of the course, unit wise course contents with marks allotted, list of text books and reference books are provided by the affiliating university. The institution provides the required infrastructural facilities and appoints qualified teachers for effective curriculum delivery and transaction. The institution has little contribution in framing and designing the curriculum; only two of the teacher of the institution are members of the undergraduate board of studies in Economics and Education of the affiliating university. Dr. (Mrs.) Anita Mahanta, member, undergraduate board of studies of Education prepared the syllabus of Education Practical, Major Course, 601. The institution conducts formative evaluation in the form of Sessional Examinations and class tests to determine how far the stated objectives of the curriculum have been achieved in the course of its implementation.

The institution offers two programmes at the undergraduate level- B.A. and B.Com. It offers major courses of studies in Assamese, Economics, Education, English and Political Science in B.A. and specialty courses in Accounting and Finance and Human Resource Management in B.Com. The students can select any one of the Major Indian Languages from Assamese, Bengali and Hindi. The core options available to a B.A. student are Computer Skills/Communication Skills; the study of a Multi Disciplinary Course is compulsory for B.A. students and Environmental Studies is compulsory for both B.A. and B.Com students. The study of a Skill Based Course is compulsory for students pursuing the B.A. General Course. They have option to choose between Teaching in Elementary Level and Travel & Tourism Management. The institution also offers a Certificate Course in Computer application as a Self Financed Course. It offers a certificate course in computer



application as a Self Finance Course. It has two programmes- at the undergraduate level B.A. and B.Com. It also offers core options- Computer Skills/Communication Skills, a multidisciplinary course and environmental studies are compulsory. It also offers option between teaching in elementary level and travel and tourism management as skill based courses.

The institution makes efforts to supplement the curriculum through extra-curricular activities by providing necessary infrastructural facilities for Indoor and Outdoor Games and Musical instruments for cultural activities. The curriculum is organized and enriched through various ways. Such as group discussion, debates, home assignments, student seminar and project work (commerce students). The cross cutting issues such as gender, climate change, environmental education, human rights, ICT etc. are integrated into the curriculum. Computer Skill/Communication Skill and Skill Based Courses on Teaching in Elementary Level and Travel and Tourism Management from part of the B.A. programme and Business Communication and Information Technology and its Application in Business included in the B.Com programme helps the students to acquire employable and life skills.

The institution organizes workshop on Entrepreneurship Development to expose the students to the avenues of entrepreneurship which offers scope for self dependent career. The 10+2 courses in Arts and Commerce are provided as a community service and extension activities are conducted through NSS Unit and Women's Study Cell to make the institution community oriented. Feedback is obtained from the students pursuing major courses of studies and oral tests are conducted to monitor and evaluated the quality of the teaching learning techniques applied to enrich curriculum transaction.

During the last four years two courses of studies- Information Technology and Sociology were introduced. The course on Information Technology was introduced to provide the basic knowledge of ICT and to built up the learners' capacity for application of ICT for integrated learning system and help the students to develop their employable skill. The aim of introducing the traditional subject Sociology is its relevance in the contents of the composite culture and social stratification. The study of Sociology will help the students to understand the causes of social tension and conflicts in this region of the country and find solution to the problem.

II. Teaching Learning and Evaluation

The College ensures wide publicity and transparency in the admission process through news paper advertisement of the admission schedule of B.A. and B.Com. programmes. It also displays the admission schedule in the notice boards and



website of the college. Admission is made on the basis of merit and personal counseling. In its admission policy the institution follows the reservation policy of the state government and in addition to the statutory reservations, 2 seats in each programme are reserved for candidates with outstanding performance in sports and cultural activities. All the candidates of the minority community are admitted since the number of applicants from the community is fewer. The students admitted are mostly of average merit and a few are highly meritorious.

The institution facilitates the movement of differently-abled students by providing ramps and wheel chair. They are also exempted from paying examination and centre fees. The institution organizes orientation programmes for new comers to assess their learning level and tutorial classes are held for below average and slow learners to improve their learning style. The institution sensitizes staff and students on issues such as gender inclusion and environment by organizing awareness programmes. It ensures use of eco-friendly products within the college campus and plants trees. The advanced learners are offered Major Courses of Studies of their choice. They are provided with additional learning materials by the teachers.

The teaching learning and evaluation are organized in accordance with the academic calendar prepared by the Internal Quality Assurance Cell. The Examination Conduct Committee prepares the Internal Examination schedule in keeping with the Academic Calendar and conducts the Internal Examinations. The teachers of the respective departments evaluate the answer-scripts and declare the results within the timeframe set by the Examination Conduct Committee. The IQAC guides the academic departments in preparing and implementing the teaching plan. The institution provides free access to internet and www.resources to the teachers and the students. Digital class-room, the use of audio visual aids and green board make learning more students centric. Students are engaged in solving text related problems to nurture critical thinking, creativity and scientific temper through the process of collecting information from reference books and www.resources, integrating the information, evaluating and presenting it in a systematic way. The students and the faculty are exposed to advanced level of knowledge by organizing expert lectures, seminars and workshops. The teachers render academic, personal and psycho-social support and guidance to the students. Innovative teaching methods such as question answer technique and teaching through discussion and multimedia presentations are adopted by the teachers. Both teachers and students can use library books and reference materials to augment the teaching learning process. They can read journals, news papers etc. in the library reading room. They can also take notes from encyclopedias and rare reference materials. It is a difficult and a challenging task to cover 100% of the



syllabus of some major courses of studies under the semester system. This problem is overcome by arranging special classes.

There are 42 teachers in the institution, 5 with Ph.D. Degrees, 12 with M. Phil. Degrees and 25 with P.G. Degrees. The management appoints teachers to teach new courses like Information Technology. The institution releases teachers from their duty in the institution to ensure their participation in Refresher Courses, Orientation Courses and Short Term Training Courses for their professional development. The teachers are trained for handling audio visual aids and multimedia. 60% of the faculty participated in external workshops, seminars and conferences and 36% of them presented papers. The teachers received grants for research projects from UGC. The college itself has initiated micro research project for which grant is given by the institution. The process of evaluation of teachers by the students and external peers has been introduced.

The evaluation process of the programme of study is conveyed to all stakeholders through the college prospectus. The major evaluation reforms introduced by the university and adopted by the college are introduction of semester system, internal assessment, objective type question, spot evaluation system, raising of pass marks to 40% from 30%, abolition of the provision to appear as a private candidate. Another major reform is that completion time for the degree course was reduced to 5 years from 7 years. The institution ensures effective implementation of the evaluation reforms through the Examination Conduct Committee constituted for conduct of both in-semester and end-semester examinations. Formative evaluation is carried through sessional examination, assignments/group discussion and student seminar and summative evaluation is done through end-semester examination and internal assessment. The institution specified effective communication skills, aptitude for ICT, critical thinking and creative thinking, problem solving, positive attitude to work, moral and ethical values, leadership qualities and involvement in community service as the graduate aptitudes. The student' grievances relating to evaluation at the college level are readdressed by the faculty members and at the University level, there is a provision for re-scrutiny of answer scripts. The learning outcomes are clearly stated in the prescribed syllabuses. The student progress is monitored through formative evaluation. The performance of the students is consistently good in the final examination and the result of the major course is better than that of the general course. The teaching learning and assessment strategies are structured in accordance with the academic calendar, the class routine and the examination schedule. Workshop on entrepreneurship development, application of ICT in teaching learning and organization of seminar to develop research aptitude are the initiatives taken up by the institution. The IQAC collects data from the departments and analyses the data

to find out learning outcomes. The heads of the departments monitor and make all efforts to ensure the achievements of learning outcomes.

III. Research, Consultancy and Extension

The institution takes all measures to stimulate the teachers to engage themselves in research for generation of new and original ideas. It provides all necessary assistance to the teachers to prepare and submit research proposals to UGC and other research bodies. The research grants received from the funding agency are timely released to the concerned teachers. They are granted special leave for field study. They are provided facilities to use ICT tools, library resources and access to e-journals and e-books of NLIST consortium. It also provides all necessary assistance for timely auditing and submission of utilization certificate of research grants. The institution organizes workshops and conducts field study to develop the scientific temper and research culture among the students. Seven teachers and the Librarian of the college are actively engaged in doctoral research. The institution arranges seminars and symposium to attract eminent researchers to visit the campus and interact with teachers and students. Internet facilities are also provided free of cost to research scholars and students.

The college library subscribe to NLIST consortium to provide facilities to access e-journals free of cost. The library has various editions of Encyclopedia for use by research scholars. During the period under report six teachers completed Minor Research Projects and three teachers are doing Minor Research Projects funded by UGC.

Prof. Dhiraj Das wrote chapter IV and V of the book "*Politics of North East India with Special Reference to Assam*" and Unit III & IV of the book "*Snatak Mahalar Bharatiya Rajnoitic Chintadhara*". Both the books have been published by a reputed publisher. Five teachers published articles in journals with ISSN. One of the articles "Understanding Cognitive Dissonance- The Behavioral Finance Principle", written by Prof. Amlan Jyoti Sharma was published in the International Journal of Commerce, Business and Management.

The institution promotes community network is promoted through NSS Unit and Womens' Study Cell which organize Blood Donation Camp, AIDS awareness programme etc. with the active participation of the students and teachers. The NSS Unit has also adopted a Model Village to promote institution neighborhood community network. The objectives of the extension activities is community welfare and maintenance of pollution free clean and green campus. For promotion of community network Parent-Teacher Meet and Alumni Meet are held to solicit stakeholders' perception on the overall performance of the institution. The



extension activities and outreach programmes inculcate the values of team spirit, cooperation and sense of responsibilities in the students and teachers. Community people are invited to participate in the cultural programmes, sports tournament and Foundation Day celebration. Special Volleyball Coaching Camp for School and College students of the neighborhood is organized.

The institution has not yet developed any linkage/collaboration with research laboratories, industries, institution of national importance. However, a few teachers who have registered themselves as research scholars have linkage with other universities.

IV. Infrastructure and Learning Resources

The Institution creates and enhances infrastructural facilities for effective teaching and learning with UGC grants, State Government assistance and its internal resources. It has twenty four classrooms, covering approximately 2000sq.m., with necessary furniture, teaching tools and uninterrupted electric supply. It has also a digital class-room, information technology centre and a seminar hall with ICT facilities. The Department of Education has a laboratory with teaching learning equipments for psychological practical classes. The facilities for outdoor and indoor games are also available. The College Auditorium covering approximately 512sq.m. built-up area with stage and 500 seat capacity provides facilities for cultural activities and college functions. A few traditional and modern musical instruments are available for cultural activities. A few equipments and tools have been procured for use by NSS Unit in cleanliness drive in the campus and nearby villages. The institution has a Health Care Unit providing facility for First Aid and check up of student's health by a local physician in the campus. Separate spaces for Internal Quality Assurance Cell, Grievance Redressal Cell, Women's Study Cell, Counseling and Career Guidance and Counseling Cell, Health Care Unit, NSS Unit and Canteen have been provided on the campus. Separate Common Rooms for Staff and Students with facilities for indoor games are also available. An RO Water Treatment Plant has been installed with Water Cooler to ensure pure cold drinking water supply to the students and staff. These special units cover approximately 391sq.m. built-up area.

The library committee takes initiatives to make the library student/user friendly. The library with 276sq.m. built up area and 110 seat capacity provides facility for borrowing books and reading books and journals. The Network Resource Centre attached to the library facilitates access to e-resources. The library procures current titles and subscribes to journals for use by the students and teachers. It also provides photostat copies of reading materials to students and teachers on demand.

The institution has forty four functional Desk Tops, three Lap Tops a collection of licensed software, three digital copiers and internet facilities. The plan of constructing a new IT building is going to be implemented with State Government grant for infrastructural development. One digital class-room and another digital class room cum seminar hall with ICT facilities are available for teaching learning purpose.

The institution ensures optimal allocation and utilization of available financial resources for maintenance of building, furniture, equipments and computers, water and sanitation facilities, light and power etc. through budget provision. During the last four years budget provision of Rs. 26,65,000 (Rupees Twenty six lakhs sixty five thousand only) was made for maintenance of the above campus facilities and the allocated amount was utilized. The building construction committee monitors the works undertaken for maintenance of infrastructural facilities. The maintenance and upkeep of the equipments is ensured through annual maintenance contract. MCB's and Voltage stabilizers have been installed to prevent short circuit and voltage fluctuations. All computers are linked through UPS to protect the equipments from power surges. Two generator sets have been installed to ensure uninterrupted supply of electricity.

V. Students Support and Progression

The institution annually publishes its updated prospectus, which includes the vision and mission of the college and information regarding courses of studies, admission procedure, examination and evaluation process, fee structure, academic schedule and other relevant information for the stake holders. There are provisions for institutional scholarship and free ship. Post metric scholarship from State Government sources are also available for students belonging to SC, ST, and OBC community. The institution annually publishes student's magazine to nurture the creative and critical thinking of the students. Workshops are organized to develop entrepreneurial skills among students. Academic counseling for admission and career counseling programmes are held. Besides these, psychosocial counseling is done by teachers to dispel the menace of ragging from the mind of the new comers. The institution has a Grievance Redressal Cell, Gender Sensitization and Complaint Committee for Sexual Harassment and Anti-Ragging Committee. The welfare scheme for students includes loan of books from book banks and scholarship from poor aid fund.

The college has no post graduate departments as such the data for student progression from UG to PG are not available. However students securing 1st class with major at the undergraduate level progress to PG level. The batch wise results show that the pass percentage registers gradual improvement through-out the



period, with occasional fluctuation and reaching the pick point 100% in certain subjects. The result of specialty course of B.Com was 100% in 2012-13. In arts faculty Assamese (Major) records 100% results in 2009-10, 2010-11 and 2011-12. English (Major) 100% success rate in 2009-10 and 2010-11. Economics (Major) in 2010-11 and 2011-12, Education (Major) in 2010-11, 2011-12 and 2012-13. Political Science (Major) in 2011-12. In 2013-14 twenty students secured 1st Class (Major) in Arts subject and twelve in Commerce (Specialty) under the semester system. For further improvements of results and reduction of drop-out rate special care is taken through parent teacher interaction, special classes and motivation for regular attendance in classes.

The students regularly participate in Inter College Sports Tournament organized by the affiliating university. The volleyball teams from the institution participated in inter college volleyball tournament and won the champion trophy consecutively for four years from 2009-10 to 2012-13. The Cricket team of the institution also participated in the inter college cricket tournament and was Zonal Champion in 2009-10 and Zonal Finalist in 2012-13. The institution provides the students financial assistance to publish college magazine and wall magazines. The students' union is democratically elected. Its activities includes leading the students and help them to become good citizens, maintaining congenial academic ambience in the campus, arranging games, sports, and cultural competitions, publish the college magazine and cooperate with the management in maintaining a ragging free campus. The activities of the students union are funded from the fees collected from the students. The institution maintains relationship with the alumni and the former faculty members by inviting them to participate in all programmes organized in the institution.

VI. Governance Leadership and Management

The vision of the college is to produce human resource of exceptional qualities by facilitating access to qualitative education to the underprivileged section of the society. The mission statements define the specific tasks of the college for addressing the needs of the society, and of the students in keeping with, institutional traditions and value orientations and vision of the future. The governing body, the principal and the faculty play a leading role in framing policies and plans and implementing the quality policy and plans in accordance with the guidelines, rules and regulations of the affiliating university, the state government and the University Grants Commission. The policies programmes and plans are executed through different committees such as Internal Quality Assurance Cell, the Examination Conduct Committee, the Committee of the Departmental Heads, Academic Core Committee etc. The leadership mobilizes resources from internal and external sources and action plan for implementation of

the Policy Statement and the action plans. The principal interacts with different stakeholders for fulfillment of the stated mission.

The culture of excellence is reinforced by reservation of seats for students with outstanding performance in sports, music and cultural events and award of prizes and medals to students with outstanding performance in extra-curricular activities. Meritorious students are awarded scholarship. The institution evaluates the policies and plans by holding meetings of the Governing Body, Departmental Heads, staff and different committees. The faculty members are included in different committees constituted for quality improvement and evaluation related tasks. It makes all efforts to develop leadership at all levels. The top management delegates authority to the departmental heads and provides autonomy to them in planning teaching, learning and evaluation. The college promotes a culture of participative management at various levels. and follows the policy of quality improvement and sustenance. The perspective plan for development includes infrastructural expansion and development, application of ICT in administrative works, replenishment of Departmental Libraries etc.. The Governing Body is the top management and the highest decision making body of the college. All decisions relating to appointment, resource mobilization and budget allocation are made by the Governing Body. The different committees have also decision making power, however, their decisions involving financial implication are to be approved by the Governing Body. Different strategies such as interactive methods of teaching learning, enhancement of professional skills of teachers, community service and effective human resource management are adopted for quality improvement.

The principal presents the action plans, the annual report, budget proposals, proposals for appointment and promotion and the Annual Quality Assurance Report to the Governing Body for information of the management. Adequate information on the institution is made available to the stakeholders by incorporating the profile and information of different aspects of the college in the prospectus which is uploaded in the college website. The management encourages and supports the staff in improving the effectiveness of the institutional processes by nominating them in different committees and entrusting them with responsibilities. The institution resolves complaints and grievances promptly and effectively through Grievance Redressal Cell. There has been no court case during the last four years.

The institution makes various efforts to enhance the professional development of its teachers. They are released from the duty of the institution so as to facilitate their participation in Refresher Courses, orientation courses, seminars, conferences, symposium, workshop etc. The librarian is deputed to participate in workshops

and training programmes. Performance appraisal of the teachers is done by using the simple format designed by the UGC. The review of performance appraisal reports reveals that almost all the teachers have participated in professional development programmes and only a few teachers have undertaken research projects. Different welfare schemes such as post-retirement benefits- GPF, DCRG, Pension, Family pension, leave encasement benefit, GISL and in service benefit, such as conveyance loan, personal loan and house building loan from nationalized bank on repayment guarantee by the Governing Body of the college are available to the staff. Besides loan facilities with nominal interest are also available from Teachers Welfare Fund. The institution maintains a trouble free academic environment to attract the best talents as teachers and ensures autonomy to them in developing and implementing innovative teaching learning strategies and pursuing research on topics of their choice. It also awards incentives like advance increment and ensures timely promotion to retain the best talents.

The institution prepares an annual budget for effective use of available financial resources and conducts internal and external audit. The major sources of receipts of the institution include salary grant from state government, general development assistance from the UGC and student fees. The institution also makes efforts to secure additional fund from other sources.

The institution established the Internal Quality Assurance Cell to institutionalize the quality culture and quality assurance process. The IQAC has three external members. The active involvement and cooperation of the students in conducting the academic and co curricular activities in keeping with the action plan of IQAC contribute to the effective functioning of the IQAC. The academic activities are conducted in accordance with the academic calendar and the administrative activities are implemented after obtaining approval and sanction of fund from the top management. The institution provides formal as well as informal training to the staff for effective implementation of the quality assurance procedure. The Internal Quality Assurance Cell follows the guidelines of National Assessment and Accreditation Council in preparing Annual Quality Assurance Report and the Self Study Report. The teaching learning process is continuously reviewed by the Academic Core Committee, IQAC and the committee of Departmental Heads. The college communicates its quality assurance policy, mechanisms and outcomes to the stakeholders through prospectus, notice boards and website.

VII. Innovations and Best Practices

The institution has not conducted any green audit; however, it ensures a clean and green campus conducive to academic activities. Trees have been planted on the campus and no polythene bag is used for any purpose.



During the period under report it has introduced a few best practices which have a positive impact on its functioning. The innovative practices are i) collection of fees through bank, ii) library orientation programme for the new comers, iii) Micro Research Project on local important issues, iv) icebreaking interactive sessions to overcome the problem of psychological barrier which impedes free interaction between teachers and students, v) coaching camps in different sporting events to provide scope for extra-curricular activities to the students of the institution and of the other neighbouring institutions and vi) the practice of maintaining a ragging free campus.

1. Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	Naharkatiya College	
Address :	P.O. Naharkatia, Dist Dibrugarh, Assam	
City : Dibrugarh	Pin : 786610	State : Assam
Website :	www.naharkatiyacollege.edu.in	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Kalyan Baruah	O: 097060-9756 R: 0373-2324014	094351-08555		kbaruah.dbr@gmail.com
Vice Principal	Sri Prokash Sarmah	O: R:	094353-34304		prokashsarmah@gmail.com
Steering Committee Co-ordinator	Sri Krishna Dey	O: 097060-63756 R:	094352-83056		kdey271@gmail.com

3. Status of the Institution:

- Affiliated College
- Constituent College
- Any other (specify)

4. Type of Institution:

a. By Gender

- (i) For Men
- (ii) For Woman
- (iii) Co-education

b. By Shift

- (i) Regular
- (ii) Day
- (iii) Evening

5. It is a recognized minority institution?

- Yes



No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence

6. Sources of funding:

- Government
- Grant-in-aid
- Self-financing
- Any other

7. a. Date of establishment of the college: 27/06/1964 (dd/mm/yyyy)

b. University to which the college is **affiliated** /or which governs the college (If it is a constituent college) : **Dibrugarh University**

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	01-12-1978	Annexure 1
ii. 12 (B)	01-12-1978	Annexure 1

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ clause	Recognition/ Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes No

If yes, has the College applied for availing the autonomous status?

Yes No

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No



If yes, date of recognition: (dd/mm/yyyy)
 b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural
Campus area in sq. mts.	36,450 sq.m.
Built up area in sq. mts.	4624.17sq.m.

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities Yes
- Sports facilities
 - * play ground Yes
 - * swimming pool No
 - * gymnasium Yes
- Hostel
 - * Boys' hostel : Under construction
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - * Girls' hostel : Under construction
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - * Working Women's hostel : Nil
 - i. Number of inmates
 - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff Nil
 (give numbers available – cadre wise)

- Cafeteria Yes
- Health centre Yes
- First aid, Inpatient, Outpatient, Emergency care facility, Ambulance..... First Aid
- Healthcentre staff

Qualified doctor	Full Time	Nil	Part-time	1
Qualified nurse	Full Time	Nil	Part-time	Nil
- Facilities like banking, post office, book shops Nil
- Transport facilities to cater to the needs of students and staff Nil
- Animal house Nil
- Biological waste disposal Nil
- Generator or other facility for management/ regulation of electricity and voltage Yes, 2 Nos.
- Solid waste management facility Nil
- Waste water management Nil
- Water harvesting Nil

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	B.A. & B.com	3 years	10 + 2 passed	English & Assamese	B.A. - 300 B.Com - 100	B.A. - 204 B.Cm - 43
2	Post-Graduate						
3	Integrated Programmes PG						
4	Ph.D.						
5	M.Phil.						
6	Ph.D						
7	Certificate courses	Certificate in Computer Application	6 month		English		
8	UG Diploma	Diploma in Elementary Education	2 years		English & Assamese		Under KKHSOU
9	PG Diploma						



10	Any Other (specify and provide details)						
----	--	--	--	--	--	--	--

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes No

Number

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science				
Arts	Assamese, English, Economics, Education, Political Science, History, Sociology, Information Technology	UG		
Commerce	Commerce	UG		
Any Other (Specify)				

16. Number of Programmes offered under (Programme means a degree course like B.A., B.Sc., M.A., M.Com.)

a. annual system

b. semester system

c. trimester system

17. Number of Programmes with

a. Choice Based Credit System

b. Inter/Multidisciplinary Approach

c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No



If yes,

a. Year of Introduction of the programme(s).....(dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes No

If yes,

a. Year of Introduction of the programme(s).....(dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No

20. Number of teaching and non-teaching positions in the Institution

Position	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	0	0	15	5	08	4	08	0	0	0
<i>Yet to recruit</i>					02		01			
Sanctioned by the Management/ society or other authorized bodies					04	05	10	2	0	1

<i>Recruited</i>									
<i>Yet to recruit</i>									

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	0	0	1	1	1	1	4
M. Phil.	0	0	3	3	3	1	10
PG	0	0	11	1	4	2	18
Temporary teachers							
Ph.D.					1	0	1
M.Phil.					1	1	2
PG					2	4	6
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty / Guest Faculty engaged with the College. Nil

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2009-10		Year 2 2010-11		Year 3 2011-12		Year 4 2012-13	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	02	09	4	7	15	5	4	6
ST	12	23	20	29	21	24	18	20
OBC	71	60	70	62	92	102	90	52
General	41	44	38	36	49	43	24	35
Others	10	06	04	06	03	05	12	11
Total	136	142	136	140	180	179	148	124

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	564				564



Students from other states of India					
NRI students					
Foreign students					
Total	564				564

25. Dropout rate in UG and PG (average of the last two batches) UG/PG

Average of admission 2009-10 and Course Completion 2011-12 and that of 2010-11 and of 2012-13

UG

31%

PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled 2013-14)

(a) including the salary component

Rs. 72,767.00

(b) excluding the salary component

Rs. 5017.00

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

Krishna Kanta Handique State Open University

c) Number of programmes offered **2**

d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the programme/course offered:

B.A. - 1 : 9

D. El. Ed. - 1 : 30

29. Is the college applying for



Accreditation: Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 28/02/2005 (dd/mm/yyyy) Accreditation Outcome/Result C++

Cycle 2: _____ (dd/mm/yyyy) Accreditation Outcome/Result _____

Cycle 3: _____ (dd/mm/yyyy) Accreditation Outcome/Result _____

* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure. - ***Annexure 2**

31. Number of working days during the last academic year.

237

32. Number of teaching days during the last academic year.

(Teaching days means days on which lectures were engaged excluding the examination days)

177

33. Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC

05-08-2005

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 13/06/2011 (dd/mm/yyyy)

AQAR (ii) 27/06/2014 (dd/mm/yyyy)

AQAR (iii) 27/06/2014 (dd/mm/yyyy)

AQAR (iv) 27/06/2014 (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

2. Criteria-wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

- 1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision of the College

In consonance with the motto of the college enshrined in the college emblem “Culture alone evolves the superman” the vision of the college is to produce people of exceptional qualities by expanding the reach of qualitative education to the under privileged section of people in this remote and backward region and advancing their knowledge and skills through in campus and distance modes.

Mission of the College

The mission statements of the college aim at translating the institution’s vision in to action plans and define the specific tasks of the college’s engagement and endeavour:

1. To make constant endeavour to expand the reach of quality education among the younger generations in this remote, rural and underdeveloped region of the country.
2. To encourage the students to acquire advanced knowledge and skills to meet the challenges of life in the age of fast technological development.
3. To foster the spirit of peaceful co-existence in the multicultural and multilingual social set-up by drawing students from different communities and ethnic groups.
4. To ensure the academic intellectual, cultural and physical development of the students and staff through facilitating participation in curricular and extra- curricular activities.
5. To stimulate the faculty members to undertake research to enhance their professional competence in the age of globalization and devise innovative methods of teaching and learning.
6. To collaborate with the Affiliating University in the evaluation of students’ performance and quality.

Objectives of the College

The Objective of the college is to cater to the quality higher educational need of the younger generations of this remote underdeveloped area bordering Arunachal Pradesh, the eastern most hill state of the country and to help them to acquire advance knowledge and skills for participation in the process of development of the region.

The immediate objective of the college was to fulfill the higher educational needs of the local youths to enable them to secure employment in the fast developing industrial centers in the surrounding places- Duliajan and Namrup. This objective was stated in the foundation resolution document submitted to Gauhati University for seeking permission to establish the College.

- 1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The affiliating university provides a comprehensive academic calendar every year. On the basis of the Comprehensive Academic Calendar provided by the affiliating university the institution prepares its own academic calendar for curriculum transaction, continuous evaluation (Sessional Examinations). Each academic department chalks out its own teaching plan for effective transaction of the course of studies.

- 1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The affiliating university provides the scheme of courses for each subject, detailing the objectives of the course, course contents, number of lectures to be delivered, marks allotted to each unit of the course, list of texts books and reference books. The institution provides every teacher with a copy of the schemes of courses to prepare his/her teaching plan. The college library procures the text books and reference books to support the teachers for effectively translating the curriculum and improving teaching practices. Teaching tools are also provided to the teachers. The institution also supports the teachers through its internet connectivity to access latest teaching and reference materials and to download the same if necessary. A teacher can borrow ten books from the library to prepare his/her lecture notes.

- 1.1.4 Specify the initiatives taken up or contribution made by the institution for

effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- The institution provides the required infrastructural facilities i.e. class room with required furniture, green board and other required tools like LCD and Multi Media.
- It completes the admission process during the vacation days so that regular classes can be held from 16th July, the day on which the college reopens after summer vacation.
- It prepares its programme, class routine, ensuring that at least 45 classes are held in each course of a particular subject in a semester.
- The institution has been constantly updating the library with latest editions of texts and reference books.
- The institution has installed two silent Generator Sets to ensure uninterrupted supply of electricity to maintain conducive atmosphere for teaching and learning activities.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

The institution interacts with the industries through formal communication seeking assistance for infrastructural development and for organizing sports competitions. It interacts with the affiliating university through internet. The website of the University is regularly browsed for information on curriculum.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

Two teachers - one from the Department of Economics and the other from the Department of Education are members of the Undergraduate Board of Studies of the Affiliating University. The staff member of the Department of Education prepared the syllabus for Major Course 601 'Educational Practical'.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it? If 'yes', give details on the process ('Needs Assessment', design,

development and planning) and the courses for which the curriculum has been developed.

Yes, the curriculum of the certificate course on Computer Application is developed by the institution. Considering the needs of the rural students, a practical oriented course incorporating the fundamentals of Information Technology, the course is developed to impart the basic knowledge of computer and its application. The course comprises seven units. It is planned to be taught through learning by doing within six months.

- 1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The institution conducts formative evaluation to determine how far the stated objectives of curriculum have been achieved in the course of implementation. The results of the formative evaluation are analyzed and parts of the courses are repeated to make up for the lapses, if any and for improving student's achievements in the end semester examinations.

1.2 Academic Flexibility

- 1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

The institution offers a certificate course in computer application. Computer is extensively used in every sphere of life – administration, education, business, commerce, health, etc. The course has been introduced to acquaint the students with the basic knowledge of information technology and develop their skill of computer application.

- 1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.

- No.

- 1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- Range of Core / Elective options offered by the University and those opted by the college
 - The affiliating university offers the following range of core options

For B.A. Programmes

1. English
2. Modern Indian Languages
 - a. Assamese
 - b. Bengali
 - c. Hindi
 - d. Bodo
 - e. Nepali

Or Alternative English

3. Computer Skills / Communication Skills
4. Multidisciplinary
5. Environmental Studies
6. Skill based Course (for General Programme only)
 - a. Creative Writing
 - b. Teaching in Elementary Level
 - c. Entrepreneurship Development
 - d. Retail Management
 - e. Desktop Publishing
 - f. Travel and Tourism Management
 - g. Photoshop and Web Design
- Elective Options (For B.A. Programmes)
 - (i) Elective Language (Assamese/Bengali/Hindi)
 - (ii) Sanskrit
 - (iii) History
 - (iv) Economics
 - (v) Education
 - (vi) Philosophy
 - (vii) Political Science
 - (viii) Sociology
 - (ix) Mathematics
 - (x) Statistics
 - (xi) Anthropology
 - (xii) Geography
 - (xiii) Home Science
 - (xiv) Information Technology
 - (xv) Computer Applications

For B. Com. Programmes

1. General Course

2. Specialty Courses

- a. Accounting and Finance
- b. Marketing
- c. International Business
- d. Banking and Insurance
- e. E-Commerce
- f. Human Resource Management

- The college offers the following core options

For B.A. Programmes

7. English

8. Modern Indian Languages

- a. Assamese
- b. Bengali
- c. Hindi

Or Alternative English

9. Computer Skills / Communication Skills

10. Multidisciplinary

11. Environmental Studies

12. Skill based Course (for General Programme only)

- a. Teaching in Elementary Level
- b. Travel and Tourism Management

- Elective Options (For B.A. Programmes)

- (i) History
- (ii) Economics
- (iii) Education
- (iv) Political Science
- (v) Sociology
- (vi) Information Technology

For B. Com. Programmes

3. General Course

4. Specialty Courses

- a. Accounting and Finance
- b. Human Resource Management

- Choice Based Credit System and range of subject options

- Nil

- Courses offered in modular form

- Multidisciplinary Course is offered in modular form
- Credit transfer and accumulation facility
 - Nil
- Lateral and vertical mobility within and across programmes and courses
 - Nil
- Enrichment courses
 - Nil

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Yes, the institution offers Self Financed Programme.

i) Certificate Course in Computer Application.

Two batches of students one in December and other in June are admitted in to the Course. The minimum qualification for admission is H.S.L.C. passed. However interested persons with higher qualification are also admitted in to the course. The Curriculum of the course is practical oriented and this framed by the institution.

The fee for the course is 1000 and examination fee is Rs. 500. There are 2 teachers and they are MCA degree holders. They are paid a consolidated salary. Mrs. Anamika Gogoi is paid a salary of Rs. 7500.00 and Sri Mridul Gogoi is paid a salary of Rs. 7000.00.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

- Skill Oriented courses
 - a) Computer Skills/ Communication Skills,
 - b) Teaching in Elementary Level/ Travel and Tourism Management are incorporated in the BA programme.
 - c) Information Technology and its Application in Business forms part of B.Com. programme.

1.2.6 Does the University provide for the flexibility of combining the conventional

face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

- Nil

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

The curriculum prescribed by the affiliating University contains the courses of studies only. The institution makes various efforts to supplement the curriculum of the university to integrate the academic programmes with its goals and objectives. The institution provides infrastructural facilities such as a playground, a volleyball complex and an Auditorium for extra-curricular activities maintained by the institution. The institution has also appointed a physical instructor to monitor the practice of different games and sports such as football, volleyball, cricket etc. It also offers facilities for indoor games like badminton, table tennis, chess etc. gymnasium facilities, such as weight lifting, arms wrestling etc. are also provided by the college. Besides the above, the institution also provides facilities for athletes to practise shot foot, Javelin, discus throw etc.

To widen their experiences outside the class room, the students renders voluntary social services through NSS Unit of the institution.

The institution provides facilities for cultural developments of the students. It provides different musical instruments such as Harmonium, Guitar, Tabla, Dhul Pipe, horn pipe etc. to develop their skill.

The college organizes Annual College Week to provide scope to the students to demonstrate the skill and expertise in different extra-curricular activities.

A College Magazine is annually published to provide scope to the students to demonstrate their creative abilities. Wall magazine are also published by some departments.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

Group discussion, debates and quiz in the classes are organized to

encourage the students to think logically and critically and to develop the skills of their oral communication.

Home assignments are given to students to develop their original thinking on a topic and to improve their written communication skill.

Projects works are assigned to students of commerce and sociology so that they can acquire the skills of data collection through field survey, analysis of data and presentation of conclusion drawn in the form of a short project report.

Seminars in major classes are organized to encourage the advanced students to acquire in-depth knowledge on a topic by searching and collecting information from reference materials, presenting the information logically and drawing their own conclusion.

Demonstrational workshops are organized to stimulate the students to learn things by doing.

- 1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

Gender: To generate sensitization for woman's issues and problems the basic concept of woman's studies are included within the curricular frame work and the department of political science and women study cell are entrusted with the responsibility of planning programmes and arranging awareness campaign to make students aware of women issues and problems.

The department of education is assigned the responsibility to create awareness regarding problems of women education and empowerment. The department focuses on the problems of women's education and women's empowerment in the context of contemporary issues of education, included in the curriculum of the course.

Climate Change: The students are sensitized to the impact of Global Warming, Acid Rain, Ozone Layer Depletion etc. as part of the syllabus for environmental studies, a mandatory course for all undergraduate students.

Environmental Education: Environmental Education is a part of the curriculum. Students are made aware of the necessity of environment for sustainable development. The basic knowledge of eco system, natural resources, biodiversity and its conservation, environmental pollution, social issues relating to environment, environment and Human Health & Hygiene is imparted to all the undergraduate students.

Human Rights: The students are acquainted with the basic concepts and issues concerning Human Rights as part of the course of studies in political science. The knowledge of contemporary issues and challenges relating to the rights of children, rights of weaker section, rights of indigenous people and rights of refugees is imparted. The department of Political Science observes the International Human Rights Day on 10th December, every year to create awareness on Human Rights. As part of the celebration the department organizes Departmental Students Seminar and Open Quiz among the students of the college.

ICT: The basic knowledge of computer software and its practical applications is recognized as an important tool in all fields of modern academics, communication and information technology. The institution provides the basic knowledge of computer software and its practical applications through a course of study in computer skills in B.A. programme and Information Technology and its Application in Business in B.Com programme. The institution provides Rural Broad Band Internet Connectivity so as to facilitate student's and teacher's access to e-contents.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

§ moral and ethical values

Distinguished social workers and scholars are invited to interact to students for inculcation of moral and ethical values.

§ employable and life skills

Computer Skills, Communicative Skills and skill based courses on 'Teaching in Elementary Level' and 'Travel and Tourism Management' which form part of the B.A. Programme help the student to acquire employable and life skills.

§ better career options

Workshops are organized to train students in entrepreneurship development with the objective of exposing them to the avenues of entrepreneurship which can make them self dependent. Instead of remaining unemployed and seeking secured job, they can set up micro industrial units with limited capital and man power and become an entrepreneur and avail the facilities of loans under different schemes sponsored by State Government for unemployed youths.

§ community orientation

The college runs 10+2 courses in Arts and Commerce to prepare the students belonging to the under privileged section to pursue degree courses of study.

Extension activities are conducted through NSS and Women's Study Cell.

It shares its sports infrastructure and auditorium with local organizations.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

Feedback is obtained from the students on different aspects of the curriculum. Their responses are analysed by the concerned department which takes necessary measures to enrich the curriculum by adopting different techniques in its implementation in class room teaching learning process.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

Oral Tests are conducted to evaluate how much the techniques adopted in curriculum transaction have been beneficial to the students.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

Dr. (Mrs.) Anita Mahanta, who is a member of the undergraduate board of studies of Education of the affiliating university, prepared the syllabus of Education Major Course 601, "Education Practical"

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes, there is a formal mechanism to obtained feedback from students pursuing Major Courses of Studies. The responses collected through Feedback Form are discussed and analysed by

the concerned department which takes different measures to make the curricular transaction more enriching through different pedagogical techniques to supplement the lecture method.

- 1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

The courses of studies in Information Technology and Sociology were introduced by the institution during the last four years. Information and Communication Technology can help the learners to solve many issues of traditional educational system through e-learning. It is the present need and future demand. This is a new trend in the area of teaching and learning so the course is introduced to provide the basic knowledge of ICT and to build up the learner's capacity for application of ICT for integrated learning system. The course will prepare them to take advantage of e-learning through internet facility provided by the college. It will also lead to skill development for employability. The objectives of introducing the traditional subject Sociology is its relevance in the context of the composite culture and social stratification of the region. The study of Sociology will help the students to understand the causes of social tension and conflicts in this region of the country and find solution to the problems.

Any other relevant information regarding curricular aspects which the college would like to include.

The college offers three years B.A. course of KKHSOU under distance mode.

The college offers the course of study for Diploma in Elementary Education in its study centre of KKHSOU. This programme is meant for the primary and upper primary school teachers, recruited under *Sarba Siksha Abhijan*.

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

The college publishes newspaper advertisement for admission into B.A. and B.Com. programmes. The college also displays the admission schedule in the notice board and website of the college.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

Admission into degree courses is made on the basis of merit and interview. The eligibility qualification is determined in accordance with the rules of the affiliating university. The merit list of candidates selected for admission is published a day prior to the date of admission. Applicants are directed to follow the college notice board for the merit list and exact date of admission. Reservation of seats for SC(7%), ST(15%) and OBC(27%) are provided as per State Govt. rules. Two seats in each course are reserved for each of the following categories:

- i) Persons with disability.
- ii) Persons with outstanding performance in sports and for candidates in cultural activities.
- iii) Persons with excellent performance in cultural activities.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Academic Session 2013-14

B.A. - Minimum marks 30.6% and Maximum marks 79.6%

B.Com. - Minimum marks 30.6% and Maximum marks 82.0%

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

The Internal Quality Assurance Cell of the college reviews the admission process and students profile annually. As a result the minimum marks at the entry level for B.A. programme increased from 30.0% in 2009-10 to 30.6% in 2013-14 and maximum from 74.6% to 79.6% and in B.Com. programme minimum marks from 30.0% in 2009-10 to 30.6% in 2013-14 and maximum from 76.4% to 82.0%.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- * SC/ST
- * OBC
- * Women
- * Differently abled
- * Economically weaker sections
- * Minority community
- * Any other

The College reserves 7% seats for SC, 15% for ST and 27% for OBC. Two seats are reserved for each of the following categories. Two seats are reserved for differently abled (physically handicapped) candidates

Two seats each are reserved for persons with outstanding performance in sports and for cultural activities for each programme.

The college admitted 17% ST candidates, 4% SC, 44% OBC candidates. Of the total candidates admitted almost half is women, approximately 48%.

Since the number of applicants from minority community is a few, all the applicants of minority community are admitted.

Most of the OBC students are from economically weaker families. The average of OBC students for the last 4 years is approximately 50%.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG			

1. B.A.			
2009-10	272	248	
2010-11	280	244	
2011-12	411	315	
2012-13	285	238	
2. B.Com.			
2009-10	30	30	
2010-11	32	32	
2011-12	44	44	
2012-13	34	34	
PG			
M. Phil.			
Ph.D.			
Integrated PG Ph.D.			
Value added			
Certificate Course			
2009-10	1	1	
2010-11	11	11	
2011-12	10	10	
2012-13	13	13	
Diploma			
PG Diploma			
Any other			

The number of students admitted show a fluctuating trend. It depends on the result of the qualifying examination of the secondary schools of the surrounding areas. Wide publicity through news paper advertisement is made for drawing more students.

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The NPE 1986 envisaged measures for integrating the physically and mentally handicapped with the general community as equal partners with a view to preparing them for normal growth and to enable them to face life with confidence and courage. Accordingly, youth with disabilities are admitted in to the main stream educational settings of the institution. Further, in accordance with the provisions for education of the Differently Abled under the P.W.D. Act, 1995 section 39, 3% of the seats are reserved for persons with disability. In addition to providing equal educational opportunities in the main stream educational setting the students with

disabilities are provided financial assistance from student aid funds. In case of any blind candidate studying in the main stream, he/she is provided with the assistance of an amanuensis for writing answers in the examinations. He/she is also exempted from paying examination and centre fees. Ramp and wheel chair have been provided to facilitate their movement without difficulty in the campus.

- 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Yes, the institution organizes orientation programmes for new comers on the first day of the commencement of the programmes. In the orientation programme, the faculty members interact with the new comers to assess their learning levels. They prepare a list of below average and slow learners on the basis of their interaction and performance in the qualifying examination.

- 2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

The progress of below average and slow learners is reviewed after the first Sessional Examination and tutorial classes and remedial classes for them are organized to improve their learning styles so that they may cope with the programme of their choice.

- 2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The college fosters an inclusive academic ambience through awareness programmes. The institution sensitizes its staff and students to treat all equally without bias, prejudice and partiality irrespective of gender and capability. The teachers and employees are urged to shun the conservative chauvinistic attitude and treat all students whether boys or girls- with equal respect and dignity. The students are advised to maintain cordial friendly relationship with one another and to help those with disability in whatever way they can. The institution ensures that eco friendly products are used within the college area. The use of non bio degradable items like polythene etc. are prohibited within the college compound. Students and Staff are advised to use public transport so that individual green house gas emissions may be reduced by an average 1600 pounds per year. Staffs are requested to buy a fuel efficient vehicle and save up-to 20000 thousands lbs

of carbon-dioxide per year and to check the air filters of their vehicles monthly to save 8000 pounds of carbon-dioxide. The institution also encourages afforestation to maintain ecological balance. It has taken measures to plant trees.

- 2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The institution identifies the advanced learners through orientation programme and on the basis of merit. The advanced learners are offered major courses of studies of their choice. They are provided facilities like borrowing 4 books from the library of their choice. Additional learning materials such as copies of non available articles, essays and information retrieved from www resources etc. are also provided to them by the teachers of the departments.

- 2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The institution collects the data and information on the academic performance of the students in different subjects from the results of the two Sessional Tests held through the programme duration. The concerned department tabulates the data on the basis of marks and those securing less than 40% are considered slow learners and tutorial classes are held for them.

2.3 Teaching-Learning Process

- 2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The college prepares its own academic calendar on the basis of the comprehensive academic calendar of the affiliating university. Accordingly the concerned departments make their teaching plan to organize the teaching and learning schedule. The Examination Conduct Committee takes decision on the evaluation blue print and prepares the examination schedule in compliance with the guidelines issued by the affiliating university.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

The Internal Quality Assurance Cell prepares the academic calendar for conduct of Teaching Learning process. It guides the academic departments in preparing and implementing the teaching plans of the departments. It also prepares the routine for carrying on the teaching learning process to achieve the desired outcomes. It monitors the arranging of students seminar to develop critical thinking among advanced students.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The college provides facilities for internet based access to www.resources to the teachers to make learning more students centric

Network Resource Centre established under UGC XIth plan Grants. The support structure available in the Network Resource Centre.

- | | |
|---|--------|
| a) Hardware - (i) Pentium PC (latest) with colour Monitor
(latest software pre-loaded) | 8 Nos. |
| (ii) Printers | 1 Nos. |
| (iii) UPS- 600 KVA | 8 Nos. |
| b) Software - Windows 7
M.S. Office
Anti Virus | |
| c) Fax- Modem (Internal or External) = 3G Modem
With Access Point. | 1 Nos. |
| d) Internet connectivity through wifi.
Digital classrooms with facilities for LCD and Multi Media
Presentation. | |
| e) The multi-media devices with LCD projectors. | |

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The objective of the institution is to prepare the students to face the world beyond classroom. The institution strives to transform the students into lifelong learners and innovators not only by imparting knowledge but also by improving their skills. So students are allotted assignment on text related

problems for solution to nurture their critical thinking, creativity and scientific temper. The process of problem solving will help them acquire the skills of the scientific process of collecting information from reference books and www.resources, interpreting the information by thinking critically and logically on the problem, evaluating and presenting the information in a systematic way. They are also encouraged to apply their theoretical knowledge and understanding to find new ideas for alternative solution of the problem.

- 2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg.: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

Audio visual aids and LCD projectors are used to make learning a joyful experience. The digital classroom is used by teachers to make multi-media presentation. Relevant teaching learning materials downloaded from internet are used by the teachers for teaching and some of them are given to students for preparing assignments.

- 2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

Expert lectures, seminars and workshops are organized to exports students and faculty to advance knowledge and skills. Students are encouraged to participate in the workshops held in the institution and other nearby institutions. Teachers participate in the UGC sponsored orientation programmes and refresher courses organized by the Academic Staff Colleges of different universities. They attend seminars, conferences and workshops organized by the institutions and other academic bodies. They consult journals and magazines in the library to keep them updated with latest developments in their subjects. They are also provided internet facilities free of cost in the Network Resource Centre to retrieve teaching learning materials through internet surfing. The institution is a subscriber of NLIST (National Library and Information Services Infrastructure for Scholarly Content) consortium to provide access to e-journals.

- 2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

Mentoring of students pursuing major courses of studies is done by the concerned teachers. Academic advice is given to general students by the vice principal and the teachers. The principal also provides academic advice to students, if they approach him for any advice relating to admission and examination. The Career Guidance and Counseling Cell organizes career counseling programme by using its own expertise and by inviting external career counseling experts. Forty students were benefited from the career counseling programme held on 18th September, 2010 conducted by Prof. Prasanta Dutta, Coordinator, Career Counseling Cell of the college. Another career counseling programme was organized on 9th August, 2014. Two external experts Mr. Angshuman Changlari, probationary officer, Allahabad Bank, Tinsukia Branch and Mr. Niraj Bhuyan, probationary officer, Naharkatiya Branch conducted the programme as resource persons. 230 students of degree level participated in the programme and were benefitted.

- 2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Question answer technique of teaching without lecturing and teaching through discussion were adopted. The question-answer technique of teaching helps to develop the oral communication skill of the students. It develops the habit of taking initiatives and confidence to seek and provide information. It also helps the students to be psychologically attentive in the classroom. Teaching through discussion technique, leads to better retention and application of knowledge. It helps the students to participate actively in the teaching learning process and speak freely in the classroom and helps the teacher to know their knowledge gaps, passions and interests.

- 2.3.9 How are library resources used to augment the teaching- learning process?

Teachers are provided with text and reference books from the library to prepare for curriculum transaction. They are also provided free access to www.resources. The facilities of borrowing books and reference materials from the library are also available to students. They are also provided with facilities such as reading books, journals, news papers etc. in the library reading room. They are also allowed to take notes from encyclopedias and other rare reference materials. Photostat copies of learning materials are

also given to them.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Yes, the semester system was introduced w.e.f. 2011-12 academic session. Consequently, the prescribed syllabuses have to be completed within the stipulated time frame and academic calendar. It is a difficult and challenging task to cover 100% of the syllabus of some courses of studies. So teachers of those departments arranged for special classes to overcome the challenge in completing the curriculum within the planned time frame of the academic calendar.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

- i) Attendance of students in the classes is closely monitored.
- ii) Continuous assessment of students is made through class tests and home assignment, in addition to Sessional Examinations.
- iii) The institute monitors and evaluates the teaching and learning through the Departmental Heads who supervise the implementation of the teaching plans and suggest mid course correction needed, if any.
- iv) The academic core committee of the college evaluates the quality of the teaching learning process of the institution.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

The college appoints qualified teachers as per latest UGC norms to the posts sanctioned by the State Government and by the Governing Body. The institution informs the Director of Higher Education of a vacancy that arises on account of superannuation and obtains permission for newspaper advertisement. Then newspaper advertisement is published inviting applications for the vacant post. The vacant posts are advertised in two dailies in keeping with the Roster point of State Government Reservation policy. The candidates for appointment are selected through interview by



forming a committee for selection of assistant professor in accordance with UGC rules and State Government notification in this regard. The composition of the selection committee is as follows.

- i) Chairperson: Chairperson of Governing Body.
- ii) Principal of the College.
- iii) Head of the Concerned Department.
- iv) Two nominees of the Vice Chancellor of the affiliating university.
- v) Two subject experts not concerned with the college nominated by the Chairperson of Governing Body out of a panel of five names recommended by the Vice Chancellor.

The candidates selected by the selection committee are appointed by the Governing Body by adopting a resolution in its meeting and the resolution is forwarded to the Director of Higher Education, Government of Assam for necessary approval and inclusion in the pay roll of the State Government.

However the appointments to posts created by the Governing Body are made through walk in interview and the salary is paid by the institution from its own resources.

To retain the qualified and competent teachers the institution follows the Career Advancement Scheme of UGC. Whenever a teacher fulfills the required criteria for promotion from Assistant Professor I to Assistant Professor II and from Assistant Professor II to Associate Professor, the institution takes immediate measures for holding departmental selection committee meeting for performance evaluation for promotion to the next higher stage. The Governing Body approves the recommendation for promotion and submits it to the Director of Higher Education for further approval and sanctioning financial benefit.

The departmental promotion committee is formed as follows.

- i) Chairperson: Principal of the College
- ii) Member: Head of the concern Department.
- iii) Two subject experts nominated by the Vice Chancellor of the affiliating University.

Assistant Professors with Ph.D. degree are provided incentives in the form of five non compounded increments at the entry level.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	



Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	Nil	Nil	01	01	01	01	04
M.Phil.	Nil	Nil	03	03	03	01	10
PG	Nil	Nil	11	01	04	02	18
Temporary teachers							
D.Sc./D.Litt.							
Ph.D.	Nil	Nil	Nil	Nil	01	Nil	01
M.Phil.	Nil	Nil	Nil	Nil	01	01	02
PG	Nil	Nil	Nil	Nil	02	04	06
Part-time teachers							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							
PG							

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The course of study on Information Technology has been introduced w.e.f. 2008-09 session. The course of study is taught by the qualified teachers appointed by the institution. Senior faculties from other institutions are invited to conduct practical classes.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	17
HRD programmes	
Orientation programmes	07
Staff training conducted by the university	10
Staff training conducted by other institutions	

- b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning
- ❖ Teaching learning methods/approaches
Newly recruited teachers are trained through orientation courses organized by University.
 - ❖ Handling new curriculum
The affiliating University organizes orientation programmes whenever a new curriculum is introduced and teachers are deputed to participate in the programme.
 - ❖ Content/knowledge management
 - ❖ Selection, development and use of enrichment materials
 - ❖ Assessment
The guideline of the affiliating University is followed in assessment.
 - ❖ Cross cutting issues
 - ❖ Audio Visual Aids/multimedia
Training for handling the audio visual aids and multimedia are imparted by external experts.
 - ❖ OER's
 - ❖ Teaching learning material development, selection and use
Information downloaded from internet and also from journals is included in teaching materials.
- c) Percentage of faculty
- ❖ invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies
+ 33%
 - ❖ participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies
+ 60%
 - ❖ presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies
+ 36%

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The college is recognized under section 2F and 12B of the UGC Act. The teachers are provided with research grants for major and minor projects, M Phil, Ph.D. Fellowship by the UGC. To encourage the faculty members the college itself has initiated research grants.

- 2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

Nil

- 2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process ?

Yes. Evaluation of teachers by the students is done through student's feedback. The student's feedback is carefully analysed by the concerned teacher and the needed measures to improve the quality of the teaching learning process is taken by the teacher. Evaluation of teacher is done by external peers at the time of promotion.

2.5 Evaluation Process and Reforms

- 2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The College disseminates the evaluation processes through its prospectus to all stakeholders. Besides, all notifications and communications from the affiliating university related to the evaluation processes are widely circulated among the faculty members and students.

- 2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The University introduced the following major evaluation reforms in respect of examination schemes, question paper, evaluation of answer scripts, results and progression. All these evaluation reforms have been adopted by the college.

- i) Introduction of Semester system.
- ii) Internal Assessment.
- iii) Objective type questions.

- iv) A part of question paper made compulsory.
- v) Spot evaluation system.
- vi) Raising of Pass Marks to 40% from 30%.
- vii) Abolition of the provision for students to appear as a private candidate under the semester system.
- viii) Raising of Pass Marks for Second Class/Division to 50% from 45%.
- ix) Holding of Practical Examinations before the end-term examination of Theory Paper.
- x) Provision for Betterment Examination with option to retain the higher Marks.
- xi) Completion time for the Degree Course reduced to 5 years from 7 years.

In addition to the evaluation reforms introduced by the University and adopted by the college, the college has introduced the following evaluation reforms.

- i) Informal type of tests by giving the students Home Assignments.
- ii) Oral Test and surprise test in the class room to obtain immediate feedback.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The institution constituted an Examination Conduct Committee comprising the senior faculty members to ensure the effective implementation of the evaluation reforms of the University and those initiated by the institution of its own. The committee conducts the end Semester Examination in accordance with the Examination Programme of the University. The respective department conducts the in-semester examinations in accordance with the comprehensive examination programme prepared by it. The concerned faculty members sets the question paper, render invigilation duty and evaluates the answer scripts and displays the marks on the departmental notice board on the date fixed by the committee.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Formative evaluation is carried out during the progression of the course

through Sessional Examination, Assignments/Group Discussion, and Seminar in each course. The question paper of the Sessional examination comprises of objective type and short answer type questions of 20 marks. The duration of the Sessional examination is one hour for each paper. Two Sessional tests are conducted during the progression of each semester.

Summative Evaluation is done through a combination of End-semester Examination and Internal Assessment. The question paper are set externally and supplied by the affiliating university.

The question paper for each paper is of 80 marks, consisting of 10% objective type, 20% short answer type and 70% essay type. Level of question papers are as follows:

- i) Easy questions 40%
- ii) Average questions 50%
- iii) Difficult questions 10%

The question is set covering all the units of the course to minimize the scope for selective preparation by the students. Questions of 16 marks are set from each of the 5 units of the course (paper).

Internal assessment is conducted based on formative evaluation of 20 marks distributed as follows:

Sessional Examination (I) -	5 Marks
Sessional Examination (II) -	5 Marks
Assignment/Group Discussion/Seminar -	5 Marks.
Attendance -	5 Marks.

A close rapport between the teachers and students has positively impacted the system. Besides, attendance in classes has increased. Number of students securing 60% and above has increased.

- 2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

The process of Internal Assessment is rigorous and transparent. It is based on the pre determined parameters such as sessional examinations, home assignments, group discussion, seminar and attendance. The weightage assigned for the overall development of students is 20%, as prescribed by the affiliating university.

2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

The College specified the following graduate attributes-

- a) Effective communication skills.
- b) Aptitude for ICT.
- c) Critical thinking and creative thinking.
- d) Analytical reasoning and logical presentation skill.
- e) Problem solving by applying theoretical knowledge.
- f) Positive attitude to work.
- g) Interpersonal skills such as working in a team, ability to cooperate and develop friendly relation with all irrespective of gender, race and religion and in addition, adaptability to new situation.
- h) Self discipline, punctuality, honesty, integrity, tolerance etc.
- i) Ability to face interview with confidence.
- j) Awareness of environmental issues, climate changes and scientific and technological development. Respect for moral, social, democratic and secular values.
- k) Giving up superstitious beliefs and developing scientific attitude.
- l) Inclination for life-long learning.
- m) Aptitude for Higher Studies.
- n) Leadership qualities and involvement in social service.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level ?

There is a Grievance Redressal Cell in the College. However the grievances with reference to evaluation at the college level are readdressed by the faculty members concerned. The evaluated answer script is shown to the students if he is not satisfied and re evaluated, if necessary. At the university level there is a provision for re-scrutiny of answer scripts to readdress the grievances relating to the evaluation.

2.6. Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details

on how the students and staff are made aware of these?

Yes. The students and the staff are made aware of these through each course of study in which the learning outcomes of the course are clearly stated.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

- (i) The institution monitors the progress and performance of the students through formative evaluation comprising of Sessional Tests, Class Tests, Home Assignment, Students Seminar and Group Discussion.
- (ii) Every department organizes Seminar in which students offering major courses of studies present papers.
- (iii) The evaluated answer scripts of Sessional Tests and Class Tests are shown to the students, so that they can know their lapses, if any.
- (iv) The marks of Sessional Examinations are displayed in the Departmental Notice Boards.

(A) Programme wise results of B.A. and B.Com. (Last 4 years)

Year	B.A. (General)	B.Com. (General)
2009-10	46%	67%
2010-11	65%	83%
2011-12	73%	67%
2012-13	60%	94%

Table: 1

(B) (I) Course wise results last 4 years.

Year	B.A. Major (Major Course)	B.Com. (Specialty Course)
2009-10	87%	89%
2010-11	86%	70%

2011-12	94%	80%
2012-13	79%	100%

Table: 2

(B) (II) Course wise results last 4 years. (Major)

Year	Assamese	English	Economics	Education	Pol. Sc.
2009-10	100%	100%	50%	90%	89%
2010-11	100%	100%	100%	100%	60%
2011-12	100%	67%	100%	100%	100%
2012-13	58%	80%	88%	100%	80%

Table: 3

(B) (III) Course wise results last 4 years. (General Course)

Year	ECOG.	EDNG	PSCG	HISG	SOCG	ITG
2009-10	95%	91%	74%	100%	89%	-
2010-11	75%	79%	80%	100%	100%	83%
2011-12	63%	98%	86%	67%	81%	67%
2012-13	68%	80%	60%	83%	70%	88%

Table: 4

- (a) Table 1 shows that B.A. General Course result registers gradual improvement throughout the period from 2009-2010 to 2012-2013. But the success rate in 2012-13 is less than the previous year; however it is 14% more than that of 2009-10.
- (b) B.Com General Course result shows a steady rise during the period from 67% in 2009-2010 to 94% in 2012-2013, except for 2010-2011 when the success rate was same as in 2009-10.
- (c) Table 2 demonstrates that the result of B.A Major Course registers a rising trend from 2009-2010 to 2011-2012. But in 2012-2013, it is 79%, which is 8%

less than that of the 2009-2010.

- (d) The result of B.Com. Specialty Course is better in 2009-2010 and 2012-2013 in comparison to 2010-2011 and 2011-2012. It reaches the peak point i.e. 100% in 2012-2013.
- (e) Across the programme, the result of B.A. Major, is better i.e. 86.5% in average in comparison to that of B.Com Specialty Course which is 84.75% in average throughout the period under report.
- (f) Table 3 demonstrates the results of Major Courses of Studies in Assamese, English, Economics, Education and Political Science. The result of Education Major Course shows a continuous rise throughout the period and for the last three years the result was 100%.
- (g) Assamese records 100% result during the first three years but it sharply falls in 2012-2013. English shows 100% result for the first two years and then it falls to 67% and 80% in 2011-2012 and 2012-2013 respectively. The result of Economics is 100% in 2011-2012 and 2012-2013 from 50% in 2009-2010. However in 2012-2013 the success rate falls to 88%.
- (h) Political Science registers a fluctuating trend between 60% in 2010-2011 and 100% in 2011-2012.
- (i) Table 4 shows that the success rate in General Course subjects ranges between 60% to 100% throughout the period.
- (j) In average the best result is achieved in the subject History 87.5% followed by Education 87% and Sociology 85% respectively during the period under report.

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

1. (a) A academic calendar is prepared in conformity with the comprehensive academic calendar of the Affiliating University, ensuring at least 90 days teaching learning and assessment in each semester.
- (b) On the basis of the academic calendar the class routine is prepared ensuring 45 classes of teaching and learning in each subject in every semester.
- (c) Two Sessional tests are held to assess the progress of studies of the students during each semester after 40 days of teaching & learning.
- (d) Strategies of teaching & learning includes Face to Face lecture,

Question Answer Session, Group Discussion, Home Assignment and Students Seminars to facilitate the achievement of intended learning outcomes.

(e) The departments also take class tests to ensure Students' Comprehension of the contents of the Course as and when they consider it necessary.

- 2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

The institution organizes career counseling programmes to make the students acquainted with the job opportunities. Workshops on entrepreneurship development are held. Student seminars are organized to develop research aptitude by the academic departments.

- 2.6.5 How does the institution collect and analyse data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The institution collects the data from the departments through IQAC by supplying specifically designed data collection proforma. The collected data are analysed to find out the deficiencies in learning in the concerned course and on the basis of the result of the analysis remedial classes or special classes are held for slow learners.

- 2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The Heads of the Departments monitor the teaching learning process and suggest any changes or measures necessary to ensure to achieve the learning outcomes. The changes/suggestions are implemented to ensure the achievement of learning outcomes as far as practicable.

- 2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, The evaluation out-comes are used to determine pedagogical and assessment processes. The IQAC analyses the evaluation outcomes and finds out shortfalls in achievement of learning outcomes and suggest measures for improvements.



Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

- ❖ The college collaborates with the affiliating university in timely declaration of results of end-semester examinations through its evaluation cum scrutiny zone.
- ❖ Most of the teachers of the institution evaluate the Answer Scripts of End-semester Examinations of the affiliating university.
- ❖ A few senior teachers are appointed Scrutinizers/Head Examiners/Paper Setters of End-semester Examinations by the affiliating University.
- ❖ The college strictly follows the UGC Guidelines of workload.
- ❖ Attendance of staff is recorded by Bio-metric attendance device and 40 hours presence a week on the campus is ensured.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

No

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

No

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

§ autonomy to the principal investigator

§ timely availability or release of resources

§ adequate infrastructure and human resources

§ time-off, reduced teaching load, special leave etc. to teachers

§ support in terms of technology and information needs

§ facilitate timely auditing and submission of utilization certificate to the funding authorities

§ any other

Research grants sanctioned by UGC and ICHR are released in time. No additional workload is imposed on the teachers pursuing Research. Special casual leave is granted to visit University Libraries and to interact with the supervisor of the research work and facilities to use ICT tools and access e-journals and e-books of NLIST consortium. The institution provides administrative assistance and facilitates timely auditing and submission of utilization certificate to the funding authorities.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

Workshops are organized by the institution. In addition to organizing

workshops, students pursuing specialty courses in commerce are trained in preparing Project Work by data collection through Field Study/Survey, techniques of data analysis and logical presentation of data and drawing conclusions. Students offering major courses of studies are guided by teachers to prepare students seminar paper through library work to train them in the scientific process of locating and collecting information analyzing the information and presenting the information in the form of a seminar paper.

- 3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Seven teachers and the Librarian of the College are actively involved in individual research activity.

Prof Jyoti Prasad Konwar, Department of Assamese, has been doing Doctoral Research on the topic "*Wanchoo Jonogostir Ritimulak Loka Sanskriti : Eti Bishleshanatok Adhyayan.*" (Customary Folk Culture of Wanchoo Community: An Analytical Study) under the supervision of Prof. (Mrs.) Arpana Konwar, Department of Assamese, Dibrugarh University.

Prof. (Mrs.) Smriti Rekha Gogoi Gayan, Department of Assamese, is actively engaged in research on the topic: "*Nocte Jonogostir Samaj Gathoni aru Samajik Lokachar: Eti Bishleshanatok Adhyayan*" (Social Structure and Social Customs of Nocte Community: Analytical Study). Her supervisor is Prof. (Mrs.) Arpana Konwar, Department of Assamese, Dibrugarh University.

Prof. Ananta Kumar Baruah, Department of Political Science, , has been doing Doctoral Research on the topic: "Role of Autonomous Council in Socio Economic and Political Development: A Case Study in Mising Autonomous Council" under the supervision of Prof. Rudraman Thapa, Department of Political Science, Dibrugarh University.

Prof. Dhiraj Kumar Das, Department of Political science, has been doing research on the topic: "Role of Opposition Political Parties in Assam Legislative Assembly since 1990 to 2011". His supervisor is Prof. R. Thapa of Department of Political Science, Dibrugarh University.

Prof. Prasanta. Dutta, Department of Political science, has been actively engaged in research on the topic: "Emergence of Tea Garden Labour Community as a Political Force in Assam" under the supervision of Prof. R. Thapa, Department of Political Science, Dibrugarh University.

Prof. Amlan Jyoti Sarmah, Department of Commerce, has been pursuing research on the topic: "A Study of the Selective Behavioural Finance Dimensions on Employees Share Investment Behaviour". His supervisor is Prof. A Bhowal, Department of Commerce, Assam University, Diphu Campus.

Prof. Diganta Tamuli, Department of Economics, is doing research on the topic: "Women Entrepreneurship Development in Assam: A Comparative study in Dibrugarh and Dhemaji Districts". His supervisor is Prof. K. C. Borah of Dibrugarh University.

Sri Suraj Gogoi, Librarian of the College is actively engaged in research on the topic: "Role of College Library and Career Counselling Cell to Enhance the Prospects of Career Opportunities in the Colleges of Assam: A Study." His supervisor is Dr. Dhrubajit Das, Librarian, S.B. Deorah College, Guwahati.

- 3.1.6 Give details of workshops/training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

A workshop on the "Rule of Stock Exchange With Reference to SENSEX and NIFTI in Developing Saving Habits" was organized on 10th April, 2014 in collaboration with Security Exchange Board of India, Mumbai. Prof. Santanu Kumar Borah, Associate Professor of Tinsukia College and certified Resource Person of SEBI participated in the workshop as Resource Person. Sixty students of the department of Commerce of the College participated in the programme and interacted with the resource person.

A workshop on "Skill Development in Water Hyacinth Craft" was organized from 18-02-2014 to 28-02-2014, by the Department of Commerce in collaboration with North Eastern Development & Financial Institution (NEDFI). Ms. Papor Goswami, programme coordinator, participated as Resource Person and trained the participants in developing their skill in Water Hyacinth Craft for ten days. Twenty five participants including fifteen students of the Department of Commerce interested in developing their skill in Water Hyacinth Craft participated in the workshop. All of them were benefited from the programme.

- 3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Nil

- 3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The College holds Seminar, Symposium and Workshop in which researchers of eminence are invited as Resource Persons so as to facilitate teacher's and student's interaction with them.

A three day long demonstrational workshop on *Ankia Bhaona* (theatrical performance of one act plays based on scriptures) was organized on 10th, 11th and 12th May, 2013. A number of eminent researchers and experts participated in the workshop to deliberate the theoretical aspects and to demonstrate the practical aspects of the subject. The eminent researchers and experts who visited the college and participated on the workshop are Dr. Nagen Saikia of Dibrugarh University, Prof. Birinchi Kumar Medhi of Gauhati University, Prof. Naba Kumar Handique of Dibrugarh University, Padmashree Ghanakanta Borah Borbayan, an eminent researcher on folk culture, Prof. Gautam Sarmah, an expert in Performing Arts of Dibrugarh University, Dr. Jagannath Mahanta, an eminent researcher on *Satriya Nritya*, (an Indian Religious Dance), Dr. Satyakam Borthakur and Dr. Karabi Deka Hazarika of Dibrugarh University and Dr. Sristidhar Dutta, Ex Dean, faculty of Arts, a researcher of eminence.

A one day National Symposium on the theme: "Impact of Folk Life on Contemporary Assamese Literature" was also held. The Symposium was jointly organized by Sahitya Akademy, Kolkata and the Department of Assamese, Naharkatiya College. Prof. Gobinda Prasad Sarmah, retired professor, Department of English, Gauhati University, Prof. (Mrs.) Arpana Konwar, Department of Assamese, Dibrugarh University, Prof. (Mrs.) Pallavi Deka Buzarbaruah, Department of Assamese, Dibrugarh University- all distinguished researchers- participated in the symposium as resource persons and deliberated on the different aspects of the theme : "Impact of Folk Life on Contemporary Assamese Literature."

- 3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

No provision of Sabbatical Leave for research studies of college teachers in the state.

- 3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the

institution and elsewhere to students and community (lab to land)

Nil

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

Nil

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

Nil

3.2.3 What are the financial provisions made available to support student research projects by students?

Nil

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Not applicable.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The College Library is a subscriber of ENLIST consortium. The teachers engaged in research and students and teachers interested in research can access Economics-Journals through Internet connectivity provided by the college free of cost.

In the College Library the following Reference Material are available and teachers, students or any research scholars are allowed to use these materials for their research activity.

1. The New Penguin Encyclopedia 2003

Editor: David Cristol

Penguin Books Ltd.

London, WC2R ORL, UK

2. Britannica Reference Encyclopedia



Publisher: Encyclopedia Britannica, Inc.
Chicago

Editor: Dale H. Hoiberg

Marsha Mackenzie

Isabella Sacca (2013)

3. New Standard Encyclopedia (1987)
Standard Educational Corporation (Chicago)
Editor: Douglas W. Downey, M.S.
Total Volume: 17
4. Students Britannica
Encyclopedia Britannica (India) Pvt. Ltd.
New Delhi (2000)
Editor: Dale H. Hoiberg.
5. The New Encyclopedia Britannica
Editor: Jacob E. Fahra
Encyclopedia Britannica, Inc.
Chicago.
Total Volume: 32

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

Administrative assistance is provided to the faculty in securing research fund which is disbursed through the college. The institution forwards the research proposal of the teachers to the University Grants Commission for approval and sanction of funds.

Details of ongoing and completed research projects of last four years:

Year : 2009-10



Nature of the Project	Duration Year From To	Title of the project	Funding agency	Total Grant (Rs.)		Total grant received till date (Rs.)
				Sanctioned	Received	
Minor projects	18 Months w.e.f: 31-03-09	1.	UGC	1,00,000	90,000	90,000
	18 Months w.e.f: 31-03-09	2.	UGC	1,10,000	77,000	1,10,000
	18 Months w.e.f: 24-04-09	3.	UGC	1,15,000	87,000	1,15,000
Major projects						
Inter-disciplinary projects						
Industry sponsored						
Students' research projects						
Any other (specify)						

1. "Working of Autonomous Council in Assam: A Case Study in Missing Autonomous Council" by Prof. A.K. Baruah
2. "State & Religion in Medieval Assam: A Case Study of *Kala Samhati Satra*" by Dr. D Gogoi
3. "Socio-Economic & Political Problem of Tea Garden Women Labour of Assam: A Case Study in Dibrugarh District" by Prof. D. Das

Year : 2010-11

Nature of the Project	Duration Year From To	Title of the project	Funding agency	Total Grant (Rs.)		Total grant received till date (Rs.)
				Sanctioned	Received	
Minor projects	24 Months w.e.f: 10-03-2011	1.	UGC	1,40,000	1,00,000	1,00,000
Major projects						
Inter-disciplinary projects						

Industry sponsored						
Students' research projects						
Any other (specify)						

1. "Women participation in Rural Development Programme: A Case Study of Dibrugarh District of Assam" by Prof. D. Tamuli

Year : 2011-12

Nature of the Project	Duration Year From To	Title of the project	Funding agency	Total Grant (Rs.)		Total grant received till date (Rs.)
				Sanctioned	Received	
Minor projects	24 Months w.e.f: 09-11-2011	1.	ICHR	1,76,000	41,800	41,800.00
Major projects						
Inter-disciplinary projects						
Industry sponsored						
Students' research projects						
Any other (specify)						

1. "Buddhism in Assam: A Case Study of the Phakes" by Dr. D. Gogoi

Year : 2012-13

Nature of the Project	Duration Year From To	Title of the project	Funding agency	Total Grant (Rs.)		Total grant received till date (Rs.)
				Sanctioned	Received	
Minor projects	18 Months w.e.f: 28-03-2013		UGC	1,45,000	1,17,000	1,17,000
	18 Months w.e.f: 21-05-2012		UGC	1,50,000	1,00,000	1,00,000



	18 Months w.e.f: 21-05-2012		UGC	1,46,000	1,07,000	1,07,000
Major projects						
Inter-disciplinary projects						
Industry sponsored						
Students' research projects						
Any other (specify)						

1. "Histo-graphic Meta-fiction Based on the New Genre of Literature and Tonny Morrison's Novels with reference to *Beloved and the Bluest Style*" by Prof. (Mrs.) C.M. Hondikoi
2. "Assessment of Status of Education in Tea Garden Areas of Assam" by Prof. N. Changmai
3. "A Comparative Study on the Status of Women in English and Indian Societies Based on the Selected Works of Jane Austen and Arupa Patangia Kalita" by Prof. (Mrs.) K. Hazarika

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The researchers can consult the following reference materials for research purpose in the College Library.

- i) David Cristol (2003) (ed) : *The New Penguin Encyclopedia*, London WCZR, ORL, UK
- ii) Dale H. Hoiberg, Marsha Mackenjie and Isabella Sacca (2013) (ed): *Britannica Reference Encyclopedia*, Chicago.
- iii) Douglas, W. and Downey, M.S. (1987) (ed): *New Standard Encyclopedia*, 17 Volume., Chicago.
- iv) Dale H. Hoiberg (2000) (ed): *Student Britannica*, 6 Volumes, New Delhi.
- v) Jacob E. Fahra (ed): *The New Encyclopedia Britannica*, 32 Volumes, Chicago.

Internet facilities are available in the college campus and research scholars can access e-resources they need.

- 3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

Not applicable

- 3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.

No

- 3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

No.

- 3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

- i) Network Resource Centre.
- ii) NLIST Consortium.
- iii) Reference materials.
 - a) David Cristol (2003) (ed) : *The New Penguin Encyclopedia*, London WCZR, ORL, UK
 - b) Dale H. Hoiberg, Marsha Mackenzie and Isabella Sacca (2013) (ed): *Britannica Reference Encyclopedia*, Chicago.
 - c) Douglas, W. and Downey, M.S. (1987) (ed): *New Standard Encyclopedia*, 17 Volume, Chicago.
 - d) Dale H. Hoiberg (2000) (ed): *Student Britannica*, 6 Volumes, New Delhi.
 - e) Jacob E. Fahra (ed): *The New Encyclopedia Britannica*, 32 Volumes, Chicago.

Internet facilities are available in the college campus and research scholars can access e-resources they need.

- 3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

Not applicable.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- * Patents obtained and filed (process and product)
 - * Original research contributing to product improvement
 - * Research studies or surveys benefiting the community or improving the services
 - * Research inputs contributing to new initiatives and social development
- Nil

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

No

3.4.3 Give details of publications by the faculty and students:

- * Publication per faculty
- * Number of papers published by faculty and students in peer reviewed journals (national / international)
- * Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- * Monographs
- * Chapter in Books

Prof. Dhiraj Das

Title of the Book:

"Politics of North East India with Special Reference to Assam"

(A text book for political science, Fourth Semester, Major for Dibrugarh University Course), Chapter IV & V

Publisher: National Library, Dibrugarh, March 2013.

ISBN: 978-81-923218-6-8

Title of the Book

"Snatak Mohalar Bharatiya Rajnoitik Chintadhara" (Dibrugarh Biswabidyalay, Snatak Mohalar Poncham Semesterar Pathyaputhi, Unit No:



III & V

Publisher: National Library, Dibrugarh, July 2013.

ISBN: 978-81-8686084-7

Prof. (Mrs.) Karabi Hazarika

Title of the Journal

Emerging Echos

(Gender Discrimination in Assamese Society as reflected in *Ayananta*, an Assamese Novel of Arupa Patangia Kalita)

Vol. III, 2014

ISBN 2230-7443

Title of the Journal

Exceptional Expression of Women Psyche in Kabyasree Mahanta's Novel

Sumothira Phul

Satsori, May issue, 2014

ISSN- 2319-8893.

Prof. Amlan Jyoti Sharma

Title of the Journal

Chirantan Chintan

Journal of the ACTA, Dibrugarh, Assam, India

(A Study on Investors' Attitudes Towards Investment in Shares)

Voll. II, No. II, ISSN 2278-4756 Pp. 99-107

Title of the Journal

IRACST- International Journal of Commerce, Business and Management (IJCBM),

Understanding Cognitive Dissonance- The Behavioural Finance Principle

Vol. 3, No. 1. February 2014

ISSN: 2319-2828.

Prof. (Mrs.) Chandramallika Hondikoi

Title of the Journal

Perspectives

Paper: Community Based Tourism : A Niche in the Road Map of Tourism in the North East: Namphake Village, Naharkatia, A Case Study

Publication: DHSK College Dibrugarh, December, 2012.

ISSN: 2320-0855

Prof. Navajit Dutta



Title of the Journal

The NEF Journal of Commercial Management

Paper: HR Policy Based on Ethical and Spiritual Values for Effective CSR.

Guwahati, January-March- 2012

Prof. Diganta Khanikar

Title of the Journal

Assam College Teachers Association Journal, 2009-10

Vol. XXXIII

Name of the Article: Trend and Pattern of Urbanization in Assam during the Period of 1901-2001.

Publisher: ACTA, Guwahati

ISSN: 2229-693X.

Prof. Krishna Dey

Title of the Journal

Assam College Teachers Association Journal, 2009-10, Vol. XXXIII

Name of the Article: Communicative Process in Business and in Poetry.

Publisher: ACTA, Guwahati

ISSN: 2229-693X.

Dr. Prabhakar Mandal

Title of the Journal

Journal of Educational Research Analysis

Name of the Article: *Dakghar- Muktio Mrityur Tanapodan*

Vol. I, No. I, 2012

Publisher: Institute for Leadership and Educational Excellence, Kolkata

ISSN: 2319-2852

Title of the Book

Manik Bandyopadhyaya Punopath

Name of the chapter: *Binirmaner Aloke "Pratibimba"*

Publisher: *Bongiya Sahitya Sangsag*, Kolkata.

ISBN: 978-81-89827-35-9

Title of the Book

Adhunik Bangla Sahitya: Baichitryer nana dik

Ed: Devnath, Mrinalkranti & Das, Kanai.

Name of the Article: *Dhodai: Natun Pother Anusandhitsu Yatri.*

ISBN: 9789383816057.

Title of the Journal

Pratiddhani the Eco

Name of the Article: *Bohuswarik Uponyas: Aranya- Banni*

Publisher: Department of Bengali, Korimganj College, Assam.



Vol. I, Issue: IV, April, 2014.
ISSN: 2278-5264

Title of the Journal

Pratiddhani the Eco.

Name of the Article: *Lalsalu- Dharmiya Moulbader Biruddhe ek Socchar Protibad.*

Publisher: Department of Bengali, Korimganj College, Assam.

Vol. I, Issue: II, October, 2012.

ISSN: 2278-5264

Dr. Krishna Kanta Malakar

Title of the International Journal

Critic- An International Multilingual & Multi Subject Research
Journal Vol. Issue- 4, December- 2012

ISSN- 2277- 2340

Title of the Articles

1. *Jivan Darshan mein Rastriyanubhuti – Ek Alochanatmak Vislechan*
2. *Nalinivala Devi aur Mahadevi Verma ka Kabya mein Manavatabad - Ek Alochanatmak Vislechan*

- * Books Edited
- * Books with ISBN/ISSN numbers with details of publishers
- * Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index

3.4.4 Provide details (if any) of

- * research awards received by the faculty
- * recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally
- * incentives given to faculty for receiving state, national and international recognitions for research contributions.

Nil

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

Nil

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

Nil

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

Nil

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Nil

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Nil

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighborhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The institution promotes the institution community network through NSS (National Service scheme) activities and Women's Study Cell activities. The NSS organizes Blood Donation Camp and Tree Plantation. The NSS adopted Dihingkinar Nokte gaon as a Model Village to promote institution neighborhood community network.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The institution tracks student's involvement in various social movement/activities which promote citizenship role through NSS. The NSS unit organized a personality and leadership development training

programme by holding orientation programme for NSS volunteers. The unit organizes awareness programme on AIDS on the occasion of World AIDS Day. The NSS volunteers participated in the one day workshop on training on interpersonal communication on HIV/AIDS organized by Assam State AIDS Control Society. A socio economic survey was conducted by the NSS volunteers in the Dihing Kinar Nocte Gaon, adopted by the college as model village. The students of the college participated in the movement on 'Save One Horn Rhino' a rare species of fauna found in Kajiranga, National Wild Life Sanctuary, Assam. The movement was spear headed by the All Assam Students' Union.

- 3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The institution holds parent teacher meet and alumni meet to solicit stakeholder perception on the overall performance of the institution.

- 3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The institution plans its extension and outreach programmes through NSS unit. Budgetary details of last four years.

Programme		2009-10	2010-11	2011-12	2012-13
NSS Activity	Previous Balance (Rs)	16263	16263	21807	49439
	Receipts (Rs.)	Nil	5000	26700	9000
	Interest (Rs.)	Nil	599	987	2020
	Total Amount (Rs.)	16263	21862	49494	60459
	Expenditure (Rs.)	Nil	55	55	7556
	Balance (Rs.)	16263	21807	49439	52903

- 3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The institution promotes the participation of students and faculty in extension activities through the NSS Unit.

- 3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

Nil

- 3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The objective of the extension activities is community welfare and environmental maintenance of clean and green campus. The extension activities organized in the model village and in the college campus complement student's academic learning experience in different ways. They gain the experience of voluntary service and teamwork outside the classroom. These activities inculcate the values of team spirit, cooperation and sense of responsibility. It enhances the skills of manual work and interaction with people from community.

- 3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The institution ensures the involvement of the community by inviting them to participate in its outreach programmes such as free medical camp, blood donation camp and model village programme. Besides community people are invited to participate in the cultural programmes and sports tournament, Foundation Day celebration programme and late Ram Prasad Chaliha Memorial Lecture. Special Volleyball Coaching camp for School and College students of the neighborhood of the college is organized. The sports infrastructure and the auditorium are also shared with local organizations.

- 3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Nil

- 3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

Nil

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

No

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

Nil

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

Nil

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Nil

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy



- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses
- l) Student exchange
- m) Any other

No

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

Nil

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

- i) Incentive for publications.
- ii) Incentives for Micro Research Project on local important issues.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The institution keeps on creating and enhancing infrastructural facilities for effective teaching and learning. It follows the policy of constructing class rooms enriching the library, and expanding IT facilities with UGC assistance, state government grants and with internal resources.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

(i) There are 24 classrooms covering approximately 2000s.q.m. space, having desks, benches, green board with uninterrupted electric supply.

(ii) A Digital Classroom covering approximately 110s.q.m. space with document scanner, interactive white board, LCD projector and computer set.

(iii) Information Technology Centre covering approximately 73s.q.m. There are 15 computers and 2 printers and license software's.

(iv) A seminar hall covering approximately 117s.q.m. with sound system, LCD projector with interactive white board, document scanner one.

(v) A laboratory attached to the department of Education covering approximately 74s.q.m. The following equipments of teaching learning are available in the laboratory.

Mirror Drawing Apparatus-2, Maze Learning Apparatus- 2, Techustoscope-2, Stop watch- 2, Koh's block Design Test- 2 sets, Human brain- 1, human eye 1, Human ear- 1 & Black Screen- 12.

(vi) Specialized facilities for teaching & learning.

Three LCD projectors, one over head projector, 2 binoculars, one digital camera (field study), one tape recorder, one VCR.

- b) Extra -curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The institution maintains a playground well protected with boundary walls. A volleyball complex with gallery for 500 spectators with four rooms and one office room for physical instructor is available. Facilities for playing cricket, football, volleyball, shot put, Discus throw, Javelin throw etc are available.

Facilities for following indoor games are also available- Chess, Carom, Badminton, Table Tennis etc.

The college auditorium covering approximately 512 sq.m. built up area, with stage, and having 600 seat capacities is available for cultural activities and college functions. A few musical instruments for practice and development of skill in instrument playing and for participating in cultural activities in college functions and youth festival are available, such as drum, indigenous Assamese drum, stick kettledrum, cymbals, harmonium, flute, table, guitar, drum set, congas etc.

The NSS Unit of the College is registered with hundred volunteers. Equipments for use in cleanliness drive in the campus and nearby villages is available.

- 4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

The institution plans the creation and development of infrastructure with UGC grants, state government grants and internal resources. The existing infrastructure is used to hold classes of degree programmes of Krishna Kanta Handique State Open University under distance mode and classes of Diploma Course in Elementary Education of teacher trainees on every Sunday to ensure that the available infrastructure is in line with its academic growth and optimal utilization. The college auditorium is provided for cultural programmes organized by local communities on Sundays and holidays. The college playground including the Volleyball complex are provided to the local organizations for holding sports events.



Sl. No.	Year of Completion	Infrastructure	Amount Spent
01	2009-2010	3 Blocks of Urinal for Students	2,12,199.00
02	2010-2011	Construction of new toilet block for Non Teaching Staff	1,18,398.00
03	2010-2011	Construction of Class room & Lab of Education Department	8,28,707.00
04	2010-2011	Construction of Women Common Room	2,00,110.00
05	2010-2011	Construction of Volleyball Complex	13,76,875.00
06	2011-2012	Construction of IQAC Building	3,62,406.00
07	2011-2012	Construction KKHSOU Office Room	
08	2011-2012	Boundary Wall and Field Development	17,43,794.00
09	2012-2013	VIP Shed in the Sports Complex	
10	2012-2013	Construction of Generator Shed & Installation of Generator	97,135.00 8,82,850.00
11	2012-2013	Construction of Digital Class-room	1,70,000.00
12	2012-2013	Establishment of UGC NRC	4,69,062.00
13	2012-2013	Internet Connectivity to NRC	
14	2012-2013	Mini Press Duplo	1,62,750.00
15	2012-2013	Laptop for IQAC	61,845.00
16	2012-2013	Computer for Academic Departments & Internet Connectivity	40,241.00
17	2012-2013	Equipments for Examination Branch	72,538.50
18	2012-2013	Computer Printer to Examination Branch	
19	2012-2013	Equipments to Career Counselling	99,075.00



20	2012-2013	Extension of Library Reading Room & Furniture	5,17,994.00
----	-----------	---	-------------

*** Master Plan - Annexure 3**

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

Ramps have been provided for the students with physical disabilities.

4.1.5 Give details on the residential facility and various provisions available within them:

- Hostel Facility - Accommodation available
A Girls' Hostel and a Boys' Hostel are under construction.
- Recreational facilities, gymnasium, yoga center, etc.
No
- Computer facility including access to internet in hostel
No
- Facilities for medical emergencies
No
- Library facility in the hostels
No
- Internet and Wi-Fi facility
No
- Recreational facility-common room with audio-visual equipments
No
- Available residential facility for the staff and occupancy
No
- Constant supply of safe drinking water
No
- Security
No

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

First Aid facilities are available within the campus. There is a health care unit visited by a local physician for health check up of students and the staff. There is a 100 bedded hospital at Dighalapatthar, 5 km away from the college campus, providing indoor and outdoor treatment facilities free of cost. There is another First Referral Hospital at Naharani at a distance of 15 km from the college. Facilities for minor operation and emergency treatment are available there. Mrityunjoy Service (Ambulance with Doctor, Oxygen Cylinder, Medicine and Stretcher) on dialing 108 is available to take the patient to these hospital and to Assam Medical College and Hospital at Dibrugarh about 60 km away from the college. The nearest state dispensary at Joypore, 3 km away from the college provides free treatment and medicines for minor health problems.

- 4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The Internal Quality Assurance Cell of the institution functions from a RCC Building, covering approximately 37 sq.m built up area. The IQAC building is well furnished. It is provided with a computer, printer, laptop, reprography machine with scanner and printer. The IQAC is provided with internet connectivity through Local Area Network (LAN).

The Grievance Redressal Cell functions from a room having 55sq.m space. The Women’s common room is provided with a well furnished room with toilet facilities covering a built up area of 71sq.m. The Women’s Study Cell operates from this room.

The Counseling and Career Guidance Cell functions from an office having 55sq.m built up area.

The Health Care Unit is housed in a room covering 25sq.m. It has the facilities of First Aid, sick bed and a saline stand.

The College Canteen covers a built up area of 63sq.m. It provides light refreshment to students and staff at reasonable price.

There are separate recreation spaces (Common Rooms) for staff and students with facilities for indoor games. The Boys’ Common Room covers an area of 39sq.m. and the Girls’ Common Room 78sq.m. The Staff Common Room covers an area of 78sq.m. Besides indoor games facilities, there are audio visual facilities in the staff common room.

Safe drinking water facility is provided to the students and staff. For the purpose an RO Water Treatment Plant has been installed with water cooler to ensure pure cold drinking water supply to the student and staff.

The College Auditorium covering approximately 512sq.m. built-up area with stage and having 600 seat capacity is available for cultural activities and college functions.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, composition of Library Committee:

- i) Principal Chairman
- ii) Vice Principal Member
- iii) Librarian Member Secretary (Ex. Officio)
- iv) Lecturer One Each from Arts Faculty/Commerce Faculty

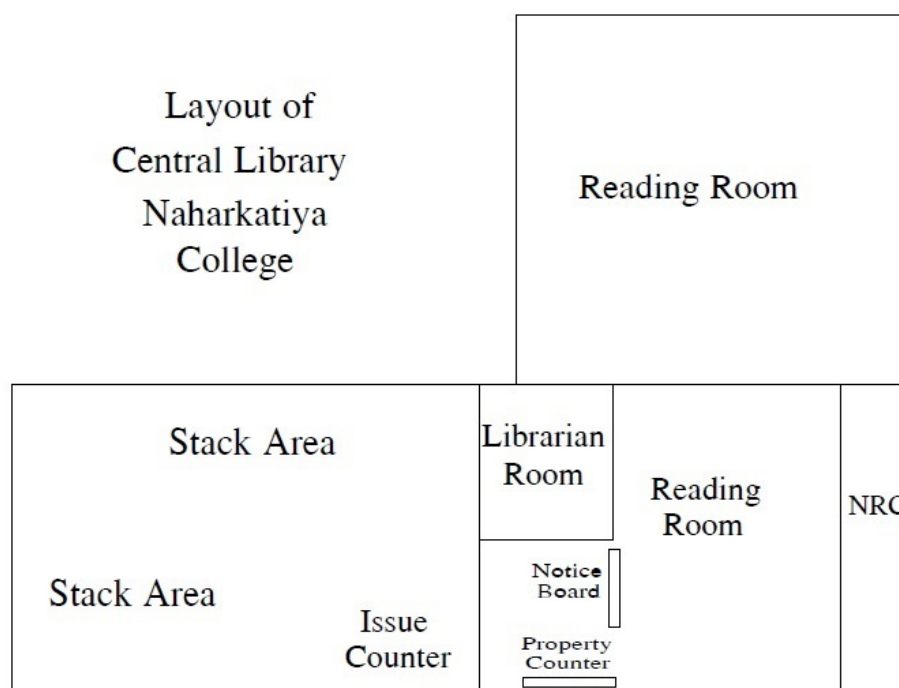
The significant initiatives by the committee to render the library student/user friendly are as follows:

- i) Extension of the library reading room.
- ii) Purchase of new furniture.
- iii) Providing e-resources.
- iv) Computerization of library going on.
- v) Increase of seat capacity from 40 to 110.

4.2.2 Provide details of the following:

- * Total area of the library (in Sq. Mts.)
276 sq. mts.
- * Total seating capacity
110
- * Working hours (on working days, on holidays, before examination days, during examination days, during vacation)
8.30a.m. to 4.30p.m. (on working days, before examination days, during examination days)
10a.m. to 4p.m. during vacation.
Closed on holydays.

- * Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)



- 4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The Departments prepare the list of books of latest editions and the current titles. The list is approved by Library Committee taking into consideration the fund available. The books are purchased from reputed publisher and book seller. Some books are also procured through mail order from Delhi. Journals are procured through annual subscription. For e-journals subscription to NLIST membership is made.

Library holdings	Year -1		Year - 2		Year - 3		Year - 4	
	No.	Total Cost (Rs)	No.	Total Cost (Rs)	No.	Total Cost (Rs)	No.	Total Cost (Rs)
Text books	148	22300.00	367	46300.00	337	42211.00	508	102588.70
Reference Books	278	26896.00	387	87070.50	287	99941.00	787	304310.00
Journals/ Periodicals	16	5200.00	16	7319.00	20	9819.00	24	11992.00
e-resources								
Any other								



(specify)								
-----------	--	--	--	--	--	--	--	--

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

* OPAC

No.

* Electronic Resource Management package for e-journals

Yes, NLIST (National Library & Information Services for Infrastructure for Scholarly Content)

* Federated searching tools to search articles in multiple databases

No

* Library Website

No

* In-house/remote access to e-publications

Yes

* Library automation

Partial

* Total number of computers for public access

08

* Total numbers of printers for public access

01

* Internet band width/ speed 2mbps 10 mbps 1 GB

(GB)

* Institutional Repository

Initiative is being taken.

* Content management system for e-learning

No

* Participation in Resource sharing networks/ consortia (like Infflibnet)

Yes, NLIST membership is being taken from 2014.

4.2.5 Provide details on the following items:



- * Average number of walk-ins
250
- * Average number of books issued/returned
200
- * Ratio of library books to students enrolled
24 : 1
- * Average number of books added during last three years
805
- * Average number of login to opac (OPAC)
Does not arise
- * Average number of login to e-resources
20
- * Average number of e-resources downloaded/printed
10
- * Number of information literacy trainings organized
One annually
- * Details of “weeding out” of books and other materials
Process is going on. First the Library Committee adopts proposal for weeding out and submit it to Governing Body for approval. On receiving approval of GB, the process is started.

4.2.6 Give details of the specialized services provided by the library

- * Manuscripts
No
- * Reference
Yes, a separate reference section is there in the library.
- * Reprography
Yes, Photostat copies of Reading Material are given to students and teachers on demand.
- * ILL (Inter Library Loan Service)

No

- * Information deployment and notification (Information Deployment and Notification)

Yes, available information is displayed in the notice board.

- * Download

Yes

- * Printing

Yes

- * Reading list/ Bibliography compilation

Yes, every subject has separate book list. Moreover online catalogue is being generated in SOUL20

- * In-house/remote access to e-resources

Yes

- * User Orientation and awareness

Yes, it is compulsory for every new user to attend orientation class at the beginning of the session.

- * Assistance in searching Databases

Yes

- * INFLIBNET/IUC facilities

Membership of NLIST consortium.

- 4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The Library Staff helps the students and teachers' to locate books in the shelves. They issue books to them. The librarian provides information sought by the users on books, journals and reference materials.

- 4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

The Library Staff searches the books demanded by the physically challenged person and helps him to take the book in the reading room.

- 4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)



Yes, Library receives suggestions and complaint from its users in oral form. In those situations library staff tries to solve them as soon as possible. Their suggestions are considered in the library committee meeting and accepted for implementation as far as possible.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system)

Hardware

Desktop 44 Nos.

27 Nos. with configuration Intel (R) Core (TM) i3- 2130 CPU @ 3.40 GHz 3.40 GHz.

14 Nos. with configuration Intel (R) Pentium (R) CPU G630 @ 2.70 GHz 270 GHz.

2 Nos. with configuration Intel (R) Core (TM) 2 DUO CPU E 4600 @ 2.40 GHz 2.39

1 No. with configuration Intel (R) Core (TM) 2 DUO CPU E 7500 @ 2.93 GHz 2.94 GHz.

1 No. of server configuration of Xeon Processor 500 GB HDD 4 GB RAM.

Laptop 3 Nos.

1 No. with configuration Pentium (R) Dual Core CPU 1 GB RAM T- 4200 @ 200 GHz.

1 No. with configuration Intel (TM) i5- 3317U CPU @ 1.70 GHz RAM 4 GB (2.39 GB).

1 No. with configuration Pentium (R) Dual Core CPU 1 GB RAM T- 4200 @ 200 GHz

Software

1. Windows 7 SPI- 5 Nos.
2. Kaspersky Internet Security- 6 Nos.
3. Assamese Software- 5 Nos.
4. Assamese Software Dictionary- 2 Nos.
5. Academic DCL (Administrative Office Software)
6. SOUL 2.0 (Software of University Library)
7. Microsoft Office Students Edition 1 No.

8. Fedora Core Linux 1 No.

- Computer-student ratio
1 : 13
- Stand alone facility
Three digital photo copiers in the college.
- LAN facility
Yes, In the Information Technology Department.
- Wifi facility
Yes
- Licensed software
Yes
- Number of nodes/ computers with Internet facility
40
- Any other

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

8 Computers with internet connection through wifi for students in Network Resource Centre.

15 Computers with Internet Connection through wifi for Students in Information Technology Department.

One Computer each in the department of Commerce, English, Assamese, Hindi, Bengali, Sociology, Economics, History and Education with Internet Connection through wifi for teachers.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

Plan has been approved for construction of new IT building for which fund from the State Government has been received.

Plan has been made to installed more computers.

Desk Top provided to all the departments. Internet connection has been provided to all the departments through wifi facility. Laptop has been provided to Internal Quality Assurance Cell. Plan to computerized library services fully is being implemented.

4.3.4 Provide details on the provision made in the annual budget for

procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Provisions are made in the annual budget of the institution for procurement, up gradation, deployment and maintenance

2009-10	2010-11	2011-12	2012-13
Rs. 1,25,000.00	Rs. 1,25,000.00	Rs. 2,10,000.00	Rs. 1,75,000.00

- 4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

The institution has made 40 Internet nodes available for retrieval and use of ICT materials by students and teachers. The institution subscribes to NLIST Consortium membership and students and teachers can avail the facilities to access e-journals. Use of ICT facilities for teaching learning have been provided in the digital class-rooms

- 4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

Digital Classroom facilities are available. One classroom, covering approximately 110sq.m with smart board, documents scanner, projector and computer and another classroom, covering approximately 117sq.m, with smart board, document scanner, projector and computer have been provided.

- 4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

No.

4.4 Maintenance of Campus Facilities

- 4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of

budget allocated during last four years)?

Provisions are made in the annual budget for maintenance and upkeep of buildings, furniture equipments and computers, water and sanitation and light and power. The allocated amount is utilized within the financial year.

		2009-10 (in Rs.)	2010-11 (in Rs.)	2011-12 (in Rs.)	2012-13 (in Rs.)
a.	Building	2,00,000.00	2,05,000.00	1,50,000.00	1,50,000.00
b.	Furniture	30,000.00	2,60,000.00	2,30,000.00	3,00,000.00
c.	Equipment	1,25,000.00	1,25,000.00	2,10,000.00	1,75,000.00
d.	Computers				
e.	Vehicles				
f.	Any other				
g.	Water and Sanitation	30,000.00	15,000.00	50,000.00	50,000.00
h.	Light & Power	50,000.00	50,000.00	1,10,000.00	1,50,000.00
	Total	4,35,000.00	6,55,000.00	7,50,000.00	8,25,000.00

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The institution constitutes a building construction committee in accordance with UGC and state government rules. The committee supervises the works undertaken for renovation, repair, maintenance and upkeep of the infrastructure facilities. The institution has an annual contract with M/S DIGITAL SOLUTION for maintenance and upkeep of the equipment of the college. The maintenance and upkeep of the Generator sets are covered by guarantee period and the annual maintenance contact will be made as soon as the guarantee period expires.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Not applicable.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water



etc.)?

MCBs (Miniature Circuit Breakers) are installed in every room to protect electrical circuit from damage caused by overload or short circuit. An automatic voltage stabilizer is installed with each of the three digital copiers to maintain constant voltage level and to protect the equipments against voltage surges, over voltage and under voltage. The voltage stabilizer is the device that regulates the fluctuating input power and output constant voltage. An Uninterrupted Power Supply (UPS) device is installed with every computer to keep the computer functioning for a short time when the power supply is interrupted. This device protects the equipment from power surges. A water plant, with 80 liters capacity water cooler and a water purifier with 50 liters purifying capacity per hour, has been installed to provide constant supply of drinking water. Besides, there is running water supply system in the college campus. Two generator sets of 35kva and 15kva respectively have been installed on the campus to ensure constant supply of electricity for the uninterrupted functioning of the equipments in the institution.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

Best library user award is proposed to be introduced shortly.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the institution publishes its updated prospectus annually. The prospectus gives details information regarding the Courses of Studies, Programme Registration, Admission Procedure, Examination and Evaluation Process, Fees Structure and the Academic Schedule. Besides, the prospectus conveys the following information: Profile of the College, Vision Mission and Objective of the College, Academic Departments, IQAC, Women Study Cell, Library and Network Resource Centre, Laboratory and Teaching Learning Equipment, Career Guidance Cell, Grievance Redressal Cell, National Service Scheme, Alumni Association, Guardian Teacher Association, Students' Aid Fund, Scholarship, Canteen, Health Care Unit, Auditorium, Seminar Hall, Sports facilities, etc.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Sl. No.	Year	Type of Scholarship/ Free Ship	No. of Students	Amount (Rs.)
01	2009-10	Student Aid Fund Scholarship	05	8160.00
02	2010-11	Student Aid Fund Scholarship	11	24340.00
03	2011-12	Student Aid Fund Scholarship	18	21400.00
		Freeship: (Sports Person and Physically Handicapped)	03	10725.00
04	2012-13	Student Aid Fund	12	18000.00

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

Sl. No.	Year	Students Data	SC	ST	OBC
01	2009-10	No. of Students	28	71	274
		Scholarship Received	Nil	49	47
		Percentage	00	69%	17%
02	2010-11	No. of Students	26	86	296
		Scholarship Received	Nil	59	42
		Percentage	Nil	69%	14%
03	2011-12	No. of Students	42	86	374
		Scholarship Received	25	28	Nil
		Percentage	60%	33%	Nil
04	2012-13	No. of Students	27	94	307
		Scholarship Received	Yet to receive	Yet to receive	Yet to receive
		Percentage	NA	NA	NA

5.1.4 What are the specific support services/facilities available for

- ✓ Students from SC/ST, OBC and economically weaker sections
 - ✚ Post Matric Scholarship from State Government.
 - ✚ Poor Aid Fund Scholarship from the institution.
- ✓ Students with physical disabilities
 - ✚ Freeship.
- ✓ Overseas students
 - ✚ Nil
- ✓ Students to participate in various competitions/National and International
 - ✚ Financial assistance to meet the expenses of travelling, food, lodging and joining fees in various competition.
- ✓ Medical assistance to students: health centre, health insurance etc.

✚ Health care.

✓ Organizing coaching classes for competitive exams

✚ No.

✓ Skill development (spoken English, computer literacy, etc.,)

✚ No.

✓ Support for “slow learners”

✚ Special classes.

✓ Exposures of students to other institution of higher learning/ corporate/business house etc.

✚ No.

✓ Publication of student magazines

✚ Yes. Students’ magazine is annually published and expenses is borne by the institution.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

A workshop on Skill Development in Hyacinth Craft was organized from 18-02-2014 to 28-02-2014, by the Department of Commerce in collaboration North Eastern Development & Financial Institution (NEDFI). Ms. Papori Goswami, programme coordinator participated as Resource Person and trained in developing the skill of the participants in Water Hyacinth Craft for 10 days. 25 numbers of participants which included 15 students of the Department of Commerce and 10 outside youths interested in developing their skill in Water Hyacinth Craft participated. All of them were benefited from the programme.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

Annual college week is organized to promote participation of students in extra-curricular and co-curricular activities. It also holds inter college

tournaments as an when sponsored by the affiliating university.

- * additional academic support, flexibility in examinations.

Relaxation in Internal Examinations.

- * special dietary requirements, sports uniform and materials.

Sports Uniforms are given. Sports materials such as Football, Cricket Ball, Bat, Pad, Hand Gloves, Keeping Gloves, Helmet, Various types of Guards are given.

- * any other.

Provision for free admission to students with excellent performance in sports.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.

Nil.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

Career Counseling services are available. The new comers are haunted by fear psychosis of being a victim of ragging. At the beginning of the session in the orientation class all new comers are advised to be free from fear psychosis, if any and they are assured that the college campus is ragging free and they can easily and freely mix up with the seniors, develop friendly relation and interact with them without any hesitation. Student can approach freely to teachers, vice principal, principal if they need any personal counseling.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Yes. Career Counseling Services are provided to help students identify job opportunities and to train them about the techniques of preparing for



interviews.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes. One grievance related to excess fee was reported and the matter was settled through mutual discussion by the Grievance Redressal Cell.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

There is a Gender sensitization and complaint committee for sexual harassment in the institution.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes. No case of ragging was reported during the last four years.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

1. Loan of books from Book Bank.
2. Scholarship from Poor Aid Fund.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

No. The Alumni Association of the college has not yet been registered. Initiative has been taken to register the Alumni Association.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	%
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Employed	
- Campus selection	No Campus Interview.
- Other than campus recruitment	Not available.

UG to PG	2009-10	2010-11	2011-12	2012-13
	16%	38%	17%	18%

Students securing 1st Class in Major Courses of Studies at the Undergraduate Level can progress to higher studies at the Post Graduate level. The progression to Post Graduate level from Undergraduate level shows a very slow rise for the period from 2009-10 to 2012-13, except for 2010-11 when the rise was exceptionally higher.

- 5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Batch wise Results:

B.A. General Course

Sl. No.	Yr. of Admission	Yr. of Completion	Admitted	Completed	Rate of Completion	Passed	Pass %
01	2008-09	2010-11	108	63	58%	41	65%
02	2009-10	2011-12	181	88	49%	64	73%
03	2010-11	2012-13	180	98	54%	59	60%
04	2011-12	2013-14	219	42	19%	32	76%

B.A. Major Course

Sl. No.	Yr. of Admission	Yr. of Completion	Admitted	Completed	Rate of Completion	Passed	Pass %
01	2008-09	2010-11	43	28	65%	24	86%
02	2009-10	2011-12	67	48	72%	45	94%
03	2010-11	2012-13	64	58	91%	46	79%
04	2011-12	2013-14	96	61	64%	57	93%

B.Com. General Course

Sl. No.	Yr. of Admission	Yr. of Completion	Admitted	Completed	Rate of Completion	Passed	Pass %
01	2008-09	2010-11	20	06	30%	05	83%

02	2009-10	2011-12	14	03	21%	02	67%
03	2010-11	2012-13	25	16	64%	15	94%
04	2011-12	2013-14	21	04	19%	02	50%

B.Com. Specialty Course

Sl. No.	Yr. of Admission	Yr. of Completion	Admitted	Completed	Rate of Completion	Passed	Pass %
01	2008-09	2010-11	15	10	67%	07	70%
02	2009-10	2011-12	16	10	63%	08	80%
03	2010-11	2012-13	07	05	71%	05	100%
04	2011-12	2013-14	23	19	83%	17	89%

Programme wise details in comparison with that of previous performance.

(A) Programme wise results of B.A. and B.Com. (Last 4 years)

Year	B.A. (General)	B.Com. (General)
2009-10	46%	67%
2010-11	65%	83%
2011-12	73%	67%
2012-13	60%	94%

Table: 1

(B) (I) Course wise results last 4 years.

Year	B.A. Major (Major Course)	B.Com. (Specialty Course)
2009-10	87%	89%
2010-11	86%	70%
2011-12	94%	80%
2012-13	79%	100%

Table: 2

(B) (II) Course wise results last 4 years. (Major)

Year	Assamese	English	Economics	Education	Pol. Sc.
2009-10	100%	100%	50%	90%	89%

2010-11	100%	100%	100%	100%	60%
2011-12	100%	67%	100%	100%	100%
2012-13	58%	80%	88%	100%	80%

Table: 3

(B) (III) Course wise results last 4 years. (General Course)

Year	Economics	Education	Pol. Sc.	History	Sociology	Inf. Technology
2009-10	95%	91%	74%	100%	89%	-
2010-11	75%	79%	80%	100%	100%	83%
2011-12	63%	98%	86%	67%	81%	67%
2012-13	68%	80%	60%	83%	70%	88%

Table: 4

(a) Table 1 shows B.A. General Course result registers gradual improvement throughout the period from 2009-2010 to 2012-2013. But the success rate in 2012-13 is less than the previous year; however it is 14% more than that of 2009-10.

(b) B.Com General Course result shows a steady rise during the period from 67% in 2009-2010 to 94% in 2012-2013, except for 2010-2011 when the success rate was same as in 2009-10.

(c) Table 2 demonstrates that the result of B.A Major Course registers a rising trend from 2009-2010 to 2011-2012. But in 2012-2013, it is 79%, which is 8% less than that of the 2009-2010.

(d) The result of B.Com. Specialty Course is better in 2009-2010 and 2012-2013 in comparison to 2010-2011 and 2011-2012. It reaches the peak point i.e. 100% in 2012-2013.

(e) Across the programme, the result of B.A. Major, is better i.e. 86.5% in average in comparison to that of B.Com Specialty Course which is 84.75% in average throughout the period under report.

(f) Table 3 demonstrates the results of Major Courses of Studies in Assamese, English, Economics, Education and Political Science. The result of Education Major Course shows a continuous rise throughout the period and for the last three years the result was 100%.

(g) Assamese records 100% result during the first three years but it sharply falls in 2012-2013. English shows 100% result for the first two years and then

it falls to 67% and 80% in 2011-2012 and 2012-2013 respectively. The result of Economics is 100% in 2011-2012 and 2012-2013 from 50% in 2009-2010. However in 2012-2013 the success rate falls to 88%.

(h) Political Science registers a fluctuating trend between 60% in 2010-2011 and 100% in 2011-2012.

(i) Table 4 shows that the success rate in General Course subjects ranges between 60% and 100% throughout the period.

(j) In average the best result is achieved in the subject History 87.5% followed by Education 87% and Sociology 85% respectively during the period under report.

There is no other college of the Affiliating University within the city. Relevant data of other colleges of the district is not available.

5.2.3 How does the institution facilitate progression to higher level of education and/or towards employment?

The college is yet to establish a placement cell.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The rate of drop out was 45% in 2009-10 and reduced to 35% in 2011-12 and to 25% in 2012-13.

Students who cannot procure books and learning materials because of socio economic reasons generally fail and drop out. Besides students who remain absent from classes are at risk of failure.

- i) Parent teacher interaction at the departmental level to ensure regular participation in class-room teaching learning.
- ii) Poor students are provided loan of books from Book Bank to continue their studies and those who are meritorious among them are provided financial assistance and scholarship by the institution.
- iii) Special classes are held by the departments for below average learners.
- iv) Motivation by teachers to attend classes regularly as 85% attendance is necessary for appearing at the semester end examination.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

- Range of sports and games activities available to students is:
Volleyball, Football, Cricket, Shot Put, Discus Throw, Javelin Throw, Badminton, Kabadi, Athletics, Chess, Table Tennis, Carom, Weight Lifting, Arm Wrestling.
- Cultural and other curricular activities:
The following Musical instruments are available for cultural and other extra-curricular activities;
Flute, Guitar, Harmonium, Tabla, Drum Set, Cymbals, Congas, Nagara, Dhool, Khool etc. are available.
The students of the College participated in the above sports, games, cultural and extra-curricular activities during the Annual College Week.

Programme Calendar:

Sl. No.	Session	Date	Remarks
01	2009-10	8 th to 12 th December, 2009	Detail Programme Calendar in Annexure 4
02	2010-11	23 rd to 27 th November, 2010	
03	2011-12	7 th to 11 th January, 2012	
04	2012-13	6 th to 10 th November, 2012	
05	2013-14	28 th October to 1 st November, 2013	

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Sl. No.	Session	Achievements
01	2009-10	<ol style="list-style-type: none"> 1. Champion in Dibrugarh University Inter College Volleyball Tournament (Women) 2. Zonal Champion in Dibrugarh University Inter College Cricket Tournament 3. One Gold, Two Silver and One Bronze Medal in Dibrugarh University Athletics Meet.
02	2010-11	<ol style="list-style-type: none"> 1. Zonal Champion in Dibrugarh University Inter College Cricket Tournament. 2. Group Champion, Champion (Single), Champion (Double) in Dibrugarh University Inter College Badminton Tournament (Women). 3. Champion in Dibrugarh University Inter College Volleyball Tournament (Women)

		<p>4. Miss Jayashree Borgohain was awarded 2nd prize in Bishnu Rabha Sangeet in Inter College Youth Festival held at Dhemaji College on 21-23 January, 2011.</p> <p>5. Shri Prabhat Das was awarded 2nd prize flute playing in Inter College Youth Festival held at Dhemaji College on 21-23 January, 2011.</p>
03	2011-12	<p>1. Champion in Dibrugarh University Volleyball Tournament (Women)</p> <p>2. Semi Finalist in Inter College (Dibrugarh District) Football Tournament.</p> <p>3. Runners Up in Dibrugarh University Inter College Badminton Tournament (Women)</p> <p>4. Shri Ong Kham Baruah was awarded 1st prize in Luka Geet, 2nd prize in Guitar and 3rd prize in modern song in Inter College Youth Festival held at Morioni College on 20-22 January, 2012.</p>
04	2012-13	<p>1. Champion in Dibrugarh University Inter College Volleyball Tournament (Women)</p> <p>2. Quarter Finalist in Dibrugarh University Inter College Volleyball Tournament. (Men)</p> <p>3. Zonal Finalist in Dibrugarh University Inter College Cricket Tournament.</p> <p>4. Quarter Finalist in Inter College (Dibrugarh University) Football Tournament</p> <p>5. One Gold Medal in Dibrugarh University Taekwondo Competition.</p> <p>6. Miss Jayashree Borgohain was awarded 1st prize in Jyoti Sangeet, 1st prize in Bhupendra Sangeet, 1st prize in Bishnu Rabha Sangeet and Best Singer award in Inter College Cultural Youth Festival held at D.H.S.K. and M.D.K. Girls College on 18-20 October, 2012.</p>

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The process has not yet been initiated.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The College involves the students through the Students Union and encourages the students through financial assistance to publish Wall



Magazines and College Magazine. The editor of the Magazine is selected from among the students. Selected creative writings of students are published in the Magazine. List of publication is tabulated below.

Sl. No.	Session	Title of the Publication	Title of the Publication	Date of Publication
		College Magazine	Wall Magazine	
01	2009-10	Kalpataru (No. 16)	Ankur	08-12-2009
02	2010-11	Kalpataru (No. 17)	Ankur	23-11-2010
03	2012-13	Kalpataru (No. 18)	Ankur	07-01-2012
04	2013-14	Kalpataru (No. 19)	Ankur	06-11-2012

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes, the College a Students' Union.

Selection: The executive members/office bearers, excluding the President, of the union are democratically elected through secret ballot by the students of the college for a period of one year. The election of the Students' Union is held every year in the month of October.

Constitution: The Students' Union is constituted of the following executive members/office bearers.

- i) President: Principal (Ex Officio)
- ii) Vice President : Elected by the students
- iii) General Secretary : -do-
- iv) Assistant General Secretary : -do-
- v) Cultural Secretary : -do-
- vi) Magazine Secretary : -do-
- vii) Debating and Literary Secretary : -do-
- viii) Major Games Secretary : -do-
- ix) Minor Games Secretary : -do-
- x) Football Secretary : -do-
- xi) Cricket Secretary : -do-
- xii) Social Service Secretary : -do-
- xiii) Festival Secretary : -do-
- xiv) Gymnasium Secretary : -do-
- xv) Boys' Common Room Secretary : -do-
- xvi) Girls' Common Room Secretary : -do-

Activities:

With a view to ensuring Students Academic and intellectual excellence, the Students' Union strives to

- a) Lead the students and help them to become good citizens.
- b) Cooperate with the authority to maintain a congenial academic ambience in the college.
- c) Solve academic and related problems of the students.
- d) Develop social, cultural and political awareness amongst students.
- e) Organize annual college-week, prepare the programme of Games, Sports, Cultural and extra-curricular activities.
- f) Organize sports competitions and cultural programmes.
- g) Publish the college magazine and the Wall Magazines.
- h) Co-operate with the authority to prevent ragging in the institution.

Funding:

To meet the expenses of the activities of the Students' Union, the fund is collected as fees from the students under different heads and is deposited in to the respective bank accounts. The fund is released to the concerned secretary of the Union on submitting expenditure estimate as an when occasion arises.

- 5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

There are students representatives in the Anti Ragging Committee.

- 5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The institution maintains cordial relationship with the alumni and former faculty of the institution. A few select alumni and the former faculty of the institution are invited to participate in all extra-curricular activities, seminars, symposiums and other functions and programmes organized by the college. The alumni work together with the institution to organize Inter College Sports Competitions. A few of the former faculty participate in the seminars and workshops organized in the college.

Any other relevant information regarding Student Support and Progression which the college would like to include.

- i) Plan for construction of pavilion in the play ground is going to be



implemented.

- ii) Development of play ground is going on to provide facilities of Athletic Track and Cricket Pitch.
- iii) A Physical Instructor has been appointed to monitor, practice of different games and sports by the students.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

In consonance with the motto of the college enshrined in the College emblem "Culture Alone Evolves the Superman", the Vision of the college is to produce people of exceptional qualities by expanding the reach of qualitative education to the under privileged section of people in this remote and backward region and advancing their knowledge and skills through in-campus and distance modes.

The mission statements of the college aim at translating the institution's vision into action plans and define the specific tasks which the college endeavours:

1. To make constant endeavour to expand the reach of quality education among the younger generations in this remote, rural and underdeveloped region of the country.
2. To encourage the students to acquire advanced knowledge and skills to meet the challenges of life in the age of fast technological development.
3. To foster the spirit of peaceful co-existence in the multicultural and multilingual social set-up by drawing students from different communities and ethnic groups.
4. To ensure the academic intellectual, cultural and physical development of the students and staff through facilitating participation in curricular and extra-curricular activities.
5. To stimulate the faculty members to undertake research to enhance their professional competence in the age of globalization and devise innovative methods of teaching and learning.
6. To collaborate with the Affiliating University in the evaluation of students' performance in curricular and extra-curricular activities.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The top management i.e. the Governing Body, the Principal and the faculty play a leading role in framing policies, programmes and guidelines and implementing of its quality policy and plans within the framework of established financial and administrative rules and regulations of the state government and the University Grants Commission as well as the rules and statutes of the Affiliating University. Policies, programmes and plans are executed through different committees constituted for the purposes.

- i) The Internal Quality Assurance Cell in consultation with the principal, faculty members prepares the Annual Action Plan and The Annual Quality Reports of the Institution and monitors the overall quality aspects.
- ii) The Examination Conduct Committee conducts all in-semester and semester-end examinations in accordance with the academic calendar and programmes of examination fixed by the affiliating University. The departmental heads prepares the teaching learning plans and monitors the implementation of the same.
- iii) The implementation of guidelines issued by the Directorate of Higher Education, Government of Assam, the University Grants Commission and the Affiliating University relating to quality aspects are implemented by the top management through the Principal.
- iv) Academic Core Committee monitors the micro research projects initiated by the institution.
- v) The committee of the Departmental Heads monitors the curriculum transaction and the teaching learning and evaluation process for constant improvement of quality.

6.1.3 What is the involvement of the leadership in ensuring :

- the policy statements and action plans for fulfillment of the stated mission
 - ✚ The leadership is actively involved in ensuring the implementation of the policy statement and action plans for fulfillment of the stated mission. It mobilizes both internal and external resources for implementation of the policy statements and the action plans of the institution. Budget allocation of funds is provided under different heads to carry on different activities.
- formulation of action plans for all operations and incorporation of

the same into the institutional strategic plan

- ✚ The Governing Body accords approval and takes necessary follow up measures for operationalizing the action plans prepared by the Internal Quality Assurance Cell.
- Interaction with stakeholders
 - ✚ The Institution has identified students, parents, teachers, industry, society and the government as the major stakeholders in the policies and programmes of the institution. The Principal and the teachers regularly interact with the students' union to receive their feedback on different activities. The Parents are required to maintain a regular contact with the principal and the teachers regarding the progress of studies and discipline of their wards. Feedback and suggestions of the teachers are solicited on the quality aspects of the human resource output. The institution interacts with the industry which sponsors scholarship for the toppers of each class and inform them of the academic performance of the students. Regular interaction takes place with the State Government through the Directorate of Higher Education with regard to implementation of Government Reservation Policy in admission and appointment for the welfare of backward communities and with the Project Director, Integrated Tribal Development Project, of the District for implementing the welfare schemes of the students belonging to backward communities. Prominent members of the society are involved in the activities of the institution and their suggestions and views are solicited for development and improvement of quality.
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
 - ✚ The Governing Body ensures proper support for policy and planning through need analysis of infrastructure, faculty and financial resources.
- Reinforcing the culture of excellence
 - ✚ The institution maintains reservation of seat for students with outstanding performance in sports, music and cultural events. Meritorious students are encouraged to achieve excellence by providing scholarship from Students Aid Fund. Students

securing top position in different examinations are formally recognized and they are awarded scholarship sponsored by Sarda Plywood Industries Limited (Purma Tea). Medals and prizes are given to students for excellent performance in games, sports and cultural competitions.

- Champion organizational change

- ✚ The College is managed in accordance with the Assam Non Government College Management Rules, 2001 (as amended up to date) and the Assam College Employees (Provincialization) Act, 2005. Under these rules no authority/power is vested in the top management to bring about any organizational change.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The institution adopts the following procedures to monitor and evaluate the policies and plans for effective implementation and improvement from time to time.

- i) Holding meetings of the Governing Body, different Committees, staff and of Departmental Heads.
- ii) Reviewing and evaluating the progress of action plan in the Governing Body meeting and suggesting measures required, if any, for effective implementation and improvement of the policies and plans.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

- i) Every academic department is headed by a senior faculty appointed on the basis of rotation from among the teachers in the grade of Associate Professor.
- ii) Representation of Faculty Members is provided in the Governing Body, i.e. top management and decision making body of the institution.
- iii) Faculty members are included in all committees constituted for organizing and monitoring different activities.

6.1.6 How does the college groom leadership at various levels ?

- i) The College makes every effort to groom leadership at all levels. At the management level representation of teachers and office staff is ensured

in the top management.

- ii) Young teachers are given responsibilities to conduct co-curricular and extra-curricular activities through team work to develop leadership qualities.
- iii) At the grassroot level democratic process of election is held for selection of members of the Students' Union and they are entrusted with the responsibilities to organize games, sports and cultural competitions to develop the spirit of leadership through team work.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The Top Management delegates authority to the departmental heads and provides autonomy to them to prepare departmental teaching learning and evaluation plan, to conduct student seminar and to select students for admission into the major courses of studies of the concern department and to distribute workload among the teachers of the department and monitor the progress of courses.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, the college promotes the culture of participative management at various levels.

- i) Representation of teaching and non teaching staff is provided in the top management.
- ii) Teaching and non teaching staffs are included in all the committees constituted to implement the plans and policies.
- iii) Representatives of students are included in the Anti Ragging Committee constituted for prevention of ragging in the College Campus.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the college has a formally stated quality policy. It has been developed in keeping with the vision and mission of the college.

It is deployed by drawing up an action plan and academic calendar which are reviewed every year.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes,

- i) Infrastructural expansion: Indoor stadium.
- ii) Full computerization of Library and college office.
- iii) Setting up more digital classrooms.
- iv) Enrichment of Reference Section.
- v) Extension of Sports infrastructure.
- vi) Replenishment of Departmental Libraries.
- vii) To develop as a potential centre for research.
- viii) To start more courses of study on applied subjects.

6.2.3 Describe the internal organizational structure and decision making processes.

- i) The Governing Body is the top management and highest decision making body.
- ii) The principal is the administrative head and Drawing and Disbursing Officer of the institution.
- iii) The vice principal is in-charge of academic matters.
- iv) Each academic department is managed by the head of the department.
- v) The library is managed by the library committee of which the Librarian is the secretary.
- vi) The Planning Board approves the proposal for development assistance.
- vii) The IQAC- Coordinator monitors quality aspects.
- viii) Examination Conduct Committee conducts all in semester and semester end examination in accordance with the academic programmes fixed by Affiliating University.
- ix) The Career Counselling Cell organizes Career Counselling programme by inviting external counseling experts.
- x) The Women Study Cell works for the uplift ment of women of the surrounding areas of the institution.
- xi) The National Service Scheme under the charge of the Programme Officer is entrusted with the extension activities.

- xii) The adhoc committees are constituted for different purposes. The different constituents of the internal organization can take decision in related matters. If the decision relates to financial implication not included in the budget, it has to be approved by the Governing Body.

All other administrative and academic decisions are taken by the principal in consultation with the faculty, different committees, in keeping with the rules, regulations and guidelines of the State Government, University Grants Commission and the Affiliating University.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- Teaching & Learning

Curriculum transaction should be carried on in accordance with the academic calendar and teaching plan. Innovative techniques and interactive methods should be used.

Teachers must update their knowledge and enhance their professional skills and competency by participating in Refresher Course, Orientation Course, Seminar, Conferences, Short Term Course, Workshop etc.

- Research & Development

The College introduced Micro Research Project which is funded by the college.

Administrative Assistance is provided to avail the benefit of faculty improvement programme for Research by undertaking Major and Minor Research Projects.

- Community engagement

Community services are rendered through specialized agencies like, NSS and Women Study Cell.

- Human resource management

- i) The institution ensures engagement of right people for the jobs.
- ii) It utilizes available human resources effectively to attain institutional goal.
- iii) It motivates the teachers and non teaching staff through timely promotion.
- iv) It makes every effort to maintain cordial relation between the management and the staff.

- Industry interaction

The institution interacts with the industry through formal communication for sponsorship of scholarship of meritorious students and for mobilizing funds for infrastructural development.

- 6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The head of the institution ensures that adequate information is available for the top management and the stakeholders

- i) By presenting the action plans, annual reports, budget proposals, proposals for appointment and Promotion and the Annual Quality Assurance Report to the Governing Body.
- ii) By incorporating the profile and information on different aspects of the college in the prospectus and displaying notices and circulars in the Notice Boards and in the college website for information of students and other stake holders.

- 6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The management encourages and supports involvement of staff in improving the effectiveness and efficiency of the institutional processes by nominating the staff in different committees and entrusting them with responsibilities and providing them all official and administrative assistance required for effective discharge of the responsibilities.

- 6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Resolution of Governing Body Meeting held during 2012-13

Resolution No.1: It is resolved not to take Magazine Fee from the students in the session 2013-14, as there is a chance to receive grant from the State Government for publishing the magazine as the state government provided grants for magazine publication during previous session.

Resolution No.2: It is resolved to approve the budget (tentative) for the session 2013-14.



Resolution No.3: Resolved that if an employee of the college intends to take bank-loan from banks other than United Bank of India, Naharkatia Branch, he/she will have to give an undertaking authorizing the Principal/DDO to deduct the installment amount from his salary in case of default.

Resolution No.4: It is resolved to celebrate Golden Jubilee of the college with a yearlong programme starting from the 49th college foundation day, 2nd August, 2013.

The house also suggests the principal to convene a public meeting to form a committee to observe Golden Jubilee.

Resolution No.5: It is resolved to open an S.B. Account in the name and style as Golden Jubilee Celebration Committee Fund in the United Bank of India, Naharkatia Branch. The Principal/DDO is authorized to take necessary measure to open the account. The said account will be jointly operated by the Principal and the treasurer of the Golden Jubilee Celebration Committee. Further resolve that the Bank authority be requested to do the needful in this regard.

Resolution No. 6: It is resolved that Dr.(Mrs) Jyotirekha Gogoi as recommended by the Selection Committee be appointed as Assistant Professor in the Department of Assamese with immediate effect against the permanent vacant post caused by retirement of Mrs. Binu Phukan on 31/10/2011. Further, it is resolved that the Director of Higher Education, Govt. of Assam, be requested to approve her appointment.

Resolution No. 7: Resolved that no-objection certificate be issued to Prof. Basanta Ram Singh who would superannuate on 31-08-2013. The Principal/DDO is hereby authorized to do the needful in this regard.

Resolution No. 8 : The Principal/Secretary is authorized to do the needful to appoint one Assistant Professor in Hindi to fill up the vacancy as a stop gap arrangement after superannuation of Prof. Basanta Ram Singh on 31-08-2013.

Resolution No. 9: Resolved that the old generator set of the college be sold after assessing the value of it by one authorized/knowledgeable person through proper procedure. Prof. Naren Changmai and Prof. Jyoti Prasad Konwar be assigned the responsibility of executing the work.

Resolution No. 10: It is resolved that the excess expenditure incurred in the workshop on Bhaona, organized by the Department of Assamese, be

approved and the amount be adjusted against the financial support of the OIL, Duliajan, as and when the amount of support applied for is received.

Resolution No. 11: It is resolved that the students' union be allowed to construct a Swahid Bedi with their own resources in front of the college auditorium.

All the resolutions excluding resolution no. 9 have been implemented.

- 6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No.

- 6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The institution ensures that grievances/complaints are promptly attended to and resolved effectively through the Grievance Redressal Cell of the institution.

Yes, there is a Grievance Redressal Cell comprised of senior faculty members to analyse the nature of grievances and to resolve them promptly and effectively with a view to promoting better stakeholder relationship.

- 6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute ? Provide details on the issues and decisions of the courts on these?

No, there had been no instances of any court case filed by and against the institution.

- 6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

No.

6.3 Faculty Empowerment Strategies

- 6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The Teachers are given all administrative assistance required for

participating in refresher courses and orientation courses to update their knowledge and professional competence. They are released from their duty in the institution as per UGC rules so as to facilitate their participation in the refresher courses and orientation courses. They are also granted special casual leave to participate in Seminars, Conferences, Symposium and Workshop to develop research aptitude. They are provided with all necessary administrative support to apply for and obtain minor and major research projects.

The Non Teaching Staffs are also granted leave to undergo Short Term Training. Since the training courses for Non Teaching Staff are few and far between, they are provided necessary guidance to update themselves by going through the notifications, circulars, guidelines etc. issued from time to time by University Grants Commissions, Affiliating University and the State Government. They are also allowed free access for regular interaction with the Principal and the coordinator, IQAC to update their knowledge and clear confusion, if any.

The Librarian is also granted leave and released from his duty in the institution to participate in Workshops and training programmes.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The strategies adopted by the institution for faculty empowerment through training, retraining and motivating them for the roles and responsibilities they perform are to

- a) Ensure their participation in Short Term Training Courses organized by Academic Staff Colleges by releasing them from their duty in the institution.
- b) Ensure their involvement and active participation in campus and off campus (Extension activities).
- c) Depute the programme officers of NSS in the training programmes organized by the Affiliating University and NSS Regional Centre, Guwahati.
- d) Hold meetings between the Principal and the employees to motivate the latter to perform their roles and responsibilities with sincerity and dedication for improvement of quality.

6.3.3 Provide details on the performance appraisal system of the staff to

evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Performance appraisal of teachers is done by using the sample format for teacher appraisal report designed by the University Grants Commission. Besides general information, information on multiple activities, covering research undertaken and experience, participation in Training Programmes, Seminars, Conferences, Symposium, Workshop, introduction of innovative methods and techniques, contribution to teaching learning process, extension work/community services rendered and participation in corporate life, publications etc. are sought.

- 6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The reviewed of performance appraisal reports reveals that almost all the teachers have participated in and successfully completed Refresher Courses and Orientation Courses. Most of the teachers have participated in Seminars, Conferences and Workshops and presented papers. They have also involved themselves in extension activities. Only a select few teachers have undertaken research and published papers and articles in journals.

The major decision taken to improve the performance was to motivate the teachers to undertake research project and to introduce and adopt innovative methods of teaching and learning.

The decisions are conveyed to the teachers through meetings held between the Principal and the Teachers.

- 6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The following welfare schemes are available for the teaching and non teaching staff.

1. Post Retirement benefit-

- a) 27 Staff members are entitled to General Provident Fund benefit.
- b) They are entitled to Death cum Retirement Gratuity.
- c) They are entitled to Pension/Family Pension.
- d) They are also entitled to Leave Encashment benefit.
- e) 39 Staff members are entitled to Group Insurance Scheme benefit of

the State Government.

f) 12 Staff members are entitled to Pension under New Pension Scheme.

2. In Service Benefit from Welfare Scheme:

a) The teaching and non Teaching Staff can avail the benefit of Conveyance Loan, Personal Loan and House Building Loan from Nationalized Bank on repayment guarantee by the Governing Body of the College. During the last four years six (6) teachers have availed the benefit of Conveyance Loan and Personal Loan and three (3) teachers of House Building Loan.

b) Loan facilities with nominal interest are also available from Teachers' Welfare Fund to the Teaching and Non Teaching Staff. During the last four years fourteen (14) teachers have availed the benefit of loan from Teachers' Welfare Fund.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The institution has taken all possible measures to maintain a trouble free and hesitationless academic environment congenial to pursuit of knowledge in the campus. The following measures have been taken by the institution:

1. To attract the best talents as teachers advertisements for vacant post are published in the News Papers. Only those candidates who are qualified as per UGC norms are selected through competitive interview for appointment as teachers in the college.
2. Ensuring of autonomy to teachers in developing and implementing innovative teaching learning strategies.
3. Award of incentives in the form of advance increment to teachers with Ph.D. Degree at the entry point as per UGC rules.
4. The college has no power to retain eminent faculty after superannuation.
5. Providing of Administrative assistance to received Research Projects from UGC, ICHR and autonomy to pursue research for creation of knowledge.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The institution prepares an Annual Budgets for effective use of available

financial resources. Plans and estimate are Govt. prepared by the Government registers engineering and consultancy fund for all construction works. Quotations are invited for major purchase of items. Internal and external body of funds mobilized from internal sources and from Government sources are conducted.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The College conducts both internal and external audits of all its accounts. The Internal Audit is conducted by a Chartered Accountant appointed by the Management. The External Audit is done by the Directorate of Audit (Local Funds), Government of Assam.

Internal Audit up to 2013-14 has been completed in November, 2014 and External Audit up to 2011-12 has been completed. There is no major objection in Internal Audit. However the Final Audit Report of External Audit is yet to be received by the College.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The Major sources of institutional receipts/funding are as follows

- i) Salary Grants for Government approved teaching and Non Teaching Staff from the State Government.
- ii) General Development Assistance (Plan Period) from the University Grants Commission.
- iii) Students Fees, excluding seventy percent of Tuition Fees, which is to be remitted to the state Government.
- iv) The college has a reserve fund of Rs. 3,06,562.16 in the form of fixed deposit in different Nationalized bank.

Audited Statement of Expenditure

General Fund

Year: 2009-10

Sl. No.	Expenditure	Amount	Income	Amount
01	To Salary & Allowances to	1,22,90,736.00	By Treasury Bills (Salary to Sanctioned	1,22,90,736.00



	Sanctioned Staff		Staff)	
02	To Renovation & Prepare of Building	291353.00	By Tuition Fees	5,51,280.00
03	To Light & Power	91,105.40	By Other Fees	16,17,676.00
04	To Furniture & Fixture	91,670.00	By Miscellaneous Receipt	84,612.00
05	To Printing & Stationery	1,67,278.00	By Bank Interest	1,00,679.00
06	To Salary to Non Sanctioned Staff	2,71,315.00		
07	To Equipment Purchase & Maintenance	1,55,095.00		
08	To Transfer to Sub Fund	2,82,730.00		
09	To Miscellaneous Expenditure	4,12,226.00		
10	To Provision for Govt. Reserve	3,85,896.00		
11	To Excess of Income over expenditure	2,05,578.60		
	Total	1,46,44,983.00	Total	1,46,44,983.00

Sd/-
Principal,
Naharkatiya College,
Naharkatia.

Audited Statement of Expenditure

General Fund

Year: 2010-11

Sl. No.	Expenditure	Amount	Income	Amount
01	To Salary & Allowances to Sanctioned Staff	2,30,72,988.00	By Treasury Bills (Salary to Sanctioned Staff)	2,30,72,988.00
02	To Renovation & Prepare of Building	1,39,789.00	By Tuition Fees	6,12,720.00
03	To Light & Power	64,170.00	By Other Fees	20,15,960.00
04	To Furniture & Fixture	50,086.00	By Miscellaneous Receipt	20,865.00
05	To Printing & Stationery	2,24,018.50	By Bank Interest	1,19,894.00



06	To Salary to Non Sanctioned Staff	4,41,183.00		
07	To Equipment Purchase & Maintenance	2,30,176.00		
08	To Transfer to Sub Fund	5,42,870.00		
09	To Miscellaneous Expenditure	4,52,159.00		
10	To Provision for Govt. Reserve	4,28,904.00		
11	To Excess of Income over expenditure	1,96,083.50		
	Total	2,58,42,427.00	Total	2,58,42,427.00

Sd/-
Principal,
Naharkatiya College,
Naharkatia.

Audited Statement of Expenditure
General Fund
Year: 2011-12

Sl. No.	Expenditure	Amount	Income	Amount
01	To Salary & Allowances to Sanctioned Staff	2,89,71,790.00	By Treasury Bills (Salary to Sanctioned Staff)	2,89,71,790.00
02	To Renovation & Prepare of Building	3,64,505.00	By Tuition Fees	7,03,800.00
03	To Light & Power	1,21,346.00	By Other Fees	30,38,850.00
04	To Furniture & Fixture	87,455.00	By Miscellaneous Receipt	38,362.00
05	To Printing & Stationery	1,38,114.00	By Bank Interest	1,77,106.00
06	To Salary to Non Sanctioned Staff	6,92,832.00		
07	To Equipment Purchase & Maintenance	68,250.00		
08	To Transfer to Sub Fund	13,41,570.00		
09	To Miscellaneous	4,35,210.00		



	Expenditure			
10	To Provision for Govt. Reserve	4,92,660.00		
11	To Excess of Income over expenditure	2,16,176.00		
	Total	3,29,29,908.00	Total	3,29,29,908.00

Sd/-
Principal,
Naharkatiya College,
Naharkatia.

Audited Statement of Expenditure
General Fund
Year: 2012-13

Sl. No.	Expenditure	Amount	Income	Amount
01	To Salary & Allowances to Sanctioned Staff	3,31,31,505.00	By Treasury Bills (Salary to Sanctioned Staff)	3,31,31,505.00
02	To Renovation & Prepare of Building	2,13,373.00	By Tuition Fees	6,20,640.00
03	To Light & Power	1,39,523.97	By Other Fees	21,11,360.00
04	To Furniture & Fixture	27,000.00	By Miscellaneous Receipt	4,51,475.00
05	To Printing & Stationery	98,544.00	By Bank Interest	2,07,944.00
06	To Salary to Non Sanctioned Staff	7,54,760.00		
07	To Equipment Purchase & Maintenance	1,74,200.00		
08	To Transfer to Sub Fund	5,99,940.00		
09	To Miscellaneous Expenditure	8,22,353.00		
10	To Provision for Govt. Reserve	4,34,448.00		
11	To Excess of Income over expenditure	1,27,276.53		
	Total	3,65,22,924.00	Total	3,65,22,924.00



Sd/-
Principal,
Naharkatiya College,
Naharkatia.

- 6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The College approached the local MLA and MP for sanction of additional funds. The Local MLA sanctioned an amount of Rs. 9 lacs from MLA's Local Area Development Fund for construction of the Administrative Building of the college. The fund has been utilized and the Administrative Building has been constructed.

The College received Rs. 11,98,700.00 through the Affiliating University from Government of India under "One College One Sports" Project. A Volleyball Complex with Gallery and four rooms for Sports Office, Sports Store Rooms and Changing Rooms for players have been constructed.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the institution has established an Internal Quality Assurance Cell. The Institutional Policy with regard to quality assurance is that the Internal Quality Assurance Cell will continuously strive for quality assurance and internalization of quality culture among the teachers, students and staff through its action plan, aimed at overall development of the institution.

The establishment of the Internal Quality Assurance Cell has made the teachers and staff and students quality conscious. It has inculcated a sense of regularity and punctuality in the students and a sense of accountability in the teachers and staff and made them aware of their duties and responsibilities. Consequently they discharge all their duties in keeping with the academic calendar prepared by the IQAC. In this way Internal Quality Assurance Cell has contributed in institutionalizing the quality assurance process.

- b. How many decisions of the IQAC have been approved by the

management / authorities for implementation and how many of them were actually implemented?

Almost all the decisions included in the plan of action prepared by IQAC were approved by the management/authorities for implementation and most of them have been actually implemented. Besides the plan of action IQAC submitted eight decisions taken in its meetings for approval and implementation. Of the eight decisions six have been implemented by the management/authority.

- c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, the IQAC has three prominent educationists as external members on its committee. They attend the meetings of the IQAC and put forward valuable suggestions. They are invited as chief/distinguished guests on the occasions of sports tournaments, cultural programmes, seminars, symposium and workshops. Their presence and illuminating speeches on the occasion inspire the faculty, students and staff to dedicate themselves to the cause of overall development of the institution and thus they contribute to cultivation of quality culture in the institution.

- d. How do students and alumni contribute to the effective functioning of the IQAC?

The Students of the institution cooperates with the management and the authority to maintain a trouble free congenial environment conducive to pursuit of academic, administrative and extra-curricular activities in accordance with the action plan prepared by the IQAC. Their active involvement and cooperation in conducting the academic and co-curricular activities in time contribute to the effective functioning of the IQAC. A few alumni engaged themselves in organizing the sports competition and their active service and support contribute to implement the action plan of the IQAC.

- e. How does the IQAC communicate and engage staff from different constituents of the institution?

The Internal Quality Assurance Cell has members from different constituents of the college. The Internal Quality Assurance Cell communicates with them through meetings and letters. It engages staff from different constituents to collect data by searching records from administrative section, library and examination section. The Internal Quality Assurance Cell prepares the required format for

collecting data and supplies the format to them along with request letters, seeking their cooperation in collecting data.

- 6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Yes, the Internal Quality Assurance Cell has an integrated framework for quality assurance of academic and administrative activities. The Internal Quality Assurance Cell chalks out the action plan for academic and administrative activities aimed at quality improvement and assurance. The academic activities are carried out in accordance with the academic calendar prepared by the Internal Quality Assurance Cell. The academic calendar forms part of the prospectus published by the institution for circulation among stake holders.

The day to day administrative activities are carried out by the authority. However those administrative activities which require the approval and sanction of fund by the management are submitted to Governing Body in the form of proposal. The Principal prepares the required proposal for approval and sanction of fund. These types of administrative activities become operational on obtaining the approval and sanction of fund from the Governing Body.

- 6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Yes. The institution provides formal as well as informal training to its staff for effective implementation of the quality assurance procedures. Informal training is provided by the Librarian to the support staff for library functioning. Informal training is also given to the support staff for operating Generator sets.

- 6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The institution is yet to undertake academic audit or other external review of the academic provision.

- 6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?



The Internal Quality Assurance Cell has been set up in accordance with the guidelines of National Assessment and Accreditation Council and provided necessary facilities for functioning.

The Internal Quality Assurance Cell follows the guidelines of National Assessment and Accreditation Council and prepares the Annual Quality Assurance Report and the Self Study Report.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

There are an academic core committee and a committee of departmental heads to continuously review the teaching learning process.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The college communicates its quality assurance policies to the various internal and external stakeholders through prospectus, notice board and website. It also holds meeting with teachers and students' union. Parent Teacher Association Meet and Alumni Meet are also organized to discuss various aspects of quality assurance measures.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The institution has not conducted a Green Audit of its campus and facilities till date. However, every effort is made to keep the college campus clean and green and to create a congenial ambiance for academic activities.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

* Energy conservation

✚ Nil

* Use of renewable energy

✚ Nil

* Water harvesting

✚ Nil

* Check dam construction

✚ Nil

* Efforts for Carbon neutrality

✚ The staff and students who use their own vehicles to travel to college are required to check carbon emission from their vehicles regularly.

* Plantation

✚ Plantation of trees on the campus has been taken to neutralize carbon-dioxide effect. Various ornamental trees have been planted within the campus. A Campus Beautification Committee has been constituted for the purpose.

* Hazardous waste management

✚ There is no hazardous waste accumulation within the campus. Use of polythene bag is strictly prohibited within the campus.

* e-waste management

✚ Nil

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The innovative practices introduced during the last four years and which have created a positive impact on the functioning of the college are detailed below:

- i) Collection of fees through bank has been introduced to streamline the accounting process.
- ii) Library orientation programme for the new comers has been introduced to train them in the use of the available library resources and to motivate them to develop reading habit.
- iii) To encourage and motivate teachers to undertake research work, a scheme for Micro Research Project has been initiated by the college. A small fund is provided to the teachers who are interested to carry out research work on local important issues.
- iv) Most of the students of the college hail from the backward rural area. They are shy and introvert in nature, resulting in a psychological barrier, which stands in the way of free interaction between the teachers and the students, during class-room transaction. To overcome this hindrance icebreaking interactive sessions are organized at the beginning of the academic session.
- v) To encourage and motivate the students coaching camps in different sporting events are organized in the college playground to give a fillip to the extra-curricular activities of the students and to facilitate participation of students from other institutions.
- vi) Maintenance of a ragging free campus has been ensured with the active cooperation of the teachers and students. An Anti Ragging Committee has been constituted in accordance with the direction of the affiliating university. There has been no case of ragging during the period under report.

7.3 Best Practices

7.3.1 Elaborate on any two best practices **in the given format at page no. 98**, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core



activities of the college.

The Best Practices are

1. Collection of Fees through Bank.
2. Library Orientation Programme.

* Detailed in the given format No. 4 at pages 198

3. Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

3.01 Department of Assamese

1. Name of the department

✚ Department of Assamese.

2. Year of Establishment

✚ 1964

3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.A. General Course

✚ B.A. Major Course.

4. Names of Interdisciplinary courses and the departments/units involved

✚ Modern Indian Language course in Assamese, Department of Commerce.

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ The teachers participate in teaching the course of Modern Indian Language-Assamese offered by the Department of Commerce.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ Nil.

8. Details of courses/programmes discontinued (if any) with reasons

✚ Nil.

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	04	04
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. / Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sri M. Phukan	M.A., M. Phil	Associate Professor	Literature	28 Years	
Mrs. M. Devi	M.A., M. Phil	Associate Professor	Language	21 Years	
Sri J.P. Konwar	M.A., M. Phil	Associate Professor	Literature	15 Years	
Mrs. S.R. Gogoi Gayan	M.A., M. Phil	Associate Professor	Comparative Literature	14 Years	
Mrs. R. Sonowal	M.A.	Assistant Professor	Literature	05 Years	
Mrs. J.R. Gogoi	M. Phil, Ph.D.	Assistant Professor	Comparative Literature	01 Years	

11. List of senior visiting faculty

 Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty



13. Student -Teacher Ratio (programme wise)

 B.A. General Course : 30:1

✚ B.A. Major Course : 13:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

✚ Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Sl. No.	Name	Qualification
01	Sri Moniram Phukan	M. Phil
02	Mrs. Mamoni Devi	M. Phil
03	Sri Jyoti Prasad Konwar	M. Phil
04	Mrs. Smriti Rekha Gogoi Gayan	M. Phil
05	Mrs. Jyoti Rekha Gogoi	M. Phil, Ph.D.
06	Mrs. Runumi Sonowal	P.G.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

✚ Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

✚ Nil

18. Research Centre / facility recognized by the University

✚ Nil

19. Publications:

a) Publication per faculty

- * Number of papers published in peer reviewed journals (national / international) by faculty and students

➤ Nil

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

➤ Nil

* Monographs

➤ Nil

* Chapter in Books

1. **Dr. (Mrs.) Jyotirekha Gogoi**a) **Title of the Book:***“Swarnalipi”***Title of the Article:***Jibonor Battor Upanayakhayot Asomor Samaj Jibonor Sabi*

Editor: Hridayananda Gogoi

Publisher: Swarnalipi Bhawan, Jyoti Nagar, Guwahati, January, 2012.

ISSN: 2231-0517

b) **Title of the Book:***“Swarnalipi”***Title of the Article:***Dasoi Utsob-Parampora Aru Ketbur Lukasar*

Editor: Hridayananda Gogoi

Publisher: Swarnalipi Bhawan, Jyoti Nagar, Guwahati, August, 2012.

ISSN: 2231-0517

c) **Title of the Book:***“Asam Sahitya Sabha Patrika”***Title of the Article:***Somanyor Anajori bihu aru Nepali Somaj*

Editor: Chabi Gogoi

Publisher: Chandrakanta Handique Bhawan, Jorhat, Dec., Jan., Feb. 2012-2013.

ISSN: 2277-9515

d) **Title of the Book:***“North East India Network for Academic Discourse”***Title of the Article:***Asomia Nepali Hokolor Bibahor Geet Maat.*

Editor:

Publisher: NEINAD, Gauhati University, December, 2012.

ISSN: 2249-5142

e) **Title of the Book:***“Crafts & Culture in North East India”***Title of the Article:***Tihar Festivals in Nepalese Community*

Editor: Hridayananda Gogoi



Publisher: UGC sponsored Gandhian Studies Centre, Gorgaon College, Sibsagar, 2012

ISBN: 978-81-922-338-7-1

f) Title of the Book:

“Prantaswar”

Title of the Article:

Nepali Charparba Athoba Utsob Prabon Brat Homandhya Lokgeet ati Alusona

Editor: Mukul Chakrabarty

Publisher: NEINAD, Gauhati University, January 2013.

ISSN: 2231-6760

g) Title of the Book:

“Looking East Probing deep (Unraveling the Socio-Economic-Realities of the Northeast)”

Title of the Article:

Role of Nepalese in Socio-economic Development of Assam

Publisher: APPOCCUS, Cotton College, January 2013.

ISBN: 978-93-82-495-04-8

h) Title of the Book:

“Sonari College Academic and Research Journal”

Title of the Article:

Manuscripts of Preservation in the *Satras* of Majuli

Editor: Rita Dutta

Publisher: Sonari College Research Committee, Vol-2-2013

ISSN: 2321-015X

i) Title of the Book:

“*Sahityar Anubad* (Literary Translation)”

Title of the Article:

Moyla Ancholor Gamya Jibonor Bahurongi Chitra-ati Alusona

Publisher: Jhanji Hemnath Sarmah College, June-2013

ISBN: 978-93-81-689-58-5

j) Title of the Book:

“*Uttar Pub Bharator Loka Sanskriti*”

Title of the Article:

Nepalee Janagusthir Bibah Padhati

Publisher: Sonari College, 5th August, 2013

ISBN: 978-93-81-689-5-8

k) Title of the Book:

“The Aroma of Language, Literature and Culture”



Title of the Article:

Tamang Hokolor Bibah Prathati Aalukpat

Publisher: NEINAD, Sibsagar Branch, 5th September, 2013

ISSN: 9780600626879

I) Title of the Book:

“Panchajanya”

Title of the Article:

*Surujmukhi Swapnot Pratifalita Huwa Gamyanchalar, Arthasamajik
Jibon- eti Aluchana*

Publisher: Sibsagar Zonal Committee of ACTA, 27th September, 2013

ISBN: 2230-911X

* Books Edited

➤ Nil

* Books with ISBN/ISSN numbers with details of publishers

➤ Nil

* Citation Index

➤ Nil

* SNIP

➤ Nil

* SJR

➤ Nil

* Impact factor

➤ Nil

* h-index

➤ Nil

20. Areas of consultancy and income generated

✚ Nil

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards

✚ Nil

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme

✚ Nil

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies

✚ Nil

23. Awards / Recognitions received by faculty and students

✚ Nil

24. List of eminent academicians and scientists / visitors to the department

✚ Dr. Nagen Saikia, eminent literature and Professor of Dibrugarh University (Retired).

✚ Dr. Gobindra Prasad Sharma, retired professor of English, Gauhati University.

✚ Dr. (Mrs.) Karabi Deka Hazarika, Department of Assamese, Dibrugarh University, convener, Language Advisory Board for Assamese, Sahitya Akademi and member of the Academic Council, Sahitya Akademi.

✚ Prof (Mrs.) Aparna Konwar, Head Department of Assamese, Dibrugarh University.

✚ Dr. Satyakam Borthakur, Department of Assamese, Dibrugarh University.

✚ Dr. (Mrs.) Pallabi Deka Buzarbaruah, Department of Assamese, Dibrugarh University.

✚ Prof. Prabin Chandra Das, Retired Professor and Head, Department of Folk Lore, Gauhati University.

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National

A National Symposium on the theme "Impact of Folk Life in Contemporary Literature" was organized jointly with *Sahitya Akademi*. Altogether six papers were presented in the symposium focusing on different aspects of Folk Life on Contemporary Assamese Literature. A galaxy of eminent litterateurs and academicians participated in the One Day Symposium. The sources of funding were *Sahitya Akademi*, Kolkata and the institution itself.

A demonstrational workshop was organized with a three day long programme. The objective of the workshop was to train the students and interested persons with the practical aspects of *Angkia Bhaona* (one act play based on scriptures), the Foundation Stone of Assamese culture. A few experts of Assamese 'Satriya' (monastic) culture participated as resource persons including Padmashree Ghanakanta Bora Borbayan and Dr. Jagannath Mahanta. The workshop was funded by the college and the Department of Assamese.

b) International

Nil

26. Student profile programme/course wise:

Session 2013-14 :: B.A. 1st Semester

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General Course	Central Counseling System	182	86	96	62%
B.A. Major Course	Central Counseling System	37	14	23	84%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General Course	100%	Nil	Nil
B.A. Major Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

 Nil.

29. Student progression

Student progression	Against % enrolled
UG to PG	1/8 12.5%

PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed - Campus selection - Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library

Yes, Departmental Library.

b) Internet facilities for Staff & Students

Yes, available.

c) Class rooms with ICT facility

Yes, available. Digital class-room is common to all departments.

d) Laboratories

No.

31. Number of students receiving financial assistance from college, university, government or other agencies.

College 02

University 00

Government 00

Other agencies 08

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

✚ A demonstrational Workshop on Angkia Bhaona was organized.

33. Teaching methods adopted to improve student learning

✚ Group discussion, students seminar, question answer session, recitation by students are adopted to improve students' learning.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- ✚ Prof. (Mrs.) Runumi Sonowal is the sub-editor of the magazine 'Angana', published by Women's Study Cell. Prof. (Mrs.) Mamoni Devi is the member of the executive committee of Women's Study Cell and also a member of Examination Conduct Committee. Dr. (Mr.) Jyotirekha Gogoi is the treasurer of the Women's Study Cell. The teachers of the department participate in the extension activities conducted by NSS and Women's Study Cell.

35. SWOC analysis of the department and Future plans

✚ **Strength:**

- i) Adequate number of qualified and experienced staff.
- ii) Departmental Library with a collection of different texts and reference books.

✚ **Weakness**

- i) Fewer numbers of brilliant students.
- ii) Students weak in English and unable to comprehend reference books available in English.

✚ **Opportunity**

- iii) To publish departmental journal/news letter.
- iv) To introduce a course on creative writing.

✚ **Challenge**

- i) To draw meritorious students with good academic background is a challenge to the department.
- ii) To develop creative and critical writing skills of average learners.

✚ **Future Plans:**

- i) To publish departmental journal/news letter.
- ii) To establish a museum to preserve the traditional, cultural resources of Assam.

3.02 Department of Bengali

1. Name of the department

✚ Department of Bengali

2. Year of Establishment

✚ 1964

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.A. Pass Course (MIL)

4. Names of Interdisciplinary courses and the departments/units involved

✚ Modern Indian Language (Commerce)

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ B.Com General Course (MIL, Bengali)

✚ B.A. Major Course in Assamese (Comparative Literature).

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ Nil.

8. Details of courses/programmes discontinued (if any) with reasons

✚ Nil.

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-

Asst. Professors	01	01
------------------	----	----

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sri Prabhakar Mandal	M.A., Ph.D.	Assistant Professor.	Literary Theory	06 Years	

11. List of senior visiting faculty

✚ Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

✚ Nil

13. Student -Teacher Ratio (programme wise)

✚ B.A. Programme 7 : 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

✚ Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

✚ Dr. Prabhakar Mandal, Ph.D.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

✚ Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

✚ Nil

18. Research Centre / facility recognized by the University

✚ Nil

19. Publications:

a) Publication per faculty

- * Number of papers published in peer reviewed journals (national / international) by faculty and students

1. Dr. Prabhakar Mandal

a) Title of the Journal

Journal of Educational Research Analysis

Name of the Article: *Dakghar- Muktio Mrityur Tanapodan*

Vol. I, No. I, 2012

Publisher: Institute for Leadership and Educational Excellence, Kolkata

ISSN: 2319-2852

b) Title of the Journal

Pratiddhani the Eco

Name of the Article: *Bohuswarik Uponyas: Aranya- Banni*

Publisher: Department of Bengali, Korimganj College, Assam.

Vol. I, Issue: IV, April, 2014.

ISSN: 2278-5264

c) Title of the Journal

Pratiddhani the Eco.

Name of the Article: *Lalsalu- Dharmiya Moulbader Biruddhe ek Socchar Protibad.*

Publisher: Department of Bengali, Korimganj College, Assam.

Vol. I, Issue: II, October, 2012.

ISSN: 2278-5264

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

➤ Nil

- * Monographs

➤ Nil

- * Chapter in Books

1. Dr. Prabhakar Mandal

a) Title of the Book

Manik Bandyopadhyaya Punopath

Name of the chapter: *Binirmaner aloke "Pratibimba"*

Publisher: *Bongiya Sahitya Sangsag, Kolkata.*

ISBN: 978-81-89827-35-9

b) Title of the Book

Adhunik Bangla Sahitya: Baichitryer Nana Dik

Ed: Devnath, Mrinalkranti & Das, Kanai.

Name of the Article: *Dhodai: Natun Pother Anusandhitsu Yatri.*

ISBN: 9789383816057.

* Books Edited

➤ Nil

* Books with ISBN/ISSN numbers with details of publishers

➤ Nil

* Citation Index

➤ Nil

* SNIP

➤ Nil

* SJR

➤ Nil

* Impact factor

➤ Nil

* h-index

➤ Nil

20. Areas of consultancy and income generated

➤ Nil

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards

➤ No

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

➤ Nil

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

✚ Nil

23. Awards / Recognitions received by faculty and students

✚ Nil

24. List of eminent academicians and scientists / visitors to the department

✚ Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National

✚ Nil

- b) International

✚ Nil

26. Student profile programme/course wise:

Session 2013-14 :: B.A. 1st Semester

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General Course	Central Counseling System	07	01	06	67%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

✚ Does not arise

29. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
<p style="text-align: center;">Employed</p> <ul style="list-style-type: none"> - Campus selection - Other than campus recruitment 	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library

✚ Yes, Departmental Library - Book 40 Nos.

b) Internet facilities for Staff & Students

✚ Yes.

c) Class rooms with ICT facility

✚ Yes, available. Digital Class-room is common to all departments.

d) Laboratories

✚ No.

31. Number of students receiving financial assistance from college, university, government or other agencies

✚ Nil.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

✚ Nil.

33. Teaching methods adopted to improve student learning

✚ Audio visual technique method in some classes.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

✚ The teacher participates in extra-curricular activities organized in the

institution and extension activities of NSS unit.

35. SWOC analysis of the department and Future plans

Strength:

- i) Qualified teacher.
- ii) Close rapport with students

Weakness

- i) Fewer Students.
- ii) Fewer books in Departmental Library.

Opportunity

- i) To enrich departmental library.
- ii) To invite senior faculty from nearby colleges.

Challenges

- i) To attract more students.
- ii) To improve result.

Future Plans:

- i) To publish Wall Magazine.
- ii) To introduce ICT enabled teaching and learning.

3.03 Department of Commerce

1. Name of the department

✚ Department of Commerce

2. Year of Establishment

✚ 1972

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.Com. General Course

✚ B.Com. Specialty Course.

4. Names of Interdisciplinary courses and the departments/units involved

✚ B.Com Specialty Course is interdisciplinary in nature and the department involves are Economics and English.

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ The department participates in the teaching of Travel & Tourism Management offered as a Skill Based Course prescribed for B.A. general course students.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ Nil.

8. Details of courses/ programmes discontinued (if any) with reasons

✚ Nil.

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-

Associate Professors	04	04
Asst. Professors	03	03

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sri Tarun Nath	M.Com.	Associate Professor	Accountancy	29 Years	Nil
Sri Gouri Sankar Sahu	M.Com.	Associate Professor	Management	25 Years	Nil
Sri Navajit Dutta	M.Com.	Associate Professor	Management	20 Years	Nil
Sri Pranjal Bordoloi	M.Com.	Associate Professor	Accountancy	20 Years	Nil
Sri Tarun Jyoti Gogoi	M.Sc. (Maths)	Assistant Professor	Applied Mathematics	15 Years	Nil
Sri Amlan Jyoti Sharma	M.Com.	Assistant Professor	Accountancy	06 Years	Nil
Sri Dilip Bania	M.Com./M.Phil	Assistant Professor	Accountancy	02 Years	Nil

11. List of senior visiting faculty

✚ Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

✚ Nil.

13. Student -Teacher Ratio (programme wise)

✚ B.Com. General Course: 15:1

✚ B.Com. Specialty Course: 8:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

✚ Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Sl. No.	Name	Qualification
01	Dilip Bania	M.Com./M.Phil
02	Tarun Nath	M.Com.
03	Gouri Sankar Sahu	M.Com.
04	Navajit Dutta	M.Com.
05	Pranjal Bordoloi	M.Com.
06	Tarun Jyoti Gogoi	M.Sc.
07	Amlan Jyoti Sharma	M.Com.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

i) Prof. N. Dutta MRP (UGC) Rs. 1,01,000/-

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

 Nil

18. Research Centre / facility recognized by the University

 Nil

19. Publications:

a) Publication per faculty

- * Number of papers published in peer reviewed journals (national / international) by faculty and students

1. Prof. Amlan Jyoti Sharma**a) Title of the Journal**

Chirantan Chintan, Journal of the ACTA, Dibrugarh, Assam, India
Voll. II, No. II, ISSN 2278-4756 Pp. 99-107

Title of the Article

A Study on Investors' Attitudes Towards Investment in Shares

b) Title of the Journal

IRACST- International Journal of Commerce, Business and Management (IJCBM), Vol. 3, No. 1. February 2014, ISSN: 2319-2828.

Title of the Article

Understanding Cognitive Dissonance - The Behavioural Finance Principle

2. Prof. Navajit Dutta

a) Title of the Journal

The NEF Journal of Commercial Management, Guwahati, January-March- 2012

Title of the Article

HR Policy Based on Ethical and Spiritual Values for Effective CSR.

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - Nil
- * Monographs
 - Nil
- * Chapter in Books
 - Nil
- * Books Edited
 - Nil
- * Books with ISBN/ISSN numbers with details of publishers
 - Nil
- * Citation Index
 - Nil
- * SNIP
 - Nil
- * SJR
 - Nil
- * Impact factor
 - Nil
- * h-index

➤ Nil

20. Areas of consultancy and income generated

✚ Nil

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards

✚ Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

✚ 100 (Approx)

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

✚ Nil

23. Awards / Recognitions received by faculty and students

✚ Nil

24. List of eminent academicians and scientists / visitors to the department

✚ Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

i) NEDFI sponsored 15 days self employment training programmes on “Water Hyacinth Craft”.

ii) SEBI sponsored one day workshop on “Investment in Share Market”.

b) International

✚ Nil

26. Student profile programme/course wise:

Session 2013-14 :: B.Com. 1st Semester

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

B.Com. General Course	Central Counseling System	25	24	01	32%
B.Com. Specialty Course(Accounting & Finance)	Central Counseling System	15	08	07	71%
B.Com. Specialty Course (HRM)	Central Counseling System	03	03	-	100%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Com. General Course	100%	Nil	Nil
B.Com. Major Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

✚ Nil.

29. Student progression

Student progression	Against % enrolled
UG to PG	50%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed - Campus selection - Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library

✚ Yes, departmental Library, 230 books.

b) Internet facilities for Staff & Students

✚ Yes, provided.

c) Class rooms with ICT facility

✚ Yes, available. Digital class-room is common to all.

d) Laboratories

✚ Nil.

31. Number of students receiving financial assistance from college, university,

College	01
University	00
Government	03
Other Agencies	06

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

A workshop on “*The Role of Stock Exchange with Reference to Sensex and NIFTI in Developing Saving Habits*” was organized on 10th April, 2014 in collaboration with Security Exchange Board of India, Mumbai. Prof. Santanu Kumar Borah, Associate Professor of Tinsukia College and certified Resource Person of SEBI participated in the workshop as Resource Person. 60 students of the department of Commerce of the college participated in the programme and interacted with the resource person.

A workshop on Skill Development in Hyacinth Craft was organized from 18-02-2014 to 28-02-2014, by the Department of Commerce in collaboration North Eastern Development & Financial Institution (NEDFI). Ms. Papor Goswami, programme coordinator participated as Resource Person and trained the participants in developing the skill of the participants in Water Hyacinth Craft for 10 days. 25 participants which included 15 students of the Department of Commerce and 10 outside youths interested in developing their skill in Water Hyacinth Craft received training. All of them were benefited from the programme.

List of Items: Cap, Ladies Bag, Purse, Mobile Cover, Ladies Hand-Bag, Flower-Pot.

33. Teaching methods adopted to improve student learning

- i) Learning by doing.
- ii) Involving students in problem solving.
- iii) Use of audio-visual aids.
- iv) Students seminar for developing research aptitude among students.
- v) Group discussion to develop communication skill and generate new ideas.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Prof. Tarun Chandra Nath is the secretary and Prof. Navajit Dutta is a member of Examination Conduct Committee. Teachers of the department included in different committees of the institution and are entrusted with responsibilities which they perform. They also participate in extension activities organized by NSS unit. Prof. Tarun Jyoti Gogoi is the member of Library Management Committee, Nodal Officer, All India Survey of Higher Education, and Assistant Co-ordinator IQAC.

35. SWOC analysis of the department and Future plans

 Strength:

- i) Adequate number of qualified and experienced teachers in Accountancy Group.
- ii) Consistently good results in final examinations.

 Weakness

- i) Fewer numbers of students prefer courses of commerce.
- ii) Shortage of teacher in Management Group.

 Opportunity


- i) To draw comparatively better students to the department.
- ii) To enrich the Departmental Library.
- iii) To visit different commercial/industrial organizations for preparing in house project reports.

 Challenge

- i) To motivate students from rural areas to pursue courses offered by the Department.



- ii) To develop students' interest in Mathematics to build up strong foundation for pursuing specialty courses.

 **Future Plans:**

- i) To publish Wall Magazine of the Department.
- ii) To start counseling of students for job opportunities and emerging areas of studies available for commerce graduates outside the state.

3.04 Department of Economics

1. Name of the department

✚ Department of Economics

2. Year of Establishment

✚ 1964

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.A. General Course

✚ B.A. Major Course.

4. Names of Interdisciplinary courses and the departments/units involved

✚ Business Environment, Department of Commerce.

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ The teacher participates in the teaching of Business Environment, a course offered by the department of commerce.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ Nil.

8. Details of courses/programmes discontinued (if any) with reasons

✚ Nil.

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	04	04

Asst. Professors	02	02
------------------	----	----

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. / Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sri Prokash Sarmah	M.A., M.Phil	Associate Professor	Agricultural Economics	35 Years	Nil
Mrs. Geeta Swargari	M.A.	Associate Professor	Agricultural Economics	27 Years	Nil
Mrs. Purabi Baruah	M.A.	Assistant Professor	Agricultural Economics	27 Years	Nil
Sri Diganta Tamuli	M.A.	Associate Professor	Labour Economics	18 Years	Nil
Sri Diganta Khanikar	M.A.	Associate Professor	Agricultural Economics	17 Years	Nil
Sri Runmoni Mahanta	M.A., M.Phil	Assistant Professor	Demography	15 Years	Nil

11. List of senior visiting faculty

✚ Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

✚ Nil.

13. Student -Teacher Ratio (programme wise)

✚ B.A. General Course: 4:1

✚ B.A. Major Course: 4:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled


✚ Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Sl. No.	Name	Qualification
---------	------	---------------

01	Sri Prakash Sarmah	M.A., M.Phil
02	Sri Runmoni Mahanta	M.A., M.Phil
03	Mrs. G. Swargari	M.A.
04	Mrs. P. Baruah	M.A.
05	Sri D. Tamuli	M.A.
06	Sri D. Khanikar	M.A.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

 Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

 Nil

18. Research Centre / facility recognized by the University

 Nil

19. Publications:

a) Publication per faculty

- * Number of papers published in peer reviewed journals (national / international) by faculty and students

Prof. Diganta Khanikar

Title of the Journal

Assam College Teachers Association Journal, 2009-10, Vol. XXXIII, ACTA, Guwahati, ISSN: 2229-693X

Name of the Article:

Trend and Pattern of Urbanization in Assam during the Period of 1901-2001.

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

 Nil

- * Monographs

 Nil

- * Chapter in Books
✚ Nil
- * Books Edited
✚ Nil
- * Books with ISBN/ISSN numbers with details of publishers
✚ Nil
- * Citation Index
✚ Nil
- * SNIP
✚ Nil
- * SJR
✚ Nil
- * Impact factor
✚ Nil
- * h-index
✚ Nil

20. Areas of consultancy and income generated

✚ Nil

21. Faculty as members in

- a) National committees b) International Committees c) Editorial Boards

✚ Nil

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme

✚ Nil

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/ Industry/ other agencies

✚ Nil

23. Awards / Recognitions received by faculty and students

✚ Nil

24. List of eminent academicians and scientists / visitors to the department

✚ Dr. Homeswar Goswami, Ex HOD, Dibrugarh University

✚ Dr. K. Borah, Professor and Ex HOD, Dibrugarh University

✚ Dr. Deba Kumar Chakraborty, Prof. and HOD, Dibrugarh University.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

✚ Nil

b) International

✚ Nil

26. Student profile programme/course wise:

Session 2013-14 :: B.A. 1st Semester

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General Course	Central Counseling System	09	01	08	67%
B.A. Major Course	Central Counseling System	04	01	03	75%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General Course	100%	Nil	Nil
B.A. Major Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

✚ Nil.

29. Student progression

Student progression	Against % enrolled
UG to PG	36%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed - Campus selection - Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library

✚ Yes, departmental Library.

b) Internet facilities for Staff & Students

✚ Yes, available.

c) Class rooms with ICT facility

✚ Yes, available. Digital class-room common is to all departments.

d) Laboratories

✚ Nil.

31. Number of students receiving financial assistance from college, university,

College	03
University	00
Government	01
Other agencies	13

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

✚ Nil.

33. Teaching methods adopted to improve student learning

To improve student learning, generally the lecture method is adopted, but above all, classroom interaction, class test, group discussion are regularly held to provide adequate knowledge on the topic concerned.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Prof. Prakash Sarmah is the vice principal of the college, Prof. (Mrs.) Gita Swargari is the vice president of Women's Study Cell. Prof. Diganta Tamuli is the convener of Grievance Redressal Cell of the institution. Prof. Diganta Khanikar is the member of Playground Improvement Committee. The department actively participates in different programme like awareness on B.P.L. and ways and means to counter the same at the village level. NSS programmes, College Week, Guardians/Parents Meet, Ex-students meet etc. The department conducted a Socio Economic survey regarding spending habits of the rural people.

35. SWOC analysis of the department and Future plans

 Strength:

- (i) Adequate number of qualified and experienced teachers.
- (ii) Well motivated quality students.

 Weakness

- (i) Fewer students opting for major courses of studies and general courses of studies at the UG level.
- (ii) Shortage of standard text books in vernacular medium available in the market.

 Opportunity

- (i) Better opportunities for higher studies.
- (ii) Publication of wall magazine on current affairs.

 Challenge

- (i) To attract more students to the department.
- (ii) To teach Mathematical Economics to the students weak in Mathematics.

 Future Plans

- (i) To introduce P.G. Course in Economics.



- (ii) To prepare the students for appearing in competitive examinations.
- (iii) To enrich departmental Library by collecting more titles and journals.

3.05 Department of Education

1. Name of the department

✚ Department of Education

2. Year of Establishment

✚ 1964

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.A. General Course

✚ B.A. Major Course.

4. Names of Interdisciplinary courses and the departments/units involved

✚ Nil.

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ The department participate in the teaching of skill based course prescribed for B.A. General Course.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ Diploma Course in Elementary Education in collaboration with Krishna Kanta Handique State Open University.

8. Details of courses/programmes discontinued (if any) with reasons

✚ Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-

Associate Professors	02	02
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Exp.	No. of Ph.D. Students guided for the last 4 years
Sri Naren Changmai	M.A.	Associate Professor	Continuing Education	30 Years	
Dr. (Mrs.) Anita Mahanta	Ph.D.	Associate Professor	Laboratory Practical	25 Years	
Kunja Mukul Gogoi	M.A.	Assistant Professor	History of Indian Education	07 Years	
Miss Urbiraj Thakur	M.A.	Assistant Professor	Mental Health and Hygiene	01 Year	

11. List of senior visiting faculty

✚ Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

✚ 10%.

13. Student -Teacher Ratio (programme wise)

✚ B.A. General Course: 57:01

✚ B.A. Major Course: 04:01

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

✚ Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Sl. No.	Name	Qualification
01	Dr. (Mrs) Anita Mahanta	Ph.D.

02	Prof. Naren Changmai	M.A.
03	Prof. Kunjamukul Gogoi	M.A.
04	Prof. (Miss) Urbiraj Thakur	M.A.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

✚ Sri Naren Changmai MRP (UGC) Rs. 1,00,000.00

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

✚ Nil

18. Research Centre / facility recognized by the University

✚ Nil

19. Publications:

a) Publication per faculty

* Number of papers published in peer reviewed journals (national / international) by faculty and students

✚ Nil

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

✚ Nil

* Monographs

✚ Nil

* Chapter in Books

✚ Nil

* Books Edited

✚ Nil

* Books with ISBN/ISSN numbers with details of publishers

✚ Nil

* Citation Index

✚ Nil

* SNIP

✚ Nil

* SJR

✚ Nil

* Impact factor

✚ Nil

* h-index

✚ Nil

20. Areas of consultancy and income generated

✚ Nil

21. Faculty as members in a) National committees b) International Committees
c) Editorial Boards

✚ Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/ programme

✚ Nil

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

✚ Nil

23. Awards / Recognitions received by faculty and students

✚ Nil

24. List of eminent academicians and scientists / visitors to the department

✚ Dr. K.K. Deka, Ex V.C., Dibrugarh University

✚ Dr. Gopal Hazarika, Ex CDC, Dibrugarh University

✚ Dr. Mukut Hazarika, Director, Distance Education, Dibrugarh University.

25. Seminars/ Conferences/ Workshops organized & the source of funding

a) National

- ✚ A National Seminar on the theme “Challenges in Higher Education in India with Special Reference to North East was organized on 21st and 22nd May, 2010. The source of funding was University Grants Commission.

b) International

- ✚ Nil

26. Student profile programme/course wise:

Session 2013-14 :: B.A. 1st Semester

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General Course	Central Counseling System	117	53	64	30%
B.A. Major Course	Central Counseling System	17	07	10	47%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General Course	100%	Nil	Nil
B.A. Major Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- ✚ Nil.

29. Student progression

Student progression	Against % enrolled
UG to PG	50%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil

Employed - Campus selection - Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library

✚ Yes, departmental Library.

b) Internet facilities for Staff & Students

✚ Yes, available.

c) Class rooms with ICT facility

✚ Yes, available. Digital Class-room is common to all departments.

d) Laboratories

✚ Yes, Educational Laboratory.

31. Number of students receiving financial assistance from college, university, governments or other agencies.

College	01
University	
Government	01
Other Agencies	04

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

✚ Nil.

33. Teaching methods adopted to improve student learning.

i) Question & Answer technique.

ii) Learning by doing.

iii) Group discussion & Home Assignment.

iv) Psychological Laboratory Practical.

v) Practice teaching in school for Major Students & Students offering the Skill Based Course Teaching in Elementary Level.

vi) Field Study Report.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Dr. (Mrs.) Anita Mahanta, Associate Professor, department of Education is the secretary of Gender Sensitization and Complaint Committee for Sexual Harassment and editor of the magazine 'Angana', published by Women's Study Cell. Sri Kunjamukul Gogoi, Assistant Professor is a Teacher Representative of Governing Body. Professor Naren Changmai is the member of Playground Improvement Committee. The teachers of the department also participate in extension activities organized by NSS Unit and Women's Study Cell.

35. SWOC analysis of the department and Future plans

 **Strength:**

- i) Diploma Course in Elementary Education in collaboration with KKHSOU.
- ii) A skill based course on Teaching in Elementary Level for Students offering General Course of Studies.

 **Weakness**

- i) Fewer students in major course.
- ii) Gender disparity in enrolment.

 **Opportunity**

- i) Scope for placement as teacher under SSA.
- ii) Scope for laboratory practical for Major Students.

 **Challenge**

- i) To attract more students in Major Course.
- ii) To motivate male students to study Education.

 **Future Plans:**

- i) To start 6 months Montessori teacher training programme.
- ii) To start B. Ed Course in collaboration with KKHSOU.

3.06 Department of English

1. Name of the department

✚ Department of English

2. Year of Establishment

✚ 1964

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.A. Pass Course

✚ B.A. Major Course.

4. Names of Interdisciplinary courses and the departments/units involved

✚ Business Communication in the Department of Commerce.

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ The Department participates in the teaching of Business Communication and Alternative English Courses offered by the department of Commerce.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ Nil.

8. Details of courses/programmes discontinued (if any) with reasons

✚ Functional English Course discontinued because of lack of interested students. With the introduction of Information Technology & CMSK at the Degree Level students prefers Information Technology, Computer Skill & Communication Skills.

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-

Associate Professors	3	3
Asst. Professors	1 + 1*	1 + 1*

* (Contractual)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. / Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Exp.	No. of Ph.D. Students guided for the last 4 years
Sri Dipak Kr. Bhattacharjee	M.A.	Asso. Prof.	Literature	30 Years	
Sri Krishna Dey	M.A.	Asso. Prof.	Literature	29 Years	
Mrs. Chandra Mallika Hondikoi	M.Phil	Asso. Prof.	Literature and Language	20 Years	
Mrs. Karabi Hazarika	M.Phil	Asstt. Prof.	American & Commonwealth Literature	15 Years	
Sri Prabin Hazarika	M.A.	Asstt. Prof.	Linguistics	1 Year	

11. List of senior visiting faculty

✚ Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

✚ 11%

13. Student -Teacher Ratio (programme wise)

✚ B.A. Major Course 4:1

✚ B.A. General Course 87:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

✚ Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Sl. No.	Name	Qualification
01	Mrs. Chandra Mallika Hondikoi	M. Phil
02	Mrs. Karabi Hazarika	M. Phil
03	Sri Dipak Kr. Bhattacharjee	PG
04	Sri Krishna Dey	PG
05	Sri Prabin Hazarika	PG

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

✚ Mrs. C.M. Hondikoi- MRP(UGC) Rs. 1,17,000.00

✚ Mrs. K. Hazarika- MRP(UGC) Rs. 1,07,000.00

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

✚ Nil

18. Research Centre / facility recognized by the University

✚ Nil

19. Publications:

a) Publication per faculty

* Number of papers published in peer reviewed journals (national / international) by faculty and students

1. Prof. (Mrs.) Karabi Hazarika**(a) Title of the Journal**

Emerging Echos, Vol. III, 2014, ISSN 2230-7443

Title of the Article

Gender Discrimination in Assamese Society as reflected in Ayananta, an Assamese Novel of Arupa Patangia Kalita

(b) Title of the Journal

Satsori, May issue, 2014, ISSN- 2319-8893.

Title of the Article

Exceptional Expression of Women Psyche in Kabyasree Mahanta's Novel *Sumothira Phul*



2. Prof. (Mrs.) Chandramallika Hondikoi

Title of the Journal

Perspectives

Title of the Article

Community Based Tourism : A Niche in the Road Map of Tourism in the North East: Namphake Village, Naharkatia, A Case Study

Publication: DHSK College Dibrugarh, December, 2012.

ISSN: 2320-0855

3. Prof. Krishna Dey

Title of the Journal: Assam College Teachers Association Journal, 2009-10, Vol. XXXIII

Title of the Article: Communicative Process in Business and in Poetry.

Publisher: ACTA, Guwahati

ISSN: 2229-693X.

 Nil

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

 Nil

* Monographs

 Nil

* Chapter in Books

 Nil

* Books Edited

 Nil

* Books with ISBN/ISSN numbers with details of publishers

 Nil

* Citation Index

 Nil

* SNIP



 Nil

* SJR

 Nil

* Impact factor

 Nil

* h-index

 Nil

20. Areas of consultancy and income generated

 Nil

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards

Prof. (Mrs.) Karabi Hazarika is a member of Editorial Committee of Literary Confluence,- A Global Journal of English and Cultural Studies, New Delhi-110016. ISSN- 2349-6509

22. Student projects


a) Percentage of students who have done in-house projects including inter departmental/programme

 Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

 Nil

23. Awards / Recognitions received by faculty and students


 Nil

24. List of eminent academicians and scientists / visitors to the department


 Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

 Nil

b) International

 Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General Course	Central Counseling System	06	01	05	50%
B.A. Major Course	Central Counseling System	204	93	111	42%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General Course	100%	Nil	Nil
B.A. Major Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Does not arise

29. Student progression

Student progression	Against % enrolled
UG to PG	12.50%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed - Campus selection - Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library

Yes, departmental Library with a collection of 130 books.

b) Internet facilities for Staff & Students

✚ Yes.

c) Class rooms with ICT facility

✚ Yes. Digital class-room is common to all departments.

d) Laboratories

✚ No.

31. Number of students receiving financial assistance from college, university,

College	04
University	
Government	01
Other Agencies	06

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

✚ Nil.

33. Teaching methods adopted to improve student learning

i) Teaching without Lecturing

ii) Do it yourself.

iii) Preparation of students' seminar paper by Major Students'.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The senior-most teacher of the department is the convener of the Grievance Redressal Cell. The Head of the Department is the coordinator of IQAC. Prof. (Mrs.) Chandra Mallika Hondikoi is the secretary of Women's Study Cell and Prof. (Mrs.) Karabi Hazarika is the joint secretary of Women's Study Cell. The teachers participate in all programmes organized for community services.

35. SWOC analysis of the department and Future plans

✚ Strength

i) Qualified and experienced teachers.

ii) A skill based course on Communication skills for B.A. students.

✚ Weakness

i) Students with good academic background are few.

ii) Number of teacher is inadequate



✚ Opportunity

- i) To develop ICT enabled separate classroom.
- ii) To hold special lectures/seminar with external experts.

✚ Challenge

- i) To attract brilliant students in the rural area.
- ii) To improve result of students coming from vernacular schools.

✚ Future Plans:

- i) To publish departmental journal/ magazine.
- ii) To enrich departmental library by collecting more titles and Journals.

3.07 Department of Hindi

1. Name of the department

✚ Department of Hindi

2. Year of Establishment

✚ 1964

3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.A. General Course (MIL)

4. Names of Interdisciplinary courses and the departments/units involved

✚ Modern Indian Language- Hindi- Department of Commerce

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ The department participate in teaching Modern Indian Language, Hindi offered by Department of Commerce for general course students' .B.Com General Course (MIL)

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ Nil.

8. Details of courses/ programmes discontinued (if any) with reasons

✚ Nil.

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Exp.	No. of Ph.D. Students guided for the last 4 years
Sri Krishna Kanta Malakar	M.A., Ph.D.	Assistant Professor	Comparative Study	01 Years	Nil

11. List of senior visiting faculty

✚ Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

✚ Nil

13. Student -Teacher Ratio (programme wise)

✚ 6 : 1 (B.A. General Programme)

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

✚ Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

✚ Dr. Krishna Kanta Malakar, Ph. D.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

✚ Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

✚ Nil

18. Research Centre / facility recognized by the University

✚ Nil

19. Publications:

a) Publication per faculty

* Number of papers published in peer reviewed journals (national

/ international) by faculty and students

Dr. Krishna Kanta Malakar

Title of the International Journal

Critic- An International Multilingual & Multi Subject
Research Journal Vol. Issue- 4, December- 2012

ISSN- 2277- 2340

Title of the Articles

3. *Jivan Darshan mein Rahasyanubhuti – Ek Alochanatmak
Vislechan*

4. *Nalinivala Devi aur Mahadevi Verma ka Kabya mein
Manavatabad - Ek Alochanatmak Vislechan*

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

 Nil

- * Monographs

 Nil

- * Chapter in Books

 Nil

- * Books Edited

 Nil

- * Books with ISBN/ISSN numbers with details of publishers

 Nil

- * Citation Index

 Nil

- * SNIP

 Nil

- * SJR

 Nil

- * Impact factor

 Nil

* h-index

✚ Nil

20. Areas of consultancy and income generated

✚ Nil

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards

✚ Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

✚ Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

✚ Nil

23. Awards / Recognitions received by faculty and students

✚ Nil

24. List of eminent academicians and scientists / visitors to the department

✚ Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

✚ Nil

b) International

✚ Nil

26. Student profile programme/course wise:

Session 2013-14 :: B.A. 1st Semester

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General Course	Central Counseling System	06	03	03	67%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General Course	100%	Nil	Nil
B.A. Major Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

✚ Does not arise

29. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed - Campus selection - Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library

✚ Yes, departmental Library- Book 40 Nos.

b) Internet facilities for Staff & Students

✚ Yes.

c) Class rooms with ICT facility

✚ Yes. Digital class-room is common to all departments.

d) Laboratories

✚ No.

31. Number of students receiving financial assistance from college, university, government or other agencies

✚ Nil.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

✚ Nil.

33. Teaching methods adopted to improve student learning

- i) Home Assignment.
- ii) Question Answer Technique.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

✚ The teacher of the department participates in extension activities organized by NSS unit.

35. SWOC analysis of the department and Future plans

✚ Strength:

- i) Good Result.
- ii) Close rapport with students

✚ Weakness

- i) Only one teacher.
- ii) Fewer books in Departmental Library.

✚ Opportunity

- i) To enrich departmental library.
- ii) To publish Wall Magazine.

✚ Challenges

- i) To attract more students.
- ii) To improve result.

✚ Future Plans:

- i) To publish multi lingual journal.
- ii) To organize National Seminar (Hindi Literature).

3.08 Department of History

1. Name of the department

✚ Department of History

2. Year of Establishment

✚ 1964

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.A. General Course

4. Names of Interdisciplinary courses and the departments/units involved

✚ Multi disciplinary course for B.A. 4th semester.

✚ Travel & Tourism Management for B.A. 5th & 6th Semester.

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ Participation in teaching of skill based course in Travel & Tourism Management offered for B.A. General Course students.

✚ Participation in teaching of Multi disciplinary course offered in modular form for B.A. 4th semester students.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ No.

8. Details of courses/programmes discontinued (if any) with reasons

✚ Nil

9. Number of Teaching posts

	Sanctioned	Filled
--	------------	--------

Professors	-	-
Associate Professors	01	01
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Exp.	No. of Ph.D. Students guided for the last 4 years
Dr. Dipankar Gogoi	Ph.D.	Associate Professor	Ancient India	16 Years	
Sri Nilam Hazarika	PG	Assistant Professor	Modern India	06 Years	

11. List of senior visiting faculty

✚ Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

✚ Nil.

13. Student -Teacher Ratio (programme wise)

✚ B.A. General Course: 12:01

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

✚ Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Sl. No.	Name	Qualification
01	Dr. Dipankar Gogoi	Ph.D.
02	Prof. Nilam Hazarika	M.A.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

✚ Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

 Nil

18. Research Centre / facility recognized by the University

 Nil

19. Publications:

a) Publication per faculty

* Number of papers published in peer reviewed journals (national / international) by faculty and students

 Nil

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

 Nil

* Monographs

 Nil

* Chapter in Books

 Nil

* Books Edited

 Nil

* Books with ISBN/ISSN numbers with details of publishers

 Nil

* Citation Index

 Nil

* SNIP

 Nil

* SJR

 Nil

* Impact factor

✚ Nil

* h-index

✚ Nil

20. Areas of consultancy and income generated

✚ Nil

21. Faculty as members in a) National committees b) International Committees
c) Editorial Boards

✚ Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

✚ Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

✚ Nil

23. Awards / Recognitions received by faculty and students

✚ Nil

24. List of eminent academicians and scientists / visitors to the department

✚ Dr. Deepirekha Kuli, Director, Archeological Department, Govt. of Assam, visited the department on 20-08-2014.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

✚ Nil.

b) International

✚ Nil

26. Student profile programme/course wise:

Session 2013-14 :: B.A. 1st Semester

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

B.A. General Course	Central Counseling System	13	06	07	62%
---------------------	---------------------------	----	----	----	-----

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

✚ Nil.

29. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed	
- Campus selection	Nil
- Other than campus recruitment	
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library

✚ Yes, there is a Departmental Library at the department both for the students and teachers.

b) Internet facilities for Staff & Students

✚ Yes, available.

c) Class rooms with ICT facility

✚ Yes, Digital class-room is common to all departments.

d) Laboratories

✚ No.

31. Number of students receiving financial assistance from college, university, governments or other agencies.

✚ Nil.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

✚ Workshop and Exhibition was organized with external experts.

33. Teaching methods adopted to improve student learning.

- i) Using ICT/IT tools.
- ii) Visual aids.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

✚ Dr. Dipankar Gogoi is the coordinator of the Study Centre of Krishna Kanta Handique State Open University and Prof. Nilam Hazarika is the programme officer of NSS unit.

✚ A Blood Donation camp was organized by the NSS Unit on 14-06-2013 on the eve of World Blood Donor's Day.

35. SWOC analysis of the department and Future plans

✚ Strength:

- i) Constant contact with the students..
- ii) Good collection of teaching Aids.

✚ Weakness

- i) Fewer students are interested to take up history.
- ii) No major course in History.

✚ Opportunity

- i) To prepare students for competitive examinations.
- ii) To acquaint students with cultural and archeological heritage of Assam through field study.

✚ Challenge

- i) To increase enrolment in history.
- ii) To motivate students to take up history.



✚ Future Plans:

- i) To start Major Course at the undergraduate level.

3.09 Department of Information Technology

1. Name of the department

✚ Department of Information Technology

2. Year of Establishment

✚ 2008

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.A. General Course (Information Technology)

4. Names of Interdisciplinary courses and the departments/units involved

✚ Information Technology & its Application in Business (Commerce)

✚ Computer Skills (Arts)

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ Information Technology & its Application in Business (Commerce)

✚ Computer Skills (Arts)

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ Nil.

8. Details of courses/ programmes discontinued (if any) with reasons

✚ Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	02	02

Asst. Professors	-	-
------------------	---	---

*By management

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Exp.	No. of Ph.D. Students guided for the last 4 years
Mrs. Anamika Gogoi	MCA	Assistant Professor	DBMS *	06 Years	Nil
Sri Mridul Gogoi	MCA.	Assistant Professor	PHP, Website Development	03 Months	Nil

* Data Base Management System

11. List of senior visiting faculty

✚ Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

✚ Nil

13. Student -Teacher Ratio (programme wise)

✚ B.A.: 08:01

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

✚ Tarali Gogoi (PGDCA)

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

✚ Anamika Gogoi (MCA).

✚ Mridul Gogoi (MCA)

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

✚ Nil.

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

 Nil.

18. Research Centre / facility recognized by the University

 N.A.

19. Publications:

a) Publication per faculty

* Number of papers published in peer reviewed journals (national / international) by faculty and students

 Nil

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

 Nil

* Monographs

 Nil

* Chapter in Books

 Nil

* Books Edited

 Nil

* Books with ISBN/ISSN numbers with details of publishers

 Nil

* Citation Index

 Nil

* SNIP

 Nil

* SJR

 Nil

* Impact factor

✚ Nil

* h-index

✚ Nil

20. Areas of consultancy and income generated

✚ Nil

21. Faculty as members in

a) National committees

✚ Nil

b) International Committees

✚ Nil

c) Editorial Boards

✚ Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

✚ Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

✚ Nil

23. Awards / Recognitions received by faculty and students

✚ Nil

24. List of eminent academicians and scientists / visitors to the department

✚ Dr. Gopal Hazarika (Coordinator of Higher Education, Dibrugarh University)

✚ Mrs. Bobby Sarmah Kakoty (HOD, Department of Computer Science, D.U.)

✚ Dr. Rupam Saikia (Director, CDC, Dibrugarh University)

✚ Prof. Jiten Hazarika (Director, IGNOU Study Centre, Dibrugarh University)

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

✚ Nil

b) International

✚ Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General Course	Central Counseling System	06	03	03	50%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

✚ Does not arise

29. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed - Campus selection - Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library

✚ Yes, departmental Library- Book

b) Internet facilities for Staff & Students

✚ Yes.

c) Class rooms with ICT facility



✚ Yes, Separate class-room with ICT facility.

d) Laboratories

✚ Yes, with 15 computers and Multimedia Projector..

31. Number of students receiving financial assistance from college, university,

✚ Nil

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

✚ Nil.

33. Teaching methods adopted to improve student learning

i) Theoretical and practical classes.

ii) Learning by doing.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

✚ The department participates in the extension activities conducted by Women's Study Cell.

✚ Mrs. Anamika Gogoi is a member of Women's Study Cell of the institution.

35. SWOC analysis of the department and Future plans

✚ Strength:

i) Adequate number of desktop with Internet Connection.

ii) ICT classroom with uninterrupted Electric Supply.

✚ Weakness

i) No post sanctioned by the Government.

ii) Fewer students.

✚ Opportunity

i) For self employment after completion of the course.

ii) For surfing of computer for latest information in the department.

✚ Challenge

i) To motivate rural students to pursue the course on Information Technology.

ii) To attract more students to the department.



✚ Future Plans:

- i) To introduce a Certificate Course on DTP. (Self Finance)
- ii) To introduce a Diploma Course on Computer Applications. (Self Finance)

3.10 Department of Political Science

1. Name of the department

✚ Department of Political Science

2. Year of Establishment

✚ 1964

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.A. General Course

✚ B.A. Major Course.

4. Names of Interdisciplinary courses and the departments/units involved

✚ A multidisciplinary course offered in modular form for the BA general course students.

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ The department participates in teaching the multidisciplinary course prescribed for B.A. students.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ Nil.

8. Details of courses/programmes discontinued (if any) with reasons

✚ Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-

Associate Professors	02	02
Asst. Professors	01+01*	01+01*

* (Sanctioned by management)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Quali- fication	Desig- nation	Special-ization	No. of Years of Exp.	No. of Ph.D. Students guided for the last 4 years
Prasanta Dutta	M.A., LL.B.	Associate Professor	Sociology	25 Years	
Ananta Kr. Baruah	M.A.	Associate Professor	Public Administration	17 Years	
Dhiraj Kr. Das	M.A./M.Phil	Assistant Professor	Public Administration	14 Years	
Amken Gohain	M.A./M.Phil	Assistant Professor	Public Administration	06 Years	

11. List of senior visiting faculty

✚ Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

✚ Nil

13. Student -Teacher Ratio (programme wise)

✚ B.A. General: 57: 1

✚ B.A. (Major): 16: 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

✚ Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Sl. No.	Name	Qualification
01	Prof. Dhiraj Kr. Das	M.A., M. Phil.

02	Prof.(Ms.) Amken Gohain	M.A., M. Phil.
03	Prof. Prasanta Dutta	M.A., L.L.B.
04	Prof. Ananta Kr. Baruah	M.A.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

✚ Nil.

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

✚ Nil.

18. Research Centre / facility recognized by the University

✚ N.A.

19. Publications:

a) Publication per faculty

* Number of papers published in peer reviewed journals (national / international) by faculty and students

✚ Nil

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

✚ Nil

* Monographs

✚ Nil

* Chapter in Books

1. Prof. Dhiraj Das

(a) Title of the Book

“Politics of North East India with Special Reference to Assam”

(A text book for political science)

Fourth Semester, (Major), for Dibrugarh University Course
(Chapter IV & V)

Publisher: National Library, Dibrugarh, March 2013.

ISBN: 978-81-923218-6-8

(b) Title of the Book

“Snatak Mohalar Bharatiya Rajnoitik Chintadhara” (Dibrugarh
Biswabidyalay, Snatak Mohalar Poncham Semesterar Pathyaputhi)

Unit No: III & V

Publisher: National Library

Dibrugarh, July 2013.

ISBN: 978-81-8686084-7

* Books Edited

 Nil

* Books with ISBN/ISSN numbers with details of publishers

 Nil

* Citation Index

 Nil

* SNIP

 Nil

* SJR

 Nil

* Impact factor

 Nil

* h-index

 Nil

20. Areas of consultancy and income generated


 Nil

21. Faculty as members in

a) National committees

 Nil

b) International Committees

 Nil

c) Editorial Boards

 Nil

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme

✚ Nil

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

✚ Nil

23. Awards / Recognitions received by faculty and students

✚ Nil

24. List of eminent academicians and scientists / visitors to the department

✚ Nil.

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National

✚ Nil

- b) International

✚ Nil

26. Student profile programme/course wise:

2. Session 2013-14 :: B.A. 1st Semester

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General Course	Central Counseling System	27	15	12	78%
B.A. Major Course	Central Counseling System	120	56	64	33%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General Course	100%	Nil	Nil
B.A. Major Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

✚ Does not arise

29. Student progression

Student progression	Against % enrolled
UG to PG	12%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed	
- Campus selection	Nil
- Other than campus recruitment	
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library

✚ Yes, departmental Library- Book

b) Internet facilities for Staff & Students

✚ Yes.

c) Class rooms with ICT facility

✚ Yes, digital class room is common to all department.

d) Laboratories

✚ Does not arise.

31. Number of students receiving financial assistance from college, university,

College	01
University	00
Government	00
Other agencies	08

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- ✚ Regular departmental seminar seminars are held on the course as well as on other relevant topics.

33. Teaching methods adopted to improve student learning

Generally lecture method is adopted. Besides this, interactive method, seminar, group discussion are also held regularly. Field study is also organized to make the students understand the practical applicability of the theoretical concepts. The department also conducts excursion with a programme to witness the live debates and proceedings of Parliament and State Assembly.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Prof. Prasanta Dutta is the Coordinator of Career Guidance and Counselling Cell. Prof. Dhiraj Kr. Das is the Assistant Coordinator Career Guidance and Counselling Cell. Prof. Ananta Kr. Baruah is the member of Study Centre Management Committee on Open and Distance Learning. The department organizes awareness programmes in the surrounding villages on different issues. The latest was the Voters Awareness' Campaign in collaboration with the District Administration.

35. SWOC analysis of the department and Future plans

✚ Strength:

- i) Better results in Major Courses.
- ii) Linkage with North East India Political Science Association.

✚ Weakness:

- i) Shortage of regular sanctioned post.
- ii) Shortage of English medium books in the departmental library.

✚ Opportunity:

- i) To develop civic sense among students by motivating them to participate in democratic process.
- ii) To participate in the teaching learning process of newly introduced multidisciplinary course.

✚ Challenge:

- i) To attract better quality students..



ii) To improve students' performance in General Course.

✚ Future Plans:

i) To publish departmental News Letter.

ii) To form a Guidance Cell for competitive examination.

iii) To enrich departmental Library by collecting more titles and Journals.

3.11 Department of Sociology

1. Name of the department

✚ Department of Sociology

2. Year of Establishment

✚ 2008

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

✚ B.A. General Course

4. Names of Interdisciplinary courses and the departments/units involved

✚ Multidisciplinary Course offered in modular form for B.A. students.

5. Annual/ semester/ choice based credit system (programme wise)

✚ Semester System.

6. Participation of the department in the courses offered by other departments

✚ The teachers participate in teaching two units of the Multidisciplinary Course.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

✚ Nil.

8. Details of courses/programmes discontinued (if any) with reasons

✚ Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02*	02*

* Sanctioned by Management.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Exp.	No. of Ph.D. Students guided for the last 4 years
Sri Suresh Kr. Sahu	M.A./M.Phil	Asstt. Prof.	Rural Sociology	09 Years	
Mrs. Sarada Gogoi	M.A./M.Phil	Asstt. Prof.	Criminology	03 Years	

11. List of senior visiting faculty

✚ Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

✚ Nil.

13. Student -Teacher Ratio (programme wise)

✚ B.A. General Course: 66:01

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

✚ Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Sl. No.	Name	Qualification
01	Sri Suresh Kr. Sahu	M.A., M. Phil
02	Mrs. Sarada Gogoi	M.A., M. Phil

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

✚ Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

 Nil

18. Research Centre / facility recognized by the University

 Nil

19. Publications:

a) Publication per faculty

* Number of papers published in peer reviewed journals (national / international) by faculty and students

 Nil

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

 Nil

* Monographs

 Nil

* Chapter in Books

 Nil

* Books Edited

 Nil

* Books with ISBN/ISSN numbers with details of publishers

 Nil

* Citation Index

 Nil

* SNIP

 Nil

* SJR

 Nil

* Impact factor

✚ Nil

* h-index

✚ Nil

20. Areas of consultancy and income generated

✚ Nil

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards

✚ Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

✚ Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

✚ Nil

23. Awards / Recognitions received by faculty and students

✚ Nil

24. List of eminent academicians and scientists / visitors to the department

✚ Nil.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

✚ Nil.

b) International

✚ Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General Course	Central Counseling System	63	32	31	69%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General Course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?


 Nil.

Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed - Campus selection - Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

29. Details of Infrastructural facilities


a) Library

 Yes, departmental Library.

b) Internet facilities for Staff & Students

 Yes, available.

c) Class rooms with ICT facility

 Yes, Digital Classroom is common to all departments.

d) Laboratories

 Nil.

30. Number of students receiving financial assistance from college, university, governments or other agencies.

✚ Nil.

31. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

✚ Nil.

32. Teaching methods adopted to improve student learning.

✚ Field work.

33. Participation in Institutional Social Responsibility (ISR) and Extension activities

✚ Prof. (Mrs.) Sarada Gogoi is a member of Women's Study Cell of the college.

34. SWOC analysis of the department and Future plans

✚ Strength:

- i) Subject is popular among students.
- ii) Good result.

✚ Weakness

- i) Shortage of teacher.
- ii) Limited number of books in departmental Library.

✚ Opportunity

- i) To introduce Major Course.
- ii) To publish Wall Magazine.

✚ Challenge

- i) To draw meritorious students in the department.
- ii) To conduct field study within the limited span of semester system.

✚ Future Plans:

- i) To introduce Major Course in Sociology.
- ii) To publish Wall Magazine.

4. Format for Presentation of Best Practice

4.1 Best Practice 1

1. Title of the Practice

Collection of Fees through Bank.

2. Goal

The aim of the practice is to stream line the fee collection process and involved maximum number of teachers in the administrative works to empowered them by entrusting them with responsibility and delegating decision making power to them. The practice will also saved the time of the principal and the vice principal who are normally involved in the admission process and spare less time for interaction with the parents/guardians who visit the institutions to admit their wards. This practice provides ample time to the principal and vice principal to interact with the parents and guardians on admission tests and know their views in the institutions and suggestions for further improvement of quality.

3. The Context.

The college is situated in a rural area, 4k.m. away from the bank branch in which the college maintains its account. The fees collected in the cash counter of the institution had to be deposited in to the bank on the same day within the banking hours, as the huge cash could not be kept in the college for security reasons. Consequently fee collection had to be closed at 2p.m. and fee collection statement under different heads had to be prepared and deposit slips for as many as 12 accounts had to be prepared; the cash had to be counted and bundle denomination wise the process had to be completed within half an hour and as many as 2 office assistant had to be engaged to assist the head assistant. Under this system admission fees from 50 to 60 students could be collected and it took at least 5 days to complete the admission process. Students had to stand in a queue for 1 to 2 hours. To overcome this cumbersome process of fees collection this practice was adopted to provide relief to the office staff from carrying the heavy cash from the college to the bank continuously for several days during admission and examination form filling period. Further fees could not be collected on Saturdays, as depositing the same in the bank was not possible because of short banking transaction hour.

4. The Practice.

An admission committee is formed with sixteen teachers under the chairmanship of a senior teacher. Responsibilities of verification of admission forms, recording of names in the enrollment register and class attendance register are distributed among them. An office assistant is engaged to assist the committee and issue bank challan. The students assembled and take their seats in a hall on the days of admission. A teacher announces the name serially and the students appears before the teachers in-charge of verification of admission forms. Two teachers verify the data in the admission form, while two teachers interact with them to know their hobbies, interest, choice of subjects and family backgrounds. On completion of the verification process and counseling, the teacher in-charge of enrollment register records his/her name in the enrollment registers and the seven teachers who are in-charge of class attendance registers records his/her name in the respective subject register. The office assistant issues him/her a challan recording his/her name, roll no. and amount in college copy of the challan. The student fills up the two other foils of the challan for deposit of the fee in to the bank. The student may deposit the fee to the bank on the same day or next day. After depositing the fee in to the bank, he/she has to submit the college copy of the challan for record. This practice also facilitates deposit of fees by the guardian/parents or any other authorized persons as an when he/she can spare time within the fixed date. They can also use the facility of cheque payment/transfer from their own account to the college account. They can deposit the fee up to 3.30p.m. in the bank, one an half hour more than they got earlier to deposit fee in the college cash counter.

Under this system all decisions regarding admission of a candidate is taken by the admission committee and the admission form is endorsed by the chairperson of the Admission Committee. Only a few cashes, if any deficiency is detected in the verification process, are referred to the principal for final decision.

The limitation of the practice is that if any selected candidates cannot attend the counseling session on the two fixed dates for admission, he/she may lose his/her seat, as the vacant seats are filled up from those in the waiting list on the last day on the pre fixed last date.

5. Evidence of success.

- i) 98% of selected candidates have been admitted within the two days fixed for admission.
- ii) Data entry in the enrollment register has been completed on the same day.
- iii) Entries of Roll No. and names in the students attendance register has been completed on the same date.
- iv) No long queue of students standing in front of the college cash counter for

deposit of fee was seen.

- v) No work relating to admission remained pending as the whole process was complete before the re-opening of the college after summer vacation.
- vi) The orientation programme of the new comers could be held on the day of re-opening.

These results indicate that this practice requires less office assistant and more teachers. Teachers can be involved in the administrative works for a few days during the vacation period. They get not only a scope to perform their institutional social responsibility but also to interact with the fresher's to know their level of intelligence, merit and decide the method of teaching learning to be applied. The accounting process becomes simple and error free accounts can be maintained with less man power.

6. Problems Encountered and Resources Required.

Initially some problems cropped up as the students were reluctant to deposit the fee in to the bank after the counseling session. The problem was solved with the active cooperation and support of the bank. The bank authority deputed one official and assistant to the college to collect fees. The college authority provided a computer and other facilities to them. They carried the huge cash from the college to the bank under their own security arrangement.

The financial resources required are only Rs. 1000.00 for opening a separate bank account and Rs. 4000.00 to print the challans. However the practice requires more human resources for effective implementation. At least sixteen teachers and one office assistant are to be engaged to conduct the whole process of verification of admission forms, interaction with the new comers, recording entries in the enrollment registers and class attendance registers.

7. Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words).

4.2 Best Practice 2

1. Title of the Practice

Library Orientation Programme



2. Goal

The aim of this practice is to train the new comers so that they can use the learning resources available in the library. Another objective of the practice is to motivate the students to develop their reading habit by exposing them to the collection of creative writings and reference books and to demonstrate how they can avail the internet facility to access e-resources in the Network Resource Centre attached to the library.

3. The Context

Most of the students of the institution hail from villages and they have studies in the schools where there is hardly any library with heterogeneous collection of books on different subjects and no internet facility. As such they have no idea as to how rewarding learning experiences can be gained by consulting reference books in addition to the books prescribed in the courses of studies. Besides in schools they had attended classes at a stretch without any break except for tiffin time. But in colleges they have two to three off periods. This practice is also a strategy to engage the students in reading news papers, journals and magazines in the library reading room to update their general knowledge during off periods. With these objectives in view the librarian of the college arranges a few classes for fresher's to trained them on the techniques of using the college library and informs them of the rules and regulations of the library.

4. The Practice

At the beginning of the session two classes for every student are fixed for library orientation programme by the librarian. All new comers must compulsorily attend the classes to get library cards. Librarian arranges the classes by dividing the students into several groups. He well comes the students and explains the objective of the programme. He speaks on the best ways of utilizing the library resources for expanding their knowledge and to cultivate the habit of reading books outside the prescribed syllabus. He conveys information on different aspects of the library and the resources available in the library for the benefit of the students. Then they are shown different sections of the library like stack area, circulation section, newspaper and periodical section, reference section, processing section, photocopying section etc. They are taught how to use Online Public Access Catalogue to search necessary reading materials. They are informed on book bank facility, old question paper facility, library caution money, career and employment information corner, best library user award etc. Next they are taken to the network Resource Centre for practical demonstration of using internet to access the e-resources. Moreover, they are taught on availing several e-resources like e-journals and e-books through NLIST consortium provided by INFLIBNET.



5. Evidence of Success

- i) The success of this practice is evidence from the fact that number of library users among the students has substantially.
- ii) Students are cultivating and developing a reading habit as they have started to borrow books of varied interest besides the text books and reference books.
- iii) Students are seen reading news papers, magazines and journals in the reading room.
- iv) Some students regularly visit the Network Resource Centre and engage themselves in internet browsing.
- v) The seat capacity of the reading room had to be increased from 40 to 110.

6. Problems Encountered and Resources Required

- i) As the number of user among students increased it became difficult to render proper services to the library users by two employees sanctioned by the government and employment of more man power became inevitable.
- ii) The management taking into consideration the above results, appointed two library bearers to ensure proper services to the library. Another vital problem resulting from inadequate staff in the library for tracking the movement and activities of the student inside the library is that pages from books and journals kept in the reference section and not lent out are often found missing, It is obvious that some students tore the pages to avoid the meticulous process of note taking or to save the nominal cost required for a Photostat copy. Consequently the college had to install CC TV in the library to keep a close vigil on the library users. The installation of CC TV entailed a huge expenditure to the tune of Rs. 1,08,000.00.

7. Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words).

8. Contact Details

Name of the Principal: Dr. Kalyan Baruah

Name of the Institution: Naharkatiya College

City: Naharkatia

Self-study Report, 2014



Naharkatiya College

Pin Code: 786610

Accredited Status:

Work Phone : 09706079756

Fax:

Website: www.naharkatiyacollege.edu.in

E-mail : nhkcollege@gmail.com

Mobile: 09435108555

5. Post-accreditation Initiatives

Naharkatiya College submitted the self study report (SSR) in December, 2003 for 1st assessment and accreditation. The NAAC peer team consisting of Prof. Biranchi Narayan Puhan, Vice-Chancellor, North Orissa University, Taktpur, Baripada, Orissa as Chairman, Dr. I. C. Jena, Former Reader and Head of the Department of Commerce, M.P.C., Autonomous College, Takatpur, Bariada, Orissa as Member and Prof. D. Harinarayana, i/c Director, School of Distance Education, Andhra University, Visakhapatnam as the Member-coordinator visited the college during 20-21st December, 2004. The team perused the relevant documents and ascertained the existing infrastructural facilities in the college. After interaction with the college community the peer team observed that the college was rightly moving towards its mission and goal, but the process is slow. The peer team commended the faculty for their commitment and the healthy environment in the campus. It also noted that research was not significantly undertaken in the college. The Peer team in its overall analysis put forward the following suggestions for further development of the college:

- The college may think of diversifying its course structure to equip its students with multiple skills by offering job-oriented vocational courses of short term nature under self-financing scheme or approaching UGC for funding. Such courses may be framed considering local needs and resources.
- Teachers need to develop research orientation by pursuing M. Phil/Ph.D. and undertaking minor / major research projects. The research result may be published in professional journals in their respective disciplines.
- The college should have a NSS unit to further extension services to the local community. Dibrugarh University and IGNOU may be approached for locating a study centre of respective University for offering distance education courses.
- The college should take steps to open Science stream at degree level, possibly offering new branches such as Bio-Chemistry, Bio-Technology, Micro-Biology etc.
- The College should have proper monitoring mechanism for preparation of teaching plans and maintenance of progress registers.
- The college campus requires extensive plantation on its unused land which could serve ecological and commercial purposes.



- Computer education requires to be strengthened by offering short term soft skill enhancing courses. Teaching/ Non-teaching staff may be given free access of such courses.
- Administrative operations may be computerized.
- Space for teachers may be allotted, department wise, for greater direct interaction between teachers and students.

The college set up Internal Quality Assurance Cell with effect from the academic session 2005-06. After setting up the IQAC the institution is constantly striving to develop and sustain quality of its programme and activities in different ways. The College has implemented most of the suggestions of the report of the peer team:

- i) The College has started a self financing Certificate Course in Computer Application and introduced the courses of studies on Information Technology and Sociology.
- ii) Teachers are being encouraged to take up research study. As a result teachers are pursuing research for Ph.D., M. Phil and taking up Minor Research Project. Four teachers have acquired Ph.D. Degree and six have registered themselves for Ph.D. till now and they are actively engaged in research work. As many as six teachers have acquired M. Phil degree, raising the number of M. Phil degree holders to ten from four. Four teachers have completed Minor Research Project and another four have been working on minor research project with UGC assistance.
- iii) An NSS unit has been opened with 100 volunteers and outreach programme. It has adopted a local village as Model Village.
- iv) A study centre of Krishna Kanta Handique State Open University has been established to cater to the higher educational needs of those who cannot afford to pursue regular courses for financial or other reasons.
- v) The academic departments have been preparing teaching plans of their departments and implementing it for effective curriculum transaction.
- vi) Plantation of saplings has been done on the campus.
- vii) Administrative operation has been partially computerized. The non teaching staff and the teachers have been trained to handle ICT tools. The process of computerization of the library is going on.
- viii) Department wise space for teachers has been provided so that they can maintain close relationship with the students individually and interact with them.

Besides the above, the college has made the following initiatives for improvement of quality by creating more infrastructural facilities such as:

- ix) A spacious new administrative RCC building has been constructed.
- x) Nine class rooms including laboratory for Education Department and a Ladies Common Room have been constructed.
- xi) A separate building was constructed to accommodate Internal Quality Assurance and Krishna Kanta Handique State Open University Study Centre.
- xii) A Boys' Hostel and a Girls' Hostel are under construction.
- xiii) It has established a Women Study Cell.
- xiv) The playground has been well protected by erecting boundary wall around the it and a volleyball complex has been built and works for development of the field, athletic track, football and cricket ground have been started.
- xv) Library reading room has been extended and seat capacity has been raised to cater to the increasing demand of library users.

As a result of the above new constructions, the built up area of the institution has increased from 2853sq.m. to 4625sq.m.

- xvi) Network Resource Centre has been established with internet connectivity to facilitate access to e-resources.
- xvii) A gymnasium room has been arranged for physical exercise of the students.
- xviii) Desktop with internet facility has been provided to every academic department.
- xix) Two Digital Class-rooms have been created to provide facilities for ICT application in teaching learning and to make teaching learning students centric.
- xx) Two more digital copiers and more than forty computers, and three laptops have been procured to provide prompt services and effective management of office work through application of ICT.
- xxi) Two generator sets have been installed to ensure uninterrupted electrical supply and an RO water treatment plan with water cooler to provide pure drinking water.
- xxii) The plan of modernizing the auditorium is being implemented.



xxiii) The institution has been observing foundation day to involve the community in its activity. The foundation day lecture is delivered in memory of late Ramprasad Chaliha, the founder principal by a distinguished person from the field of science literature, education, social work etc. The lecture is published for the benefit of students', teachers and general readers.

Plan has been taken to built up a multi storied building with IT centre and more digital class-rooms.

Naharkatiya College is committed to strive for continuous improvement of quality. Many efforts have been made but more remains to be done. It is hope the spate of developmental activities and quality improvement programme will further accelerate in the days to come.



6. Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution
with seal:

Place:

Date: