

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

Golaghat Commerce College

1.2 Address Line 1

Jyotinagar, Golaghat - 785621

Address Line 2

Near Jyotinagar Namghar, Golaghat

City/Town

Golaghat

State

Assam

Pin Code

785621

Institution e-mail address

pcomm_glt@bsnl.in

Contact Nos.

03774-284468

Name of the Head of the Institution:

Dr. Jatindra Nath Saikia

Tel. No. with STD Code:

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Mobile:

9435151015

Name of the IQAC Co-ordinator:

Dr. Jiban Jyoti Kakoti

Mobile:

9435922022

IQAC e-mail address:

iqacgcc2015@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN10478

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/58/RAR/006 dated 10-03-2012

1.5 Website address:

www.golaghatcommercecollege.org

Web-link of the AQAR:

www.golaghatcommercecollege.org/AQAR

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.25	2004	Five Years
2	2 nd Cycle	B	2.80	2012	Five Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

28/11/2004

1.8 AQAR for the year

2014-2015

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2013-2014 submitted to NAAC on 31-12-2018

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	8		
2.2 No. of Administrative/Technical staff	3		
2.3 No. of students	2		
2.4 No. of Management representatives	1		
2.5 No. of Alumni	2		
2.6 No. of any other stakeholder and community representatives	2		
2.7 No. of Employers/ Industrialists	2		
2.8 No. of other External Experts	1		
2.9 Total No. of members	21		
2.10 No. of IQAC meetings held			
2.11 No. of meetings with various stakeholders:	No.	4	Faculty
			4
Non-Teaching Staff	-	Alumni	-
Students	-	Others	-

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Teaching-learning and evaluation are streamlined for augmenting and assessing students' progression.
- Suggestions of the NAAC Peer Team provided during its last visit to the college have been taken up for consideration and implementation.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Streamlining teaching-learning and evaluation with the requirements of the students. 2. Suggestions of the NAAC Peer Team to be implemented.	A significant improvement in students' progression can be seen. Some of the suggestions were implemented.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was approved by the college Governing Body.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2 Distance	-	-	-
UG	2 Regular & 2 Distance	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	6	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: Core/Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4 (UG)
Trimester	-
Annual	2

1.3 Feedback from stakeholders* Alumni - Parents - Employers Student

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

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

A Centre for Promotion of Trade and Commerce between South East Asia and North East India has been introduced in the college.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	25	19	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

6

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	1	-	1	-	-	-	-	-	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	2	6	-
Resource Persons	-	-	-

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

1. Holding of Tutorial Classes.
2. Use of ICT in teaching learning.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) NIL

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 1

2.10 Average percentage of attendance of students 70%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I %	II %	III %	Pass %
B.A.	156	NIL	1.9%	3.8%	17.9%	23.7
B.Com.	74	NIL	12.5%	33.1%	11%	56.7

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

- IQAC guides the faculty members in the proper use of existing infrastructure in making teaching-learning interesting.
- Timely and proper evaluation is ensured.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	1	-	9
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages faculty members, students and alumni to publish research articles in journals (and in particular, in *Research Promoter*, a peer-reviewed journal published by the college) and to present papers in seminars and conferences.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	4,50,000	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	8	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects			-	-
Minor Projects	-	-	-	-

Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

1

-

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- NIL

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 Acres	-	-	-
Class rooms	39	-	RUSA	39
Laboratories	3	-	-	3
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	3	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)		-	-	
Others	NIL			

4.2 Computerization of administration and library

The College has LAN connection with internet facility. Software packages are used for managing all the administrative and library activities.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6263	5,97,976	361	70,180	6624	6,68,156
Reference Books	9066	12,63,962	455	1,07,003	9521	13,70,965
e-Books						
Journals	3	520	-	-	3	520
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	60	19	1(BSNL)	-	8	6	13	14
Added	-	-	-	-	-	-	-	-
Total	60	19	1	-	8	6	13	14

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

upgradation (Networking, e-Governance etc.)

-

4.6 Amount spent on maintenance in lakhs :

i) ICT

-

ii) Campus Infrastructure and facilities

-

iii) Equipments

-

iv) Others

-

Total :

-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC encourages the faculty members to make the students aware of Student Support Services available in the college. It also involves the office bearers of Students' Union to enhance awareness of students.

5.2 Efforts made by the institution for tracking the progression

Regular holding of unit tests and sessional exams, submission of assignment & participation in seminars/group discussions by students are some of the efforts made by the college to track students' progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1232	10	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

No	%
793	64.36

Men

No	%
439	35.63

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
360	55	109	590	-	1114	367	46	118	701	-	1232

Demand ratio 1:1.25

Dropout 0 %

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

NIL

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

NIL

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	103	3,90,350
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level: National level: International
level: NIL

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision</p> <ul style="list-style-type: none"> To create competent and wholesome human beings capable of meeting the challenges and opportunities of life in the noblest and the most disciplined manner. <p>Mission</p> <ul style="list-style-type: none"> To cater to the academic and professional needs of the students. To create ethical human capital in the form of globally competent entrepreneurs, managers and businessmen. To rely on participatory management and a healthy student-teacher relationship in tune with the concept of "My College" in order to create a transparent and sustainable environment conducive to academic and administrative excellence.
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6.2 Does the Institution has a Management Information System

Yes, MIS is used in collecting and storing data, in the dissemination of information and in the use of biometric system for teachers' attendance in office and library management.

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

6.3.1 Curriculum Development

The college places its suggestions and recommendations on curriculum development to the affiliating university through its BOS members.

6.3.2 Teaching and Learning

A balanced use of ICT and conventional methodologies along with field studies are the strategies adopted by the institution.

6.3.3 Examination and Evaluation

Regular holding of in-semester and end-semester exams, timely evaluation of answer scripts, and holding of departmental seminars/group discussions are the strategies adopted for improvement in examination and evaluation.

6.3.4 Research and Development

Publication of **Research Promoter**, an ICSSR sponsored peer-reviewed research journal by the institution with ISSN, is the hallmark of sustaining a research culture in the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is made fully automated and the installation of an e-library has been going on. ICT facilities are made available in the teaching-learning process, in the library and the office, in the digital and video-conferencing rooms, and in the seminar hall. Adequate physical infrastructures such as well equipped class rooms, indoor and outdoor stadiums, gymnasium, RO water purifiers, separate hostels for boys and girls etc. are made available.

6.3.6 Human Resource Management

Vigilance and accountability have been the hallmark of HRM in the institution. A strict vigil on the regular holding of classes is kept under the supervision of the Vice-Principal of the college. HOD(s) and individual teacher(s) are personally held responsible/accountable for any kind of irregularity and negligence of duties. Teachers are appointed as per the state govt. and UGC guidelines. Vacant posts are filled up as soon as govt. sanction is accorded. Biometric attendance has been made compulsory.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is done as per govt. sanction and guidelines. When situations demand recruitment is made on contractual basis as well.

6.3.8 Industry Interaction / Collaboration

Alumni from industrial/corporate sector are sometimes invited either to interact with students or to take classes. Sometimes field visits to industry are also arranged. We assign project works on industry as it is a compulsory paper for 6th semester B. Com. students.

6.3.9 Admission of Students

Admission of students is invariably made on the basis of merit with strict adherence to reservation guidelines of the government. Details pertaining to admission are made available in the college website.

6.4 Welfare schemes

for

Teaching	Provision for loans and financial assistance for all faculty members from Employees' Thrift Society.
Non teaching	Provision for loans and financial assistance for all staff members from Employees' Thrift Society.
Students	Free admission and Book Bank facility for BPL and girl students. Modernized infrastructure facilities for all students. Scholarships in the government, the local MLA and the institutional levels.

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- External observers are appointed by the affiliating university.
- The ratio of invigilator and candidates is 1:30
- CC TV cameras are made mandatory in the examination halls/rooms.

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

- Representatives from affiliated colleges are inducted to Board of Studies.
- Autonomy is given to the affiliated colleges to choose from a number of programmes offered by the university.

6.11 Activities and support from the Alumni Association

The Alumni Association keeps a good rapport with the prominent alumni and motivates some of them to collaborate with and substantially contribute to the institution.

6.12 Activities and support from the Parent – Teacher Association

-

6.13 Development programmes for support staff

-

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

Plantation of saplings under the aegis of the college eco-club **Environer**, NCC and NSS, cleaning of the campus area, and appointment of sweepers for regular sweeping and cleaning of class rooms and the college campus are some of the initiatives taken by the institution to sustain an eco-friendly campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Innovations:

- Training on Handicrafts
- Career Counselling.

Impact:

- Inculcation of an entrepreneurship culture in the institution.
- Students are made familiar with diverse career options available to them and are provided with tips for fulfilling their career goals.

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

Plan of action for the academic year 2014-2015:

- Use of ICT in Project Works.
- Enhancement of library resources.
- Publication of the 2014 issue of the peer-reviewed journal **Research Promoter**.
- Use of ICT in departmental seminars.

Action Taken Report:

- Project works have been prepared with the aids of ICT.
- A good number of books have been procured.
- The 2014 issue of **Research Promoter** has been published.
- Seminar presentations have been made interesting through the aids of ICT.

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

1. Training on Handicrafts

2. Career Counselling.

Please refer to Annexure No. IV for details pertaining to Best Practices.

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

- Preservation and plantation of trees.
- Removing of harmful plastic articles and wastes from the campus.
- Sensitization of students about environmental and energy conservation .

7.5 Whether environmental audit was conducted? Yes No

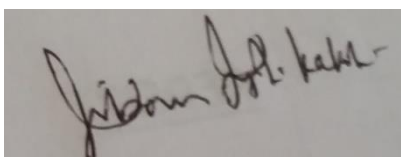
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

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8. Plans of institution for next year

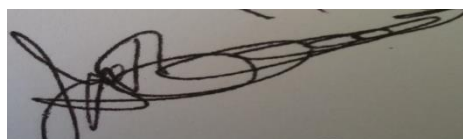
- To implement the suggestions of the NAAC Peer Team.
- To publish the next issue of the peer-reviewed journal **Research Promoter**.
- To procure more books for the library.
- To develop infrastructure facilities.

Name: Dr. Jiban Jyoti kakoti



Signature of the Coordinator, IQAC

Name: Dr. Jatindra Nath Saikia



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure I A

Academic Calendar 2014-15

1 st August	Re-commencement of the 1 st , 3 rd & 5 th Semester Classes of the BA/ B.Com Programmes
8 th -14 th August	1 st Sessional Examination of the BA/ B.Com programmes (any four days)
16 th – 23 rd August	Counseling for the BA/B.Com 1 st Semester Students and Mid Semester Feedback Assessment (any one day)
16 th - 25 th August	Students' Union Election in the Degree Colleges (Any one day)
17 th August	Last date for submission of Filled in Registration Forms of the BA/ B.Com 1 st Semester Students by the Colleges at the University
18 th August	Last date for notification of 1 st Sessional Examination Marks of the BA/ B.Com Programmes in the Departmental Notice Boards
1 st - 10 th September	Internal Assessment of the BA/ B.Com Programmes through Seminar/ Group Discussion etc.
26 th September	1. Last Date for Assignment Submission by the students (if any) of the BA/B.Com Programmes in the Semester System 2. Last date for Submission of the filled in Examination Forms of the BA/ B.Com End Semester Examinations by the Colleges at the University
1 st – 9 th October	2 nd Sessional Examination of the BA/B.Com Programmes (any four days)
23 th October	1. Last date for notification of 2 nd Sessional (BA/ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards 2. Completion of the Odd Semester Classes of the B.A./B.Com Programmes
1 st – 30 th November	End Semester Examinations of the BA/B.Com Programmes
30 th November	Last date for submission of Internal Assessment marks and Practical Examination marks of the Students of the BA/ B.Com Programmes to the University
1 st -31 st December	Semester End vacation for the teaching staff of the Colleges conducting BA/B.Com Programmes
1 st January	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
20 th - 31 st January	College Week (any seven days)
9 th -15 th February	Declaration of the results of the Odd Semester B.A./

	B.Com. Programmes
16 th – 23 rd February	1 st Sessional Examination of the 2 nd & 4 th and 6 th Semester of the B.A./B.Com. Programmes (any four days)
26 th – 28 th February	Counseling for the Students of the B.A./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
2 nd March	Last date for notification of 1 st Sessional Examination Marks of the 2 nd , 4 th and 6 th Semester BA/B.Com Programmes in the Departmental Notice Boards
23 rd March	Last date for submission of filled in Examination Forms of the B.A./B.Com. End Semester Examinations (2 nd , 4 th & 6 th Semester) by the colleges at the University
2 nd – 9 th April	2 nd Sessional Examinations of the B.A./B.Com. Programmes (any four days)
20 th April	1. Last date for submission of Assignment by the students of BA/B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/ B.Com. Programmes 3. Last date for notification of 2 nd Sessional Examination Marks of the BA/ B.Com Programmes in the Departmental Notice Boards
2 nd – 31 st May	End Semester Examinations of the BA/ B.Com. Programmes
31 st May	Last date for submission of Internal Assessment marks and Practical Examination marks of the 2 nd , 4 th & 6 th Semester Students of the B.A./ B.Com Programmes to the University
11 th May -30 th May	Admission Notice and Completion of the Admission Process in the BA/B.Com 1 st Semester Classes
1 st - 30 th June	Admission to the BA/B.Com 3 rd & 5 th Semester Classes
7 th June	1. Commencement of the Odd Semester Classes of the BA/B.Com. Programmes 2. Notification of Class Routine in the Colleges. 3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.
1 st - 31 st July	Mid Semester Vacation for the teaching staff of the colleges
10 th – 16 th July	Declaration of the B.A./B.Com. Even Semester Examination results

Annexure II

Analysis of

Students' Feedback on Teachers' Performance, Course Content, Teaching Learning, Evaluation and Infrastructure Facilities

Academic Year: 2014-2015

The feedback was conducted by the IQAC on the basis of a format prepared for the purpose with the objective of obtaining students' response to the overall performance of the institution in assisting them to arrive at their academic and career goals. Feedback was taken from the 6th semester students on a particular day fixed for the purpose. Feedback was taken from only those students who were present on that particular day. In order to encourage free and fair feedback the students are instructed to offer anonymous feedback. The feedback conducted for the Academic Year 2014-2015 reveals the strength and weaknesses of individual teachers, course content, teaching learning process, evaluation system, and infrastructure facilities of the institution.

The feedback on the performance of individual teachers reveals that 12% teachers are excellent, 30% are very good, 18% are good, 24% are average, and 16% are poor.

The feedback on the course content shows that while it is adequate, the syllabi for Semester courses (both Arts & Commerce) are too lengthy to be completed during each semester. For 25% students the course content is average, for 51% students it is good, for 15% students it is very good, while for 9% students it is excellent.

For 39% students the teaching learning process of the institution is excellent, for 17% it is very good, for 19% it is good, while for 25% students it is poor.

As students' feedback on evaluation reveals that the evaluation process of the institution needs some modification. 69% students are not fully satisfied with the evaluation process of the institution. Though these students rate the evaluation process as good, their suggestions reveal the need for streamlining the diverse evaluation criteria such as Attendance, Assignment, Seminar Presentation, Sessional Examinations, etc. 18% rate the process as excellent, while 13% rank it as very good.

The feedback on infrastructure facilities provided by the institution is quite good and satisfactory. 72% students are quite happy with the facilities available in the college. They rate them as excellent. 12% students rank them as very good, while 16% rate them as good.

Steps Taken for Improvement:

- Teachers have been informed by the Principal about students' feedback on them and the poor performing teachers are advised to do adequate homework before coming to the class room.
- Tutorial classes have been incorporated in the Class Routine.
- The teachers are advised to make a judicious use of ICT and conventional methodology in teaching learning process.

- Departmental Heads are advised to streamline various criteria for the evaluation of students' performance to the satisfaction of the students.

Annexure III

Research and Publications

Academic Session: 2014-15

Research Paper Presented in National Seminars/Conferences

Name of the Faculty	Title of paper presented	Title of Conference/Seminar	Organised by
Mrs. Jyotirupa Bora	Suicide among Urban Youth: A Study on the Youth of Golaghat Town, Golaghat, Assam	UGC Sponsored national Workshop Suicide and youth with Sp. Ref. to the north east India.	Kamargaon College on 12 th &13 th September, 2015
Mrs. Jyotirupa Bora	Secessionist Movements in Assam after Independence: An Overview	UGC Sponsored national Seminar on Assam after Independence: A Historical Study	Nagaon Girls College, Nagaon on 14 th &15 th November, 2015
Mr. Pronab Pathori	"Socio-culture, political, religious identity of the Mising People of Assam, A case study of Golaghat District."	UGC Sponsored National Seminar on Reaffirming peace & harmony in the North-East through restoration of traditional values & culture of the region.	Department of Political Science & Education, Furkating College. 25 th &26 th September, 2014
Dr.Devajit Dutta	Inter State Border disputes with Special reference Assam and Nagaland Borders.	Inter State Border disputes with Special reference to North East India	Furkating College, 25 th & 26 th Sept. 2014
Dr.Devajit Dutta	Insurgency Problems in NER with Special Reference to Assam.	Insurgency and Its Impact on Socio-economic Development of India with Special Reference to the North East	Kamargaon College, 4 th & 5 th Nov. 2014
Mrs. SabitaSaikia	Attended	UGC Sponsored national Workshop Suicide and youth with Sp. Ref. to the north east India.	Kamargaon College on 12 th &13 th September, 2014

Name of the Faculty	Title of paper presented	Title of Conference/Seminar	Organised by
Mrs. RimarekhaBuragohain	Attended	UGC Sponsored National Seminar on Reaffirming peace & harmony in the North-East through	Department of Political Science & Education, Furkating College. 25 th &26 th September, 2014

		restoration of traditional values & culture of the region.	
Mr. Rajesh Jaiswal	Rural Investors in Stock Market-A case Study of Small Tea Growers of Golaghat.	UGC Sponsored National Seminar on Rural Marketing in the north-east –Issues and Challenges.	Department of Commerce, DKD College on 30 th & 31 st October, 2014
Nandini Baruah	Nature, Myth and Folklore as a Means of Resistance in Tamsula Ao's Three Hills Called Homes.	Reaffirming Peace and Harmony in the North East	Department of Political Science and Education, Furkating College, Assam, on 25 th 7 26 TH September, 2014

Research Papers Presented in International Conferences

Sl. NO.	Name	Papers Name		
1	Biswajyoti Doley	India's Look East Policy, Stillwel Road and its impact on Assam Economy.	India's North-East Beyond Border Post, present and Future.	Deptt. of Sociology Margherita College, Margherita.

Research Papers Published in Peer Reviewed Journals

Academic Year: 2014-2015

Sl. No	Name	Title of Paper	Name of Journal	Volume	ISSN
1	Dr. C.Vaiphei	Price spread and marketing Efficiency of Pineapple in Cachar District of Assam.	Research promoter	Vol.IV No.IV	2231-0193
2	Dr. Dipali Gogoi	AsomiyaJivanimulakPrabandhasa hityaloiBenudharsarmarAvadan	Beekshaa	Vol.X	2278-4128
3	Dr. Nabami Gogoi	AxomorBoddhaDharmawolombiai hokolorlorautsav: Makou sum-phaiaru Poi-seng-ken.	Swarnalapi	Vol.4 Issue-3	2231-0517
4	Rinki Das	Destitution in India and Amratya Sen, S Endowment & Exchange Entitlement Approach in relation to social exclusion patterns: A study of the case of Bangal Famine discussed in the Book 'Poverty & Famines'.	Research promoter	Vol.IV	2231-0517
5	Dr. Devojit Dutta	Implementation of Rural	Journal of		2348-

		Development Programme : A case study of Majuli Development Block	social science review		8751
6	PronabPathori	Tribal Culture and its relevance in Tourism: A special study on Mising culture of Assam.	Research promoter	Vol. IV	2231-0517

Successful Completion of Ph. D. /M. Phil.

Sl. No.	Name of the Faculty	Subject	University	Title of the Thesis	Year
1	Dr. Chinzakhum Vaiphei	Management	Assam University	Production and Marketing of Pineapple: A Study in Cachar District, Assam	2014
2	Dr. Devajit Dutta	Political Science		Study of Ancient Indian Republics (600 B.C. to 400 A.D.)	2015

Faculty Pursuing Ph. D. /M. Phil.

Sl. No.	Name of Faculty	Subject	University	Ph. D. /M. Phil.	Title of Research Work	Year of Registration
1	Rinki Das	Commerce	Dibrugarh University	Ph. D.	Work Life Balance of Employees: A Case Study of NRL, Assam	2014

Book/Chapter Authored by Faculty

Sl. No.	Name of Faculty	Title of Book	Title of Chapter	Publisher	Name of Editor(s)	Vol.	Year	ISBN No.
1	Dr. Devajit Dutta	<i>Human Rights in India</i>		DNS Publisher			2015	9788-192-746-135

Research Guide for Ph. D. & M. Phil.

Sl. No.	Name of the Faculty	Subject	University	No. of Research Scholar	period
1.	Dr. JatindraNathSaikia	Commerce	Dibrugarh University	1	2014-15

Annexure IV

Best Practices

Academic Year: 2014-2015

2014-2015

Best Practice No. 1:

1. Title: Training on Handicrafts

2. Goal:

- To produce entrepreneurs.
- To make the students self-employed and self-reliant.
- To sustain traditional handicrafts through the involvement of the young generation.

3. Challenges:

- To motivate the students to be trained up in handicrafts.
- Lack of practice and interest in traditional handicrafts.
- Lack of raw materials for making handicraft products.

4. The Practice:

- Interested students are trained up in handicraft.
- They are encouraged to exhibit and sale their products in the market.
- The products range from jewellery making to items made from bamboo.

Constraints/Limitations:

- Lack of interest among students to choose handicrafts as a career in the future.
- The students are ingrained with the concept of going for white-collar jobs.
- Gradual decrease in the number of people having expertise in handicrafts for providing training.

5. Evidence of Success:

- The institution has been able to motivate some of the students to be trained up in handicraft and sell their products in the market.

6. Problems Encountered and Resources Required:

- The difficulty of sustaining the practice in the absence of an organized campaign and participation of fewer students in the training programmes.
- Resources required can be managed from the college fund.

Best Practice No. 2:

1. Title: Career Counselling

2. Goal:

- To prepare the students for the future with a definite aim in life.
- To acquaint the students with various career options available to them.

3. Challenges:

- The lack of coordination between the students' aspiration and their hard work.
- To synchronize the teaching learning process with the students' career goals.

4. The Practice:

- Through career counselling under the aegis of the institution's Entrepreneurship and Career Guidance Cell (ECGC) the students are acquainted with the diverse career options available to them.
- They are also counselled regarding the steps to be taken to achieve their career goals.
- They are also provided the information regarding the procedures of applying for different career options.

Constraints/Limitations:

- Some of the students are confused about selecting their career option(s).
- Lack of hard work on the part of some students to arrive at their career goals.

5. Evidence of Success:

- The students participating in career counselling programmes have given the feedback at the end of such programmes that they have been benefited in so far as their acquaintance with diverse career options are concerned.
- Some of them have been able to achieve their career goals.

6. Problems Encountered and Resources Required:

- It is easy to acquaint the students with various career options at their disposal, but it is really difficult to motivate and prepare them to achieve their goals.
- Resources required are managed by the institution.