S.B.DEORAH COLLEGE
G.S.ROAD, ULUBARI, GUWAHATI – 781007 (Assam)
Tel.No.: 0361-2523172
E-mail: info@sbdeorahcollege.org.in
sbdeorahcollege@gmail.com
Website: www.sbdeorahcollege.org.in

1. Details of the Institution

1.1 Name of the Institution

> S.B.DEORAH COLLEGE

1.2 Address Line 1

> ULUBARI

Address Line 2

> G.S.ROAD

City/Town

> GUWAHATI

State

> ASSAM

Pin Code

> 781007

Institution e-mail address

> info@sbdeorahcollege.org.in
> sbdeorahcollege@gmail.com

Contact Nos.

> 0361-2523172 ; +919435024667;
> +919435340466

Name of the Head of the Institution:

> **DR. DHARMENDRA NATH**

Tel. No. with STD Code:

> **0361-2523172**

Mobile:

> **+919435024667**

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Name of the IQAC Co-ordinator:

| DR. BANDANA BAISHYA |

Mobile:

| +919435340466 |

IQAC e-mail address:

| info@sbdeorahcollege.org.in |

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

| ASCOGN12101 |

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/35/058 dated 28-02-2005 |

1.5 Website address:

| **www.sbdeorahcollege.org.in** |

Web-link of the AQAR:

| http://www.sbdeorahcollege.org.in/images/Download/AQAR/AQAR_2011-12.pdf |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	66.75	2005	2010
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

| 15-05-2006 |

1.8 AQAR for the year *(for example 2010-11)*

| 2011-12 |

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

  i. AQAR _____ (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
  iii. AQAR_____ _____ (DD/MM/YYYY)

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iv. AQAR_____ _____ (DD/MM/YYYY)

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)* **GAUHATI UNIVERSITY**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc. **NO.**

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Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   02

2.4 No. of Management representatives   02

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and
       community representatives   02

2.7 No. of Employers/ Industrialists   NIL

2.8 No. of other External Experts   NIL

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   **03**

2.11 No. of meetings with various stakeholders: No. **05**   Faculty **02**

       Non-Teaching Staff Students **01**   Alumni **01**   Others **01**

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

       If yes, mention the amount   **NIL**

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2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 01 | International | - | National | - | State | - | Institution Level | 01

(ii) Themes   *SEMESTER SYSYTEM AND EVALUATION*

2.14 Significant Activities and contributions made by IQAC

- IQAC carried out the documentation of the various activities of the college.
- The academic calendar is annually prepared by the IQAC and it monitors its implementation throughout the year.
- IQAC make arrangement for feedback responses from different stakeholders such as students, alumni, parents etc. on quality related institutional processes.
- It acts as a nodal agency for co-ordinating quality related activities.
- It identifies the best practices and disseminating them among the students and teachers.
- It organises workshops and seminars on quality related theme.
- It disseminates information among the students and teachers on the various quality parameters of higher education
- It works towards facilitating the creation of a learner-centric environment conducive for quality education
- IQAC prepares AQAR for the college for assessment and re-accreditation by NAAC
- It actively involved in promoting research activities in the college. It co-ordinates with the Research Committee in examining and evaluating the research proposals of the faculty members before submitting to the agencies like UGC, ICSSR etc.
- The IQAC urged the authority to hold Remedial coaching classes for the ST/ SC/ OBC/ Minority students and slow learners.

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

**Enclosed in Annexure- I
Academic Calendar Attached**

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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ✓

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	2	0	1	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	5	0	5	0
Others	2 (HS/+2)	0	0	0
Total	9	0	5	0

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2   (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options
    (ii) Pattern of programmes:

Pattern	Number of Programme
Semester	2
Trimester	0
Annual	0

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1.3 Feedback from stakeholders* Alumni ☐ ✓   Parents ☐ ✓   Employers ☐   Students ☐ ✓
(On all aspects)

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

Feedback Enclosed in Annexure - II

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

-

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	9	12	NIL	NIL

2.2 No. of permanent faculty with PhD

09

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
NIL	NIL	NIL	NIL	NIL	NIL	6	NIL	6	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL	NIL	06

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	13	33
Presented papers	NIL	6	NIL
Resource Persons	NIL	2	NIL

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

The College has introduced some new measures for the overall improvement of teaching and learning.

- Group discussion, seminars, course related quiz, surprise test etc are held round the year so that there is active involvement of the students in the teaching learning process.
- Reading list, lecture summary, study materials and home assignments are also given to the students for their comprehensive learning.
- Measures are taken to ensure accessibility of the teachers in and out of the class to motivate further study and discussion.
- Students are given help and training in the use of library and internet services and are informed about the availability of reading materials and e-resources for the prescribed syllabus in the library.
- Applicability/ relevance to real life situations of course content is pointed out by the teachers.
- Student's feedback questionnaires are provided to the students to evaluate the Programme and assess the teachers individually to know their strength and weakness.
- Scholarships and awards are given to meritorious students to motivate and encourage them.
- Special support services are provided to students who are at the risk of drop out.
- Progress and perfomance of the Major students are strictly monitored and communicated to the students by the departments.

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

154

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

-

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development

2	2	2

as member of Board of Study/Faculty/Curriculum Development workshop

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2.10 Average percentage of attendance of students | 68% |

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	232	-	-	18.53 (Major)	14.65	33%

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

Various steps are taken by the IQAC to contribute /monitor /evaluate the teaching learning process.

- An academic calendar is annually prepared by the IQAC and it monitors its implementation throughout the year.
- Arrangements are also made for the uninterrupted holding of classes and timely completion of syllabus.
- The HODs are asked to maintain log books wherein each teacher records his/ her classes taken and lessons taught.
- The HODs monitor the progression of the syllabus by holding meetings from time to time and they report the same to the principal.
- The IQAC also organises feedback sessions with the students to monitor and evaluate the teaching learning process.
- The IQAC also makes arrangements for organising workshops and seminars for the students and teachers to make the teaching learning process more interactive.
- Field trips are also organised by the IQAC so that the students have first hand information on relevant topic.
- It encourages faculty members to attend workshops, seminars, training programmes on teaching methods.
- It organizes workshops and seminars with external experts to expose the faculty to advance level of knowledge and skill.
- Educational tours are organized to make teaching learning more effective.
- It makes efforts to make the teaching learning process more students centric by encouraging teachers to adopt participatory teaching methods.
- It promotes research culture by motivating the teachers to undertake research projects.
- It ensures smooth functioning of students' support services which supplement the teaching learning process.

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- It ensures that all grievances of the students relating to teaching and learning are redressed through the Grievance Redressal Cell.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	1
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others (Short term course)	4

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	11	0	0	2
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC works with the research committee for sensitizing / promoting research climate in the Institution.
- Because of its constant encouragement, large percentages of the teachers have completed doctoral degrees and some are pursuing the same.
- Many students are also actively involved in research work as per Gauhati University syllabus.

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3.2   *Details regarding major projects*

	Completed	Ongoing	Sanctioned	Submitted
Number		1	0	0
Outlay in Rs. Lakhs		-	5.6	

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	-	-	-
Non-Peer Review Journals	-	03	-
e-Journals	-	-	-
Conference proceedings		02	

3.5 Details on Impact factor of publications: **NIL**

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2011-13	ICSSR	Rs.5.56 Lacs	--
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)			--	--
Total	-	-	5.56 Lacs	-

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3.7 No. of books published   i) With ISBN No. | 07 | Chapters in Edited Books | 01 |

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   NO   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-		-	-	01
Sponsoring agencies	-		-	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons | 05 |

3.13 No. of collaboration   International | - | National | - | Any other | - |

3.14 No. of linkages created during this year | NIL |

3.15 Total budget for research for current year in lakhs :

From Funding agency | - | From Management of University/College | - |

Total | - |

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3.16 No. of patents received this year: NIL

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: NIL

Total	International	National	State	University	Dist	College

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

3.19 No. of Ph.D. awarded by faculty from the Institution   0

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

JRF -   SRF -   Project Fellows -   Any other -

3.21 No. of students Participated in NSS events:

University level -   State level 52

National level -   International level -

3.22 No. of students participated in NCC events: NIL

University level -   State level -

National level -   International level -

3.23 No. of Awards won in NSS: NIL

University level -   State level -

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National level | - | International level | - |

3.24 No. of Awards won in NCC: NIL

University level | - | State level | - |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum | - | College forum | 01 |

NCC | - | NSS | 01 | Any other | 01 |

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

- As a part of Institutional social responsibility the college is providing various community services in the form of extension activities in association with NGOs, AIDS Control Society etc.
- Some faculty members of the college are associated with NGOs which extends their services to the society in different ways.
- A member of the college is an active member of PRERANA – IAS officers' wives' association, a registered body under the Societies Registered Act, 1980, is associated with welfare activities like providing relief fund during disasters, sponsoring needy students etc.
- Members of the cell are also associated with Vivekananda Kendra which conducts various programmes on personality development, yoga, meditation etc.
- Some members of the cell are associated with the ART OF LIVING which conducts similar community service programmes.
- Members of the cell are also associated with an NGO called HERD which takes care of the health of the needy people from rural areas. Free cataract operation, camp free BMI test, blood donations are some of the activities of the NGO.
- The faculty members of the college have contributed fund for the management of AMAR GHAR (an old age home), ASHADEEP (home for destitute women) and KARUNADHARA (a society for the physically challenge).
- Many faculty members of the college have donated old clothes, medicines, old furniture etc to the poor and needy.

Proposed plan of the extension education cell during the session 2012-13
- To organise Adult Literacy Programme to educate the illiterate women of the nearby locality.
- To organise special camp in a backward village with NSS volunteers.

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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	4500 sq.mt	-	-	4500 sq.mt
Class rooms	12	0	-	12
Laboratories	-	-	-	-
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	02	0	UGC & COLLEGE	02
Value of the equipment purchased during the year (Rs. in Lakhs)	5,90,720.00	-	UGC & COLLEGE	5,90,720.00
Others	-	-	-	-

4.2 Computerization of administration and library

- The college library is partially automated. We are using a standard integrated library management software SOUL 2.0 (Network Version) developed by INFLIBNET Centre, Ahmedabad for automating the housekeeping activities of the library.

- Day to day administrative works has been carried out with the help of computer. We have a plan to develop an integrated office automation system to carry out the administrative works.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7938	886356	554	62954	8492	949310
Reference Books	1664	813449	100	57978	1764	871427
e-Books	93809	N-LIST	-	-	93809	N-LIST
Journals	05	5800	-	-	05	5800
e-Journals	4137	N-LIST	-	-	4137	N-LIST
Digital Database	NA					
CD & Video	25	-	-	-	25	-
Back Volumes	175	-	25	-	200	-
Magazines	09	5710	-	-	09	5710
Newspapers	15	16218	-	-	15	16218

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4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	15	0	Yes *	01	06	01	07	
Added	05	0	-	-	02	02	0	01
Total	20	0	Yes	01	08	03	07	01

*College library is wi-fi enabled

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

- Computer basic training has been extended to all the newly admitted students of the college which enable them to become computer literate.
- In addition to it, students are also given training on how to access Internet in the Internet browsing centre of the college library.
- College library is accessing online e-resources through N-LIST consortium of the INFLIBNET Centre. Teachers of the college have been given training on how to search and download research papers available in the e-journals and e-books in the N-LIST database.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   Rs7,150.00

   ii) Campus Infrastructure and facilities   Rs.2,12,518.00

   iii) Equipments   Rs.1,18,144.00

   iv) Others   51,780.00

                        Total   Rs.3,89,592.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC monitors the student support services of the college at regular intervals.
- The NSS wing of the college is quite active and its activities are displayed in notice board, magazines and bulletins.

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- The Institution also has a students' welfare cell which caters to the different needs of the students. The services provided by the cell are advertised by the IQAC among the students. Notices are served regarding the various welfare schemes provided by the cell.
- The members of the S.B. Deorah college students' union work around the year with the IQAC in spreading awareness about its functions and services which can be availed by the students.
- Suggestions are also given to the principal regarding the functioning of the support services and steps for improvement are taken whenever necessary.
- The college also has a large, spacious, well furnished girls' hostel in the college campus. It provides a safe and secure accommodation to girl students who come from outside the state.
- Prospectus of the college, which is prepared by the IQAC, gives adequate information about the functions and types of the support services for the students.

5.2 *Efforts made by the institution for tracking the progression*

- Different efforts are made by the Institution for tracking the progression of the student during the period of their stay in the college.
- In academic matters, the success/ failure rate is monitored at the end of every semester especially for the major students.
- The problems and difficulties of the weaker students are discussed and efforts are made to remove them.
- Tutorials, extra classes are held specially for the slow learners.
- Study materials are supplied and suggestion for improvement is given on a one to one basis.
- In non academic matters also efforts are made to track their progression.
- Extracurricular activities of the students in sports, music, performing arts are encouraged and their achievement in various competitions at the college, universities state, national level are monitored and encouraged.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
861	NIL	NIL	-

(b) No. of students outside the state

77

(c) No. of international students

NIL

(d) Men

No	%
341	39.6

Women

No	%
520	60.4

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Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
455	45	151	173	NIL	824	510	35	155	160	01	861

Demand ratio: 1:1.4%   Dropout: 9.5%

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

- Career Guidance Cell of the college in association with FED-UN organized a "One-Day Workshop cum Orientation Programme" for final year students on Technical, Managerial and Vocational education. About 65 students from Degree 3rd year participated in the programme.
- The cell took initiative to make aware the students about the various prospects and job opportunities. A campus interview was conducted by NIIT, G.S. Road, for selecting students for various jobs.
- Some students of the college participated in the Job Fair "APP in Technology Lab.", Guwahati-29.
- In addition to these teachers are always engaged in mentoring the students in choosing their right career.
- The college library is equipped and enriched with latest volumes of study materials for competitive examinations conducted by UPSC, APSC, SSC, Banks, Insurance Companies etc.

- College also provides free Internet facility to the students for accessing materials required for various competitive examinations.

No. of students beneficiaries   120

5.5 No. of students qualified in these examinations: NIL

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

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5.6 Details of student counselling and career guidance

- The Career Guidance and Counselling Cell and its panel of advisers are actively engaged in providing counselling to the students during admission into the 1st Semester classes. The students are given guidance in choosing their subjects specially the major subjects as they are often confused while selecting their major and elective subjects. The Cell through its panel of advisers tried to explain the subjects, the need of choosing the right subject which can provide a window of opportunities for their education and employment.

- The cell of the college has developed a plan to organise several programme in order to promote career awareness among the girl students.

5.7 Details of campus placement

On Campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	30	0	NIL

5.8 Details of gender sensitization programmes

The Women's Cell, which works towards providing a gender friendly atmosphere in the college, holds meetings from time to time where discussions are held regarding the welfare of the girl students. On 24th January, 2012 the cell observed National Day for the Girl Child where a prominent women activist of the region was invited and women's issues were discussed.

5.9 Students Activities

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

State/ University level | 25 | National level | 01 | International level | - |

No. of students participated in cultural events

State/ University level | 12 | National level | 01 | International level | - |

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

Sports: State/ University level | 01 | National level | 01 | International level | - |

| - | | - | | - |

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Cultural: State/ University level   National level   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05	2500.00
Financial support from government	27	1,24,740.00
Financial support from other sources	01	1000.00
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 01 |

5.13 Major grievances of students (if any) redressed:

The Grievance Redressal Cell receives complains from the students on various issues. The major grievances that have been redressed are a) Teaching aids like blackboards and class room furniture have been repaired/ replaced. b). measures are also taken to hold the classes of teachers who are on leave by other teachers of the department so that students do not suffer. c) the Principal holds regular meetings with the HODs in order to maintain strict vigil of the classes, attendance, course and sessional examinations. d). students are provided with sports equipment as and when required.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:
The prime vision of the college is to transform the college into an excellent centre of learning. We intend to provide our students a congenial environment for learning and development of skills, required not simply for living and livelihood but also to face the challenges of a rapidly evolving society, and to make the students better human beings.

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Mission:

- ❖ To become one of the leading educational institute of the region and to be a centre for dissemination of knowledge and services to the society through teaching, learning and extension activities;
- ❖ To provide state-of-the-art infrastructure for the all-round development of the students;
- ❖ To create the foundation for developing leadership quality and professional skills of the students;
- ❖ To encourage students to look beyond their curriculum and nurture their talents in various fields;
- ❖ To provide value based education and to inculcate the principles of morality, devotion, duty, and responsibility among the students.

6.2 Does the Institution has a management Information System

The college does not have a Management Information System (MIS).

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

6.3.1 Curriculum Development

The curriculum of BA/ B.Com is prescribed by the university which is followed by the affiliated colleges. From the session 2011-12, the university has changed the curriculum from annual to semester system. More autonomy has been given to the affiliating colleges in matters of examination and evaluation However, members of the teaching staff of the college are involved in curriculum restructuring/ revision/ syllabus development at the university level. Curriculum development workshops organised by the university and other colleges are attended regularly and suggestions are given whenever necessary. The college also has some add- on courses in computer. The computer classes are held within the normal college hours and are included in the class routine. Some of the computer courses offered by the college areTally Erp9, DBMS, DTP, Web design, MS Dos/ Windows, MS office, computer language- C/C++ etc.

6.3.2 Teaching and Learning

- ❖ The College has adopted many innovative processes for the improvement of teaching and learning.
- ❖ Group discussion, seminars, course related quiz, surprise test etc are held round the year so that there is active involvement of the students in the teaching learning process.
- ❖ Reading list, lecture summary, study materials and home assignments are also given to the students for their comprehensive learning. Students are given help and training in the use of library and computer services and are informed about the availability of reading materials and e-resources for the prescribed syllabus in the library.

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❖ Talks by scholars and renowned personalities are arranged to motivate students to achieve higher goals.

❖ The college encourages and sanctions leave to its staff to attend orientation programmes, Refresher Courses and short term courses so that they can update their domain knowledge and also get acquainted with the latest developments and teaching methods.

6.3.3 *Examination and Evaluation*

The college holds sessional and final examinations as per University guidelines. Quality improvement measures are adopted from time to time for the smooth running of the examination. Examination committees are formed which organises the examination and strategies are adopted like allotment of examination duties, proper invigilation, confidential handling of question paper etc. The evaluation process is also conducted in an organised manner. Spot evaluations of final examination are done by the faculty members in examination zones fixed by the University. In the sessional examinations, there is in- house evaluation which is completed within a stipulated time and the marks are displayed in the notice board.

6.3.4 *Research and Development*

- The college promotes research culture by motivating the teachers to undertake research work.

- The college urges the faculty members to present at least two research papers in seminars and conferences and publish the papers in journals.

- At present, the college does not possess a Research and Development cell but efforts are made to identify the weak points of academic and non academic matters.

- An analysis of the examination of every semester is made and percentage of dropouts, unsuccessful candidates, grade wise divisions are made.

- Problems are discussed with the teachers and remedial steps are taken as far as possible.

- In non academic matters also, steps are taken for smooth functioning of the college.

6.3.5 *Library, ICT and physical infrastructure / instrumentation*

Library
- Library is fully automated
- Book bank facility is available for the economically weak students
- Online e-journals and e-book access facility is available for the students and teachers under N-LIST consortium of INFLIBNET Centre.
- New text books as per semester syllabus have been added.
- New reference and competitive examination books for the students have been added.
- New subject journals, popular magazines, weeklies are subscribed regularly.
- Back volumes are kept for references

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- Free internet facility is given to the students for accessing online e-contents.
- OPAC terminal is available for the students and teachers.
- Student and teachers can search and reserve book through OPAC

ICT and physical infrastructure

- College library is functioning through LAN
- Wi-fi internet access facility is available in the library.
- Laptops, projectors, display screens are procured to make the seminar, workshop as well as class room presentation lively and interactive.
- Computer Lab of 10 No.s of computers is available for providing basic computer training to the newly admitted students.
- A dedicated Transformer has been installed in the college campus
- Deep Tube Well boring installed in the girls' hostel.
- A Strong Room, approved by the Gauhati University, constructed in the college for safe keeping of examination materials.
- Earth filling in the front side of the college done to check the water logging problem.

6.3.6 Human Resource Management

- Punching machine is purchased to record attendance of the teaching and non-teaching staff of the college.

- Attendance register is strictly maintained for ensuring effective presence of both teaching and non-teaching staff in the college.

- Delegation of powers to the HoDs for effective and efficient management of the affairs of the departments.

- Various positions in teaching faculty are filled up on the basis of merit only.

- All the departments are provided separate rooms so that the faculty members can prepare well for their classes.

6.3.7 Faculty and Staff recruitment

All faculty positions are filled as per norms laid down by the UGC/State government. Eligible candidates are shortlisted accordingly and invited for interview. Candidates are selected on the basis of their merits, research experience and their performance in personal interview taken by an interview panel. Contractual and part time teachers are appointed as and when required by a committee consisting of the Principal, Vice-Principal and the HoD concerned through personal interview. The selection is based on merit, research and experience. Computer literacy of the newly recruited staff is also considered as desirable.

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6.3.8 Industry Interaction / Collaboration

The college is named after a noted industrialist of the state whose family donated the main college building. The college also interacts with the industry as and when required. Various commercial and industrial organisations provide sponsorship in various college programmes like seminar, workshop, lecture, silver jubilee celebration etc.

6.3.9 Admission of Students

The process of admitting students to the programmes offered by the college is by a transparent, well administered mechanism, complying with all the norms of the concerned regulatory/ governing agencies including state government. The following steps are followed in admission procedure to ensure publicity and transparency-

- Advertisements are published in local dailies (both Assamese and English) wherein all relevant dates are mentioned.
- Complete details are also placed on the college websites to felicitate online access to the requisite information about the college admission procedure.
- Prospectus and forms are collected from the college office by the candidates on payments. While the prospectus contains all the details of the admission procedure, the bio-data and academic records of the students are to be given in the form
- The submitted forms are sorted by the admission committee headed by the Principal and a merit list is prepared. The merit list is displayed on the college notice board a day before the admission. Complete transparency is ensured on the day of the admission as candidates are admitted on the basis of the merit list.
- The College follows the reservation policy as per Govt. of Assam norms.

6.4 Welfare schemes for

Teaching	Subsidized food provided at the College canteen
Non teaching	Subsidized food provided at the College canteen Financial welfare schemes are available
Students	1.Grants to poor students 2.Cash awards to meritorious students 3.Subsidized food provided at the College canteen

6.5 Total corpus fund generated   30,00,000.00

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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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		-	-	

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

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   [✓]

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

The examination system of BA/ B.Com is formulated by the university which is followed by the affiliated colleges. However, Examination Reforms workshops organised by the university and other colleges are attended regularly and suggestions are given whenever necessary

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

- Internal assessment of 20 marks has been the responsibility of the college
- Teachers of the affiliated colleges are invited for designing of course curriculum of the university

6.11 Activities and support from the Alumni Association

- Alumni Association of the College holds their meets periodically
- Guest Lectures on important social topic are being conducted with the assistance of Alumni Association

6.12 Activities and support from the Parent – Teacher Association

- Parent Teachers meet are arranged every year to discuss academic issues
- Feedbacks are collected from the parents and analysed

6.13 Development programmes for support staff

- Computer literacy programme for the Grade-III staff is being organised on regular intervals in the computer centre of the college.
- Training on admission procedures, audit, examination related matters are given to non-teaching staff by the college authority.
- Grievances of support staff are redressed and necessary steps are taken.

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

- Tree plantation programme is organised regularly specially on the occasion of World Environment Day
- Energy Conservation - use of electricity is done in on the power conservation mode to conserve energy
- The college has a beautification cell which makes efforts to make the college eco- friendly.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

- Introduction of feedback and grievances redressal mechanism for the students to evaluate the teaching learning and functioning of the institution.

- Online e-resources access facility in the library

- Conducting departmental seminars and group discussions for the students

- ICT skill development programme for the teachers

- Organisation of a book fair in the college campus

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

> **Enclosed in Annexure -III**

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

  i. College library, though smaller in size, is fully automated having the online e-resources access facility for both the faculty and students.

  ii. A compulsory computer literacy programme for all the newly admitted students of degree courses

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

> **Enclosed in Annexure -IV**

7.4 Contribution to environmental awareness / protection

- Various awareness programmes relating to the environment are held from time to time at the college level.
- Trees are planted in campus.
- World environment day on 5th June is celebrated in the college with a day long programme.
- The BA/ B.Com curriculum introduced by Gauhati University has given special emphasis on environmental studies. The students are given comprehensive knowledge on the subject. The students are asked to submit projects on environmental issues.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

SWOT Analysis Enclosed in Annexure - V

8. *Plans of institution for next year*

- Construction of a new building for Library, Departmental Common rooms and a Conference hall
- Purchasing of more numbers of computers
- Increase of internet connectivity in the College campus
- Purchase and installation of a Diesel Generator set in the Campus for power back-up
- Auditorium of the college should be well equipped
- Teaching Aids, Fittings & Furniture: The fittings and furniture of the class rooms of the college are seems to be old which need to be replaced with modern furniture and teaching aid. We have a plan to replace them with modern fittings and teaching aids.
- Drainage System of the college should be linked to the main drainage system of the GMC.

Name: **Dr. Bandana Baishya**
    Asstt. Prof (Selection Grade)
    Department of Education
    S.B.Deorah College, Guwahati – 7

_____

Signature of the Coordinator, IQAC

Name: **Dr. Dharmendra Nath**
    Principal,
    S.B.Deorah College
    Guwahati - 7

_____

Signature of the Chairperson, IQAC

****

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ANNEXURE – I
PLAN OF ACTION

Plan of Action	Achievements
1. Recruitment of permanent Principal	The college took initiative to recruit permanent Principal for the college and Dr.Dharmendra Nath joined as Principal on January 13, 2012.
2. Development of infrastructure of the college	• A dedicated transformer installed in the college • A deep tube well installed in the girls' hostel • Earth filling done in the front side of the college to check water logging
3. Enrichment of the library with new books, journals, online e-resources and managing through automated procedures.	• To cater the needs of the learning resources of the students and teachers more than 650 new books including reference books have been added. • The library is fully automated and the learning resources are managed using sophisticated library management software SOUL 2.0 (Network Version). • OPAC terminals are there for the students and teachers.
4. Enhancement of soft skills of the students	The college is providing computer certificate courses to the students of B.A. and B.Com to enhance their employability.
5. Providing Career Guidance to the students.	• Career Guidance Cell of the college in association with FED-UN organized a "One-Day Workshop cum Orientation Programme" for final year students on Technical, Managerial and Vocational education. About 65 students from Degree 3rd year participated in the programme. • The cell took initiative to make aware the students about the various prospects and job opportunities. A campus interview was conducted by NIIT, G.S. Road, for selecting students for various jobs. • Some students of the college participated in the Job Fair "APP in Technology Lab.", Guwahati-29.

ACADEMIC CALENDER 2011 – 2012

S.B. Deorah College · Prospectus 2011-12

ACADEMIC CALENDAR
S.B. DEORAH COLLEGE

2011-2012

JULY, 2011

Date(s)	Day (S)	Occasions	No. of Day(s)
16	Saturday	Beginning of New Academic Session	1
16 to 31	Saturday to Sunday	Classes (Excl. Sun -17,24,31)	13

AUGUST 2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1-14	Monday to Sunday	Classes (Excl. Sun -7, 14)	12
15	Monday	Independance Day (H)	1
16	Tuesday	Classes	2
17	Wednesday	Fresher's Social	1
18	Thursday	Tithi of Sri Sri Madhab Dev. (H)	1
19 to 21	Friday to Sunday	Classes (Excl. Sunday 21)	2
22	Monday	Janmastomi (H)	1
23-29	Tuesday to Monday	Classes (Excl. Sunday 28)	6
30	Tuesday	Tithi of Sri Manta SankarDeva	1
31	Wednesday	Id-Ul- Fiter	1

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SEPTEMBER, 2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1	Thursday	Id-Ul- Fiter	1
2 to 4	Friday to Sunday	Classes (Excl. Sun 4)	2
5 to 8	Monday to Thursday	Classes	4
9	Friday	Foundation Day	1
10 to 11	Saturday to Sunday	Classes (Excl. Sun 11)	1
12 to 17	Monday to Saturday	1st Unit Test/ Sessional Exam	6
18 to 23	Sunday to Friday	Classes (Excl. Sun 18)	5
25 to 30	Sunday to Friday	Classes (Excl Sun 25)	5

OCTOBER, 2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1	Saturday	Classes	1
2 to 11	Sunday to Tuesday	Birthday of Mahatma Gandhi, Durga Puja, Janmautsava of Srimanta Sankardeva	10
12 to 17	Wednesday to Monday	Classes (Excl. Sun 16)	5
18	Tuesday	Kati Bihu	1
19 to 25	Wednesday to Tuesday	Classes (Excl. Sun 23)	6
26	Wednesday	Kali Puja & Dewali	1
27 to 31	Thursday to Monday	Classes (Excl. Sun 30)	4

NOVEMBER, 2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 6	Tuesday to Sunday	Classes (Excl. Sunday 6)	5
7	Monday	Id-Uz- Zuha	1
8 to 9	Tuesday to Wednesday	Classes	2
		Guru Nanak's Birthday	
10	Thursday	Classes (Excl. Sun 13)	1
11 to 13	Friday to Sunday	2nd Unit Test/Sessional Exam	2
14 to 19	Monday to Saturday	2nd Unit Test/ Sessional Exam	6
20 to 30	Sunday to Wednesday	Classes (Excl. Sunday 20, 27)	9

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S.B. Deorah College

Prospectus 2011-12

DECEMBER, 2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 5	Thursday to Monday	Classes (Excl. Sunday 4)	4
6	Tuesday	Muharram	1
7 to 24	Wednesday to Saturday	Classes (Excl. Sun 11,18)	16
25	Sunday	Christmas Day	1
26 to 31	Monday to Saturday	Classes	6

JANUARY, 2012

Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 14	Sunday to Saturday	Classes (Excl. Sun 1, 8)	12
15 to 17	Sunday to Tuesday	Magh Bihu Silpi Divash	2
18 to 25	Wednesday to Wednesday	Classes (Excl. Sunday, 22)	7
20 to 25	Friday to Wednesday	College Week (Excl. Sun. 22)	5
26	Thursday	Republic Day	1
27	Friday	Classes	1
28	Saturday	Saraswati Puja	1
29 to 31	Sunday to Tuesday	Classes (Excl. Sun 29)	2

FEBRUARY, 2012

Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 19	Wednesday to Sunday	Classes (Excl. Sun. 5, 12, 19)	16
20	Monday	Shivaratri	1
21-29	Tuesday to Wednesday	Classes (Excl. Sun. 26)	8

MARCH, 2012

Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 7	Thursday to Wednesday	Classes/Exam. (Excl. Sun. 4)	6
8	Thursday	Dol- Yatra	1
9 to 31	Friday to Saturday	Classes/ Exam. (Excl. Sun. 11, 18, 25)	20

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ANNEXURE – II

FEEDBACK OF STUDENT, ALUMNI AND PARENTS

Students overall evaluation of the Programme and teaching

Questionnaire No. 3

Year: 2013-14   **course: B A**

 Department :   Education

Q.No.7	The teacher prepare for the classes (in %)			
Teacher	thoroughly	satisfactorily	poorly	indifferently
B Baishya	50	50	………	………
A Saikia	41.7	58.3	………	………
R Deka	75	25	………	8.3
S Rahman	50	50	………	………

Q.No.8	The teacher able to communicate (in %)			
Teacher	Always effective	Sometimes effective	Just satisfactorily	Generally effective
B Baishya	83.3	16.7	………	………
A Saikia	58.3	16.7	………	16.7
R Deka	66.7	25	………	………
S Rahman	25	75	………	………

Q.No. 9	Encourages students participation in class (in %)			
Teacher	Mostly yes	sometimes	Not at all	always
B Baishya	50	33.3	………	16.7
A Saikia	91.7	8.3	………	………
R Deka	83.3	………	………	8.3

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S Rahman	33.3	58.3	………	………

Q.No.11	Helpful in advising (in %)			
Teacher	Very helpful	Sometimes helpful	Not at all helpful	Did not advise
B Baishya	91.7	………	………	………
A Saikia	83.3	16.7	………	………
R Deka	83.3	8.3	………	………
S Rahman	25	75	………	………

Q.No.12	Teacher's approach (in %)			
Teacher	Always courteous	Sometimes rude	Always indifferent	Cannot say
B Baishya	58.3	33.3	………	8.3
A Saikia	83.3	………	………	16.7
R Deka	58.3	25	………	………
S Rahman	50	25	………	25

Q.No.15	Teacher provide feedback (in %)			
Teacher	Regularly/intime	With helpful comment	Often/late	Without any comment
B Baishya	50	50	………	………
A Saikia	66.7	33.3	………	………
R Deka	66.7	25	………	………
S Rahman	33.3	41.7	………	25

Department :   Political Science

Q.No.7	The teacher prepare for the classes (in %)			
Teacher	thoroughly	satisfactorily	poorly	indifferently
Dr N Bhuyan	72.7	27.2	………	………
Dr S Mahanta	36.3	36.3	9	9
Dr L Goswami	63.6	36.3	………	………
T R Baruah	45.5	45.5	………	………

Q.No.8	The teacher able to communicate (in %)			
Teacher	Always effective	Sometimes effective	Just satisfactorily	Generally effective
Dr N Bhuyan	63.6	27.2	9	9
Dr S Mahanta	27.2	45.5	9	18.1
Dr L Goswami	45.5	27.2	27.2	………
T R Baruah	54.5	36.3	………	………

Q.No. 9	Encourages students participation in class (in %)			
Teacher	Mostly yes	sometimes	Not at all	always
Dr N Bhuyan	45.5	27.2	………	27.2
Dr S Mahanta	54.5	18.1	9	9
Dr L Goswami	27.2	36.3	………	36.3
T R Baruah	45.5	27.2	………	18.1

Q.No.11	Helpful in advising (in %)			
Teacher	Very helpful	Sometimes helpful	Not at all helpful	Did not advise
Dr N Bhuyan	72.7	27.2	………	………
Dr S Mahanta	36.3	54.5	………	………

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| Dr L Goswami | 63.3 | 36.3 | .... | .... |
| T R Baruah | 54.5 | 36.3 | .... | .... |

Q.No.12	Teacher's approach (in %)			
Teacher	Always courteous	Sometimes rude	Always indifferent	Cannot say
Dr N Bhuyan	81.2	………	18.1	………
Dr S Mahanta	36.3	36.3	18.1	9
Dr L Goswami	81.2	9	………	9
T R Baruah	72.7	9	………	9

Q.No.15	Teacher provide feedback (in %)			
Teacher	Regularly/intime	With helpful comment	Often/late	Without any comment
Dr N Bhuyan	36.3	45.5	9	………
Dr S Mahanta	27.2	36.3	27.2	9
Dr L Goswami	45.5	36.3	9	9
T R Baruah	36.3	36.3	9	9

Department :   Assamese

Q.No.7	The teacher prepare for the classes (in %)			
Teacher	thoroughly	satisfactorily	poorly	indifferently
J Kalita	21.4	21.4	28.6	28.6
Dr N Kalita	78.6	7.1	………	14.3
Dr BR Pathak	92.9	………	………	………

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| G.Das | 50 | 42.8 | ……… | ……… |
| Dr M Kalita | 14.2 | 71.4 | 21.4 | 14.3 |

Q.No.8	The teacher able to communicate (in %)			
Teacher	Always effective	Sometimes effective	Just satisfactorily	Generally effective
J Kalita	7.1	35.7	50	………
Dr N Kalita	35.7	21.4	35.7	………
Dr BR Pathak	92.9	………	………	………
G.Das	57.1	50	7.1	………
Dr M Kalita	21.4	21.2	64.2	7.1

Q.No. 9	Encourages students participation in class (in %)			
Teacher	Mostly yes	sometimes	Not at all	always
J Kalita	………	78.6	21.4	………
Dr N Kalita	42.8	14.3	………	35.7
Dr BR Pathak	35.7	7.1	………	57.1
G.Das	35.7	35.7	………	28.6
Dr M Kalita	7.1	50	42.8	7.1

Q.No.11	Helpful in advising (in %)			
Teacher	Very helpful	Sometimes helpful	Not at all helpful	Did not advise
J Kalita	………	85.7	14.3	………
Dr N Kalita	85.7	14.3	………	………
Dr BR Pathak	85.7	………	………	………
G.Das	85.7	14.3	………	………

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Dr M Kalita	14.3	42.8	35.7	21.4

Q.No.12	Teacher's approach (in %)			
Teacher	Always courteous	Sometimes rude	Always indifferent	Cannot say
J Kalita	7.1	50	14.3	21.4
Dr N Kalita	57.1	14.3	7.1	14.3
Dr BR Pathak	71.4	21.4	………	………
G.Das	85.7	14.3	14.3	………
Dr M Kalita	14.3	35.7	21.4	42.8

Q.No.15	Teacher provide feedback (in %)			
Teacher	Regularly/intime	With helpful comment	Often/late	Without any comment
J Kalita	42.8	50	7.1	………
Dr N Kalita	42.8	35.7	………	14.3
Dr BR Pathak	71.4	21.4	………	………
G.Das	50	21.4	28.6	………
Dr M Kalita	14.3	42.8	35.7	21.4

Department :   Economics

Q.No.7	The teacher prepare for the classes (in %)			
Teacher	thoroughly	satisfactorily	poorly	indifferently
D Goswami	40	60	……….	……….
B K Chakraborty	20	80	……….	……….
J Das	40	60	……….	……….

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Q.No.8	The teacher able to communicate (in %)			
Teacher	Always effective	Sometimes effective	Just satisfactorily	Generally effective
D Goswami	……….	100	20	……….
B K Chakraborty	20	40	40	……….
J Das	40	20	40	……….

Q.No. 9	Encourages students participation in class (in %)			
Teacher	Mostly yes	sometimes	Not at all	always
D Goswami	20	80	……….	……….
B K Chakraborty	20	80	……….	……….
J Das	20	80	……….	……….

Q.No.11	Helpful in advising (in %)			
Teacher	Very helpful	Sometimes helpful	Not at all helpful	Did not advise
D Goswami	……….	100	……….	……….
B K Chakraborty	20	80	……….	……….
J Das	60	40	……….	……….

Q.No.12	Teacher's approach (in %)			
Teacher	Always courteous	Sometimes rude	Always indifferent	Cannot say
D Goswami	40	……….	40	20
B K Chakraborty	20	20	20	40
J Das	60	……….	20	20

Q.No.15	Teacher provide feedback (in %)

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Teacher	Regularly/intime	With helpful comment	Often/late	Without any comment
D Goswami	40	60	……….	20
B K Chakraborty	……….	20	20	60
J Das	……….	40	20	40

Department :   History

Q.No.7	The teacher prepare for the classes (in %)			
Teacher	thoroughly	satisfactorily	poorly	indifferently
M Hussain	33.3	66.7	……….	……….
S Das	50	50	……….	……….
A Patowary	50	50	……….	……….

Q.No.8	The teacher able to communicate (in %)			
Teacher	Always effective	Sometimes effective	Just satisfactorily	Generally effective
M Hussain	83.3	……….	16.7	……….
S Das	66.7	33.3	……….	……….
A Patowary	50	……….	33.3	……….

Q.No. 9	Encourages students participation in class (in %)			
Teacher	Mostly yes	sometimes	Not at all	always
M Hussain	50	……….	……….	50
S Das	50	33.3	……….	16.7
A Patowary	83.3	……….	……….	……….

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Q.No.11	Helpful in advising (in %)			
Teacher	Very helpful	Sometimes helpful	Not at all helpful	Did not advise
M Hussain	100	……….	……….	……….
S Das	66.7	33.3	……….	……….
A Patowary	83.3	……….	……….	……….

Q.No.12	Teacher's approach (in %)			
Teacher	Always courteous	Sometimes rude	Always indifferent	Cannot say
M Hussain	83.3	……….	16.7	……….
S Das	100	……….	……….	……….
A Patowary	66.7	……….	16.7	……….

Q.No.15	Teacher provide feedback (in %)			
Teacher	Regularly/intime	With helpful comment	Often/late	Without any comment
M Hussain	33.3	66.7	……….	……….
S Das	16.7	50	……….	33.3
A Patowary	16.7	66.7	……….	……….

Department :   English

Q.No.7	The teacher prepare for the classes (in %)			
Teacher	thoroughly	satisfactorily	poorly	indifferently
Dr J Das	97.1	42.9	……….	……….
Dr P Chakraborty	71.4	28.6	……….	……….
Dr S Nath	71.4	28.6	……….	……….

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| J Baruah | 42.9 | 57.1 | ………. | ………. |

Q.No.8	The teacher able to communicate (in %)			
Teacher	Always effective	Sometimes effective	Just satisfactorily	Generally effective
Dr J Das	71.4	14.3	……….	14.3
Dr P Chakraborty	85.7	14.3	……….	
Dr S Nath	71.4	14.3	……….	14.3
J Baruah	42.9	14.3	42.9	……….

Q.No. 9	Encourages students participation in class (in %)			
Teacher	Mostly yes	sometimes	Not at all	always
Dr J Das	42.9	28.6	……….	28.6
Dr P Chakraborty	57.1	14.3	……….	28.6
Dr S Nath	42.9	28.6	……….	28.6
J Baruah	28.6	57.1	……….	14.3

Q.No.11	Helpful in advising (in %)			
Teacher	Very helpful	Sometimes helpful	Not at all helpful	Did not advise
Dr J Das	57.1	42.9	……….	……….
Dr P Chakraborty	42.9	14.3	……….	……….
Dr S Nath	100	……….	……….	……….
J Baruah	57.1	28.6	……….	……….

Q.No.12	Teacher's approach (in %)			
Teacher	Always courteous	Sometimes rude	Always indifferent	Cannot say

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Dr J Das	57.1	28.6	14.3	14.3
Dr P Chakraborty	85.7	………	………	14.3
Dr S Nath	100	………	………	………
J Baruah	42.9	28.6	………	42.9

Q.No.15	Teacher provide feedback (in %)			
Teacher	Regularly/intime	With helpful comment	Often/late	Without any comment
Dr J Das	42.9	57.1	………	14.3
Dr P Chakraborty	14.2	85.7	………	………
Dr S Nath	28.6	71.4	………	………
J Baruah	………	57.1	14.3	14.3

Department : Commerce

Q.No.7	The teacher prepare for the classes (in %)			
Teacher	thoroughly	satisfactorily	poorly	indifferently
R D Barman	13	73.9	………	13
P Deka	60.8	21.7	8.6	4.3
R Borgohain	39.1	39.1	8.6	4.3
N Goswami	52.2	39.1	4.3	4.3
B Khakhalary	34.8	56.5	4.3	4.3

Q.No.8	The teacher able to communicate (in %)			
Teacher	Always effective	Sometimes effective	Just satisfactorily	Generally effective
R D Barman	30.4	26	30.4	13

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P Deka	52.2	21.7	8.6	13
R Borgohain	34.2	43.5	8.6	13
N Goswami	52.2	39.1	……….	8.6
B Khakhalary	34.8	52.2	8.6	……….

Q.No. 9	Encourages students participation in class (in %)			
Teacher	Mostly yes	sometimes	Not at all	always
R D Barman	21.7	52.2	13	8.6
P Deka	30.4	52.2	8.6	4.3
R Borgohain	26	43.5	17.3	8.6
N Goswami	34.8	30.4	17.3	17.3
B Khakhalary	39.1	43.5	4.3	8.6

Q.No.11	Helpful in advising (in %)			
Teacher	Very helpful	Sometimes helpful	Not at all helpful	Did not advise
R D Barman	26	43.5	13	13
P Deka	43.5	34.8	8.6	8.6
R Borgohain	43.5	47.8	4.3	4.3
N Goswami	47.8	39.1	4.3	4.3
B Khakhalary	39.1	52.2	4.3	……….

Q.No.12	Teacher's approach (in %)			
Teacher	Always courteous	Sometimes rude	Always indifferent	Cannot say
R D Barman	26	4.3	30.4	34.8
P Deka	39.1	21.7	8.6	26

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R Borgohain	21.7	39.1	8.6	21.7
N Goswami	60.8	8.6	8.6	17.3
B Khakhalary	47.8	21.7	4.3	21.7

Q.No.15	Teacher provide feedback (in %)			
Teacher	Regularly/intime	With helpful comment	Often/late	Without any comment
R D Barman	34.8	26	8.6	26
P Deka	21.7	26	21.7	21.7
R Borgohain	21.7	30.4	21.7	21.7
N Goswami	17.3	47.8	8.6	13
B Khakhalary	34.8	30.4	13	17.3

General Information   Course : B A

Q.No. 1	**The syllabus of each course was**			
	26.2% adequate	4.9% inadequate	68.9%challenging	0- dull
Q.No.2	Background for benefitting from the course was			
	18.% more than adequate	60.7% adequate	0- inadequate	19.6%cannot say
Q.No.3	**The course was easy/difficult to understand**			
	4.9% easy	70.4%manageable	19.7% difficult	1.6% very difficult
Q.No.4	**The syllabus was covered in the class**			
	18% (85-100%)	39.3% (70-85%)	26.2 (55-70%)	6.6 (Less than 55%)
Q.No.5	Opinion about the library material and facilities for the course			
	1.6% more than adequate	65.6% adequate	18% inadequate	13.1% very poor
Q.No.6	**To what extent it was able to get material for the prescribed reading**			
	21.3%easily	77% with some	0-Not available at all	0- with great difficulty

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		difficulty		
Q.No.10	**Methods used by the teacher to encourage students participation in the class**			
	18% to raise question	73.8% get involved in discussion	3.3% not at all helpful	3.3% did not advise
Q.No.13	**Internal assessment was**			
	68.9% always fair	4.9% sometimes unfair	3.3% usually unfair	23% sometimes fair
Q.No.14	**Effect of internal assessment on course grade**			
	59% helps to imporve	0- discouraging	3.3 no special effect	36% sometimes effective
Q.No.16	**Assignments were discussed**			
	57.5% fully	14.8 partly	6.6not dicussed at all	18%sometimes discussed
Q.No.17	**Course contributory lecture was provided at the beginning**			
	91.8% yes	80.3% helpful	3.3% no	Dose not arise

General Information   **Course: B COM**

Q.No. 1	**The syllabus of each course was**			
	43.5% adequate	4.3% inadequate	43.5%challenging	4.3- dull
Q.No.2	Background for benefitting from the course was			
	4.3% more than adequate	30.4% adequate	4.3- inadequate	52.2%cannot say
Q.No.3	**The course was easy/difficult to understand**			
	8.7% easy	73.9%manageable	4.3% difficult	8.7% very difficult
Q.No.4	**The syllabus was covered in the class**			
	8.7% (85-100%)	34.8% (70-85%)	43.5 (55-70%)	13.4(Less than 55%)
Q.No.5	Opinion about the library material and facilities for the course			
	0- more than adequate	52.2% adequate	13.04% inadequate	30.4% very poor

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Q.No.6	To what extent it was able to get material for the prescribed reading			
	8.7%easily	43.5% with some difficulty	30.4% Not available at all	13.04% with great difficulty
Q.No.10	Methods used by the teacher to encourage students participation in the class			
	13.04% to raise question	39.1% get involved in discussion	8.7% not at all helpful	26% did not advise
Q.No.13	Internal assessment was			
	47.8% always fair	34.8% sometimes unfair	4.3% usually unfair	8.7% sometimes fair
Q.No.14	Effect of internal assessment on course grade			
	56.5% helps to imporve	13.04%- discouraging	4.3% no special effect	21.8% sometimes effective
Q.No.16	Assignments were discussed			
	8.7% fully	17.4partly	21.8not dicussed at all	47.8%sometimes discussed
Q.No.17	Course contributory lecture was provided at the beginning			
	95.7% yes	86.9% helpful	4.3% no	4.3%Dose not arise

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ANNEXURE – III

ACTION TAKEN REPORT

Plans	Action Taken
Requirements of additional posts	• Proposal sent to the DHE, Assam for sanctioning of additional teaching posts as per required norms of UGC and Gauhati University. • Proposal sent to the DHE, Assam for sanctioning of additional non-teaching posts to the college.
Development of infrastructure	• A dedicated transformer and a tube well with deep boring installed in the college. • A strong room constructed in the college for safe keeping of examination materials • Earth filling done in the front side of the college Further, proposals sent to the Govt. of Assam seeking financing grants for the following infrastructural needs of the college: • Library, Departmental common rooms, conference hall • Canteen Building • Administrative Block • Second floor of the auditorium building for class rooms • Second floor of the girls' hostel.
Recruitment of permanent Principal	All the formalities for recruitment of permanent principal was completed by the G.B. of the college and the DHE, Assam appointed Dr. Dharmendra Nath as the Principal
Provision of power back up	The G.B. took a decision to purchase one generator set for the College with funds received from UGC.

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ANNEXURE – IV

BEST PRACTICES

- Automation of college library

- Educational excursion and departmental field study tour.

- Faculty lectures organised by IQAC.

- A compulsory computer literacy programme for all the newly admitted students of degree courses

- Maintenance of log book by each department for monitoring the daily classes by the HoD.

- ICT skill development programme for the teachers.

- Conducting Departmental seminars for the Major students.

- Organising personality development programme for the students by inviting experts.

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ANNEXURE – V

SWOT ANALYSIS

Strengths:

1) Ethnic and cultural diversity of students of the college. The college attracts and hosts students from all the seven States of the region. It has become a mini seven sisters.

2) Centrally located in the heart of the Guwahati city, the college is easily accessible.

3) To make the students computer literate, the college introduced computer basic course in 2005 compulsorily for all students enrolled in the college.

4) Commerce stream at degree level was introduced in 2010 to cater to the need of the students

5) Students centred activities such as seminars, group discussion, workshop etc. being undertaken to fulfil the personal and professional need of the heterogeneous groups of students.

6) Many faculty members of the college associated with the designing of syllabus and course-curricula of the University

7) Dedicated and efficient faculty members cater the need of the students community by helping, mentoring them in various ways.

Weaknesses:

1) The infrastructure of the college is not up to the modern day requirements.

2) Lack of space or land area for further extension is another weakness of the college

3) Large number of teachers are working in temporary posts

4) Computer literacy and proficiency of the both teaching and non-teaching staff is low

5) Poor academic background students admitted in the college at large numbers

6) Results are not up to the expected level

7) No separate library building which result inadequate supply of learning resources and reading facility to the students.

8) No play ground in the college premises to promote sports and co-curricular activities.

9) Auditorium is not well furnished

10) Research activities of the faculty members are not adequate.

11) Seminar/conference hall is yet to be constructed

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12) Faculty-students ratio is high due to non-creation of permanent sanctioned post

13) Second & third floor of the girls' hostel yet to be constructed.

14) Administrative block cum Principal's office facing space constraints

15) Absence of separate departmental common rooms.

16) Lack of sufficient medical facility in case of emergency

Opportunities

1) The college being centrally located in the city, there are ample opportunities of introducing many add on, self-financed and professional courses.

2) To arrange more soft skill development, vocational courses to increase employability among the students.

3) To introduce Post Graduate courses in all the subjects having major course.

4) To arrange entrepreneurship development programme to increase self employability

5) To open NCC for the students

Threats/Challanges

1) To promote employability in higher category of jobs.

2) Betterment of academic result of the students is a major challenge for the college.

3) Adoption of ICT and modern tools in teaching and learning by the faculty

4) Absenteeism of students from classroom and library

5) Improving the dropout rate

6) Paucity of fund for college development

7) Large section of the teachers working in temporary posts

8) Securing Govt. grants for the Commerce stream.

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